FINAL

UNITED NATIONS EDUCATIONAL,
SCIENTIFIC AND CULTURAL ORGANIZATION

Bureau of the Intergovernmental Council for the Information for All Programme
Seventh Meeting
18-20 October 2004

UNESCO House, Paris, Room VIII (Fontenoy Building)

Draft Report

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Introduction

1.   The seventh meeting of the Bureau of the Intergovernmental Council for the Information for All Programme was held at UNESCO House, Paris, on 18-20 October 2004.

2.   The following members of the Bureau participated:

Chairperson:	Mr Daniel MALBERT	France*
Vice-Chairperson:	Mr Dietrich SCHÜLLER	Austria
	Ms Olayemi Olubummi OMOLAYOLE	Nigeria
	Mr Rolando Lopex DEL AMO	Cuba*
Members:	Mr Ludovit MOLNAR	Slovakia
	Mr Wacef CHIHA	Tunisia
	Mr WU Yishan	China
Rapporteur:	Mr Laurence ZWIMPFER	New Zealand

Alternates: Ms Diana Carmenate PEREZ (Cuba); Catherine SOUYRI (France); Béatrice PLUCHON (France)

For the opening of the meeting, the Director-General of UNESCO was represented by Mr Mogens Schmidt, Deputy Assistant Director-General for Communication and Information. The Assistant Director-General for Communication and Information, Mr Abdul Waheed Khan, was represented by Ms Elizabeth Longworth, Director, Information Society Division.

Item 1   Opening of the meeting

3.   Mr Schmidt welcomed Bureau Members and passed on best wishes from Mr Khan who is currently in Asia attending WSIS and APIN (Asia Pacific Information Network) meetings. Mr Schmidt highlighted the challenge facing the United Nations system in assisting countries develop forward strategies so that they could realize the opportunities that come with ICTs. He noted UNESCO's active involvement in global initiatives including the WSIS, the Global Knowledge Partnership and the UN ICT Task Force. He encouraged the Bureau to work to strengthen the role of National IFAP committees in promoting the implementation of the two recently adopted international instruments ("Recommendation concerning the Promotion and Use of Multilingualism and Universal Access to Cyberspace" and the "UNESCO Charter on the Preservation of the Digital Heritage") as well as the "Policy Guidelines for the Development and Promotion of Governmental Public Domain Information".

4.   Mr Schmidt acknowledged the contribution of the IFAP Bureau in preparing suggestions for UNESCO's Programme and Budget for 2006-2007 (33 C/5); these were presented to the Executive Board at its 170th session (October 2004) – 170 EX/12 Part 2.

5. The Chairperson of the IFAP Council, Mr Daniel Malbert, also welcomed Bureau Members. He thanked members for their contributions to 33 C/5, which identified a number of priorities for the work of IFAP. He suggested that a particular focus for this meeting of the

Bureau was to examine these priorities in greater depth and select two or three priority actions. Another task facing the Bureau was to review and adopt a new set of criteria for funding IFAP projects.

Item 2   Adoption of the Agenda

6. The Agenda (see Annex I) was approved with the inclusion of the following items as part of Item 11 Miscellaneous:

> (a) Sharing Strategies for the Implementation of International Initiatives
>
>> i. Information Literacy
>>
>> ii. UNESCO Charter on the Preservation of the Digital Heritage
>>
>> iii. Recommendation concerning the Promotion and Use of Multilingualism and Universal Access to Cyberspace
>
> (b) National IFAP Committees
>
> (c) Bureau Operations and Working Methods
>
> (d) Digital Preservation Costs
>
> (e) Minerva Network

Item 3 Adoption of the Report of the Sixth Meeting of the Bureau (7 May 2004)

7. The Bureau of the Intergovernmental Council for the Information for All Programme,

1. <u>Having</u> examined document IFAP-2004/Bureau.VI/4 *"Draft Final Report of the Sixth Meeting of the Bureau of the Intergovernmental Council for the Information for All Programme";*

2. <u>Noted</u> that advice from Legal Affairs is that the Council may decide the rules or conditions under which observers such as international NGOs, IGOs and experts may attend the Bureau or the Council;

3. <u>Noted</u> that this issue had been raised at the third meeting of the IFAP Council in May 2004, and that the legal advice to the Council was that the Bureau is entitled to invite experts to its meetings to provide advice on specific Agenda items;

4. <u>Agreed</u> to amend paragraph 9.4 to read:

> *"Agreed that the Bureau may invite representatives from relevant IGOs and NGOs to participate in meetings of the Bureau, especially thematic debates, as experts."*

5. <u>Agreed</u> to adopt the report, as amended.

