General Secretariat (SG)

Geneva, 31 January 2012

Ref.:	**DM-12/1003**	**Member States, Sector Members and**
Contact:	Preetam Maloor	**Associates of ITU**
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Subject: **Planning schedule for the fifth World Telecommunication/Information and Communication Technology Policy Forum on Internet-related public policy issues**

Dear Sir/Madam,

The Plenipotentiary Conference, in Resolution 2 (Revised, Guadalajara, 2010), decided to maintain the World Telecommunication/Information and Communication Technology Policy Forum (WTPF) as a venue for discussing strategies and policies of high current policy interest in the changing telecommunication environment, with non-binding outcomes.

At the 2011 Council, by Decision 562 (attached), it was decided to convene a fifth WTPF in Geneva, collocated with the WSIS Forum 2013, for a duration of three days, in order to discuss all the issues raised in Resolutions 101, 102 and 133 (Rev. Guadalajara, 2010) with the draft agenda shown in the Annex of this Decision.

Pursuant to the Decision of Council, the arrangements for the fifth WTPF will be similar to those for the previous four. In particular, the discussions will be based on a report by the Secretary-General, which will incorporate the contributions of Member States and Sector Members, and serve as the Forum's only working document. Furthermore, the fifth WTPF shall draw up a report and, if possible, opinions for consideration by Member States, Sector Members and relevant ITU meetings.

In accordance with the decision by the ITU Council, I shall be convening a balanced, informal group of experts - who are active in preparing for the Forum in their own country - to assist in the successive stages of the preparatory process. The proposed deadline for nominations for this group of experts is 15 May 2012.

To give the Membership as much opportunity as possible for contributing to the preparations for this important event, at different stages, the Report of the Secretary-General would be prepared according to the following proposed timetable:

9 March 2012	Deadline for membership to submit materials considered relevant for the first draft of the Secretary-General's Report.
13 April 2012	Online posting and circulation to membership of the first draft of the Secretary-General's report (drawn up on the basis of available material).
15 May 2012	Deadline for receipt of membership comments on the first draft and additional materials for the second draft. Deadline for nominations for a balanced group of experts, to advise the Secretary-General on the further elaboration of the report and of draft opinions associated with it.
5th June 2012	First meeting of the group of experts. Preliminary second draft of the Secretary-General's report.
31 July 2012	Online posting and circulation of second draft (incorporating comments and broad outlines for possible draft opinions).
30 September 2012	Deadline for receipt of comments on second draft.
Jan-Feb 2013	Second meeting of the group of experts.
1 March 2013	Finalizing the Report of the Secretary-General, and deadline for its publication.
13 May 2013	Proposed date for Strategic Dialogue
Collocated with WSIS Forum 2013 (13-17 May 2013)	Proposed dates for 5th WTPF on Internet-related public policy issues

The first meeting of the group of experts is scheduled for 5th June 2012 in Geneva and a second meeting is tentatively planned during Jan-Feb 2013. Additional meetings might be scheduled as required. Documents related to the 5th WTPF will be placed on the ITU website, at: http://www.itu.int/wtpf/.

In accordance with past practice, a Strategic Dialogue Session will be held on the day before the opening of the WTPF. Furthermore, participation in the WTPF will be open not only to Member States and Sector Members but also to the public and the media, who will be able to attend the Forum without, however, the right to intervene directly, unless invited to do so.

Finally, I should like to appeal to the Union's membership as well as to all other interested parties to make voluntary contributions towards a Trust Fund that will be established to cover the costs of the 5th WTPF and to assist representatives from the least developed countries (LDCs) to participate.

