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**Report of the First Meeting of the
Preparatory Committee**

WORLD SUMMIT ON THE INFORMATION SOCIETY

Geneva, 1-5 July 2002

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I Introduction

1 In its Resolution 56/183 of 21 December 2001, the General Assembly of the United Nations welcomed the resolution of the Council of the International Telecommunication Union in which the Council endorsed the proposal put forward by the Secretary-General of the International Telecommunication Union for the holding of the World Summit on the Information Society. The General Assembly also invited the International Telecommunication Union to assume the leading managerial role in the Executive Secretariat of the Summit and its preparatory process, in cooperation with other interested organizations and partners.

2 The General Assembly further recommended that preparations for the Summit take place through an open-ended intergovernmental preparatory committee that would define the agenda of the Summit, finalize both the draft declaration and the draft plan of action, and decide on the modalities of the participation of other stakeholders in the Summit.

3 On its first day, Monday, 1 July, an informal opening ceremony was held. Opening statements were made by:

- Mr Marc Furrer, Head of Federal Department of Environment, Transport, Energy and Communications, Switzerland
- H. E. Hatem Ben Salem, Ambassador, Tunisia
- Mr Yoshio Utsumi, Secretary-General of ITU and Chairman of the High Level Summit Organization Committee (HLSOC)
- Mr Shashi Tharoor, Under-Secretary-General for Public Information, United Nations, New York
- Ms Maria Livanos Cattai, Secretary-General, International Chamber of Commerce (ICC), Paris
- Mr Daniel Pimienta, President, *Fundación Redes y Desarrollo (Funredes)*, Santo Domingo, Dominican Republic.

The opening statements can be found on the WSIS website at the following address:

http://www.itu.int/wsis/newsroom/newsroom_PrepCom1.html

II Organization

A Opening and duration of the meeting

4 The preparatory committee for the World Summit on the Information Society held its first session from 1 to 5 July 2002. The Committee held seven Plenary Meetings and seven subcommittee meetings.

5 Mr Yoshio Utsumi, Secretary-General of ITU and Chairperson of the High Level Summit Organization Committee, opened the inaugural Plenary Meeting and presided over the election of the President for the preparatory committee.

B Election of officers

6 The preparatory committee, based on consultations carried out with regional groups, elected the President and the other members of the Bureau, by acclamation:

President:

Mr Adama Samassekou (Mali)

Vice-Presidents:

African Group:	Libyan Arab Jamahiriya South Africa
Asia Group:	Brunei Darussalam Japan Pakistan
Eastern European Group:	Latvia Romania Russian Federation
Latin American and Caribbean Group:	Brazil Dominican Republic Mexico
Western Group:	Finland France United States of America

7 Switzerland and Tunisia, in their capacity as co-hosts for the WSIS, were elected *ex-officio* Vice-Presidents, by acclamation. The meeting agreed that these countries would constitute the Bureau of the preparatory committee.

8 The preparatory committee further elected, by acclamation, Mr Petru Dumitriu (Romania) as Rapporteur for the first preparatory committee.

C Provisional Rules of Procedure

9 The preparatory committee agreed to apply the Rules of Procedure of the General Assembly of the United Nations *mutatis mutandis* on a provisional basis, pending the adoption of the Rules of Procedure of the preparatory committee.

D Agenda

10 The preparatory committee adopted the agenda of PrepCom-1, as contained in Document WSIS/PC-1/DOC/1. The agenda was as follows:

- 1 Opening of the preparatory committee
- 2 Election of the President
- 3 Adoption of the provisional Rules of Procedure
- 4 Adoption of the agenda of PrepCom-1
- 5 Election of other officers of the PrepCom
- 6 Accreditation
- 7 Organization of work
- 8 Report of the Secretary-General of the ITU on activities leading up to PrepCom-1
- 9 General statements
- 10 Rules of procedure for the PrepComs and the Summit, including arrangements for accreditation
- 11 Report on activities related to the World Summit on the Information Society

- 12 Proposed themes for the Summit and possible outcomes
- 13 Arrangements for future preparatory committee meetings
- 14 Adoption of the Report of the first preparatory committee meeting

E Accreditation

11 According to usual practice, NGOs in consultative status with ECOSOC who had registered for participation were invited to attend the meeting as observers. Sector Members of ITU were equally invited as observers. A list of NGOs as well as a list of business entities (Document WSIS/PC-1/ADM/5) not in consultative status with ECOSOC, and who had applied to participate as observers at the PrepCom and the Summit, were submitted to the meeting. The PrepCom agreed to give accreditation to these entities for the current session of the PrepCom, and to enable them to participate as observers. Accreditation for subsequent PrepComs will be undertaken on the basis of the arrangements for accreditation which were agreed upon during this first PrepCom.

F Organization of work

12 The preparatory committee decided to establish two subcommittees. Subcommittee 1 was entrusted with the examination of the draft Rules of Procedure for the preparatory committee, the draft Rules of Procedure for the Summit and the arrangements for accreditation. Subcommittee 2 was entrusted with the examination of the proposed themes for the Summit and its possible outcomes. Mr Daniel Stauffacher (Switzerland) was elected Chairperson of Subcommittee 1, by acclamation, and Mr Pablo Macedo (Mexico) was elected Chairperson of Subcommittee 2, by acclamation. It was further agreed that subcommittee meetings would not be held in parallel, that Subcommittee 1 would be a closed committee and that Subcommittee 2 would be open to participation by the observers.

13 It was further decided that, for general statements, governments and international organizations would be given five minutes for their statements, following which NGOs and business entities would be allowed to make their statements. One NGO and one business sector entity from each region would be given four minutes each for their statements.