Item 4 Joint Meeting of the Bureau of IFAP and IPDC

8. The Bureau of the Intergovernmental Council for the Information for All Programme,

    1. <u>Having</u> examined document IFAP-2004/Bureau.VII/Inf.4 *"Meeting of the Presidents of the IPDC and IFAP";*

    2. <u>Agreed</u> that while there are some areas of common interest, the two programmes have different and complementary mandates. While this is evident to members of the two Councils and their respective Secretariats, it is not well understood by others within the UNESCO Secretariat and by Member States;

    3. <u>Noted</u> that the Secretariat had examined the possibilities of a joint IPDC/IFAP Bureau meeting, to be held in Geneva in February 2005 in conjunction with the 2nd meeting of the Preparatory Committee (PrepCom) of the Tunis phase of the World Summit on the Information Society;

    4. <u>Noted</u> that the costs of a meeting in Geneva would be very high, and furthermore, the IPDC Bureau has a very full agenda as it is expected to take 3 full days to consider 120 project proposals;

    5. <u>Agreed</u> not to organize a joint meeting of the two Bureau, but give further consideration to planning back-to-back meetings of the two Councils, linked by a one-day thematic debate, in 2006;

    6. <u>Agreed</u> that the Presidents of the two Councils should maintain a dialogue, including a further meeting before February 2005;

    7. <u>Agreed</u> that a Working Group, including the President and the Rapporteur, should be formed to develop proposals for the thematic debate to be held in 2006;

    8. <u>Requests</u> the IFAP Secretariat, in consultation with the IPDC Secretariat, to draft an information document on the activities and priorities of the two Councils, for wide distribution within UNESCO, including Member States.

Item 5 IFAP Visibility Plan

9. The Bureau of the Intergovernmental Council for the Information for All Programme,

    1. <u>Recalled</u> that at its 6th Meeting it had decided to establish a Working Group to finalize the Visibility Plan and <u>noted</u> that this could not proceed until the Bureau decided on the key IFAP messages;

    2. <u>Agreed</u> that all members of the Bureau should participate in the Working Group, facilitated by the Rapporteur, to finalize the key messages;

    3. <u>Noted</u> that a core objective of the Visibility Plan would be to support efforts in raising extra-budgetary funds;

4. Also recalled that there is no budgetary provision in 32 C/5 to implement any Visibility Plan, but that the Bureau could consider allocating funds from the IFAP Special Account;

5. Agreed that external professional support would be needed to establish and implement the Plan and requested the Secretariat to submit a costed proposal for obtaining such support for possible funding from the IFAP Special Fund;

6. Notes the schedule of events in 2004-2005 distributed by the Secretariat where the Bureau and Council members could participate to help promote IFAP's messages;

7. Requests the Secretariat to ensure there is provision in the 33 C/5 Programme and Budget for ongoing implementation of the Visibility Plan from 2006.

Item 6 IFAP Special Fund

10. The Bureau of the Intergovernmental Council for the Information for All Programme,

1. Having examined document IFAP-2004/Bureau.VII/Inf.5 *"Situation of the IFAP Special Fund"*;

2. Notes progress in establishing contracts for the projects approved by the previous Bureau in March 2004, with one contract signed and the remaining 9 being at various stages of project definition;

3. Notes that the amount of funding available for new projects is US$770.343.59;

4. Recalls the request from the Council for greater visibility in inviting project proposals and further information on projects approved by the Bureau;

5. Agreed to the following specific priorities in inviting proposals for new projects in the next funding round:

(a) Promoting information literacy, through capacity building particularly for information professionals;

(b) Strengthening awareness about the importance of preservation of information of all kinds;

(c) Promoting a better understanding of the ethical, legal and societal implications of ICTs.

6. Notes the proposed revised draft criteria for the allocation of funds, as set out in Part III of IFAP-2004/Bureau.VII/Inf.5;

7. Recalls the principles set out in IFAP-2002/COUNCIL.II/8 and approved by the Council in IFAP-2003/COUNCIL.II/11, Item 14 (g) 4 ;

8. Requests the Chairperson and the Rapporteur to further revise the criteria, taking account of the revised draft criteria and the approved principles, as well as the above funding priorities, and prepare a new draft in a form suitable for distribution

to potential applicants. The new draft is to be circulated by email to all Bureau members for further comment and approval.

