
Document WSIS/PC-3/DOC/8(Rev.2)-E
29 September 2003
Original: English

Note by the Executive Secretariat

PROPOSED FORMAT OF THE GENEVA PHASE OF THE WORLD SUMMIT ON THE INFORMATION SOCIETY

1. The Geneva phase of the World Summit on the Information Society will take place at Geneva PALEXPO from Wednesday 10 December 2003 to Friday 12 December 2003.
2. The Geneva phase of the Summit shall start with an organizational meeting on Wednesday morning, which shall be opened by the Secretary-General of the United Nations or any person designated by him for that purpose. The meeting will elect the President of the Summit and the President of the organizational meeting. The meeting will thereafter continue under the chairmanship of the President of the organizational meeting and elect the members of the Bureau, adopt the Agenda and the Rules of Procedure of the Summit, take note of the organization of work, set up the Credentials Committee and hear the report of the Preparatory Committee.
3. An opening ceremony of the Summit shall be held on Wednesday afternoon. The Heads of State of the host countries, the Secretary-General of the United Nations, the Secretary-General of ITU, the President of the Preparatory Committee, the Executive Head of an intergovernmental organization, and one top level representative from civil society (including NGOs) as well as one top level representative from a business sector entity (including ITU sector members), identified through their self-organizing mechanisms, in coordination with the Secretary-General of the Summit, will be invited to make remarks.
4. The opening ceremony shall be followed immediately by a General Debate in the first plenary meeting. The General Debate will continue in plenary meetings on Thursday morning and afternoon and Friday morning and afternoon. With the exception of the plenary meeting on Friday afternoon, the last hour of each General Debate will be set aside for statements from representatives of observers.
5. The list of speakers of States for the General Debate will be established by drawing of lots, in accordance with the customary UN protocol that ensures that Heads of State or Government speak first, followed by Ministers and other Heads of Delegation. Statements will be limited to 5 minutes. Only one statement per government delegation will be permitted. Palestine, in its capacity as observer, shall participate.

6. During the time reserved for observers, speaking time will be limited to 3 minutes. All speakers should represent the top level of their organizations or entities. With regard to accredited civil society entities (including NGOs) and business sector entities (including ITU sector members), the spokespersons shall be identified through their self-organizing mechanisms, in coordination with the Secretary-General of the Summit. With regard to intergovernmental organizations, only High Level Summit Organizing Committee members, represented at the highest possible level, may make statements.

7. On Friday afternoon, following the completion of the General Debate, the last plenary meeting shall hear report from Multi-stakeholder Events which have been held in conjunction with the Summit. Further details are given in Annex 1.

8. On late Friday afternoon, the last plenary meeting will adopt the Declaration of Principles and the Plan of Action, consider the arrangements for the Tunis phase of the Summit and adopt the report of the Geneva Phase of the Summit. It will then hear closing remarks by the Heads of State of the host countries and the Secretary-General of the Summit.

9. Round tables will take place during the Summit, in parallel with plenary meetings. These will run in a consecutive manner at the official Summit venue. The organization of the round tables is described in Annex 2

10. Observers will have direct access to the official Summit venue. Due to space constraints, a limited number of participants from accredited civil society entities (including NGOs) and business sector entities (including ITU sector members) will be allowed to participate in the plenary meetings. Once the Summit program is finalized, the Executive Secretariat will inform the observers of these arrangements.

Annex 1 Report from Multi-stakeholder Events

1. In keeping with UN General Assembly Resolution 56/183, which encouraged effective contributions from and the active participation of all relevant stakeholders in the Summit preparatory process and the Summit itself, the last plenary meeting on Friday afternoon will provide an opportunity for organizers of events which have been held in conjunction with the Summit to report the outcomes of their events.

2. The list of speakers will be determined by the President of the Summit with the support of the Secretary-General of the Summit. Priority will be given to organizers who report on events which:

- (a) Provide positive inputs to the objectives of the Summit as outlined in the Declaration of Principles and the Plan of Action; and/or
- (b) Are linked to the creation of sustainable multi-stakeholder WSIS partnership projects.

Annex 2 Organization of Round tables

1. Round tables will be organized to provide Heads of State or Government –or in their absence, Heads of Delegation--the opportunity to share their vision of the Information Society along with leaders from intergovernmental organizations, civil society (including NGOs) and business sector entities (including ITU sector members).
- 2 Each round table will run for two hours. The number and the schedule of the round tables will be determined by the Secretary-General of the Summit. The maximum number of round tables will be four.
3. The round tables will be organized around one overarching theme: “An Information Society for All: Opportunities and Challenges”. Three of the round tables will cover a cluster of related topics and the fourth round table will be more generic in nature.
4. To allow enhanced interactivity among participants, each round table will comprise up to 30 participants: 15 Heads of State or Government and 15 leaders from intergovernmental organizations, civil society (including NGOs) and business sector entities (including ITU sector members). If the number of participating Heads of State or Government in a round table is less than 15, Heads of Delegation will be invited by the Secretary-General of the Summit to participate.
5. The round tables will be chaired by Heads of State or Government, who will be invited by the President of the Summit. The Chairmen of the round tables will come from the African Group, the Asian Group, the Eastern European Group and the Latin American Group.
6. Each round table will be moderated by an eminent personality who will assist participants with keeping discussions on track and interactive. Moderators will be nominated by the Secretary-General of the Summit, in consultation with participating States.
7. Each Head of State or Government—or in their absence Head of Delegation--participating in a round table may be accompanied by two advisers. Other participants may be accompanied by one advisor each.
8. The proceedings of the round tables will be broadcast to an overflow room that will be open to the media. They will also be broadcast through the Internet and television.
9. States will be invited by the Executive Secretariat to register their Heads of State or Government to participate in one of the round tables by 15 November. Heads of Delegation interested in participating in the round tables will be invited by the Executive Secretariat to inform the Secretariat by the end of November.
10. Palestine, in its capacity as observer, may participate in one of the round tables.
11. Intergovernmental organizations that are members of the High Level Summit Organizing Committee (HLSOC) will also be invited by the Executive Secretariat to register their Executive Heads to participate in one of the round tables by 15 November. The final decision rests with the Secretary-General of the Summit.

12 Participants from civil society (including NGOs) and from business sector entities (including ITU sector members) will be identified through their self-organizing mechanisms, in coordination with the Secretary-General of the Summit.

13. The reports of the round tables will be annexed to the final report of the Summit in accordance with past UN Summit practice.

14. The following documents will be provided by the Executive Secretariat to participants following their registration.

(a) Guidelines for participants : This document will provide participants with information on the conduct and time management of the round tables.

(b) Round table topics : The theme which has been identified for the round tables is broad and comprehensive. The Executive Secretariat will therefore describe, in this document, the scope of topics encompassed within the theme.