G Report on activities leading up to PrepCom-1

14 The Secretary-General provided a brief report on the activities undertaken by ITU and the UN system and other stakeholders to prepare for the first meeting of the preparatory committee (WSIS/PC-1/DOC/8).

H Attendance

15 In accordance with paragraph 2 of General Assembly Resolution 56/183, the preparatory committee for the World Summit on the Information Society was open to allow the full participation of all States that are members of the UN or any of the specialized agencies.

16 The following States were represented: Albania, Algeria, Angola, Argentina, Armenia, Australia, Austria, Azerbaijan, Bahrain, Bangladesh, Belarus, Belgium, Benin, Bhutan, Botswana, Brazil, Brunei Darussalam, Bulgaria, Burkina Faso, Burundi, Cambodia, Cameroon, Canada, Chile, China, Colombia, Comoros, Congo, Costa Rica, Croatia, Cuba, Czech Rep., Dem. People's Rep. of Korea, Denmark, Djibouti, Dominican Rep., Ecuador, Egypt, El Salvador, Equatorial Guinea, Estonia, Ethiopia, Finland, France, Gabon, Gambia, Germany, Ghana, Greece, Guatemala, Guinea, Haiti, Honduras, Hungary, India, Indonesia, Iran (Islamic Republic of), Iraq, Ireland, Israel, Italy,

Jamaica, Japan, Jordan, Kazakstan, Kenya, Korea (Rep. of), Kyrgyzstan, Latvia, Lebanon, Lesotho, Liberia, Libya, Liechtenstein, Lithuania, Luxembourg, Malaysia, Maldives, Mali, Malta, Mauritania, Mauritius, Mexico, Monaco, Mongolia, Morocco, Mozambique, Myanmar, Namibia, Nepal, Netherlands, New Zealand, Nicaragua, Niger, Nigeria, Norway, Oman, Pakistan, Panama, Peru, Philippines, Poland, Portugal, Romania, Russia, Rwanda, Samoa, Saudi Arabia, Senegal, Sierra Leone, Singapore, Slovakia, South Africa, Spain, Sri Lanka, Sudan, Sweden, Switzerland, Syria, Tanzania, Thailand, Trinidad and Tobago, Tunisia, Turkey, Tuvalu, Uganda, Ukraine, United Arab Emirates, United Kingdom, United States, Uruguay, Uzbekistan, Vatican, Venezuela, Viet Nam, Yemen, Yugoslavia, Zambia, Zimbabwe.

17 The following United Nations bodies were represented: United Nations Secretariat, United Nations Human Settlements Programme, Joint United Nations Programme on HIV/AIDS, United Nations Conference on Trade and Development, United Nations Development Programme, Economic Commission for Africa; Economic Commission for Europe, Economic Commission for Latin America and the Caribbean; Economic and Social Commission for Asia and the Pacific; Economic and Social Commission for Western Asia; United Nations Population Fund; United Nations Children's Fund; United Nations Development Fund for Women; United Nations Institute for Training and Research; Non-Governmental Liaison Service, United Nations University, United Nations Office at Geneva, United Nations Volunteers.

18 The following specialized agencies were represented: Food and Agriculture Organization of the United Nations; International Civil Aviation Organization; International Labour Organization; The World Bank, United Nations Educational, Scientific and Cultural Organization; United Nations Industrial Development Organization; Universal Postal Union; World Health Organization; World Intellectual Property Organization; and World Meteorological Organization.

19 The following invited intergovernmental organizations were represented: Asian-Pacific Telecommunity; Asia Development Bank, African Telecommunications Union; Commonwealth of Independent States, European Commission; *Banque Inter-Américaine de développement*, International Electrotechnical Commission; Inter-Parliamentary Union; League of Arab States; Organization of African Unity; Organization for Economic Cooperation and Development; Organization of the Islamic Conference; *Organisation internationale de la Francophonie*.

20 A large number of non-governmental organizations and business sector entities, including ITU Sector Members, attended the session.

I Documentation

21 The preparatory committee for the World Summit on the Information Society had before it the following official documents:

- Draft agenda (WSIS/PC-1/DOC/1)
- Progress report on preparatory activities at the local, national, regional and international level and selected activities by major stakeholders (WSIS/PC-1/DOC/2)
- Participation of private sector and civil society and other stakeholders (WSIS/PC-1/DOC/3)
- Proposed themes for the Summit and possible outcomes (WSIS/PC-1/DOC/4)
- Draft Rules of Procedure for the preparatory committee (WSIS/PC-1/DOC/5)
- Draft Rules of Procedure for the Summit (WSIS/PC-1/DOC/6)
- African Regional Conference of WSIS, Final Declaration (WSIS/PC-1/DOC/7)
- Report on activities leading to PrepCom-1 (WSIS/PC-1/7DOC/8)

These documents can be found on the WSIS website at the following address:
http://www.itu.int/wsis/documents/documents_Documents_PrepCom1.html

III General statements

22 At its second Plenary Meeting, on 1 July, the preparatory committee heard brief general statements by the following States: Armenia; Brazil; Brunei Darussalam on behalf of the G77 and China; Canada; China; Denmark on behalf the European Union; Egypt; Japan; Korea (Rep. of); Latvia; Romania; Russia; Switzerland; Uzbekistan; Vatican; Venezuela and Yugoslavia.

23 At its third Plenary Meeting, on 2 July, the preparatory committee heard statements by the following States: Algeria; Benin; Chile; Colombia; Comoros; Dominican Rep.; El Salvador; India; Indonesia; Iran (Islamic Republic of); Kenya; Libya; Malaysia; Mexico; Nepal; Nicaragua; Niger; Nigeria; Norway; Pakistan; Senegal; South Africa; Sri Lanka; Sudan; Syria; Tanzania and Tunisia.

