

Annex 2

Chair's note to the members of the Group of the Friends of the Chair

Task of the GFC

Prepcom 1 decided that: A group of friends of the Chair, with assistance of the WSIS Executive Secretariat and in consultations with regional groups, will **prepare a document to serve as a basis for negotiations in Prepcom 2**, taking into account of, as appropriate, the outcomes of relevant thematic, regional and other WSIS related meetings

Tentative schedule of work of the GFC and planned subject matter

October 22, 2004 (Special meeting for the whole day)

- structure and outline of the Final Document(s);
- tentative titles of Chapters;
- any other questions related to the Final Document(s).

November 15-16, 2004 (November 15; Special meeting in the afternoon, November 16; no meeting of GFC in the morning since the Task Force on Financial Mechanisms is holding an informal consultation)

- political Chapeau;
- implementation of WSIS Geneva Declaration of Principles and the Plan of Action;
- follow-up to the WSIS (after Tunis);
- any other questions related to the Final Document(s).

December 16-17, 2004

- political Chapeau;
- implementation and follow-up;
- financial mechanisms;
- any other questions related to the Final Document(s).

January 10-11, 2004 (January 10; Special meeting for the whole day)

- political Chapeau;
- implementation and follow-up;
- financial mechanisms;
- any other questions related to the Final Document(s).

Methods of work

- no later than a week before the 22 October meeting, the Chair will submit an initial proposal containing a general outline and structure of the Final Document(s), which will be discussed during the first meeting of the GFC;
- in the run-up to each meeting, members of the GFC will be invited to submit electronically their drafting proposals to the Chair. Before each meeting of the

GFC, the Chair will present an amended/revised draft, based on new proposals and previous discussions and agreements within the GFC, as well as a compilation of all proposals for information purposes. The Chair will communicate with members of the GFC electronically;

- members of the GFC will act in good faith and in their personal capacity;
- only those drafting proposals, which will gather support of an absolute majority or unanimity of members of the GFC, will be retained;
- during January 2005 meetings the document(s) will be finalised. The text to Prepcom 2 will be submitted in square brackets.

Other issues

Special meetings will take place with participation of all stakeholders, including government observers, observers from international organisations, accredited civil society and business entities. Observers will have the possibility to express their views on issues under consideration, as well as listening to the views of others.

Issues on **Internet governance** will not be addressed by the GFC at this stage. This issue will be covered when the Final report of the WGIG will be available in July 2005.

By January 20, 2005 draft document(s) will be translated into other UN languages and will be sent out to all Missions in Geneva (NY in case of necessity) as well as being posted on the WSIS Executive Secretariat's website (4 weeks prior to PrepCom-2).