

Terms of Reference for Moderators/Facilitators of WSIS Action Lines

(Note: This document has been revised following the consultation meeting of action lines moderators/facilitators which took place on 24 February 2006 in Geneva)

Context

Paras 108-109 of the *Tunis Agenda for the Information Society* set out a plan for multi-stakeholder implementation at the international level of the WSIS Plan of Action. The Annex to the document proposes potential moderators/facilitators for stakeholder teams for each Action Line. Provisional focal points for each of the action lines have now been defined and these provisional arrangements should be confirmed following the facilitation meeting for each action line.

Responsibilities of Action Line Moderators/Facilitators

1. The primary goal of each multi-stakeholder team is implementation of the WSIS Plan of Action at the international level. A secondary objective is information-sharing and promotion of WSIS goals.
2. For each action line, moderators/facilitators should take the lead in facilitating the work of multi-stakeholder teams of interested parties (including governments, private sector, civil society, and international organisations).
3. For each action line, there may be several moderators/facilitators, including representatives from governments, private sector and civil society as well as appropriate UN agencies or Regional Commissions. However, a single focal point should be confirmed by the action line meeting as exercising the lead role for the purposes of coordination.
4. UN agencies or Regional Commissions and other stakeholders may be involved in more than one action line, both as moderators/facilitators and as participants.
5. The coordination of the implementation of each action line should help to avoid duplication of activities by, *inter alia*, information exchange, creation of knowledge, sharing of best practices and assistance in developing multi-stakeholder and public/private partnership (*Tunis Agenda*, para 110).
6. The modalities of coordination for each action line are to be worked out among the moderators/facilitators, as well as among the participants in the multi-stakeholder team. They may involve, for instance, a combination of face-to-face meetings, teleconferences, online forums, joint projects or programmes, websites, databases, newsletters etc.

7. Each multi-stakeholder team should seek inputs from national implementation mechanisms (para 100) and from regional implementation activities (para 101).
8. Each multi-stakeholder team should develop reports on an annual basis for submission before the end of December each year to enable the lead agencies—ITU, UNESCO and UNDP—to report on a complete picture across the action lines. These reports may also take the form of updates or additions to the WSIS stocktaking database, to be maintained and updated by ITU and the WSIS-ES.
9. Candidates to serve as Action Line Moderators/Facilitators should be able to provide sufficient resources to cover the costs of their own activities, and/or to contribute to overall WSIS implementation.
10. Action Line Moderators/Facilitators should be prepared to participate in coordination meetings among all moderators/facilitators, to be held once or twice per year and to contribute to the development of overall reports on WSIS implementation.
11. In the event of queries, action line moderators should refer to the lead agencies.