24 At its fourth Plenary Meeting, on 2 July, the preparatory committee heard statements by the following States: Bangladesh; Costa Rica; Sierra Leone; Zambia and Zimbabwe.

25 At its fourth Plenary Meeting, on 2 July, the preparatory committee heard statements by the following international and intergovernmental organizations: UN/OSAGI; UNDP; UNESCO; WHO; WMO; UNCSTD; FAO; the World Bank; UNIFEM; UNCTAD; OECD; Tunis on behalf of the League of Arab States; C.I.S; ILO and the Organisation of the Islamic Conference.

26 At its fourth Plenary Meeting, on 2 July, the preparatory committee also heard statements from the following representatives of the business community and of civil society: Brazilian Confederation of Chamber of Commerce; CRIS Campaign; Telecommunication Information Technology (Lebanon), Committee of Civil Society; ICC; International Women's Tribune Centre; World Economic Forum; Global Information Infrastructure Commission; Taking It Global; *Carrefour Mondial de l'Internet Citoyen* and International Publisher's Association.

These statements, when made available to the PrepCom Secretariat, have been posted on the WSIS website at the following address:

http://www.itu.int/wsis/documents/documents_Documents_PrepCom1.html

IV Rules of Procedure for the preparatory committee, the Summit and arrangements for accreditation

27 At its third meeting on 3 July 2002, the preparatory committee for the World Summit on the Information Society adopted on a provisional basis the Rules of Procedures for the preparatory committee, as presented orally by the Chairman of Subcommittee 1, Ambassador Stauffacher, it being understood that final approval would take place during the last Plenary Meeting, on the basis of the written text. On the basis of this decision, the Chairman announced that NGOs, civil society and the private sector would attend meetings of Subcommittee 2 as participants. The representatives of Benin, Brazil, China, Egypt, and Pakistan made statements.

28 At its final meeting on 5 July 2002, the preparatory committee considered, under item 10 of the agenda, Rules of Procedure for the preparatory committee and the Summit including arrangements for accreditation. The preparatory committee adopted two reports from the Chairman of Subcommittee 1: a) the Draft Rules of Procedure for the preparatory committee and a proposal

for a decision regarding arrangements for participation and b) a proposal for a decision regarding arrangements for accreditation¹. These documents were adopted by the preparatory committee and are incorporated in this report as Annexes 1, 2 and 3. The Chairman of Subcommittee 1 further informed the meeting that due to lack of time, Subcommittee 1 was unable to discuss Rules of Procedure for the Summit and suggested that the item be tabled again at PrepCom-2.

V Reports on activities related to the World Summit on the Information Society

29 The preparatory committee for the World Summit on the Information Society considered agenda item 11, entitled "Reports on activities related to the World Summit on the Information Society".

30 Presentations were made concerning various activities related to the World Summit on the Information Society. The purpose of these presentations was to inform PrepCom participants of major activities being carried out in the area of information and communications technologies, with a view to building synergies between these activities and the World Summit on the Information Society. The following speakers took the floor:

- Mr Mamadou Lamine Diallo and Mrs Karima Bounemra Ben Soltane for the African Regional Conference held in Bamako, Mali (May 2002);
- Mr Pekka Tarjanne on behalf of the United Nations Information and Communication Technologies Task Force;
- Mr Stephan Roberge from Canada on behalf of the G-8 Dot Force;
- Ambassador Carlo Trojan on behalf of the European Commission;
- Mr Hugh Railton on behalf of the Asia-Pacific Telecommunity;
- Mr Hamadoun I. Touré on behalf of the International Telecommunication Union's Telecommunication Development Bureau;
- Mr Bruno Lanvin on behalf of the World Bank;
- Mr Denis Gilhooly on behalf of the United Nations Development Programme;
- Mr Philippe Quéau on behalf of the United Nations Educational, Scientific and Cultural Organization;
- Mr José-Maria Figueres on behalf of the World Economic Forum;
- Mrs Rinalia Abdul Rahim on behalf of the Global Knowledge Partnership;
- Mrs Birgit Gocht on behalf of the *Asociación Hispanoamericana de Centros de Investigación y Empresas de Telecomunicaciones*.

In addition to the above presentations, the following speakers briefly took the floor:

- Mr Ali Ben Larbi on behalf of the Organization of the Islamic Conference;
- Mr Felix Castro Rojas, from the *Ministerio de Comunicaciones* of Colombia;
- Mr Antonio Allessandro on behalf of the E-government Conference held in Palermo.

¹ The Chinese delegation stated that with regard to the arrangements for accreditation, their interpretation of the footnote No. 6 regarding the application of the ECOSOC-Resolution 1996/31 is that accreditation is a rule, but that each Government can make opposition to a specific NGO being on the list, this in view of the fact that some NGOs in consultative status with ECOSOC have nothing to do with ITC and in order to have higher efficiency in the Summit.

VI Proposed themes for the Summit and possible outcomes

31 Subcommittee 2 on Themes and Outcomes held two meetings on Thursday 4 July. The subcommittee was chaired by Ambassador Pablo Macedo (Mexico). At the first meeting, Mr A. Levin, Deputy Executive Director of the Executive Secretariat presented WSIS/PC-1/DOC/4 entitled "Proposed themes for the Summit and possible outcomes".

32 At the same meeting, statements on the proposed themes of the Summit were made by the representatives of Algeria, Argentina, Australia, Benin, Brazil, Brunei Darussalam on behalf of the Group of 77 and China, Chile, China, Colombia, Costa Rica, Denmark for the European Union and associated countries, Egypt, El Salvador, Germany, India, Iran (Islamic Republic of), Japan, Korea (Rep. of), Latvia, Lebanon, Libya, Mali, Mexico, Morocco, Niger, Nigeria, Pakistan, Peru, Romania, Slovakia, South Africa, Sudan, Switzerland, Syria, Tunisia, Venezuela and Viet Nam.

