

Document WSIS-05/TUNIS/ADM/4-E
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Note by the WSIS Executive Secretariat

GUIDELINES FOR THE DISTRIBUTION OF PUBLICATIONS, DOCUMENTS, AND ANY OTHER PRINTED MATERIALS ON THE PREMISES OF THE SUMMIT

1. The following guidelines have been drawn up on the basis of UN practice for world summits and for major UN events and meetings.
2. There are three categories of WSIS documents which follow distinct procedures for distribution:
 - a. WSIS documents
 - b. WSIS-related documents
 - c. Documents distributed at parallel events
3. In the case of WSIS and WSIS-related documents (a and b above), the guidelines are implemented by ITU and the WSIS Executive Secretariat, collectively referred to hereinafter as "the Secretariat". Documents are defined as publications, documents, information material, newspapers, books, magazines and any printed materials as well as electronic (CD, online, etc.) materials.
4. In the case of documents distributed at parallel events, the responsibility rests solely with the organizer of the event.
5. Any document that does not comply with these criteria and procedural guidelines cannot be distributed and will be removed by the Secretariat without prior notice. The delegation and/or accredited entity concerned will have the opportunity to seek clarification from the Secretariat for any action taken in this regard.

a. WSIS documents

1. What is a WSIS document?	There are three types of WSIS document: Type 1: Official documents set out in the agenda of the Summit. Type 2: Administrative documents such as annotated and daily agendas, time management plans, Information for participants, etc. Type 3: Contributions related to the agenda of the Summit such as input documents and statements delivered in Plenary.
2. Who can submit a WSIS document	Types 1 and 2: Official and administrative documents are submitted by the WSIS Preparatory Committee through the Secretariat of the Summit or by the Secretariat of the Summit. Type 3: Contributions related to the agenda of the Summit can be submitted only by government delegations and observers.
3. How to proceed to submit a WSIS document	Type 1: Official documents are submitted electronically to the WSIS Documents Service . Official documents are then made available to participants in Arabic, Chinese, English, French, Russian and Spanish. Type 2: Administrative documents are submitted electronically to the WSIS Documents Service . Administrative documents are then made available to participants in English, French and Spanish. Type 3: Contributions are submitted to the WSIS Documents Service at wsis-contributions@itu.int . Contributions are made available to the participants in the language(s) in which the contributions were submitted.

<p>4. Where are WSIS documents distributed?</p>	<p>Types 1 and 2: Official and administrative documents are available on the WSIS website at www.itu.int/wsis/tunis/official/ and www.itu.int/wsis/tunis/administrative/.</p> <p>Type 3: Contributions are made available on the WSIS website at www.itu.int/wsis/tunis/contributions/.</p> <p>Government delegations and observers wishing to make their <u>contributions</u> available in hard copy to WSIS participants are advised to provide 500 copies to the WSIS Documents Service at</p> <p>“Livraison Documentation” WSIS Documents Service PalExpo du Kram SMSI 2005 Porte No. 3 2015 Le Kram, Tunisie</p> <p>These contributions are distributed only at authorized distribution points (see paragraph 8) in the quantities and in the language in which they are received. Please note that the Summit Secretariat can undertake neither the translation nor the reproduction of such contributions.</p> <p>All participants will receive a set of documents in exchange for a document voucher provided upon registration in Tunis. Additional documents will be made available as follows:</p> <ul style="list-style-type: none"> a. in pigeonholes located at the entrance of the Plenary Hall and assigned for this purpose¹ to government delegations, international organizations and entities having received a standing invitation from the UN General Assembly; b. at the Civil Society and Business Sector information desks.
	<p>WSIS statements delivered in Plenary</p>
	<p>Speakers to the Plenary are invited to submit an advance copy of their statement. The statement should contain a clear indication of: 1) the speaker's name; 2) the speaker's title; 3) the name of the state or organization of the speaker; 4) the contact details of a contact person; 5) the session of the Plenary at which the statement is to be delivered; 6) original language of text. If changes are to be made to the text, the contact person should advise the WSIS Executive Secretariat at the latest 15 minutes after the end of the speech delivery. In the absence of an indication, the speech will be posted on the web 15 minutes after delivery at www.itu.int/wsis/tunis/statements/. Statements should preferably be submitted by e-mail to the Secretariat at wsis-statements@itu.int in the language(s) of their choice. They can also be handed out to the Speakers' List Officers Desk in the Plenary Hall located near the podium, on diskette or as hard copy.</p> <p>Speakers who wish to distribute paper copies of their statements should deliver the copies of their statement to the WSIS-related Document Service, in the languages and quantities they wish to make available to participants.</p> <p>Copies provided will be made available at the designated authorized distribution points. The Secretariat can undertake neither the translation nor the reproduction of such statements.</p>

