



## General Secretariat (SG)

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To ITU Member States and Sector Members

Subject: **Invitation to the Fifth World Telecommunication/ICT Policy Forum (WTPF-13), in Geneva, Switzerland, from 14 to 16 May 2013**

Dear Sir/Madam,

I have great pleasure in inviting your Government/Organization/Entity to send a delegation to the fifth World Telecommunication/ICT Policy Forum (WTPF-13).

Pursuant to Council Decision 562 (annexed hereto) to convene a fifth WTPF in Geneva, I am pleased to inform you that at its 2012 session, the Council decided that WTPF-13 would take place in Geneva, Switzerland, from Tuesday, 14 May to Thursday, 16 May 2013. Council Decision 572 is attached in annex. In accordance with past practice, the WTPF-13 will be preceded by a one-day Strategic Dialogue Session (on 13 May, 2012), the theme of which will be announced in due course.

As you will recall, the Plenipotentiary Conference in its Resolution 2 (Rev. Guadalajara, 2010) decided to maintain the World Telecommunication/Information and Communication Technology Policy Forum (WTPF) as a venue for discussing strategies and policies of high current policy interest in the changing telecommunication environment, with non-binding outcomes. In accordance with Council Decision 562, WTPF-13 will discuss all Internet-related public policy issues raised in Resolutions 101, 102 and 133 (Rev. Guadalajara, 2010). In this regard, Council Decision 562, including the draft agenda of WTPF-13, is attached in annex.

Further to my letter DM-12/1003 dated 31 January 2012 regarding the planning schedule for WTPF-13, arrangements for the fifth forum will be similar to those of the previous four, i.e. discussions will be based on a report by the Secretary-General, drawn up with the assistance of an Informal Experts Group. I am pleased to inform you that in response to my letter DM-12/1016 dated 17 April 2012, the work of the Informal Experts Group has already begun. A report was presented to Council 2012 and the following revised timetable approved for the further elaboration of the Secretary-General's Report and associated draft opinions.

**Revised timetable for the elaboration of the Secretary-General's Report**

<b>9 March 2012</b>	Deadline for membership to submit materials considered relevant for the first draft of the Secretary-General's report.
<b>13 April 2012</b>	Online posting and circulation to membership of the first draft of the Secretary-General's report (drawn up on the basis of available material).
<b>15 May 2012</b>	Deadline for receipt of membership comments on the first draft and additional materials for the second draft. Deadline for nominations for a balanced group of experts, to advise the Secretary-General on the further elaboration of the report and of draft opinions associated with it.
<b>5 June 2012</b>	First meeting of the group of experts. Preliminary Second draft of the Secretary-General's report.
<b>25 June 2012</b>	Deadline for receipt of comments on preliminary Second Draft.
<b>3 July 2012</b>	Online Posting of Second Draft incorporating comments received (with sources clearly indicated)
<b>1 August 2012</b>	Deadline for receipt of comments on Second Draft. And, request for contribution to develop Third Draft, including broad outlines for possible draft opinions. Invitation letter to all stakeholders to participate in the group of experts
<b>31 August 2012</b>	Online Posting of Third Draft and broad outlines for possible draft opinions Deadline for response to the invitation letter to all stakeholders.
<b>30 September 2012</b>	Deadline for receipt of comments on Third Draft.
<b>10, 11, 12 (am) October 2012</b>	Second meeting of the group of experts
<b>10 January 2013</b>	Online Posting of Fourth Draft including draft opinions
<b>February 2013</b> (During CWG cluster of meetings)	Third meeting of the group of experts
<b>1 March 2013</b>	Finalizing the Secretary-General's report, and deadline for its publication.
<b>13 May 2013</b>	Date for the Strategic Dialogue.
<b>14-16 May 2013</b> (collocated with WSIS Forum 2013)	Dates of the 5 <sup>th</sup> WTPF on Internet-related public policy issues.

Details of WTPF-13 work progress can be found on the ITU website at: <http://www.itu.int/wtpf>.

At its session in 2012, the Council also agreed that all relevant stakeholders should participate in the work of the Informal Experts Group so as to contribute their unique perspective to the preparatory process, based on the roles and responsibilities that the stakeholders may have under Paragraph 35 of the Tunis Agenda (2005). Consequently, participation in the work of the IEG will be open to stakeholders in accordance with Council decision, taking into account Decision 562 and the need to maintain a balanced group of experts, and also room and seating capacity for IEG meetings at ITU headquarters in Geneva. Relevant stakeholders are invited to express their interest in participating in the work of the IEG by completing a *request form* made available at the WTPF-13 website at: <http://www.itu.int/wtpf>.

Registration for WTPF-13 will begin on **14 January 2013** and will be carried out exclusively online at the WTPF-13 website (<http://www.itu.int/en/wtpf-13/Pages/default.aspx>). Detailed information regarding requirements to access the online system will be provided in due course.

Finally, I should like to appeal to your Government/Organization/Entity to make voluntary contributions towards a Trust Fund established to cover the overall costs of WTPF-13 and to assist representatives from the least developed countries (LDCs) to participate. Furthermore, I invite you to kindly bring this invitation to make voluntary contributions to all other interested parties.

I look forward to seeing you at the Forum.

