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Joint Contribution



to the

WSIS C2 Action Line Facilitation Meeting



19 May 2008, ITU, Geneva, Switzerland

Note on the Facilitation Process

Introduction : This note is a joint contribution from [WebForce International](#), ITU-D sector member and in consultative status with ECOSOC, and from [ENSTA](#) ([PC4D](#)) WSIS-accredited academic institution, as partner of the [Digital World Forum on Accessible and Inclusive ICT](#) project which is a [FP7 project](#) in the field of [Information and Communication Technologies](#) (ICT-2007.9.1 International Cooperation: Development-related ICT research exploitation and cooperation roadmaps).

In order to bring some degree of coherence to the overall WSIS implementation process, It is kindly suggested to adopt working methods that would be similar (but not necessarily exactly similar) to those adopted for the actions lines facilitated by UNESCO (eg Action line C3 : [Working Methods of the Multi-stakeholders Team](#) formalized by the [Terms of Reference of the Multi-stakeholders Team](#) (cf *infra* appendix II). According to those terms of reference, themes are identified within the action lines, and for each theme, a moderator, and possibly a co-moderator are designated. A good example is Action Line [C8 Cultural diversity and identity, linguistic diversity and local content](#) that has been the first WSIS action line where all moderators have designated, and where the multi-stakeholder nature is exemplary since along side Civil Society organizations including Academia, there are two governmental entities. After consideration of the WSIS recommendations (*cf infra* appendix I), and following closely the negotiated text, an exploratory proposition for themes can be found below :

An exploratory proposal for themes

Sub-Theme	Lead moderator, co-moderators	Contacts
A/ Enabling investment in ICT infrastructure	tba	tba
B/ Universal access policies and strategies		Prof. Roger Mellet.
C/ ICT connectivity to public facilities.	tba	tba
D/ Broadband network infrastructure	tba	tba
E/ ICT equipment and services for illiterate people and people with special requirements	tba	tba
F/ Affordable ICT equipment		Dr. Francis Muguet
G/ Low-cost connectivity (use of unused wireless capacity, development of regional ICT backbones and Internet exchange point, transparent and non-discriminatory Internet transit and interconnection costs)	tba	tba

A similar approach could be followed for the actions lines [C4. Capacity building](#) and [C6.Enabling environment](#).

Annexes

- I) Recommendations of the Geneva action plan concerning the [C2.Information and communication infrastructure](#): action line
- II) UNESCO Action Line C3 [Terms of Reference of the Multi-stakeholders Team](#)
- III) Terms of References of the Facilitators of WSIS Action Lines (at the overall level).

Annex I

Terms put in bold by the authors of this note.

Recommendations of the WSIS Geneva action plan [C2.Information and communication infrastructure](#) action line

Infrastructure is central in achieving the goal of digital inclusion, enabling **universal, sustainable, ubiquitous and affordable access to ICTs by all**, taking into account relevant solutions already in place in developing countries and countries with economies in transition, to provide sustainable connectivity and access to remote and marginalized areas at national and regional levels.

- a) Governments should take action, in the framework of **national development policies**, in order to support an **enabling and competitive environment for the necessary investment** in ICT infrastructure and for the development of new services.
- b) In the context of **national e-strategies**, devise appropriate **universal access policies and strategies**, and their means of implementation, in line with the indicative targets, and develop **ICT connectivity indicators**.
- c) In the context of **national e-strategies**, **provide and improve ICT connectivity** for all schools, universities, health institutions, libraries, post offices, community centres, museums and other **institutions accessible to the public**, in line with the indicative targets.
- d) **Develop and strengthen** national, regional and international **broadband network infrastructure**, including delivery by satellite and other systems, to help in providing the capacity to match the needs of countries and their citizens and for the delivery of new ICT-based services. Support technical, regulatory and operational studies by the International Telecommunication Union (ITU) and, as appropriate, other relevant international organizations in order to:
 - i) broaden access to orbital resources, global frequency harmonization and global systems standardization;
 - ii) encourage public/private partnership;
 - iii) promote the provision of global high-speed satellite services for underserved areas such as remote and sparsely populated areas;
 - iv) explore other systems that can provide high-speed connectivity.