¹ Delegations are reminded that these pigeonholes are reserved strictly for the distribution of WSIS documents and may not be used for the circulation of other papers or for any other purpose.

b. WSIS-related documents

<p>5. What is a WSIS-related document?</p>	<p>There are two types of WSIS-related documents.</p> <p>Type 1: Documents related to the Summit other than official and administrative documents and contributions to the Summit</p> <p>Type 2: Media documents related to the Summit</p> <p>Documents must be relevant to the Summit's agenda and objectives, should be consistent with the principles found in the Declaration of Principles of the first phase of the Summit, and should not be of a commercial nature. Any document that does not comply with the present guidelines will be removed.</p>
<p>6. Who can submit a WSIS-related document?</p>	<p>Government delegations, observers and accredited media to the Summit.</p>
<p>7. How to proceed to submit a WSIS-related document</p>	<p>To avoid delays, it is strongly advised to obtain prior approval of distribution of WSIS-related documents. Requests should be addressed by e-mail to the <i>WSIS-related Documents Service</i> (wsis-related-docs@itu.int), providing the following information:</p> <ol style="list-style-type: none"> name of submitting entity; contact details of the responsible person, including a mobile phone number; total quantities to be delivered; languages of documents to be delivered. <p>On-site requests should be submitted for clearance at least 24 hours prior to distribution.</p> <p>Delivery of a maximum of 500 copies is recommended. Copies should be delivered to:</p> <p><u>Livraison Documentation</u> <u>WSIS-related Documents Service</u> PalExpo du Kram SMSI 2005 Porte No. 3 2015 Le Kram, Tunisie</p> <p>If consistent with these guidelines, distribution will be authorized and approval stamped on three copies provided to the <i>WSIS-related Documents Service</i> for this purpose. One copy will be kept by the WSIS-related Documents Service, the other by the submitting entity. The copy held by the entity will be required for verification by the WSIS-related Documents Service to allow the transfer of the stock of documents from Gate 3 to the appropriate distribution locations.</p> <p>An initial 200 copies will be distributed. This stock will be replenished, as required, by designated staff of the WSIS-related Documents Service assigned to each distribution point.</p> <p>The provision of copies is the sole responsibility of each submitting entity. The Summit Secretariat can undertake neither the translation nor the reproduction of such documents. The Secretariat will not be held responsible for delays incurred due to non-compliance to these guidelines.</p>
<p>8. Where are WSIS-related documents distributed?</p>	<p>Documents submitted in accordance with these guidelines will be distributed at <i>authorized designated distribution points</i> set up within the Summit perimeter.</p> <p>Each distribution point will be staffed by a member of the WSIS-related Documents Service to ensure that documents have gone through clearance and that documents authorized for distribution are managed appropriately.</p> <p>Designated WSIS staff will be required to verify that the documents to be distributed are identical to the original copy of the document carrying the stamp of approval.</p> <p>Spot checks will be conducted regularly to ensure that any documents that do not comply with these guidelines will be removed without prior notice.</p>