33 At the second meeting, statements were made by Dominican Rep., France, Liberia, Malaysia, Norway, Russia, Slovenia, Tanzania, United States, Vatican and the Conference of NGOs in consultative relationship with the UN (CONGO).

34 At the same meeting, representatives of the United Nations Development Group, United Nations Volunteers, United Nations Office for Humanitarian Affairs, United Nations Conference on Trade and Development, International Organization for Standardization, Organization for Economic Cooperation and Development, the International Chamber of Commerce and CBBI, the International Association of Broadcasting, Accenture, the Arab Non-Governmental Organizations Group, the Global Information Infrastructure Commission, Junior Achievement, TIT, the Ville de Lyon and the World Press Freedom Committee made a statement.

35 At the same meeting, statements on the possible outcomes of the Summit were then made by the representatives of Argentina, Benin, Brazil, Canada, Chile, Colombia, Cuba, Denmark on behalf of the European Union and associated countries, Egypt, El Salvador, Ethiopia, India, Japan, Libya, Mali, Mexico, Nigeria, Pakistan, Romania, Switzerland, Syria, United Arab Emirates, Uruguay, Vatican and Venezuela.

36 On the basis of these discussions, the Chairman presented two non-papers, containing principles guiding the preparatory work of the WSIS, and proposed themes for the WSIS. These non-papers were discussed during informal consultations. The first non-paper (principles) was adopted by the Subcommittee. The second non-paper (themes) appeared under the authority of the Chairman as an annex to his report, and as a possible guide for future work. The Plenary adopted the principles and noted the report of the Chairman of Subcommittee 2. The Chairman's report, including the two non-papers, is attached as Annex 4.

VII Arrangements for future preparatory committee meetings

37 The decision on the final dates and venue for the second Preparatory Committee meeting, to be held preferably during the first quarter of 2003, was delegated to the Bureau.

VIII Adoption of the Report of the first meeting of the Preparatory Committee

38 The draft Report of the first meeting of the Preparatory Committee was adopted during the final Plenary session, on 5 July 2002. The Rapporteur was tasked with the finalization of the Report, with the support of the Executive Secretariat.

IX Annexes

ANNEX 1

DRAFT RULES OF PROCEDURE OF THE PREPARATORY COMMITTEE

I Sessions

Rule 1

Place and dates of sessions

The place and dates of each session of the Preparatory Committee shall be fixed by the Preparatory Committee during its previous session.

Rule 2

Notification of dates and place of sessions

The Secretary-General of the International Telecommunication Union (ITU) shall notify the members of the Preparatory Committee of the dates and place of each session, at least eight weeks in advance.

II Agenda

Rule 3

Drawing up of the provisional agenda

1 The Secretary-General of ITU, in consultation with the Bureau, shall draw up the provisional agenda for each session on the basis of items suggested by:

- a) the Preparatory Committee at a previous session;
- b) a Member State of the United Nations or of any specialized agency.

2 Items suggested for inclusion in the provisional agenda pursuant to subparagraph b) of paragraph 1 shall be submitted with basic documents in sufficient time to reach the Secretary-General of the ITU not less than five weeks before the first meeting of each session.

Rule 4

Communication of the provisional agenda

The Secretary-General of ITU shall, not less than four weeks before the opening of the session, communicate the provisional annotated agenda for a session of the Preparatory Committee in the official languages referred to in rule 48 and make the basic documents related to each item appearing thereon available to the Member States of the United Nations and of any specialized agency. It will also appear on the website.

Rule 5

Adoption of the agenda

The Preparatory Committee shall, at the beginning of each session, adopt the agenda for that session on the basis of the provisional agenda referred to in rule 3.

III Opening of the first session of the Preparatory Committee

Rule 6

Opening of the first session of the Preparatory Committee

The Secretary-General of ITU or, in her/his absence, any person designated by her/him for that purpose, shall open the first session of the Preparatory Committee.

Rule 7

Decisions concerning organization

The Preparatory Committee shall at its first session:

- a) adopt the rules of procedure of the Preparatory Committee;
- b) elect its officers.

IV Representation

Rule 8

Composition of delegations

1 The delegation of each Member State of the United Nations or of any specialized agency and the delegation of the European Community² participating as Members in the Preparatory Committee, shall consist of a head of delegation and such other representatives as may be required.

2 A State or the European Community intending to send a delegation to a session of the Preparatory Committee shall so inform the Secretary-General of the ITU, if possible, not less than one week before the opening of the session, indicating the name and functions of the members of the delegation.

V Officers

Rule 9

Elections

The Preparatory Committee shall elect from among the representatives of participating States the following officers: a President and fourteen Vice-Presidents, one of whom shall act as the Rapporteur; these officials being elected on the basis of ensuring the representative character of the Bureau, as well as two *ex officio* Vice-Presidents nominated by the host countries of the Summit. The Preparatory Committee may also elect such other officers as it deems necessary for the performance of its functions.

² The Preparatory Committee of the World Summit on the Information Society invites the European Community, within its areas of competence, to participate in its deliberations on any matter of particular concern to the European Community. The European Community shall not have the right to vote, but may submit proposals which may be put to the vote at the request of any State.

Rule 10

General powers of the President

1 In addition to exercising the powers conferred upon her/him elsewhere by these rules, the President shall preside at the plenary meetings of the Preparatory Committee, declare the opening and closing of each meeting, submit questions for decision, if necessary put questions to the vote and announce decisions. The President shall rule on points of order and, subject to these rules, shall have control of the proceedings and over the maintenance of order thereat. The President may propose to the Preparatory Committee the closure of the list of speakers, a limitation on the time to be allowed to speakers and on the number of times each representative may speak on a question, the adjournment or closure of the debate, the suspension or the adjournment of a meeting and any other motion deemed appropriate.