9. Agrees that the budgets listed in the draft criteria should be presented as ceiling figures, although the Bureau would have discretion to allocate higher sums in exceptional circumstances ;

10. Agrees that the IFAP funds are to be allocated to projects where the beneficiaries are developing countries ;

11. Agrees that the invitation for project proposals should be distributed to IFAP National Committees and selected agencies with established relationships with UNESCO no later than January 2005 ;

Item 7 Implementation of the Plan of Action of the World Summit on the Information Society

11. The Bureau of the Intergovernmental Council for the Information for All Programme,

1. Notes that UNESCO is participating in the WSIS Stocktaking process;

2. Endorses UNESCO's suggestion to establish a single online platform of interoperable systems to create a primary repository of information on implementation activities ;

3. Notes that UNESCO has established its own online WSIS Action Directory, enabling access to projects/initiatives by region or country, WSIS Action Plan area, type of activity, UNESCO's four Principles for Knowledge Societies or UNESCO's main fields of competence. To date there are some 100 entries in this database. The tool has been offered to other WSIS stakeholders, but this offer has not yet been taken up ;

4. Notes that UNESCO is participating in the WSIS Tunis Phase preparatory meetings, including the Working Group on Internet Governance. Internet Governance is now being defined much more broadly than domain name assignment, including areas within UNESCO's fields of competence, e.g. multilingualism and freedom of expression ;

5. Notes that UNESCO is proposing to organize a series of thematic meetings in the preparation to the WSIS Tunis Phase, including Freedom of Expression in Cyberspace, Harnessing the potential of ICTs, including satellites, for capacity building, Multilingualism in Cyberspace, Cultural Diversity, Empowering Citizens Through Knowledge. One of these meetings could be a high level Ministerial Roundtable ;

6. Notes that UNESCO is supporting the World Summit Awards for e-Content ;

7. Supports the proposed programme of activities and encourages the Secretariat to use the WSIS preparatory activities to raise the profile of IFAP wherever possible ;

8. <u>Encourages</u> UNESCO to promote a focus on moving from projects to policies, with a special emphasis on the three "c's" – content, capability, community ;

9. <u>Supports</u> the preparation of printed materials to complement the excellent set of publications produced for the Geneva Summit ;

10. <u>Supports</u> UNESCO playing a more pro-active role in promoting ethical issues of knowledge societies and in helping clarify terminology and definitions.

Item 8 Dissemination, promotion, testing, use and improvement of the "Policy Guidelines for the Development and Promotion of Governmental Public Domain Information"

12. The Bureau of the Intergovernmental Council for the Information for All Programme,

1. <u>Notes</u> that the Guidelines have now been completed and are available in 3 languages (English, French, Spanish). They are being distributed to all Member States this week under the signature of the Director-General ;

2. <u>Notes</u> that the focus now is on implementation of the Guidelines, and efforts are being made to secure the support of National IFAP Committees ;

3. <u>Notes</u> that members of National IFAP Committees may not be in a position to directly influence implementation of the Guidelines, but that they could assist in ensuring the information is brought to the attention of the relevant authorities and groups ;

4. <u>Notes</u> that care needs to be taken in distinguishing between public domain information and 'free' information;

5. <u>Agrees</u> to support and promote the implementation of the Guidelines wherever possible within their own countries and regions.

Item 9 Open Thematic Debate

13. The Bureau of the Intergovernmental Council for the Information for All Programme,

1. <u>Notes</u> that the thematic debate held on Tuesday 19 October 2004 on *Measuring Progress Towards Achieving IFAP's Goals as well as Progress in Bridging the Digital Divide* was most successful;

2. <u>Notes</u> that one of the benefits of such debates is to raise the profile of IFAP within UNESCO and with related external groups ;

3. <u>Notes</u> the need to establish a clear focus for measurement initiatives, taking care to distinguish between the evaluation of projects and programmes compared to the measurement of outcomes and impacts ;

4. <u>Notes</u> the need for international benchmarking indicators, comparing countries with similar characteristics, as well as indicators for use within countries for local and regional comparisons. Special attention should be paid to measures that are relevant to developing countries, noting that some of the global business and household statistics are more applicable to developed countries ;

5. <u>Notes</u> the need for more robust statistics for libraries and archives ;

