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Organisation for Economic Co-operation and Development (OECD)



ORGANISATION FOR ECONOMIC CO-OPERATION AND DEVELOPMENT

DIRECTION DE LA SCIENCE, DE LA TECHNOLOGIE, ET DE L'INDUSTRIE
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14 February 2003

Dear Pierre,

As promised in my letter of 6 December 2002 to Mr Geiger, I am getting back to you about the OECD response to the letter Mr Utsumi sent to international organisations on 16 October 2002 concerning PrepCom-2.

The OECD reaffirms its commitment, within the limitations of its own resource constraints, to co-operate with the WSIS process. Although many of our staff will be engaged in preparing OECD meetings that immediately follow PrepCom-2, we will attend as much of the event as possible.

The OECD-APEC joint *Global Forum on Policy Frameworks for the Digital Economy* took place in Honolulu, HI, U.S., on 14-17 January 2003. Information about this event is available on the OECD web site www.oecd.org/sti, which is being updated to include presentations and reports. Your colleague Art Levin participated. This event closely followed the Tokyo Asian Regional Preparatory Conference for the WSIS. The general conclusions of the Forum will soon be available on the web site and they are consistent with the remarks I made in my previous letter to Mr Geiger.

In Honolulu, at one of the Forum sessions ("*Global Information Society – Prospects for the World Summit*"), following a presentation of the WSIS process, a certain number of stakeholder groups, notably, the OECD, APEC, business and civil society, expressed their views. The following day, 17 January, a special half-day workshop ("*The World Summit on the Information Society – Consultation and Plan of Action*"), chaired by Mr Markus Kummer, e-Envoy, Switzerland, attempted to clarify the implications of the Forum for the preparation of the WSIS in terms of content and themes and, most importantly, its proposed outputs in terms of recommendations for the Statement and Plan of Action. I would like to put on record our appreciation of his contribution before, during and after this session. I attach his conclusions.

Two events at the OECD in Paris will immediately follow PrepCom-2:

- First, the OECD Information, Computer and Communications Policy (ICCP) Committee will meet on 3-4 March. On the morning of 3 March delegates from the Member countries will, in the light of the outcome of the Honolulu discussions and the outcome of PrepCom-2, consider the appropriate role of the OECD in the preparation of the WSIS and its potential contribution to the Summit.
- Secondly the OECD Development Assistance Committee (DAC) will organise, in co-operation with the UN and the World Bank, a Global Forum on *"Integrating ICT in Development Programmes"* on 4-5 March.

Although many OECD Committees are undertaking work relevant to the development of global information society, we expect these two bodies to make the most significant potential contribution to WSIS.

There are several possibilities that will be considered as potential inputs. I attach a summary table setting out the main actions and tangible products that could contribute to the Summit. You will note, however, the OECD's role as an intergovernmental policy forum, with links to business and civil society. Its work derives from the collective expertise of its networks of national experts and the analysis of its Secretariat. On the other hand, the Organisation has no funds to invest, cannot run technical assistance programmes or undertake actions "on the ground". Many of the potential projects are based upon existing OECD materials and ongoing programmes, others would require the re-allocation of resources and/or finding additional resources. It depends very much on what would appear to be constructive and valuable, or what would be welcomed by the organisers of the Summit. In this sense, the outcome and tenor of the discussion at PrepCom-2 would be crucial, as would be your own feedback.

With best regards and encouragement for the tasks to be faced in the coming year.

Yours sincerely,



John Dryden
Deputy Director
Science and Technology Policy Branch

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**OECD-APEC Global Forum:
Policy Frameworks for the Digital Economy**

**Special Workshop: The World Summit on the Information Society
– Consultation and a Plan of Action**

Honolulu, 17 January 2003

Chairman's Summary¹

OECD² and APEC³ held a joint meeting in Honolulu, HI, U.S., on 14-17 January 2003 on the theme of the global digital economy and the information society. The United States Government acted as hosts of the OECD-APEC Global Forum and the Pacific International Center For High Technology Research (PICHTR)⁴ served as the organising institution.

A special half-day workshop of the Forum was devoted to the upcoming World Summit on the Information Society (WSIS) with a view to defining a possible input into the preparatory work of the Summit. This workshop was preceded by a session in the Forum that identified key messages that participants considered OECD, APEC, the business sector and the civil society may want to transmit to the WSIS. Participants included high level government officials, analysts, experts and advisors from the governments of OECD, APEC and other invited economies, and academia, the private sector and civil society.