2 The President, in the exercise of her/his functions, remains under the authority of the Preparatory Committee.

Rule 11

Acting President

1 If the President is absent from a meeting or any part thereof, she/he shall designate one of the Vice-Presidents to take her/his place.

2 A Vice-President acting as President shall have the same powers and duties as the President.

Rule 12

Replacement of the President

If the President is unable to perform her/his functions, a new President shall be elected.

VI Bureau

Rule 13

Composition

The President and the Vice-Presidents, one of whom shall act as the Rapporteur, shall constitute the Bureau. The President, or in her/his absence one of the Vice-Presidents designated by her/him, shall serve as Chairperson of the Bureau. The Chairperson of each subcommittee established by the Preparatory Committee in accordance with rule 44 and any other officer elected by the Preparatory Committee in accordance with rule 9 may participate, without the right to vote, in the Bureau.

Rule 14

Functions

The Bureau shall assist the President in the general conduct of the business of the Preparatory Committee and, subject to the decisions of the Preparatory Committee, shall ensure the coordination of its work.

VII Secretariat of the Preparatory Committee

Rule 15

Duties of the Secretary-General of the Preparatory Committee

1 The Secretary-General of ITU or her/his designated representative shall act in the capacity of Secretary-General of the Preparatory Committee in all meetings of the Preparatory Committee and its subsidiary bodies and shall direct the staff of the secretariat.

2 The Secretary-General of the Preparatory Committee may designate a member of the secretariat of the Preparatory Committee to act in her/his place at these meetings.

Rule 16

Duties of the secretariat of the Preparatory Committee

The secretariat of the Preparatory Committee shall, under the supervision of the Preparatory Committee and in accordance with these rules:

- a) provide interpretation for meetings;
- b) receive, translate and circulate documents of the Preparatory Committee;
- c) publish and circulate the official documents of the Preparatory Committee;
- d) official documents shall be made available sufficiently in advance of a meeting of the Preparatory Committee;
- e) make and arrange for the keeping of sound recordings;
- f) arrange for the custody and preservation of the documents of the Preparatory Committee;
- g) generally perform all other work that the Preparatory Committee may require.

Rule 17

Statements by the secretariat of the Preparatory Committee

With the permission of the President, the Secretary-General of the Preparatory Committee, or any member of the secretariat of the Preparatory Committee designated for that purpose may, subject to rule 19, at any time, make either oral or written statements concerning any question under consideration.

VIII Conduct of business

Rule 18

Quorum

The presence of representatives of a majority of the States participating in the session of the Preparatory Committee shall be required for any decision to be taken.

Rule 19

Speeches

1 No one may address the Preparatory Committee without having previously obtained the permission of the President. Subject to rules 20, 21, 23 to 26 and, as appropriate, Chapter XIII, the President shall call upon speakers in the order in which they signify their desire to speak. The secretariat of the Preparatory Committee shall be in charge of drawing up a list of speakers.

2 Debate shall be confined to the question before the Preparatory Committee and the President may call a speaker to order if her/his remarks are not relevant to the subject under discussion.

3 The Preparatory Committee may limit the time allowed to each speaker and the number of times each participant may speak on any question. Permission to speak on a motion to set such limits shall be accorded only to two representatives of States in favour of and to two opposing such limits, after which the motion shall be immediately put to the vote. In any event, with the consent of the Preparatory Committee, the President shall limit each intervention on procedural matters to five minutes. When the debate is limited and a speaker exceeds the allotted time, the President shall call her/him to order without delay.

Rule 20

Points of order

During the discussion of any matter, a representative of a State may at any time raise a point of order, which shall be immediately decided by the President in accordance with these rules. A representative of a State may appeal against the ruling of the President. The appeal shall be immediately put to the vote, and the President's ruling shall stand unless overruled by a majority of the representatives present and voting. A representative may not, in raising a point of order, speak on the substance of the matter under discussion.

Rule 21

Precedence

The Chairperson of a subcommittee may be accorded precedence on the list of speakers for the purpose of explaining the conclusions arrived at by the body concerned.

Rule 22

Closing of the list of speakers

During the course of a debate, the President may announce the list of speakers and, with the consent of the Preparatory Committee, declare the list closed.

Rule 23

Right of reply

1 Notwithstanding rule 22, the President shall accord the right of reply to a representative of any State participating in the Preparatory Committee or of the European Community who requests it. Any other representative may be granted the opportunity to make a reply.³

2 The statements made under this rule shall normally be made at the end of the last meeting of the day of the body concerned, or at the conclusion of the consideration of the relevant item if that is sooner.

3 The representatives of a State or of the European Community may make no more than two statements under this rule at a given meeting on any item. The first shall be limited to five minutes and the second to three minutes.

4 The statements made under this rule shall attempt to be as brief as possible.

³ Observers do not have the right of reply.

Rule 24

Adjournment of debate

A representative of any State participating in the Preparatory Committee may at any time move the adjournment of the debate on the question under discussion. In addition to the proposer of the motion, permission to speak on the motion shall be accorded only to two representatives of States in favour and to two opposing the adjournment, after which the motion shall, subject to rule 27, be immediately put to the vote.

Rule 25

Closure of debate

A representative of any State participating in the Preparatory Committee may at any time move the closure of the debate on the question under discussion, whether or not any other representative has signified her/his wish to speak. Permission to speak on the motion shall be accorded only to two representatives of States opposing the closure, after which the motion shall, subject to rule 27, be immediately put to the vote.

