

Terms of reference for the work of Leading Facilitating Agencies (LFA)

(Note: This document has been revised following the consultation of action line facilitators/moderators, held on February 24 2006, in Geneva)

A. Background

1. The “*Tunis Agenda for the Information Society*” states that the “experiences of, and activities undertaken by, UN agencies in the WSIS process – notably ITU, UNESCO and UNDP – should continue to be used to their fullest extent”. These three agencies should play “leading facilitating roles” in the implementation of the Plan of Action¹.”

B. Objectives

2. The main objective of the work of the Leading Facilitating Agencies (LFA) is to promote coherence and the exchange of information among of the moderators/facilitators responsible for individual Action Lines.

3. This includes

- a) Promoting coherence among the teams of stakeholders working to implement the eleven action lines of the Geneva Plan of Action.
- b) Facilitating synergies between facilitators/moderators to maximize joint efforts, avoid duplication and enhance effectiveness.

C. Activities

4. Within the framework of the objectives defined above, the Leading Facilitating Agencies will jointly endeavour to provide a flexible framework for the work of the facilitators/moderators of the individual Action Lines. This includes:

- a) Setting timeframes for action;
- b) Establishing methods and procedures to identify key participants for each of the Action Lines and ensuring a truly multi-stakeholder approach;
- c) Preparing a basic set of procedures for the work of the Action Line teams for their consideration, including :
 - i) Methods and processes for information gathering and exchange consistent with the framework of the existing stocktaking exercise;
 - ii) technical platforms and protocols for community building, and establishing rules and procedures for the functioning of these communities;
- d) Facilitating review through harmonized processes and templates for regular reporting;

¹ Tunis Agenda, §109

- e) Channeling insights gained during the implementation process to the relevant policy fora, including the Commission on Science and Technology for Development (CSTD) and the UN Group on the Information Society (UNGIS);
- f) Organizing meetings of facilitators/moderators of the Action Lines while making the maximum use of electronic working tools.

D. Deliverables

- 5. The Leading Facilitating Agencies will work together to prepare the following deliverables:
 - a) Basic set of procedures;
 - b) Processes and templates for reporting;
 - c) Annual Reports on the achievements in the implementation of the Action Lines.