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Bureau of the Intergovernmental Council for the Information for All Programme
Tenth Meeting
23 March 2006

UNESCO House, Paris, Room VI (Fontenoy Building)

Report

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Table of Contents

Introduction 4

Item 1 Opening of the meeting 4

Item 2 Adoption of the Agenda 4

Item 3 Adoption of the Report of the 9th Meeting of the Bureau (14-16 September 2005) 4

Item 4 IFAP Bureau Methods of Working 5

a) Email communication 5

b) Council communications – Bureau Blog, Online community 5

c) IFAP Bureau representation at international and regional meetings 5

d) Working groups and membership 5

e) New Working Groups 6

f) Engaging with NGOs and IGOs 6

g) Developing a Work Plan 7

Item 5 Review of action points from 4th session of the Council 7

a) IFAP Evaluation 7

b) WSIS follow-up 7

c) Visibility Plan 7

d) IFAP National Committees 8

e) IFAP Council's contribution for the preparation of 34 C/4 8

Item 6 Preservation of Archival heritage 9

Item 7 Agenda, Date and Place of 11th meeting of the IFAP Bureau 9

Item 8 - Miscellaneous 9

Item 9 - Closure of the meeting 9

Annex I: Agenda of the Tenth Meeting of the Bureau for the Information for All Programme (23 March 2006) 10

a) Email communication 10

b) Council communications – Bureau Blog, Online community 10

c) IFAP Bureau Representation at international and regional meetings 10

d) Working Groups & Membership 10

e) Engaging with NGOs and IGOs 10

f) Developing a Work Plan 10

a) IFAP Evaluation..... 10

b) WSIS follow-up..... 10

c) Visibility Plan 10

d) IFAP National Committees..... 10

e) IFAP Council's contribution for the preparation of 34 C/4..... 10

Preservation of Archival heritage..... 10

Agenda, Date and Place of 11th meeting of the IFAP Bureau (18-20 September)..... 10

Miscellaneous..... 10

Introduction

1. The tenth meeting of the Bureau of the Intergovernmental Council for the Information for All Programme was held at UNESCO House, Paris, on 23 March 2006.

2. The following members of the Bureau participated:

Chairperson:	Mr Laurence Zwimpfer	New Zealand
Vice-Chairperson:	Mr Dietrich Schüller	Austria
	Ms Fay Durrant	Jamaica
	Mr Theophilus Mlaki	United Republic of Tanzania
Members:	Mr Gabor Soos*	Hungary
	Mr Izzeldin Mohamed Osman	Sudan
	Mr Hong Tianhua**	China
Rapporteur:	Mr Daniel Malbert	France

* For Mr Laszlo Z. Karvalics, Member of the Bureau

** For Mr Wu Yishan, Member of the Bureau

3. The Director-General of UNESCO was represented by Ms Elizabeth Longworth, Director, Information Society Division.

4. The representative of the International Council on Archives (ICA), also representing the International Federation of Library Associations and Institutions (IFLA) and the Coordinating Council of Audiovisual Archives Associations (CCAAA), participated as well.

Item 1 Opening of the meeting

5. The Chairperson of the IFAP Council, Mr Laurence Zwimpfer, and Ms Elizabeth Longworth welcomed Bureau Members.

Item 2 Adoption of the Agenda

6. The Agenda (see Annex I) was approved.

Item 3 Adoption of the Report of the 9th Meeting of the Bureau (14-16 September 2005)

7. The Bureau of the Intergovernmental Council for the Information for All Programme, adopted the report of the 9th session of the Bureau (14-16 September 2005) (IFAP-2005/Bureau.VIII/3) without amendments.

Item 4 IFAP Bureau Methods of Working

a) Email communication

8. The Chair requested the Secretariat to accurately record the contact details of both the Bureau Members and the Permanent Delegates. He announced that he would circulate the protocol for email consultation among the Bureau Members for comments.

b) Council communications – Bureau Blog, Online community

9. The Bureau requested the Secretariat to set up a user friendly online tool facilitating communication among the Members of both the Council and the Bureau.

c) IFAP Bureau representation at international and regional meetings

10. The Bureau stressed the desirability of Bureau members representing the Council at international and regional meetings to increase the IFAP's visibility. In particular, they referred to the following three events

- Consultative Council of Audiovisual Archives Associations (CCAAA), Paris, France 31 March 2006;
- Congress of the International Federation of Library Associations and Institutions (IFLA), Seoul, Republic of Korea, August 2006;
- Health Crisis Information, Kuala Lumpur, Malaysia, June 2007.

11. Bureau members welcomed the intention of Dietrich Schüller (Austria) to represent the IFAP Bureau in the CCAAA meeting on 31 March 2006.