Rule 26

Suspension or adjournment of the meeting

Subject to rule 37, a representative of any State participating in the Preparatory Committee may at any time move the suspension or the adjournment of the meeting. No discussion on such motions shall be permitted and they shall, subject to rule 27, be immediately put to the vote.

Rule 27

Order of motions

The motions indicated below shall have precedence in the following order over all proposals or other motions and points of order before the meeting:

- a) to suspend the meeting;
- b) to adjourn the meeting;
- c) to adjourn the debate on the question under discussion;
- d) to close the debate on the question under discussion.

Rule 28

Submission of proposals and amendments

Proposals and amendments shall normally be submitted in writing to the Secretary-General of the Preparatory Committee or her/his designated representative, who shall circulate copies to all participants. However, the President of the Preparatory Committee or the Chairperson of the appropriate subcommittee shall decide in each case whether an oral proposal or amendment submitted during a session must be presented in writing for publication and distribution.

Rule 29

Withdrawal of proposals, amendments and motions

A proposal, an amendment or a motion may be withdrawn by its sponsor at any time before a decision on it has been taken, provided that it has not been amended. Except as otherwise provided in these rules, a proposal, an amendment or a motion thus withdrawn may be reintroduced by any representative.

Rule 30

Decisions on competence

Subject to rule 27, any motion submitted by a representative of any State participating calling for a decision on the competence of the Preparatory Committee to adopt a proposal submitted to it shall be put to the vote before a decision is taken on the proposal in question.

Rule 31

Reconsideration of proposals

When a proposal has been adopted or rejected, it may not be reconsidered unless the Preparatory Committee, by a two-thirds majority of the representatives present and voting, so decides. Permission to speak on a motion to reconsider shall be accorded only to two representatives of States opposing reconsideration, after which the motion shall be immediately put to the vote.

IX Decision-making

Rule 32

Consensus

- 1 The Preparatory Committee shall make every effort to ensure that its work is accomplished by consensus.
- 2 Negotiations are conducted by Member States of the United Nations or of any specialized agency and the delegation of the European Community only.

Rule 33

Voting rights

Each State participating in the Preparatory Committee shall have one vote.

Rule 34

Majority required

- 1 In case there is no consensus, decisions of the Preparatory Committee on all such matters shall be taken by a majority of the representatives present and voting.
- 2 If a vote is equally divided, the proposal, amendment or motion shall be regarded as rejected.

Rule 35

Meaning of the phrase "representatives present and voting"

For the purpose of these rules, the phrase "representatives present and voting" means representatives casting an affirmative or negative vote. Representatives who abstain from voting shall be regarded as not voting.

Rule 36

Method of voting

1 Except as provided in rule 43, the Preparatory Committee shall normally vote by show of hands, except that a representative of a State may request a roll-call, which shall then be taken in the English alphabetical order of the names of the States participating in the Preparatory Committee, beginning with the delegation whose name is drawn by lot by the President. The name of each State shall be called in all roll-calls, and its representative shall reply "yes", "no" or "abstention".

2 When the Preparatory Committee votes by mechanical/electronic means, a non-recorded vote shall replace a vote by show of hands and a recorded vote shall replace a roll-call. A representative of a State may request a recorded vote, which shall, unless a representative of a State requests otherwise, be taken without calling out the names of the States participating in the Preparatory Committee.

3 The vote of each State participating in a roll-call or a recorded vote shall be inserted in any record of or report on the meeting.

Rule 37

Conduct during voting

After the President has announced the commencement of voting, no representative shall interrupt the voting, except on a point of order in connection with the process of voting.

Rule 38⁴

Explanation of vote

Representatives of States may make brief statements consisting solely of explanations of their vote, before the voting has commenced or after the voting has been completed. The President may limit the time to be allowed for such explanations. The representative of a State sponsoring a proposal or motion shall not speak in explanation of its vote thereon, except if it has been amended.

Rule 39

Division of proposals

A representative of a State may move that parts of a proposal be decided on separately. If a representative of a State objects, the motion for division shall be voted upon. Permission to speak on the motion shall be accorded only to two representatives of States in favour of and to two opposing the division. If the motion is carried, those parts of the proposal that are subsequently approved shall be put to the Preparatory Committee for decision as a whole. If all operative parts of the proposal have been rejected, the proposal shall be considered to have been rejected as a whole.

Rule 40

Amendments

A proposal is considered an amendment to another proposal if it merely adds to, deletes from or revises part of that proposal. Unless specified otherwise, the word "proposal" in these rules shall be regarded as including amendments.

⁴ This provision shall apply by analogy when a decision is taken by consensus.

Rule 41

Order of voting on amendments⁵

When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the Preparatory Committee shall vote first on the amendment furthest removed in substance from the original proposal and then on the amendment next furthest removed therefrom and so on until all the amendments have been voted upon. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted upon.

Rule 42

Order of voting on proposals⁶

1 If two or more proposals, other than amendments, relate to the same question, they shall, unless the Preparatory Committee decides otherwise, be voted upon in the order in which they were submitted. The Preparatory Committee may, after each vote on a proposal, decide whether to vote on the next proposal.

2 Revised proposals shall be voted upon in the order in which the original proposals were submitted, unless the revision substantially departs from the original proposal. In that case, the original proposal shall be regarded as withdrawn and the revised proposal shall be treated as a new proposal.

3 A motion requiring that no decision be taken on a proposal shall be put to the vote before a vote is taken on the proposal in question.

Rule 43

Elections

All elections shall be held by secret ballot unless, in the absence of any objection, the Preparatory Committee decides to proceed without taking a ballot when there is an agreed candidate or slate.