The participants in the workshop felt that the Forum had been useful in defining policy directions that could be used as a contribution to the Summit. The workshop noted that efforts were underway in OECD and APEC to pursue the preparation of the Summit and to follow-up on the issues raised at the Forum within their respective structures. The workshop agreed that as a separate informal contribution a Chairman's summary of the Forum's discussions should be brought to the attention of the Second Meeting of the WSIS Preparatory Committee, to be held in Geneva from 17-28 February 2003.

It was noted that there was a large convergence of views on the following issues:

- 1) The need to build on existing initiatives to improve access to information and communications technologies (ICTs), such as the G8 DOT Force and the UN ICT Task Force as well as the work of all relevant international and regional organisations.

1. Mr Markus Kummer, Switzerland, chaired the special workshop on WSIS, according to programme attached
2. <http://www.oecd.org> Organisation for Economic Co-operation and Development
3. <http://www.apecsec.org.sg/> Asia-Pacific Economic Co-operation
4. <http://www.pichtr.org/> Pacific International Center For High Technology Research

- 2) The importance for the WSIS to address the needs of developing countries, in particular of the least developed countries.
- 3) The importance for the WSIS to have a clear economic focus.

It was noted that ICTs remain a key driver of economic growth. This message was of particular importance after the "dotcom bubble and burst" and recent downturn in the global economy. It was suggested that the linkage between ICTs and economic growth should be included into the preambular part of the Declaration of Principles. The dotcom crisis was described as a natural shakeout that had led to a more healthy and mature ICT industry, which is now ready to contribute to economic recovery. It was proposed that renewing global economic growth through support for ICT access could be one of the main objectives of the Summit. This would be a clear political message, help communicate the objectives of the Summit and attract attention of political leaders.

The OECD would be in a position to show leadership in collecting data and analysing the impact of ICTs, and these should be an integral part of policy design.

- 4) The need for national e-strategies to pursue economic and social objectives.

The development of national e-strategies would benefit from a process of peer reviews, benchmarking and best practices.

- 5) The need for a sound, predictable, non-discriminatory and technologically neutral policy framework as the basis for successful e-strategies.

There was a broad convergence of views that liberalisation and a reform of regulation with clear rules allowing for healthy competition are key elements in this regard. Based on countries' experiences, this policy framework is also conducive to attracting investment, especially foreign investment.

- 6) The importance of liberalisation for e-business and economic growth.

It was noted that the development of e-business depends on continued liberalisation of trade in goods and services. The view was held that Micro, Small and Medium Sized Enterprises (SMEs) deserve particular attention in any efforts to promote e-business. One suggestion was to identify key inhibitors preventing SMEs from engaging in e-business with the aim of eliminating them gradually. The importance of the World Trade Organization (WTO) in setting the framework for e-business was underlined. In this context it was noted that the elimination of tariffs on ICT equipment and software provided for in the WTO Information Technology Agreement paved the way for better access to ICTs and facilitated e-business. Furthermore, it was pointed out that trade facilitation had a great potential for enhancing e-business and should be pursued.

- 7) The importance of trust and confidence as a prerequisite for the further development of the information society.

A nexus of issues concerning security, confidence, privacy and consumer protection was identified as being at the heart of the trust agenda. It was felt that there is a need for a balanced approach between security and economic imperatives on the one hand and human rights and fundamental freedoms on the other.

- 8) The need for an inclusive information society.

There was agreement on the importance of human capacity building for creating an enabling environment that would allow for e-inclusion. Some of the following elements were identified as key issues: human resource development, including basic literacy, computer literacy and access to services through the Internet for marginalised communities.

- 9) The involvement of all stakeholders as a cross-sectoral priority applying to all policy initiatives.

It was felt to be essential for the success of the WSIS to build on a dialogue with civil society, the business community, academia and professional bodies. This multi-stakeholder approach also needs to integrate all relevant international and regional organisations. It applies at all levels: national, regional and global.

It was concluded that more information and clarity would be needed on the roles of different international and regional organisations and their ongoing and planned programmes. The OECD could undertake, as on previous occasions, to produce an inventory of the activities of relevant international organisations.