6. <u>Notes</u> the various dimensions of the digital divide provide a framework for the development of indicators – connectivity (e.g. technology infrastructure), capacity (e.g. ICT skills of teachers, integration of ICTs into curricula, technical support), content (e.g. local content production, digitization, preservation, language), cost (e.g. Internet access), community access and use (e.g. ease of use, information literacy, social capital, social change)

7. <u>Notes</u> the importance of ethnographic action research and local community ownership of research ;

8. <u>Notes</u> the work being carried out by the Community Informatics Research Network (CIRN), the WSIS Working Group (OECD, UNESCO-UIS, UNCTAD, ITU, UN-ICT Task Force, Regional Commissions), the ICA Workgroup for Data and IFLA ;

9. <u>Requests</u> the Secretariat to consult further by email with Bureau members on the following suggested actions:

   - Identify quality indicators, recognizing the diverse national and geographic situations;
   - Encourage the preparation of comparative statistics between "comparable" countries;
   - Develop indicators that focus on the four UNESCO WSIS Principles - freedom of expression, cultural diversity, equal access to education and universal access to information (in the public domain);
   - Working through UIS, contribute to the development of the proposed WSIS *Guide to IS Measurement;*
   - Collaborate with CIRN and other international groups seeking to develop relevant measures;
   - Seek further information on the ICA statistics project with a view to providing support;
   - Collaborate with IFLA on their scoping study for the development of robust library statistics;
   - Develop a specific proposal of new indicators, to submit to UIS (possibly based on measuring indirect social impacts of ICTs);
   - Comment on UIS stocktake of indicators within the framework of the WSIS Partnership on Measuring ICT for Development;
   - Identify opportunities to include additional statistics in UNDP and World Bank reports;
   - Seek cooperation of IFAP National Committees in data collection.

10. <u>Requests</u> the Secretariat to consider publishing a report of the thematic debate, including copies of all presentations .

Item 10   Date and Place of next Meeting of the Bureau

14. The Bureau of the Intergovernmental Council for the Information for All Programme,

1. <u>Agrees</u> to the following dates for the 8th Meeting of the Bureau, to be held in UNESCO Headquarters, Paris :

    Monday 4 April 2005 (Bureau Day 1, Room VIII)

    Tuesday 5 April 2005 (Thematic Debate, Room IX)

    Wednesday 6 April 2005 (Bureau Day 2, Room VIII)

2. <u>Agrees</u> to promote the thematic debate more widely within UNESCO and to other interested groups, noting that the room assigned (Room IX) will accommodate about 100 people ;

3. <u>Suggests</u> that the thematic debate relate to one of the three priority areas identified by the Bureau at this meeting (refer to Item 6 above). A final decision to be made after email consultation with Bureau Members.

Item 11   Miscellaneous

(a) Sharing Strategies for the Implementation of International Initiatives

i. Information Literacy

The Bureau received a stimulating presentation on the importance of information literacy in building knowledge societies. Information literacy empowers citizens so that they can participate in knowledge societies. Specific objectives suggested were:

- Identify and encourage effective practices;
- Promote regional approaches and facilitate exchange of experiences;
- Support development of innovative curricula;
- Improve co-operation between key actors.

It was noted that a number of small initiatives and projects aimed at raising awareness of information literacy are already under way. However, the opportunity exists for a much more widespread campaign to promote information literacy and this could provide a very specific focus for the IFAP visibility plan.

A focus on information literacy was supported by the Bureau, although it was recognized some effort needs to be put into popularizing the terminology. The term is not well understood and even in translation, can be mis-represented. It was suggested that telling stories in an

international television campaign could be a possible approach. Another suggestion was that "literacies" in the plural might be more accommodating of differences. Noting that 2003-2012 is the United Nations Literacy Decade (with UNESCO as the lead agency), it is appropriate for IFAP to champion the opportunities that result from higher levels of digital literacy.

ii. Charter on the Preservation of Digital Heritage

The Bureau received a progress report on the implementation of the Charter on the Preservation of Digital Heritage. The Guidelines that have been prepared in English have been translated into French, Spanish, Polish and Portuguese, and a number of regional workshops have been held or are planned during 2004 (Rio, Beijing, Cheongju, Quito, Kuala Lumpur). It was noted that as a Charter, there is no requirement on Member States to report progress with implementation.

iii. Recommendation concerning the Promotion and Use of Multilingualism and Universal Access to Cyberspace

The Bureau was reminded that this Recommendation had been adopted by the General Conference in 2003 and was formally transmitted by the Director-General to Member States in February 2004. While there is no formal ratification process, there is a requirement on Member States that this Recommendation be submitted to the competent national authority within 12 months of receipt. Furthermore, a proposal is being submitted to the 2005 General Conference that will require Member States to report back to UNESCO on progress in implementing international instruments. Bureau members highlighted the difficulty National Commissions and IFAP National Committees have in ensuring their Governments take notice of these instruments; however, it was agreed that efforts should be made to at least ensure the competent authorities at the national level are fully aware of the instruments.

