1. **Committee/Institute/Convention/Commission/Programme: Information for All Programme (IFAP)**

   a. **Mandate and objectives**

   IFAP is an intergovernmental programme of UNESCO established in 2001 to provide a platform for international policy discussions and guidelines for action in the area of access to information and knowledge and to support the participation of all in the knowledge societies. The programme promotes international reflection and debate on the ethical, legal and societal challenges of the information society. Through IFAP, Governments of the world have pledged to harness the new opportunities of the information age to create equitable societies through better access to information.

   The objectives of The Information for All Programme (IFAP) is to:

   - Promote international reflection and debate on the ethical, legal and societal challenges of the information society;
   - Promote and widen access to information in the public domain through the organization, digitization and preservation of information;
   - Support training, continuing education and lifelong learning in the fields of communication, information and informatics;
   - Support the production of local content and foster the availability of indigenous knowledge through basic literacy and ICT literacy training;
   - Promote the use of international standards and best practices in communication, information and informatics in UNESCO's fields of competence;
   - Promote information and knowledge networking at local, national, regional and international levels.

   b. Do you have specific goals for the work foreseen in the current biennium?
      Yes – You refer to the decisions adopted by the 9th IFAP Council, including the development of the new strategic plan, activities of the Working Groups. Even earlier, the IFAP Strategic plan adopted by Member States during the 180 EXB identifies specific Secretariat actions for IFAP's work. The Regular Programme also provides a list of activities and results in the C/5 documents

   c. Number of members and length of mandate periods for members

      26 UNESCO Member States and 4 years of mandate period

d.      Are the members organized by electoral groups?   Yes

e.      Intergovernmental or personal capacity/expert capacity of members: The representative from the member countries nominated by the government.  The persons appointed by member countries as representatives of the council are preferably a specialist in the fields covered by the Information for All Programme( IFAP)

f.      Have chairperson or/and Members States received introduction to the work and working methods?   Yes

g.      Are observers authorized to participate and/or take the floor?

        Yes.

h.      Meeting frequency and length

        Rules and procedures indicate that one IFAP Council meeting in every year was the practice initially for first few years. But due to financial constraints, the Council now meets every two years.

        At least three Meetings of the Bureau of the IFAP Council are organized in between the council meeting.

        Both Council and bureau meetings are held face to face and/or with the facility for remote participation.

        Council Meeting:  2 days and Bureau meetings: 1 Day

i.      How many languages are interpreted during the meetings?
        In all 6 UN languages

j.      Where do the meetings take place?

        UNESCO, Paris, France

k.      Overall budget, including corresponding funding sources broken down as follows:

|  | RP | Other sources |
|---|---|---|
| **Organizing meetings** | $70,000 | |
| **Operational activities** | $130,000 | $ 50,000 |
| **UNESCO staff (approximate budget in lump sum)** | $ 150,000 | |

**2.    Bureau (if any)**

a.    Number of members, mandate period, number of times for possible reelection

Number of members: 8

Mandate period: 2 years and

The number of times for possible reelection: no stipulated limits in the statutes

b.    Intergovernmental or personal capacity/expert capacity?
The members of the Bureau are elected by the Intergovernmental Council of IFAP. IFAP Bureau has 1 chair, 3 vice-chairs and 1 Rapporteur. The persons elected by the council are preferably a specialist in the fields covered by the Information for All Programme( IFAP)

c.    Meetings frequency and length
Usually 3 to 4 meetings per biennium with communication between meetings facilitated by a dedicated e-mail discussion list

d.    Are observers allowed to participate and/or speak?

Yes.

e.    Interpretation during the meetings?

Yes.

f.    How many languages interpreted during the meetings?
In English and French

g.    Where do the meetings take place?
UNESCO Paris France

h.  Are minutes of the meetings of the Bureau prepared? Are the minutes distributed and to whom?
Yes. Report of the Bureau meeting is always prepared by the Secretariat and finalized by the Rapporteur of the Bureau in consultation with Bureau members. Minutes of the meeting prepared and distributed to all members of the Bureau and Council. It is also available online in IFAP website for greater public consumption

## 3.  Rules of procedure

a.  Who adopts the rules of procedure?
The Intergovernmental council of IFAP

b.  <u>Preparation of meeting</u>
  I.  Who decides agenda?
  The IFAP Bureau in consultation with the Secretariat
  II.  When are documents sent out?
  At least before 2 weeks of the meeting
  III.  Are they sent out in paper form?
  No. In electronic form
  IV.  Can you opt out of receiving printed documents?
   Yes.
  V.  Who decides the timetable?
  The IFAP Bureau in consultation with the Secretariat
  VI.  Who convenes the meeting?
  Director-General of UNESCO
  VII.  Do you open up for video meetings?   Yes.
  VIII.  Can there be extraordinary sessions?
  Yes.