c. Documents distributed at Parallel Events	
	<p>Documents other than those referred to in provisions 2a. and 2b. above and related to a Parallel event may only be distributed inside the room by the accredited entity organizing the event. The organizer of the event is solely responsible for ensuring that such documents are relevant to the Summit's agenda and objectives, are consistent with the principles of the United Nations (ECOSOC Resolution 1996/31, paragraph 57), with the principles found in the Declaration of Principles and Plan of Action of the first phase of the Summit, and are not of a commercial nature.</p> <p>For security clearance, boxes of documents must be handed in to:</p> <p>Livraison Documentation Parallel Events PalExpo du Kram SMSI 2005 Porte No. 3 2015 Le Kram, Tunisie</p>
	<p>Each box should have a <i>label that clearly includes the name of the event, the day and time of the event and the name of the room of the event so as to ensure delivery by WSIS staff to the appropriate location and at the appropriate time.</i></p> <p>It is also the responsibility of event organizers to ensure that all documents are removed from the event meeting room immediately after the event. Any remaining documents will be disposed of by the Secretariat without prior notice.</p> <p>There are no facilities available for displays and exhibits in the KRAM Centre other than at the Publishers' Corner, the United Nations Corner and the Partnership Pavilion. Given the extensive number of events to accommodate and space limitations, event organizers are requested to refrain from setting up displays or putting up posters on walls inside meeting rooms at any time.</p> <p>The list of all WSIS parallel events can be found at www.itu.int/ws/tunis/events/index.html.</p>
Locations subject to specific rules	
9. Media Centre	<p>Any documents from government delegations and observers that are consistent with these guidelines may be made available to accredited media by way of pigeonholes located in the Media Centre. Reservation of the pigeonholes in the Media Centre can be made by Media Relations Officers of government delegations, international organizations, and accredited civil society and business entities.</p> <p>In addition, tables will be available in the Media Centre for newspapers and magazines of accredited media that have received the approval for distribution based on these guidelines. WSIS Media staff will verify that the documents to be distributed are identical to the original copy of the document carrying the stamp of approval.</p>
10. Publishers' Corner	<p>Publishers who have concluded a WSIS barter agreement with ITU and have been granted space in the Publishers' Corner can distribute their newspapers and magazines at the Publishers' Corner.</p>

11. Partnership Pavilion	Partners in the “ <i>Connect the World</i> ” Initiative are entitled to distribute documents from the Partnership Pavilion. Such documents must directly relate to the <i>Connect the World</i> initiative. Corporate brochures presenting the organization/company that do not include commercial materials can also be distributed from the Partnership Pavilion. Documents with commercial or product-related content are not permitted.
12. United Nations Corner	The United Nations Organization and UN specialized agencies who will have reserved space and who will staff their space may make available their WSIS-related publications and documentation at the United Nations Corner.
13. Civil Society and the Business Sector Information Desks	<p>At information desks, the Civil Society and the CCBI Secretariats may only distribute documents on the programme of their parallel events. These documents must be consistent with the principles of the United Nations (ECOSOC Resolution 1996/31, paragraph 57), with the principles found in the Declaration of Principles and with the Plan of Action of the first phase of the Summit.</p> <p>The Civil Society and the CCBI Secretariats are responsible for ensuring that these guidelines are strictly adhered to.</p>
14. Civil Society Area and Business Sector Area	<p>Documents may be made available by Civil Society and the CCBI Secretariats <i>inside</i> their Sector Areas.</p> <p>The Civil Society and the CCBI Secretariats are responsible for ensuring that the documents made available in their respective areas are relevant to the Summit’s agenda and objectives, are consistent with the principles of the United Nations (ECOSOC Resolution 1996/31, paragraph 57), the principles found in the Declaration of Principles, the Plan of Action of the first phase of the Summit and are not of a commercial nature.</p> <p>The Civil Society and the CCBI Secretariats are responsible for ensuring that these guidelines are strictly adhered to.</p>