- 10) The need for mainstreaming ICTs into ODA strategies.

The view was held that mainstreaming ICTs into ODA strategies is an important element for the implementation of the Summit Action Plan. In order to be successful, there would be a need for commitments, policy coherence and programme co-ordination as well as accountability. The holding of the WSIS in two phases would provide for a unique opportunity in this regard, as the second phase, held in Tunis in 2005, would allow for monitoring the status of implementation.

It was noted that the OECD Forum on ICT and Development on March 4-5 would provide a good opportunity to discuss the interplay between policies for ICT and development.

POTENTIAL OECD INPUTS TO WSIS

This list of potential inputs is indicative of the kind of contribution the OECD could potentially make to the WSIS. The nature of the listed activities and the kind of deliverable they represent vary significantly. Some would be undertaken as extensions of ongoing activities, others would be discrete new projects. The time frame also varies a lot: short term/long term, before Geneva, between Geneva and Tunis, post-Tunis, etc. The list is not exclusive. However, all of the activities require a resource envelope additional to that foreseen in the proposals for the OECD programme of work 2003-2004. Realistically, it would be feasible to proceed with only a very few of the proposals. Following WSIS PrepCom-2 and discussion within the OECD, it will be possible to proceed with compiling scoping/concept notes for those which seem to attract the most interest and approval of the OECD Member countries.

Proposed action	Tangible product
Clarification and reconfirmation of ICT role as a central driver of economic growth, highlighting policy implications	Report comprising analysis demonstrating ICT impact on productivity and growth. Follow up, focussing on ICT, of OECD <i>Growth Study</i> conducted in 2001-2002. First report to be submitted to OECD Ministerial Council Meeting in April 2003
National e-strategy peer reviews	Refinement of methodology and management of Peer Reviews, including a comprehensive <i>policy framework</i> structure based upon a <i>policy questionnaire</i> . Builds upon work already done for OECD Member countries in the <i>IT Outlook</i> and <i>e-Government</i> projects.
Regulatory framework	General guidelines on the requirements for regulatory reform to strengthen competition and open markets. A key component: <i>Peer review outlines</i> .
SME e-business inhibitors	Analysis of entrepreneurial environment for e-business by SMEs, including list of main inhibitors, best policy practices. Builds upon the OECD <i>Report On SMEs and e-Commerce</i> .
Trust agenda	Activities to promulgate OECD Guidelines ("soft-law policy principles") to favour creation of propitious environment for development of digital economy and information society. Main areas: <i>Security</i> ("culture of security"), <i>Privacy</i> , <i>Consumer Protection</i> .
E-inclusion	Monitoring aspects of differential access to information society, infrastructures and services (the Digital Divide), highlighting the determinants and the policy lessons. <i>Analysis of specific manifestations</i> (e.g access in remote areas, policy for <i>unbundling the local loop</i> , etc.). Other key area: <i>Guidelines for e-learning</i> .

Proposed action	Tangible product
Multi-stakeholder participation	Promotion and implementation guidance of OECD Multi-stakeholder participation Guidelines developed by the Public Management Committee
Measuring the IS	OECD participation in multi-organisation statistical co-operation to develop indicators, definitions, methodology and the collection and analysis of international comparable data. OECD's contribution builds upon work on <i>Indicators for the Information Society</i> .
Who does what?	Guidance to institutions and mechanisms. Structured inventory of international organisations and projects working on matters related to creation of the global information society and digital economy.

**OECD-APEC GLOBAL FORUM:
POLICY FRAMEWORKS FOR THE DIGITAL ECONOMY**

**SHERATON WAIKIKI RESORT, HONOLULU, HI, U.S.
14-16 JANUARY 2003**

PROGRAMME

*This event is part of the “Global Forum on the Knowledge Economy”,
managed by the OECD Centre for Co-operation with Non-Members.*

PRE-FORUM EVENTS, Tuesday, 14 January 2003

- 12.00** *Lunch*
- 13.30** Registration for the **PUBLIC VOICE CONFERENCE** and the **BUSINESS FORUM**
- 17.30** Adjournment of the Public Voice Conference
- 18.00** Adjournment of the Business Forum
- 18.30** Opening reception, Ocean Lawn (rain site: Monarch Room), the Royal Hawaiian Hotel
- 19.00** Speech by **Governor Linda Lingle**, the State of Hawaii

