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SCIENTIFIC AND CULTURAL ORGANIZATION

Bureau of the Intergovernmental Council for the Information for All Programme
Second Meeting
2-3 September 2002

UNESCO House, Paris, Room XIV (Bonvin Building)

Draft Report

**This document is also available at
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Introduction

1. The second meeting of the Bureau of the Intergovernmental Council for the Information for All Programme was held at UNESCO House, Paris, on 2-3 September 2002.

2. The following members of the Bureau participated:

Chairperson:	Ms Graciela Fernandez Baca	Peru
Vice-Chairpersons:	Ms Martha B. Stone	Canada
	Ms Olayemi Olubummi Omolayole	Nigeria
	Mr. Ali Al-Mashat, followed by Mr. Iyad Michel Aflak	Iraq
Members:	Ms Magdalena Pohlodova	Slovakia
	Mr. Carlos Eduardo Balen y Valenzuela	Colombia
	Mr. Wu Yishan	China
Rapporteur:	Mr. Laurence Zwimpfer	New Zealand

3. The Director-General of UNESCO was represented by Mr. Abdul Waheed Khan, Assistant Director-General for Communication and Information for the Opening of the Meeting and by Mr. Philippe Quéau, Secretary to the Information for All Council.

Item 1 Opening of the meeting

4. Ms Graciela Fernandez Baca (Peru, Chairperson of the Council for the Information for All Programme) opened the meeting by welcoming the participants. Mr. Abdul Waheed Khan also welcomed Bureau Members and commented briefly on key agenda items.

Item 2 Adoption of the Agenda

5. The Agenda (see Annex I) was approved with the addition of the following items to Item 10 (Miscellaneous):

- Update on preparations for the World Summit on the Information Society;
- UNESCO and its relationship with countries suffering from recent floods;
- Coordination between IFAP and IPDC
- Multilingualism and Universal Access to Cyberspace
- ISTIC (Institute of Scientific and Technical information of China) Project Proposals
- IFAP Database on best practices

Item 3 Management, promotion and strengthening of the special fund for the Information for All Programme and criteria for the design and implementation of extra-budgetary projects

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

1. Having examined document IFAP-2002/Bureau.II/3 "*Managing, promoting and strengthening the special fund for the Information for All Programme, and criteria for the design and implementation of extrabudgetary projects*";
2. Requests the Secretariat to review the document by 20 December 2002, in cooperation with the Bureau, to include strategic considerations for funding of the Information for All Programme;
3. Requests the Secretariat to submit this document as amended to the Council for approval at its second session;
4. Requests the Secretariat to study the feasibility of establishing a database on best practices in designing, implementing and evaluating development projects in the areas of the Information for All Programme, and to report on the results of this study to the Council at its second session;
5. Requests the Secretariat to consult Bureau members on projects already submitted for funding under the Special Fund for the Information for All Programme; the project proposals are to be accompanied by a succinct evaluation based on the criteria in document IFAP-2002/Bureau.II/3 and are to be published on the IFAP website.

Item 4 Conditions and criteria for admission to meetings of the Council for representatives of intergovernmental organizations and non-governmental organizations

7. The Bureau of the Intergovernmental Council for the Information for All Programme,
 1. Having examined document IFAP-2002/Bureau.II/4 entitled "*Conditions and criteria for admission to meetings of the Council for representatives of intergovernmental organizations and non-governmental organizations*";
 2. Decides to submit the "Conditions and criteria for admission to meetings of the Council for representatives of intergovernmental organizations, non-governmental organizations and of experts", as set out in the annex of this document, as amended, to the Intergovernmental Council for the Information for All Programme at its next session.

Item 5 Guidelines for the creation of national co-ordination frameworks or mechanisms for the Information for All Programme

8. The Bureau of the Intergovernmental Council for the Information for All Programme,
 1. Having examined document IFAP-2002/Bureau.II/5 "*Guidelines for the creation of national co-ordination frameworks or mechanisms for the Information for All Programme*";
 2. Endorses the proposals for the establishment of national coordination mechanisms for IFAP;

3. Requests the Secretariat to survey UNESCO National Commissions to identify what particular mechanisms Member States are using to provide this coordination and report thereon to the Council at its second session;
4. Requests the Secretariat to submit the "*Guidelines for the creation of national co-ordination frameworks or mechanisms for the Information for All Programme*" including the results of the above consultation to the Council at its 2nd session for endorsement.

Item 6 Guidelines for virtual meetings of the IFAP Council and its Bureau

9. The Bureau of the Intergovernmental Council of the Information for All Programme,
 1. Having examined document IFAP-2002/Bureau.II/6 "*Guidelines for Virtual Meetings of the IFAP Council and its Bureau*";
 2. Approves the proposal to establish an experimental asynchronous Virtual IFAP Forum serving as a platform for the organization of virtual meetings of the Bureau;
 3. Requires that a Virtual IFAP Forum Meeting be held no later than December 2002, so that the experience can be reported to the second session of the Council;
 4. Requests the Secretariat to survey all Council Members before 20 December 2002 to determine their capability for participating in synchronous virtual meetings using teleconferencing technologies;
 5. Requests the Secretariat to submit an amended "*Guidelines for Virtual Meetings of the IFAP Council and its Bureau*" to the second session of the Council for discussion and approval.