12. Bureau members expressed the need to focus on IFAP's three priority areas when identifying international and regional meetings for possible participation. They requested the assistance of the Secretariat in providing basic material such a PowerPoint presentations on IFAP and information brochures.

13. The Secretariat pointed out that funds to cover the costs of participation of Bureau members in international and regional events are not available. Bureau members could perhaps rely on IFAP's national presence through its National Committees or regional antennas of some NGOs such as those of the International Council on Archives to attend regional meetings.

d) Working groups and membership

14. The three working groups established by the Bureau and endorsed by the Council aim to bring together international professionals and experts around projects where two or three Members of the Bureau are in charge of specific tasks. The progress status of the existing Working Groups are as follows:

Measuring ICT for Development

15. The Bureau members, who recognized that the Working Group on this topic was not set formally, agreed on the following:

(a) The title of the Working Group should be "Measurement for Knowledge Societies";

(b) The Working Group should focus on the measurement issues in IFAP's three priority areas;

(c) Terms of Reference of this Working Group should be established including the scope of measurement (e.g. impact on societies, how many people are information literate, etc.) and the methods to be used (measuring instruments and indicators);

(d) The work of the group should be based on related activities carried out within the framework of the Regular Programme (e.g. Observatory on the Information Society, activities of the UNESCO Institute for Statistics, work of IPDC on indicators on free and pluralistic media), other international organizations (ITU, OECD) and the selection criteria used by the Bureau for IFAP project;

(e) The National IFAP Committees could help to realize the survey and collect indicators;

(f) NGOs should be involved in the drafting of the ToRs.

Visibility plan

16. This Working Group comprises all the Members of the Bureau and has benefited from the assistance of Microsoft and the Secretariat.

Online Meeting Tools

17. The Bureau decided not to establish a Working Group on Online Meetings Tools, as this technical and procedural item does not require a separate group, but instead to evaluate and eventually use the online community tool which will be presented by the Secretariat. (see Item 4. b)

e) New Working Groups

18. As requested by the IFAP Council at its 4th session, and upon a proposal by China, Bureau members agreed to establish a new "*Working Group on good practices in using information for development*". The Working Group, whose terms of reference need to be prepared, should link its work with the IFAP project on "Good Practice Database".

f) Engaging with NGOs and IGOs

19. Bureau members expressed their wish to increase the number of NGOs and IGOs participating in IFAP related meetings. In particular, the Bureau members decided to approach concerned actors in its list of NGOs and to examine the possibility to establish an online community.

g) Developing a Work Plan

20. The Bureau members took note of the wish of the Council to establish a work plan for its activities stressing the fact that the work plan must reflect the objectives of IFAP and be oriented towards the impacts that IFAP could have.

Item 5 Review of action points from 4th session of the Council

a) IFAP Evaluation

21. The Bureau requested the Secretariat to consult with UNESCO's Internal Oversight Service (IOS) on the preparation of the evaluation taking into account the timetable for the preparation of UNESCO's Draft Medium-Term Strategy 2008-2013 (34 C/4) by examining the possibilities of reflecting the results of the IFAP evaluation in this process.

22. The Bureau requested the Secretariat to review the draft Terms of reference of the Evaluation taking into account the comments by the Council and the Bureau. The revised ToR is to be send by the Secretariat to Bureau Members by 13th April for response by the end of April. The final version of the Terms of Reference needs to be submitted to the Council members by 31 August 2006.

23. Upon request of the Council, the Bureau will establish an "Evaluation Group" to monitor the evaluation process. Members of the working group that established IFAP, the two former Chairs of IFAP, as well as organizations such as ICA, IFLA, Internet Society (ISOC), International Federation for Information Processing (IFIP) should be invited to be part of the Evaluation Group.

b) WSIS follow-up

24. Bureau members recognized that IFAP has a role to play in the implementation of Action Lines on Cultural diversity and identity, linguistic diversity and local content (C8), in particular its paragraphs concerning digitization and preservation of cultural heritage, and Ethical dimensions of the Information Society (C10).

25. The Secretariat was requested to involve Bureau Members in its consultation meetings organized on the implementation of actions lines that are under its purview.[1]

26. The Chair agreed to provide a WSIS brief to those members of the Executive Board whose countries are also represented in the IFAP Council in order to express the need to associate and involve IFAP in the implementation of the WSIS outcomes.

c) Visibility Plan

27. Bureau members praised the Secretariat for the rapid preparation of the IFAP Brochure, the IFAP Report 2004-2005 and the other visibility material. They noted that a total amount of US$25,000 had been allocated from the IFAP Special fund for the production of this material.

