

Ref: WSIS/ALFM/2007

12 March 2007

Contact: Arthur B. Levin

Tel: +41 22 730 61 13

Fax: +41 22 730 58 81

To WSIS Action Line Facilitators
To WSIS Stakeholders

**Subject: Convening of the Second Consultation Meeting of WSIS Action Line Facilitators,
Geneva, 25 May 2007**

— Dear colleagues,

On behalf of Mr. Koïchiro Matsuura, UNESCO Director-General and Mr. Kemal Dervis, UNDP Administrator, it is my pleasure to invite you to the second consultation meeting of WSIS Action Line Facilitators, to take place in Geneva on 25 May 2007 from 10h00 to 13h00 at the Palais des Nations, Room XXIII.

All Facilitators of WSIS Action Lines are invited to the meeting. Other WSIS stakeholders are also welcome to participate.

The purpose of the meeting is to strengthen the synergies between the Action Line, to assess the progress made and to review a report on the Action Line process.

Action Line Facilitators are therefore requested to prepare a brief written report in advance of the meeting on activities undertaken under their Action Line and to make an oral presentation at the meeting. The report could include the following information:

- Organized meeting(s) (place, location, attendance)
- Designated facilitators and co-facilitators
- Working methods (creation of sub-groups, creation of online tools etc..)
- Main initiatives/projects undertaken
- Obstacles and constraints encountered

A draft agenda is attached. Further information on the meeting as well as a registration/badge request form will be available on the website at www.itu.int/wsis/implementation.

Yours faithfully

Dr. Hamadoun I. Touré
ITU Secretary-General