X Subsidiary bodies

Rule 44

Subcommittees

1 The Preparatory Committee may establish subcommittees as it deems necessary for the performance of its functions.

2 Except as otherwise provided in these rules, each State participating in the Preparatory Committee as well as the European Community may be represented on each subcommittee.

⁵ This provision shall apply by analogy when a decision is taken by consensus.

⁶ This provision shall apply by analogy when a decision is taken by consensus.

Rule 45

Officers, conduct of business and decision-making

The rules contained in chapters V, VIII (except rules 18 and 28) and IX above shall be applicable, *mutatis mutandis*, to the proceedings of the subcommittees.

XI Languages and records

Rule 46

Languages of the Preparatory Committee

Arabic, Chinese, English, French, Russian and Spanish shall be the languages of the Preparatory Committee.

Rule 47

Interpretation

1 Speeches made in a language of the Preparatory Committee shall be interpreted into the other such languages.

2 A participant may speak in a language other than a language of the Preparatory Committee if the participant concerned provides for interpretation into one such language.

Rule 48

Languages of official documents

Official documents of the Preparatory Committee shall be made available in the languages of the Preparatory Committee.

Rule 49

Sound recordings of meetings

Sound recordings of plenary and subcommittee meetings of the Preparatory Committee shall be made and kept, unless otherwise decided by the Preparatory Committee.

XII Public and private meetings

Rule 50

The meetings of the Preparatory Committee and its subcommittees are public unless decided otherwise by the body concerned.

XIII Other participants and observers

Rule 51

Representatives of entities, intergovernmental organizations and other entities that have received a standing invitation from the General Assembly to participate in the capacity of observer in the sessions and work of all international conferences convened under its auspices

Representatives designated by entities, intergovernmental organizations and other entities that have received a standing invitation from the General Assembly to participate in the capacity of observer in the sessions and work of all international conferences convened under its auspices have the right to participate as observers, without the right to vote, in the deliberations of the Preparatory Committee, and, as appropriate, any other subcommittee.

Rule 52

Representatives of the specialized agencies

Representatives designated by the specialized agencies may participate as observers, without the right to vote, in the deliberations of the Preparatory Committee, and, as appropriate, any other subcommittee on questions within the scope of their activities.

Rule 53

Representatives of other intergovernmental organizations

Save where otherwise specifically provided with respect to the European Community in these rules of procedure, representatives designated by other intergovernmental organizations invited to the Preparatory Committee may participate as observers, without the right to vote, in the deliberations of the Preparatory Committee, and, as appropriate, any other subcommittee on questions within the scope of their activities.

Rule 54

Representatives of interested United Nations organs

Representatives designated by interested organs of the United Nations may participate as observers, without the right to vote, in the deliberations of the Preparatory Committee, and, as appropriate, any other subcommittee on questions within the scope of their activities.

Rule 55

Representatives of non-governmental organizations, civil society and business sector entities

1 Non-governmental organizations, civil society and business sector entities accredited to participate in the Committee may designate representatives to sit as observers at public meetings of the Preparatory Committee and its subcommittees.

2 Upon the invitation of the presiding officer of the body concerned and subject to the approval of that body, such observers may make oral statements on questions in which they have special competence. If the number of requests to speak is too large, the non-governmental organizations, civil society and business sector entities shall be requested to form themselves into constituencies, such constituencies to speak through spokespersons.

Rule 56

Associate members of regional commissions

Representatives designated by associate members of regional commissions may participate as observers, without the right to vote, in the deliberations of the Preparatory Committee, and, as appropriate, any other subcommittee on questions within the scope of their activities.

Rule 57

Written statements

Written statements submitted by the designated representatives referred to in rules 51 to 56 shall be distributed by the secretariat to all delegations in the quantities and in the language in which the statements are made available to it at the site of the Preparatory Committee, provided that a statement submitted on behalf of a non-governmental organization or a business sector entity is related to the work of the Preparatory Committee and is on a subject in which the non-governmental organization or the business sector entity has a special competence.

XIV Suspension and amendment of the rules of procedure

Rule 58

Method of suspension

Any of these rules may be suspended by the Preparatory Committee provided that 24 hours' notice of the proposal for the suspension has been given, which may be waived if no representative of a State objects. Any such suspension shall be limited to a specific and stated purpose and to a period required to achieve that purpose.

Rule 59

Method of amendment

These rules of procedure may be amended by a decision of the Preparatory Committee taken by a two-thirds majority of the representatives present and voting, after the Bureau has reported on the proposed amendment.

ANNEX 2

Arrangements for participation

The first meeting of the Preparatory Committee of the World Summit on the Information Society (PrepCom-1) decides that:

- Accredited NGOs and business sector entities are encouraged to actively participate in the intergovernmental preparatory process and the Summit as observers.
- All of these actors would have the same status.
- NGOs and business sector entities will be allowed to make the following substantive contributions:
 - Substantive written contributions along with executive summaries thereof would be welcomed on the basis of the Summit themes with fixed deadlines. They will be published by the Executive Secretariat on the WSIS website and circulated upon request in hard copies to the governments.
 - All executive summaries would be compiled by the Secretariat in a document according to the Summit themes, identifying the sources.
 - The document will be widely circulated before the second preparatory meeting and all stakeholders would have the opportunity to discuss its contents and hold workshops and meetings to coordinate positions.
 - As an informal part of the Preparatory Committee meetings, a number of multi-stakeholders thematic roundtables will be organized. The outcome of these thematic roundtables will be a Chairman's summary of the discussion, which will be submitted to the preparatory committee and incorporated in its records.
 - They are invited to nominate speakers to make statements in the Preparatory Committee, in accordance with the rules of procedure, reporting on the proceedings of parallel and networked series of events, with a view to contributing effectively to the success of the Summit.