DAY 1, Wednesday, 15 January 2003

08.00 *Breakfast and registration*

09.00 **OPENING REMARKS**

- Call to order by the Chair: **Richard C. Beard**, Senior Deputy Coordinator, International Communications and Information Policy, Department of State, U.S.
- Welcoming remarks: **Mayor Jeremy Harris**, the City and County of Honolulu
- Welcoming remarks: **Harold Masumoto**, President and Chief Executive Officer of the Pacific International Center for High Technology Research (PICHTR)

9.30 **SESSION I: PROSPECTS FOR THE GLOBAL DIGITAL ECONOMY**

Introduction by the Moderator: **Sam Young Suh**, President, National Computerisation Agency, Korea

- Keynote: Policy strategies for knowledge-driven growth — The OECD approach: **Herwig Schlögl**, Deputy Secretary General, OECD
- Keynote: Realising the Potential of the Global Digital Revolution: **Orson Swindle**, Commissioner, Federal Trade Commission, U.S.
 - Prospects for the global digital economy — The view from BIAC: **Douglas Worth**, Secretary-General, Business and Industry Advisory Committee (BIAC) to the OECD
 - APEC priorities for the digital economy development: **Ambassador Piamsak Milintachinda**, Executive Director, APEC Secretariat
 - OECD and APEC since Vancouver 1995 — Lessons learned and prospects: **Risaburo Nezu**, Senior Executive Fellow, Fujitsu Research Institute; former Director for Science, Technology and Industry, OECD

11.00-11.30 *Coffee break*

11.30 SESSION II: ICTs, INVESTMENT AND TRADE

Introduction by the Moderator: **Takayuki Matsuo**, Director for Science, Technology and Industry, OECD

- Trade and investment — The key to growth and development: **Karen Corbett Sanders**, Vice President, International Public Policy & Regulatory Affairs, Verizon
- The impact of ICTs and e-business on developing country trade and growth: **Zhongzhou Li**, Head of Division for Services Infrastructure for Development and Trade Efficiency and Head of the Electronic Commerce Branch, UNCTAD
- The role of ICT-related trade in growth and development and the Doha development agenda: **Andrew Stoler**, Executive Director, IIBEL, University of Adelaide, Australia; Former Deputy Director General, WTO
- Broadband technologies and international trade in services: **Andrea Camanzi**, Senior Vice President for Regulatory Affairs, Telecom Italia; Chair of Business and Industry Advisory Committee, Committee for Information, Computer and Communications Policy (BIAC-ICCP) to the OECD
- International policy priorities for the digital economy: **Richard Simpson**, Director General, Industry Canada; Chair of OECD Working Party on Information Economy

Discussion

13.00-14.30 Lunch

14.30 SESSION III: ACCESS — DEVELOPING THE INFORMATION INFRASTRUCTURE

Introduction by the Moderator: **Zaki Azmi**, Member of Commission, Malaysian Communications and Multimedia Commission

- Broadband policy benchmarking — Technology industry perspective: **Jeffrey A. Campbell**, Senior Technology Policy Counsel, Worldwide Government, Affairs, Cisco Systems
- Technological change, the Internet and their impacts: **John Patrick**, CEO of Attitude, LLC; Chairman of the Global Internet Project
- Broadband development — Lessons from OECD countries: **Chi-Dong Kim**, Director for Broadband Network Division, Ministry of Information and Communications, Korea
- Access and competition — User's perspective: **Ewan Sutherland**, Executive Director, International Telecommunications Users Group (INTUG)
- Convergence — New models for regulation or new business opportunities: **Paul Alexander**, Head of International Communication Policy, Department of Trade and Industry, United Kingdom

Discussion

16.00-16.30 Coffee break

16.30 SESSION IV: A CULTURE OF SECURITY FOR THE NETWORKED SOCIETY

Introduction by the Moderator: A culture of security — Implementing the OECD Guidelines: **Peter Ford**, First Assistant Secretary, Attorney General's Department, Australia; Chairman, OECD ICCP Working Party on Information Security and Privacy