      I.     If yes: how?

Extraordinary sessions could be convened by decision of the Council itself, or at the request of thirteen of its members. The place and date of extraordinary sessions should be determined by the Chairperson, in consultation with the Director-General, unless these have been decided upon by the Council.

IX.    Do you appoint sub groups or sub committees?

IFAP has 6 working groups on 6 priority areas If so for what duration and for which tasks?

Duration is not defined. 6 working groups are working on 6 priority areas (Information for development, Information literacy, Information preservation, Information ethics, Information accessibility and Multilingualism.  The IFAP Council has adapted new Terms of Reference (TOR) in its 9<sup>th</sup> Council Meeting in 2016.

    c.    <u>Decision-making</u>

    i.    Who prepare draft decisions?

     Intergovernmental Council of IFAP

    ii.    Until when can member states suggest new draft decision or amendments?

    Members of the Council prepare the draft decisions or its amendments during its discussions until the adoption of the decisions

    iii.    Are observers allowed to participate and/or speak?

    May be during the discussions only. But they are not allowed to speak during any decision making process.

    iv.    How are decisions adopted?

    Typically by consensus if necessary by simple majority.

4.    **Relation to General Conference and Executive Board and to other intergovernmental organs**

a.    Do you formally submit proposals for the program and budget of UNESCO (C/5)?
Yes,
If yes, how?
One of the roles of the IFAP Council is to advise the Director-General on the preparation of UNESCo's Programme and Budget. Discussions are held by the IFAP Council and Bureau during the statutory meetings on programme and activities and then submitted to the Secretariat. During the three past Councils, the ADG/Director of the Bureau of Strategic Planning and ADG/CI have debated/discussed the C/5 with the IFAP Council and obtained their inputs.

b.    How do you follow-up the General Conference's resolutions?
The Council discusses all relevant General Conference resolutions and decisions are taken based on these discussions. During each Bureau and Council meeting there is a specific item on the status of the implementation of recommendations. Progress on meeting these goals and avenues for improvement are discussed and follow-up decisions actions decided as appropriate. These are recorded in the official reports of the meeting.

c.    Do you give input to the Executive Board in your field of competence?
Yes.

d.    Do you report on your activities to the General Conference and/or to the Executive Board more than once during each four year programme period?
Yes. At each General Conference, a report on the activities of the IFAP transmitted to the General Conference via the Executive Board. DG submits the report to Executive Board along with other CI activities
Yes On various occasions – e.g. IFAP Review – more frequent reporting may occur.

e.    How do you follow-up the Executive Board decisions?
Through specific agenda item as well as the Agenda item on the implementation of recommendations and decisions.

f.     Does a specific framework exist to collaborate with other international and intergovernmental bodies?
Yes. Various meetings of the IFAP Council have agreed to enhance collaboration with MOST, IGBC , COMEST, IPDC and others..

**5.     Any others comments regarding the governance of international and intergovernmental bodies**

**6.     Please provide the reference and if possible hyperlink to the relevant statutory documents, including General Conference Resolutions establishing the bodies and relevant Executive Board decisions**

[http://www.unesco.org/new/en/communication-and-information/intergovernmental-programmes/information-for-all-programme-ifap/meetings-documents/](http://www.unesco.org/new/en/communication-and-information/intergovernmental-programmes/information-for-all-programme-ifap/meetings-documents/)

[http://www.unesco.org/new/fileadmin/MULTIMEDIA/HQ/CI/CI/pdf/ifap/ifap_rule_procedure_en.pdf](http://www.unesco.org/new/fileadmin/MULTIMEDIA/HQ/CI/CI/pdf/ifap/ifap_rule_procedure_en.pdf)

[http://www.unesco.org/new/en/communication-and-information/intergovernmental-programmes/information-for-all-programme-ifap/ifap-related-documents-of-the-executive-board-and-the-general-conference/](http://www.unesco.org/new/en/communication-and-information/intergovernmental-programmes/information-for-all-programme-ifap/ifap-related-documents-of-the-executive-board-and-the-general-conference/)

[http://www.unesco.org/new/en/communication-and-information/intergovernmental-programmes/information-for-all-programme-ifap/other-ifap-documents/](http://www.unesco.org/new/en/communication-and-information/intergovernmental-programmes/information-for-all-programme-ifap/other-ifap-documents/)