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10 December 2004

Contact: WSIS Executive Secretariat

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Subject: **Second Meeting of the Preparatory Committee of the Tunis Phase of the World Summit on the Information Society
Geneva, 17-25 February 2005**

Sir/Madam,

It is my pleasure to invite your country to the second meeting of the Preparatory Committee (PrepCom-2) of the Tunis Phase of the World Summit on the Information Society (WSIS), to be held at the Palais des Nations in **Geneva, from 17 to 25 February 2005**.

Since PrepCom-1 of the Tunis Phase in June 2004, substantial progress has been made to advance the preparatory process, based on the decisions of that meeting. The Task Force on Financial Mechanisms, which was set up in October 2004, held two meetings to prepare a report to the Secretary-General of the United Nations. This report should be available early next year. The WSIS Stocktaking exercise was launched by the WSIS Executive Secretariat in October 2004, and more than 300 entries have been received to date (<http://www.itu.int/wsis/stocktaking>). The Working Group on Internet Governance, at its first meeting in November 2004, set out timelines for activities and discussed the outline of the report.

Taking account of these achievements, including the report of the Task Force on Financial Mechanisms in particular, PrepCom-2 will begin considering the final outcome to be adopted by the Heads of State and Government at the Tunis Summit. A basic document for negotiation is being prepared by the Group of Friends of the Chair, led by the President of PrepCom, Ambassador Janis Karklins. The Group will meet in January 2005 in Geneva to finalize the basic document.

PrepCom-2 is intended to achieve consensus on the structure and content of the final document(s), with the exception of matters relating to Internet governance, which will be dealt with at PrepCom-3. PrepCom-2 will also consider the agenda and organization of work of the Tunis Summit.

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For your convenience, all documents for this meeting will soon be posted on the WSIS website (<http://www.itu.int/wsis/preparatory2/pc2/>).

Electronic registration will be used for PrepCom-2, as was done for the Summit in Geneva. Details can be found in the annex (“Registration and Badging for PrepCom-2”).

I look forward to seeing you at this important event in February 2005.

Accept Sir/ Madam, the assurances of my highest consideration.

(signed)

Yoshio UTSUMI
Secretary-General, International Telecommunication Union (ITU)
Secretary-General, World Summit on the Information Society (WSIS)

Annex: Registration and badging for PrepCom-2

Copy: Administrations of Member States of ITU
Permanent Missions of the United Nations in Geneva

ANNEX

**Registration and Badging for WSIS II PrepCom-2
Geneva, Palais des Nations, 17-25 February 2005**

Registration

Registration for the Second Meeting of the WSIS II Preparatory Committee will begin on **5 January 2005**. Participants should be registered on-line at <http://www.itu.int/wsis/preparatory2/pc2/index.html> by your Designated Focal Point for participation in the Summit. A username and password is required to access the on-line system, which the Secretariat will provide in due course to your Focal Point, i.e.:

<p><i>[Delegation]</i></p>

<p><i>[First name] [FamilyName] , [e-mail address]</i></p>
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If you wish to designate a different focal point for participation in the Tunis Phase of the Summit, including WSIS II Preparatory Committee meetings, an official request to modify the above information should be submitted to the WSIS Secretariat by fax (+41 22 730 58 81) at the latest by **24 December 2004**, providing contact details as indicated above, i.e. First Name, Last Name, E-mail address

Badging

Identity badges, required to access the Palais des Nations, will be issued by the ITU Secretariat. These badges will give you access to the Palais des Nations from Monday 14 February onwards (you can therefore use these badges for the open consultations of the Working Group on Internet Governance, schedule for 15 and 16 February in the Palais des Nations, and civil society participants can use the badge for meetings of civil society on 14 February). The badges can be collected at ITU Headquarters, Montbrillant building, from 14 February 2005 morning 9.00 onwards. (For the location of the Montbrillant building of ITU and the Palais des Nations of the United Nations, please see <http://www.itu.int/wsis/preparatory2/pc2/index.html>)

Visa support

The ITU Secretariat can provide administrative support to participants who have difficulty in obtaining a visa. An official request signed by the responsible person of the entity to be represented should be submitted to the ITU Secretariat (fax No. +41 22 730 6443) providing applicant details as follows:

PrepCom-2 ID Number

First name, Last name

Date of birth

Passport number, date of issue, date of expiry

Requests must be submitted on official headed paper, must be signed and stamped by the entity to be represented, and must be accompanied by a copy of the national passport of the applicant. Your request will be processed subject to receipt of the above-mentioned information, at least 15 days before departure.

Neither ITU nor the WSIS Executive Secretariat can intervene to assist with requests to have entry visas to Switzerland issued at the airport.