(b) National IFAP Committees

The Secretariat introduced a new online tool (Communities of Practice) as a mechanism for supporting National IFAP Committees. Bureau members supported this development but acknowledged the challenge in motivating committees to be active participants. The Bureau was reminded of a proposal put forward at the last Bureau meeting for the appointment of a full-time IFAP National Committee Coordinator. Without this focus and support, it will be difficult for National Committees to support the IFAP agenda and leverage on each other. A first step to engage more pro-actively with National Committees would be distribute notes from each Bureau and Council meeting.

(c) Bureau Operations and Working Methods

The Rapporteur drew the attention of Bureau members to the draft **Email Protocol**, as a suggested method of working. This had been circulated to all Bureau members and comments were invited.

(d) Digital Preservation Costs

The Bureau noted the high costs of digital storage (hardware and software), especially for multimedia materials (e.g. one hour of analogue video requires 100Gbytes of storage at a cost of US$8.50 – 12 per Gigabyte per annum). The Secretariat was asked to investigate this issue, including identifying work being carried out by other agencies, and report back to the next Bureau meeting.

(e) Minerva Network

The Bureau noted the comprehensive work being carried out by experts from the 25 countries in Europe under the MINERVA project to develop political and technical frameworks and standards for information societies, including benchmarking, inventories, multilingualism, Intellectual Property rights, digital rights management, copyright, data protection, best practice, long term conservation in digital format. This is a significant effort with a budget of over 3 million Euro. However, there are concerns about how the network can be sustained when European Commission funding support ends in 2005. To avoid duplication of effort, it was suggested that UNESCO could have a clearing-house role and assist IFAP National Committees draw on work already completed. It was also pointed out that the NGOs, especially IASA, IFLA and ICA, are well placed to assist developing countries leverage on work undertaken by initiatives such as MINERVA.

Item 12   Closure of the meeting

15. The Chairperson closed the meeting by thanking the Secretariat, Document Services and the Interpreters for their support. He concluded that the meeting had been a very successful one, with all the meeting goals being met.

Annex I: Agenda of the Seventh Session of the Bureau for the Information for All Programme (18-20 October 2004)

1. Opening of the meeting

2. Adoption of the Agenda

3. Adoption of Report of the sixth Meeting of the Bureau (7 May 2004)

4. Joint meeting of the Bureaux of IFAP and IPDC
   (Decision 11.8 of 6th meeting of the Bureau)

5. IFAP Visibility Plan
   (Decision 12 of 6th meeting of the Bureau)

6. IFAP Special Fund
   (Decision 11.8 of 6th meeting of the Bureau)
   a) Present financial situation
   b) Implementation of projects, for which funds have been allocated during the virtual meeting of the Bureau (17 March 2004)
   c) New project submission exercise
   d) Project criteria

7. Implementation of the Plan of Action of the World Summit on the Information Society
   (Decision 22. (a) 7 d) of the 3rd session of the Council)

8. Dissemination, promotion, testing, use and improvement of the "Policy Guidelines for the Development and Promotion of Governmental Public Domain Information"
   (Decision 22. (d) 5 of the 3rd session of the Council)

9. **Open thematic debate**:
   "Measuring progress towards achieving IFAP's goals as well as progress in bridging the digital divide" *(Decision 14.3 of 6th meeting of the Bureau)*

10. Date and Place of the next meeting of the Bureau

11. Miscellaneous
    a) Sharing strategies for the implementation of international initiatives
    - Information Literacy
    - UNESCO Charter on the Preservation of the Digital Heritage
    - Recommendation concerning the Promotion and Use of Multilingualism and Universal Access to Cyberspace
    b) National IFAP Committees
    c) Bureau Operations
    d) Digital Preservation Costs
    e) Minerva Network

12. Closure of the meeting