- e) In the context of **national e-strategies**, address the **special requirements** of older people, persons with disabilities, children, especially marginalized children and other disadvantaged and vulnerable groups, including by appropriate educational administrative and legislative measures to ensure their full inclusion in the Information Society.
- f) Encourage the **design and production of ICT equipment and services** so that everyone, has easy and affordable access to them including older people, persons with disabilities, children, especially marginalized children, and other disadvantaged and vulnerable groups, and promote the development of technologies, applications, and content suited to their needs, guided by the Universal Design Principle and further enhanced by the use of assistive technologies.
- g) In order to alleviate the challenges of illiteracy, develop **affordable technologies and non-text based computer interfaces** to facilitate people's access to ICT,
- h) Undertake international **research and development** efforts aimed at making available **adequate and affordable ICT equipment** for end users.
- i) **Encourage the use of unused wireless capacity**, including satellite, in developed countries and in particular in developing countries, to provide access in remote areas, especially in developing countries and countries with economies in transition, and to improve low-cost connectivity in developing countries. Special concern should be given to the Least Developed Countries in their efforts in establishing telecommunication infrastructure.
- j) Optimize connectivity among major information networks by encouraging the creation and development of **regional ICT backbones and Internet exchange points**, to reduce interconnection costs and broaden network access.
- k) Develop strategies for increasing **affordable global connectivity**, thereby facilitating improved access. Commercially negotiated **Internet transit and interconnection costs** should be oriented towards objective, transparent and non-discriminatory parameters, taking into account ongoing work on this subject.
- l) Encourage and promote **joint use of traditional media and new technologies**.

Annex II

Action Line C3 “Access to information and knowledge”

Terms of Reference for the functioning of the multi-stakeholder team¹

The present Terms of Reference are intended to serve as a guideline for the organizing the work of the stakeholders of Action Line C3.

A. *Role of Multi-stakeholder Team*

The Multi-stakeholder Team for Action Line C3 (referred to as “Team”) is comprised of all interested parties including governments, private sector, civil society and international organizations; the number of its members will be open-ended.

The overall goal of the Team is to facilitate the implementation of WSIS Action Line C3, mainly through networking stakeholders, enhancing information exchange, knowledge creation, sharing good practices, examining opportunities for collaboration and establishing partnerships among interested parties.

The Team will define its working methods, work plan and time table, as well as expected outcomes of its activities taking account of the terms of reference for moderators/facilitators of WSIS Action Lines, prepared on the occasion of the consultation meeting of action line moderators/facilitators (Geneva, 24 February 2006) (see Annex).

The Team will identify actors, in addition to WSIS stakeholders, for the implementation of Action Line C3, including IGOs, NGOs, civil society groups, academia and private sector and will “map” their activities in order to understand who the actors are and the scope of their interest in Action Line C3.

Considering the breadth of the topics covered under Action Line C3 and the varied expertise and priorities among the stakeholders, the Team may consider establishing complementary sub-groups working on specific areas/topics of Action Line C3.

For Action Line C3, a lead facilitator should be designated (referred to as “Facilitator”). whose task will be defined in the subsequent paragraphs. The Facilitator could be a representative from government, intergovernmental organization, private sector or civil society.

Should the Team decide to divide Action Line C3 into several sub-groups, the Team may also designate a moderator for each sub-group (referred to as “Sub-group Moderator”)².

1 Proposal as revised by UNESCO after the first consultation meeting (Paris, October 2006)

2 The draft terms of reference of Moderators/Facilitators adopted on the occasion of the consultation meeting of action lines moderators/facilitators (Geneva, 24 February 2006) uses the terms “Moderator” and “Facilitator” interchangeably. However, for the purpose of the present document, the term “Facilitator” will be used for the facilitation and coordination of the overall Action Line and “Moderator” for the coordinator of a sub-group.

B. *Role of Facilitator and Sub-group Moderators*

The main task of the Facilitator will be to coordinate the work of the Team as defined in paragraphs above so as to facilitate the networking, information exchange, sharing of experiences and good practices and identification of synergies among stakeholders, *inter alia*, by providing on-line interoperable networking tools, suggesting processes and templates and/or organizing physical meeting, as appropriate. The Facilitator will work in cooperation with any Sub-group Moderators, who will carry out similar functions in respect of their sub-group.