Yours faithfully,

*(signed)*

Dr Hamadoun I. Touré  
Secretary-General

**Annexes: 2** (Council Decisions 562 and 572)

## DECISION 562

### **Fifth World Telecommunication/Information and Communication Technology Policy Forum**

The Council,

*recognizing*

- a) that the world telecommunication/ICT policy forum, as established by Resolution 2 (Kyoto, 1994) of the Plenipotentiary Conference subsequently revised in Resolution 2 (Rev. Marrakesh, 2002), shall be maintained, in order to continue discussing and exchanging views and information on telecommunication/ICT policy and regulatory matters, especially on global and cross-sectoral issues;
- b) Resolution 101 (Rev. Guadalajara, 2010) on Internet Protocol-based networks;
- c) Resolution 102 (Rev. Guadalajara, 2010) on ITU's role with regard to international public policy issues pertaining to the Internet and the management of Internet resources, including domain names and addresses;
- d) Resolution 133 (Rev. Guadalajara, 2010) on Role of administrations of Member States in the management of internationalized (multilingual) domain names,

*considering*

that Resolution 101 (Rev. Guadalajara, 2010) instructs the Secretary-General to propose to the 2011 session of Council that a special forum under Resolution 2 (Rev. Guadalajara, 2010) or workshop be convened in the first quarter of 2013 to discuss all the issues raised in this Resolution and also in Resolutions 102 (Rev. Guadalajara, 2010) and 133 (Rev. Guadalajara, 2010), preferably collocated with other relevant major ITU events,

*further recognizing*

- a) the relevant outcomes of the World Summit on the Information Society (WSIS);
- b) that the purposes of the Union are, inter alia, to promote, at international level, the adoption of a broader approach to the issues of telecommunications/ICT in the global information economy and society, to promote the extension of the benefits of the new telecommunication technologies to all the world's inhabitants and to harmonize the actions of Member States and Sector Members in the attainment of those ends;
- c) that ITU remains uniquely positioned and is the single forum for the coordination of, exchange of information on, discussion of and harmonization of national, regional and international telecommunication/ICT strategies and policies;
- d) that the World Telecommunication/ICT Policy Forum, which was established by the Plenipotentiary Conference (Kyoto, 1994) and successfully convened in 1996, 1998, 2001, and 2009 has provided a venue for discussion of global and cross-sectoral issues by high-level participants, thus contributing to the advance of world telecommunications, as well as to the establishment of procedures for the conduct of the Forum itself,

*considering further*

that international Internet-related public policy matters is a topic of high current interest to ITU Member States and Sector Members,

*decides*

1. to convene the fifth World Telecommunication/ICT Policy Forum in Geneva, Switzerland, collocated with the WSIS Forum 2013, for a duration of three days;
2. that the Policy Forum would discuss all the issues raised in Resolutions 101, 102 and 133 (Rev. Guadalajara, 2010) with the draft agenda shown in the Annex to this Decision;
3. that in accordance with Resolution 2 (Rev. Guadalajara, 2010), the themes shall continue to be based on a report by the Secretary-General, including input from any conference, assembly or meeting of the Union, and on contributions from Member States and Sector Members;
4. that arrangements for the fifth WTPF shall be similar to those of the previous Fora. In particular:
  - a) discussions shall be based on a report from the Secretary-General, incorporating the contributions of ITU Member States and Sector Members, which will serve as the sole working document of the Forum, and shall focus on key issues on which it would be desirable to reach conclusions;
  - b) the final report of the Secretary-General shall be circulated at least six weeks before the opening of the Policy Forum;
  - c) the report of the Secretary-General shall be developed in the following manner:
    - i. the Secretary-General shall convene a balanced, informal group of experts, each of whom is active in preparing for the Policy Forum in his/her own country, to assist in this process;
    - ii. a first draft of the report shall be circulated, based on available material, with an invitation to comment, not later than four months before the opening of the Forum;
    - iii. a second draft, incorporating comment from the membership, with an invitation to comment, shall be circulated ten weeks before the opening of the Forum;
    - iv. participation in the Forum shall be open to Member States, Sector Members and small and medium-sized enterprises with attendance, as observers, by the public;
    - v. the Secretary-General shall encourage ITU Member States, Sector Members and other interested parties, to make voluntary contributions to help defray the costs of the Policy Forum and facilitate the attendance of the LDCs;
    - vi. Forum Meetings should be conducted in line with the Rules of Procedure used at the previous two Fora.
5. that the world telecommunication/ICT policy forum shall not produce prescriptive regulatory outcomes; however it shall prepare reports and adopt opinions by consensus for consideration by Member States, Sector Members and relevant ITU meetings;
6. that arrangements for the Policy Forum shall be in accordance with applicable Plenipotentiary and Council decisions for such fora.

**ANNEX (to Decision 562)**

**Draft Agenda**

**Fifth World Telecommunication/Information and  
Communication Technology Policy Forum**

1. Inauguration of the fifth World Telecommunication/ICT Policy Forum
  2. Election of the chairman
  3. Opening remarks and presentations
  4. Organization of the work of the Forum
  5. Presentation of the Secretary-General's report
  6. Presentation of comments by the membership on the report
  7. Discussion
  8. Consideration of draft opinions
  9. Adoption of the chairman's report and opinions
  10. Other business
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DECISION 572

**Dates of the Fifth World Telecommunication/Information and Communication  
Technology Policy Forum (WTPF-13)**

The Council,

*recognizing*

that the world telecommunication/ICT policy forum, as established by Resolution 2 (Kyoto, 1994) of the Plenipotentiary Conference as amended by the Plenipotentiary Conference (Marrakesh, 2002) and the Plenipotentiary Conference (Guadalajara, 2010), shall be maintained, in order to continue discussing and exchanging views and information on telecommunication/ICT policy and regulatory matters, especially on global and cross-sectoral issues,

*noting*

that by Decision 562, the Council decided to convene the fifth World Telecommunication/ICT Policy Forum in Geneva, Switzerland, collocated with the WSIS Forum 2013, for a duration of three days,

*decides*

that the fifth World Telecommunication/ICT Policy Forum will take place in Geneva, Switzerland, from Tuesday, 14 May to Thursday, 16 May 2013.

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