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To all Permanent Missions to UN in Geneva
(and to the Missions to the UN in New York for
States without Mission in Geneva)

Subject: **Invitation to the first meeting of the Group of Friends of the Chair (GFC) of the PrepCom of WSIS,
Tunis Phase**

Geneva, 12 October 2004

Excellency,

Based on the decision of the Bureau of the Preparatory Committee of the Tunis phase of the World Summit on the Information Society (see Annex 1), I have the honor to invite you to the first meeting of the Group of Friends of the Chair (GFC) of the PrepCom of WSIS, Tunis phase. Governments who are not members of the GFC are invited to this meeting in their capacity as observers. The meeting will take place on

**Friday, 22 October 2004,
from 1000 to 1300 hours and from 1500 to 1800 hours,
Room XVII, Door 40, First Floor, Palais des Nations**

In addition to the members of the GFC, designated by their regional groups, and the governmental observers, this first meeting will also be open to representatives of the other stakeholders of the WSIS, i.e. the international organizations, the private sector and the civil society.

Draft Agenda:

1. General discussion on the activities of the GFC (including provisional timetable, see Annex 2)
2. Methods of work of the GFC (see Annex 2)
3. Outline and structure of the Draft Final Document(s) of the Tunis phase (see Annex 3)
4. Provisional titles of Chapters of the Draft Final Document(s) (see Annex 3)

Interpretation in the six UN languages will be available for this meeting. A UNOG badge is required to access the Palais des Nations. For those who do not have a UNOG badge, a special badge will be issued for the GFC meetings. More information about how to obtain this badge will be available shortly on the WSIS website at <http://www.itu.int/wsis/gfc> .

Yours sincerely,

(sig.)

H. E. Ambassador Janis Karklins
Chair of Preparatory Committee

Enclosed :

- Annex 1: Note on the “Group of Friends of the Chair”
- Annex 2: Chair’s Note to the members of the GFC regarding the tasks etc.
- Annex 3: Chair’s non-paper to stimulate discussion