- APEC initiatives: **Steve Orlowski**, Chair eSecurity Task Group (eSTG), APEC
- The growing dependence on the security information systems and networks and increasing threats and vulnerabilities: **Marcus H. Sachs**, Director for Communication Infrastructure Protection, Office of Cyberspace Security, U.S. National Security Council
- Global business initiatives: **Tomohiko Yamakawa**, Senior Researcher Global Business Initiatives Towards Security in Cyber Space, NTT DATA Corporation
- The roles of the stakeholders and the need for co-operation — Actions for building a culture of security: **Joseph Alhadeff**, Vice President for Global Public Policy and Chief Privacy Officer, Oracle Corporation; Vice-chair BIAC-ICCP
- Cybersecurity — The international law enforcement challenge: **John Malcolm**, Deputy Assistant Attorney General, Department of Justice, U.S.
- Cybersecurity — A Chinese perspective: **Bingxing Fang**, Director, National Computer Network and Information Security Administrative Centre, China
- Balancing the need for security and authentication with economic imperatives and societal values: **Stephen Lau**, Chairman, EDS Electronic Data Systems, Hong Kong; Formerly Hong Kong Privacy Commissioner for Personal Data

Discussion

18.30 *Adjournment followed by cocktail and dinner*

DAY 2, Thursday, 16 January 2003

08.30 *Breakfast and registration*

09.00 **SESSION V: CONSUMER AND PRIVACY PROTECTION IN THE GLOBAL INFORMATION SOCIETY**

Introduction by the Moderator: **Mozelle Thompson**, Commissioner, Federal Trade Commission, U.S.; Chairman, OECD Committee on Consumer Policy

- Consensus-building on core privacy and consumer protections — OECD and APEC guidelines: **Peter Ferguson**, Director, Electronic Commerce Branch, Industry Canada; Representative, APEC Telecommunications Working Group
- The potential of technological tools: **Joseph Alhadeff**, Vice President for Global Public Policy and Chief Privacy Officer, Oracle Corporation; Vice-chair BIAC-ICCP
- The essential role of global education and awareness strategies for meeting the challenges: **Anna Fielder**, Director of Office for Developed and Transition Economies (ODTE), Consumers International
- Law enforcement co-operation in a global digital economy: **Sitesh Bhojani**, Commissioner, Australian Competition and Consumer Commission; Chairman, International Marketing Supervision Network (IMSN).
- Charting the road ahead — Sharpening the policy toolkit for consumer and privacy protection: **Francis Aldhouse**, Deputy Information Commissioner, U.K.

Discussion

10.30-11.00 *Coffee break*

11.00 **SESSION VI: TOWARDS AN INCLUSIVE INFORMATION SOCIETY**

Introduction by the Moderator: **Virgilio L Pena**, Undersecretary, Information and Communications Technology, Department of Transportation and Communications, Republic of Philippines

- The expanding role of e-government and ICTs in administration and government-citizen connections: **Natalia Volkow**, eGovernment Coordinator, Office of the President for Government Innovation, Mexico
- Diversity and opportunity — Delivery of new content goods and services: **Claudia Loebbecke**, University of Cologne, Germany
- Small business — Trust and the need for interoperability: **Jan Gessin**, APEC-Asia Oceania Electronic Marketplace Association, Australia
- The demand for the next generation of ICT skills and the education challenge: **S. Mahalingam**, Executive Vice President, Tata Consultancy Services, India
- Workers in the 21st century workplace: **Mary Rowles**, Director, Research, Education, Communications, British Columbia Government and Service Employees' Union, Canada

Discussion

12.30-14.00 *Lunch*

14.00 SESSION VII: GLOBAL INFORMATION SOCIETY — PROSPECTS FOR THE WORLD SUMMIT

Introduction by the Moderator: **Gilles Brégant**, Secretary General, Mission for Digital Economy, Ministry of Economy, Finance and Industry, France

- The challenge of the World Summit: **Arthur Levin**, Deputy Director, Executive Secretariat of the World Summit on the Information Society
- Toward the WSIS: The View from the Asia-Pacific Region: **Kiyoshi Mori**, Director General of International Affairs Department, Telecommunications Bureau, Ministry of Public Management, Home Affairs, Posts and Telecommunications (MPHPT), Japan
- The view from business — Creating a global information society needs a true partnership: **Robert Rogers**, Executive Director, Global Information Infrastructure Commission (GIIC); representative of Co-ordinating Committee of Business Interlocutors for World Summit on the Information Society
- The view from civil society — Importance of inclusion and multi-stakeholder approach: **Simbo Ntiro**, management consultant and co-founder of eThink Tank Tanzania, Tanzania
- The Global Knowledge Partnership, action at the community level and the WSIS: **Reza Salim**, Associate Director, Bangladesh Friendship Education Society, Bangladesh
- Policy priorities in development of the global information society: **Martin Cronenberg**, Deputy Director-General for Information Society Policy, Federal Ministry of Economics and Labour, Germany