The Facilitator will compile a report³ on the activities of the Team on the basis of the inputs from the Team Members, with a view to enabling the agencies leading the overall implementation process (ITU, UNESCO and UNDP) to have a complete picture of implementation across all action lines. The Facilitator will follow the instruction from the lead agencies as regards to the frequency and period of submission of such report.

The Facilitator will participate, where necessary, in the coordination meeting of all facilitators of Action Lines and contribute to the overall reporting on WSIS implementation.

Should the Team decide to designate Sub-group Moderator(s), the main task of any such Sub-group Moderator will be to assist the work of the Facilitator by ensuring the networking of, as well as information exchange and sharing of good practices among the stakeholders of a specific sub-group. The Sub-group Moderator will also assist the Facilitator in reporting on the activities of the Team.

The Facilitator and the Sub-group Moderators should be able to provide sufficient resources in their own budgets to cover the costs of their own activities and to contribute to the overall coordination and implementation of Action Line C3.

C. *Role of Team Members*

Each Team Member will: carry out concrete activities to further the objectives and implementation of Action Line C3 within the framework of its own mandate, programmes and resources; provide to the Team information on its respective initiatives including events, projects and studies; share its experience, knowledge and good practices with other Team Members through the modalities to be defined.

Each Team Member will provide inputs to the Facilitator and/or Sub-group Moderators on its activities related to the follow-up of Action Line C3 with a view to facilitate reporting.

³ Report can be further completed with additional information including, updates or additions to the existing WSIS stocktaking data base, which is available on <http://www.itu.int/wsis/stocktaking/index.html>.

Annex III

Terms of Reference for Facilitators of WSIS Action Lines⁴

Context

Paras 108-109 of the Tunis Agenda for the Information Society set out a plan for multi-stakeholder implementation at the international level of the WSIS Plan of Action. The Annex to the document proposes a list of moderators/facilitators for stakeholder teams for each Action Line.

Responsibilities of Action Line Moderators/Facilitators

1. The primary goal of each multi-stakeholder team is implementation of the WSIS Plan of Action at the international level. A secondary objective is information-sharing and promotion of WSIS goals.
2. For each action line, moderators/facilitators should take the lead in facilitating the work of multi-stakeholder teams of interested parties (including governments, private sector, civil society, and international organisations).
3. For each action line, there may be several moderators/facilitators, including representatives from governments, private sector and civil society as well as appropriate UN agencies or Regional Commissions. However, one or two of the moderators should be nominated as exercising the lead role for the purposes of coordination.
4. UN agencies or Regional Commissions and other stakeholders may be involved in more than one action line, both as moderators/facilitators and as participants.
5. The coordination of the implementation of each action line should help to avoid duplication of activities by, *inter alia*, information exchange, creation of knowledge, sharing of best practices and assistance in developing multi-stakeholder and public/private partnership (*Tunis Agenda*, para 110).
6. The modalities of coordination for each action line are to be worked out among the moderators/facilitators, as well as among the participants in the multi-stakeholder team. They may involve, for instance, a combination of face-to-face meetings, teleconferences, online forums, joint projects or programmes, websites, databases, newsletters etc.
7. Each multi-stakeholder team should seek inputs from national implementation mechanisms (para 100) and from regional implementation activities (para 101).
8. Each multi-stakeholder team should develop reports on an [annual] basis for submission [before the end of November each year] to enable the suggested lead agencies—ITU,

⁴ Endorsed by the participants of the consultation meeting of Action Lines moderators/facilitators (24 February 2006, Geneva)

UNESCO and UNDP—to report on a complete picture across the action lines. These reports may also take the form of updates or additions to the WSIS stocktaking database, to be maintained and updated by ITU and the WSIS-ES.

9. Candidates to serve as Action Line Moderators/Facilitators should be able to provide sufficient resources to cover the costs of their own activities, and/or to contribute to overall WSIS implementation.
10. Action Line Moderators/Facilitators should be prepared to participate in coordination meetings among all moderators/facilitators, to be held [once or twice per year] and to contribute to the development of overall reports on WSIS implementation.
11. In the event of queries, action line moderators should refer to the lead agencies.