[1] http://portal.unesco.org/ci/en/ev.php-URL_ID=1543&URL_DO=DO_TOPIC&URL_SECTION=201.html

28. The Secretariat informed the Bureau on the lack of funding for French translation of the report and its printing. The Bureau requested the Secretariat to identify funding for the French version of the Report and, if possible, also for the Spanish version. The unspent fund of around US$8,000 allocated for the production of IFAP visibility material will be used in priority for this purpose.

29. The Secretariat was requested to distribute the IFAP brochures and report to all UNESCO stakeholders and to authors having contributed articles to the Report.

30. The Secretariat was requested to provide electronic versions to allow the reproduction of the material, mainly the IFAP roll-ups in the field.

31. The Bureau is examining the possibility to realize a video clip on "Living Information" based on the same idea as the clip on "Living Heritage". The contact with Samsung is to be pursued.

32. The Bureau also reminded that existing standards instruments and charters have to be promoted.

d) IFAP National Committees

33. The existing structure of the IFAP National Committees - often lacking resources and represented by only one person - is considered to be too fragile and not sufficiently efficient. The Bureau examined the possibilities to reinforce the structure of these Committees and requested the Secretariat to provide a work plan, strategies and guidelines for National Committees.

34. The creation of new Committees is considered as a good mean to increase the visibility of the Programme. The Bureau suggested that the existing list of National Committees be presented to the Council in order to ensure that all UNESCO's Member States establish their National Committees.

35. In order to strengthen the existing Committees, the Bureau stressed the need to pursue the survey and the identification of focal point at national level. The focal point within the Secretariat has already been identified.

36. The coordination must not only be reinforced between IFAP Bureau and the Council, one the one hand, and the National Committees, on the other hand, but also horizontally among the National Committees themselves. Regional cooperation must be reinforced in this regard and a regional focal point could be also useful.

37. The work plans of National Committees should include actions related to the implementation of the WSIS outcomes.

e) IFAP Council's contribution for the preparation of 34 C/4

38. A consultation of Bureau members on giving more focus to infoethics will be held via email. The Bureau took note of the fact that the Director-General will shortly launch an official consultation process of Members States on the preparation of 34 C/4. The Secretariat was requested to ensure appropriate mentioning of IFAP's objectives and activities in the draft 34 C/4.

Item 6 Preservation of Archival heritage

39. The Bureau took note of the plans of the Secretariat to prepare a feasibility study on a global awareness campaign on the fragility of the audio-visual heritage including the proposals of establishing a World Audiovisual Heritage Day, proposed by the Czech Republic at the 33rd session of the General Conference, and the World Appeal for the Preservation of Audiovisual Heritage, presented by France at the 4th session of the IFAP Council, involving UNESCO National Commissions and IFAP National Committees.

Item 7 Agenda, Date and Place of 11th meeting of the IFAP Bureau

40. The 11th meeting of the IFAP Bureau will be held from 21 to 22 September 2006 at UNESCO Headquarters in Paris, France.

41. The Draft Agenda will be prepared using online tools and published one month prior to the meeting.

42. On 21 September 2006, the Bureau will organize a half-day thematic debate on information preservation.

43. The 12th and the 13th meetings of the Bureau are expected to be held respectively from 2 to 4 April and from 18 to 19 September 2007.

Item 8 - Miscellaneous

44. There was no point included under this item.

Item 9 - Closure of the meeting

45. Ms Longworth thanked the Members of the Bureau for their help and guidance. She commented that the two Intergovernmental Councils in the CI Sector (IFAP and IPDC) were working well and looked forward to their continuing assistance, especially in the development of the Medium-Term Strategy.

46. The Chairperson closed the meeting by thanking the Secretariat and the Interpreters for their support.

Annex I: Agenda of the Tenth Meeting of the Bureau for the Information for All Programme (23 March 2006)

1. **Opening of the meeting & Introductions**
2. Adoption of the Agenda
3. Adoption of Report of the 9th meeting of the Bureau (14-16 September 2005)
4. IFAP Bureau Methods of Working
   a) Email communication
   b) Council communications – Bureau Blog, Online community
   c) IFAP Bureau Representation at international and regional meetings
   d) Working Groups & Membership
   e) Engaging with NGOs and IGOs
   f) Developing a Work Plan
5. Review of action points from 4th session of the Council
   a) IFAP Evaluation
   b) WSIS follow-up
   c) Visibility Plan
   d) IFAP National Committees
   e) IFAP Council's contribution for the preparation of 34 C/4
6. Preservation of Archival heritage
7. Agenda, Date and Place of 11th meeting of the IFAP Bureau (18-20 September)
8. Miscellaneous
9. Closure of the meeting