ANNEX 3

Arrangements for accreditation

In order to participate in the PrepComs and the Summit accreditation is needed.

Those non-governmental organizations currently in consultative status with ECOSOC and ITU Sector Members, that wish to attend the Preparatory Committee meetings and the Summit must inform the Executive Secretariat and register to participate. As a rule, they shall be considered as accredited. The list of such non-governmental organizations shall be circulated to Member States two weeks before the session of the Preparatory Committee¹.

Those non-governmental organizations, civil society and business sector entities not covered in the previous paragraph, but wishing to attend and contribute may apply directly or through their governments to the Executive Secretariat of the Summit for that purpose. The application requires the submission of the following information:

- a) name of the organization/entity and pertinent contact information, including address and main contact;
- b) legal status;
- c) year of establishment;
- d) purpose of the organization/entity;
- e) a list of the members of the governing body of the organization/entity and their countries of nationality;
- f) a description of the membership of the organization, indicating the total number of members, the names of organizations that are members and their geographical distribution;
- g) programmes and activities in areas relevant to the subject of the Summit and indicating in which country, or countries, they are carried out;
- h) copies of the annual reports, with financial statements and a list of financial sources and contributions, including governmental contributions, if applicable;
- i) a copy of the constitution and/or by-laws of the organization;
- j) a completed pre-registration form prepared by the Executive Secretariat;
- k) confirmation of the activities of the organization at the national, regional or international levels.

These may be submitted by mail or by fax to the Executive Secretariat. The deadline for submitting accreditation applications is six weeks before the start of each Preparatory Committee meeting. The Executive Secretariat will review the relevance of the work of the applicants on the basis of their background and involvement in information society issues. It shall seek the assistance of the UN Non-governmental Liaison Service, in this context. In its evaluation, the Executive Secretariat will ensure that NGOs, civil society and business sector entities whose applications are rejected or whose accreditation has been cancelled do not apply under new names. If the evaluation shows, on the basis of the information provided, that the applicant is competent and its activities relevant to the work of the Summit, the Executive Secretariat will make recommendations to the Preparatory Committee for its decision on the accreditation of those NGOs, civil society and business sector

¹ In this context, the ECOSOC resolution 1996/31 shall apply.

entities. In cases where such recommendation is not made, the Executive Secretariat will make available to the Preparatory Committee meeting the reasons for not doing so. The Executive Secretariat will circulate its recommendations and the reasons for them to Member States two weeks before the start of each committee meeting. This document will be circulated in the languages of the PrepCom and would contain separate recommendations for all the different categories. Member States may be provided by the Executive Secretariat upon request additional information referred to in paragraphs a) to k). In case the above conditions are not met, in a way that impedes a sufficiently informed decision, the PrepCom may defer its decision regarding the applicant(s) concerned until its next meeting.

Accreditation is a continuous process. An organization that has been granted accreditation according to these rules² to attend a session of the Preparatory Committee meeting may attend all subsequent preparatory sessions, as well as the Summit unless the PrepCom or the Summit decides otherwise.

² It is understood that all accreditation at the first session of the Preparatory Committee was provisional and needs to be reviewed in the light of the present rules at its second session.

ANNEX 4

Draft report of the Chairman of Subcommittee 2 (Content and themes)

1 At its first Plenary Meeting, on 1 July 2002, the WSIS PrepCom 1 agreed to create a subcommittee to discuss the content and themes of the Summit. PrepCom approved the nomination of Mr Pablo MACEDO (Mexico) to chair it. Subcommittee 2 held two meetings on Thursday, 4 July. The meeting was open to all stakeholders involved in WSIS preparations.

2 On the basis of the discussions, the Chairman presented two non-papers, containing the principles guiding the preparatory work and the WSIS and proposed themes for the WSIS. These non-papers were discussed during informal consultations. The first non-paper (principles) was adopted by the Subcommittee. The second non-paper (themes) appears under the authority of the Chairman as an annex to this report and could serve as a guide for future work.

PRINCIPLES GUIDING THE PREPARATORY WORK AND THE WSIS

The first Preparatory Committee identified, in a preliminary manner, the following general set of principles to guide the preparatory work and the Summit:

- The Preparatory Committee and the Summit should be aimed at extending the benefits of the information society to all and should be development-oriented, overcoming the digital divide.
- The need to find a shared understanding of and to raise awareness of:
 - the information society; and
 - how the challenges of the digital divide can be met.
- [The Summit should consider, in a balanced manner, infrastructure and content issues.]
- Preservation of linguistic diversity and cultural identity should be a priority.
- [Ethical values should be considered an essential component.]
- A spirit of international cooperation should prevail.
- ICTs are a tool for achieving economic and social goals, such as those stated in the UN Millennium Declaration, and not an end in themselves.
- The importance of universal and inclusive access to the information society.
- [There is a need for broad-based partnerships among stakeholders.]
- The importance of utilizing ICTs for the benefit of disadvantaged communities (e.g. women, youth, children, the disabled, indigenous groups, migrants).
- [The importance of the issue of information network security.]

ANNEX 1

Proposal from the Chairman of Subcommittee 2 Themes for the WSIS

The Chairman of Subcommittee 2, based on the discussions and informal consultations that were held, identified the following themes as an initial basis for further work:

- Infrastructure: financing, deployment and sustainability.
- Identifying and overcoming barriers to the achievement of the information society.
- The role of government, the business sector and civil society in the promotion of ICTs for development.
- Education, human resources development and training.
- Access to information and communication technologies.
- Information network security.
- Development of a policy and regulatory framework.
- ICT applications (education, health, culture, poverty eradication, government, employment, business).