Discussion

15.30-16.00 Coffee break

16.00 SESSION VIII: THE NEW POLICY AGENDA: THE WAY FORWARD — CONCLUSIONS AND FOLLOW-UP

Introduction by the Moderator: **Hugo Parr**, Director General, Ministry of Trade and Industry Norway; Chairman of OECD Information Communication and Computer Policy Committee

- The Public Voice priorities — Report from Public Voice Forum on 14 January: **Marc Rotenberg**, Executive Director, Electronic Privacy Information Center (EPIC)
- The next agenda for the digital economy — The business view: **Bruno Lamborghini**, Chairman of Olivetti Tecnost; Member of the Board of Directors, Olivetti; Chairman of Business and Industry Advisory Committee to the OECD

Synthesis and future priorities emerging from the Forum sessions: **Hugo Parr**, Moderator

16.45 CLOSING REMARKS

- Introduction by Chair: **Richard C. Beaird**, Deputy U.S. Co-ordinator, International Communications and Information Policy, Department of State, U.S.
- **Andrey Korotkov**, First Deputy Minister, Ministry Communications & Informatization, Russian Federation
- **Herwig Schlögl**, Deputy Secretary General, OECD

17.00 Adjournment

18.30 Cocktail and dinner

**OECD-APEC GLOBAL FORUM:
POLICY FRAMEWORKS FOR THE DIGITAL ECONOMY**

**SHERATON WAIKIKI RESORT, HONOLULU, HI, U.S.
14-17 JANUARY 2003**

**SPECIAL WORKSHOP
PROGRAMME**

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SPECIAL WORKSHOP, Friday, 17 January 2003

8.30 *Registration and light breakfast*

9.00 **SPECIAL WORKSHOP: THE WORLD SUMMIT ON THE INFORMATION SOCIETY - CONSULTATION AND A PLAN OF ACTION**

Introduction by the Chair: **Markus Kummer**, eEnvoy, Federal Department of Foreign Affairs, Switzerland

- The World Summit — A perspective from the Host Nation of the first Phase: Mr Kummer

9.15 **Session 1: A Shared Vision — the Gathering Momentum**

Keynote Presentations

- The World Summit — Seizing the Opportunity: **Herwig Schlögl**, Deputy Secretary-General, OECD
- US and APEC priorities — **Richard C. Beaird**, Senior Deputy Coordinator, International Communications and Information Policy, Department of State, U.S.

Discussion

10.00 **Session 2: Learning from Experience, Preparation, Participation**

- The Okinawa Declaration and the DOT Force: **Richard Simpson**, Director General, Industry Canada
- Main outcomes of the Asia Regional Conference for the WSIS: **Eiji Makiguchi**, Director of Multilateral Economic Affairs Office, Ministry of Public Management, Home Affairs, Posts and Telecommunications (MPHPT), Japan
- Business participation in the WSIS: **Heather Shaw**, Manager, Banking, Marketing and Advertising, and E-Business, U.S. Council for International Business (USCIB)
- Civil society and Internet access for all — A critical issue in the success of the WSIS: **Marc Rotenberg**, Executive Director, Electronic Privacy Information Centre (EPIC) and Chair of the Public Voice Conference

Discussion

11.00 **Session 3: Next Steps and a Plan of Action — Preparing the Key Message for the WSIS**

- The World Summit on the Information Society — A shared vision; the achievements in the preparatory process and next steps: **Arthur Levin**, Deputy Director, Executive Secretariat of the World Summit on the Information Society
- OECD and APEC goals for the WSIS — Feedback from Session VII of the Forum by the Moderator: **Gilles Brégant**, Secretary General, Mission for Digital Economy, Ministry of Economy Finance and Industry, France
- ICT for Development Strategies: **August Kowero**, ICT National Co-ordinator, Tanzania

Discussion

- Closing remarks by **the Chair**

12.00 *Close followed by light lunch*

Note: Coffee will be available outside the meeting room throughout the morning.