Item 7 UNESCO Charter on the Preservation of the Digital Heritage

10. The Bureau of the Intergovernmental Council for the Information for All Programme,
 1. Having examined document IFAP-2002/Bureau.II/7, particularly the discussion paper on "*UNESCO Charter on the Preservation of the Digital Heritage*";
 2. Welcomes the report by the Director-General on the "*UNESCO Charter on the Preservation of the Digital Heritage*";
 3. Requests the Director-General to closely involve the Intergovernmental Council of the Information for All Programme and its Bureau in the preparation of the Charter, in particular through:
 - (a) participation in regional consultations; and
 - (b) consideration of the draft Charter and a report based on feedback from Member States and other interested parties.

Item 8 IFLA Internet Manifesto

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

1. Having examined document IFAP-2002/Bureau.II/7, particularly the "*IFLA Library Manifesto*" contained in this document;
2. Welcomes the spirit and the objectives of the "IFLA Internet Manifesto";
3. Requests the Secretariat, in co-operation with the Bureau, to consult with IFLA with a view to developing an agreed Manifesto that could be promoted as a joint IFLA-UNESCO position;
4. Requests the Secretariat to prepare a document submitting the agreed Internet Manifesto to the Council at its second session, for endorsement, and for subsequent referral to the Director General and approval by the General Conference

Item 9 Organization of the work of the 2nd session of the Intergovernmental Council for the Information for All Programme

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

1. Having examined document IFAP-2002/Bureau.II/9 entitled "*Organization of the Work of the second Session of the Intergovernmental Council for Information for All Programme*";
2. Decides that the second session of the Council shall be held from 22 to 24 April 2003 in Paris, France, and the third meeting of the Bureau on 25 April 2003, also in Paris, France;
3. Adopts the Provisional Agenda, as amended, of the second session of the Council;
4. Requests the Secretariat to prepare the working documents for the second session of the Council, in accordance with Chapter VII, paragraph 16 of the Rules of Procedure of the Council.

Item 10 Miscellaneous

13. Preparations for WSIS: The Bureau requested that the Secretariat assist Council members mount an effective lobbying effort with their Governments to ensure the views of UNESCO are clearly enunciated in their submissions to the Summit. This could involve brief focused messages, suitable for inclusion in briefing papers and speech notes.

14. Countries with Floods: The Bureau congratulated the Secretariat on its rapid response to assist countries with flood damaged library and archive materials.

15. Coordination between IPDC and IFAP: The Bureau supported proposals for collaboration and coordination with the IPDC, beginning with information sharing and an invitation to the IPDC Chair to participate in the second session of the IFAP Council.

16. **Multilingualism and Universal Access to Cyberspace:** The Bureau noted that the Director-General had prepared a report for the 165th session of the Executive Board, summarising the consultation process since the 2001 General Conference and attaching a revised Draft Recommendation. Some 35 submissions on the draft recommendation had been received and these comments have been taken into account in the revised Draft Recommendation. This paper (165 EX/16, 23 August 2002) is now being circulated to Member States.

17. **ISTIC (Institute of Scientific and Technical information of China) Project Proposals:** The Bureau Member for China, Mr Wu Yishan, described three examples of projects that could be considered for either endorsement and/or support as IFAP programmes:

- The establishment of a training centre for information literacy in Beijing
- The dissemination of “Spark Science and Technology” video programmes
- Building a knowledge sharing platform

18. The Bureau noted that there are established processes for submitting projects for UNESCO endorsement and/or funding. These processes should be used in the first instance. The Secretariat would then provide an evaluation report on each project, for consideration by the Bureau.

19. **IFAP Database on best practices:** The Bureau supported the proposal to start immediately to gather case studies and information on initiatives consistent with the aims of IFAP. The question of whether countries might need some incentive (possibly a prize) to encourage them to provide this information was raised. It was agreed to develop this idea further with a view to presenting a proposal to the second meeting of the Council. The Bureau Member for Columbia, Carlos Eduardo Balen y Valenzuela, kindly agreed to produce a first draft of a paper.

Item 11 Closure of the meeting

20. The Chairperson closed the meeting by thanking Bureau members, the Secretariat and the Interpreters for their contributions to the meeting. On behalf of the Assistant Director-General for Communication and Information, Mr. Philippe Quéau, Secretary to the Information for All Council, added his thanks to Bureau members for their support.

Agenda

1. **Opening of the meeting**
2. **Adoption of the Agenda**
3. **Management, promotion and strengthening of the special fund for the Information for All Programme and criteria for the design and implementation of extra-budgetary projects**
4. **Conditions and criteria for admission to meetings of the Council for representatives of intergovernmental organizations and non-governmental organizations**
5. **Guidelines for the creation of national co-ordination frameworks or mechanisms for the Information for All Programme**
6. **Guidelines for virtual meetings of the IFAP Council and its Bureau**
7. **UNESCO Charter on the preservation of the digital heritage**
8. **IFLA Internet Manifesto**
9. **Organization of the work of the 2nd Session of the Intergovernmental Council for the Information for All Programme**
10. **Miscellaneous**
11. **Closure of the meeting**