Yours sincerely,

(Signed)

Dr Hamadoun I. Touré
Secretary-General

Attachment: Decision 562 (Council 2011)

DECISION 562 (COUNCIL 2011)

Fifth World Telecommunication/Information and Communication Technology Policy Forum

The Council,

recognizing

a)   that the world telecommunication/ICT policy forum, as established by Resolution 2 (Kyoto, 1994) of the Plenipotentiary Conference subsequently revised in Resolution 2 (Rev. Marrakesh, 2002), shall be maintained, in order to continue discussing and exchanging views and information on telecommunication/ICT policy and regulatory matters, especially on global and cross-sectoral issues;

b)   Resolution 101 (Rev. Guadalajara, 2010) on Internet Protocol-based networks;

c)   Resolution 102 (Rev. Guadalajara, 2010) on ITU's role with regard to international public policy issues pertaining to the Internet and the management of Internet resources, including domain names and addresses;

d)   Resolution 133 (Rev. Guadalajara, 2010) on Role of administrations of Member States in the management of internationalized (multilingual) domain names,

considering

that Resolution 101 (Rev. Guadalajara, 2010) instructs the Secretary-General to propose to the 2011 session of Council that a special forum under Resolution 2 (Rev. Guadalajara, 2010) or workshop be convened in the first quarter of 2013 to discuss all the issues raised in this Resolution and also in Resolutions 102 (Rev. Guadalajara, 2010) and 133 (Rev. Guadalajara, 2010), preferably collocated with other relevant major ITU events,

further recognizing

a)   the relevant outcomes of the World Summit on the Information Society (WSIS);

b)   that the purposes of the Union are, inter alia, to promote, at international level, the adoption of a broader approach to the issues of telecommunications/ICT in the global information economy and society, to promote the extension of the benefits of the new telecommunication technologies to all the world's inhabitants and to harmonize the actions of Member States and Sector Members in the attainment of those ends;

c)   that ITU remains uniquely positioned and is the single forum for the coordination of, exchange of information on, discussion of and harmonization of national, regional and international telecommunication/ICT strategies and policies;

d)   that the World Telecommunication/ICT Policy Forum, which was established by the Plenipotentiary Conference (Kyoto, 1994) and successfully convened in 1996, 1998, 2001, and 2009 has provided a venue for discussion of global and cross-sectoral issues by high-level participants, thus contributing to the advance of world telecommunications, as well as to the establishment of procedures for the conduct of the Forum itself,

considering further

that international Internet-related public policy matters is a topic of high current interest to ITU Member States and Sector Members,

decides

1.   to convene the fifth World Telecommunication/ICT Policy Forum in Geneva, Switzerland, collocated with the WSIS Forum 2013, for a duration of three days;

2.   that the Policy Forum would discuss all the issues raised in Resolutions 101, 102 and 133 (Rev. Guadalajara, 2010) with the draft agenda shown in the Annex to this Decision;

3.   that in accordance with Resolution 2 (Rev. Guadalajara, 2010), the themes shall continue to be based on a report by the Secretary-General, including input from any conference, assembly or meeting of the Union, and on contributions from Member States and Sector Members;

4.   that arrangements for the fifth WTPF shall be similar to those of the previous Fora. In particular:

a) discussions shall be based on a report from the Secretary-General, incorporating the contributions of ITU Member States and Sector Members, which will serve as the sole working document of the Forum, and shall focus on key issues on which it would be desirable to reach conclusions;

b) the final report of the Secretary-General shall be circulated at least six weeks before the opening of the Policy Forum;

c) the report of the Secretary-General shall be developed in the following manner:

  i.   the Secretary-General shall convene a balanced, informal group of experts, each of whom is active in preparing for the Policy Forum in his/her own country, to assist in this process;

  ii.   a first draft of the report shall be circulated, based on available material, with an invitation to comment, not later than four months before the opening of the Forum;

  iii.   a second draft, incorporating comment from the membership, with an invitation to comment, shall be circulated ten weeks before the opening of the Forum;

  iv.   participation in the Forum shall be open to Member States, Sector Members and small and medium-sized enterprises with attendance, as observers, by the public;

  v.   the Secretary-General shall encourage ITU Member States, Sector Members and other interested parties, to make voluntary contributions to help defray the costs of the Policy Forum and facilitate the attendance of the LDCs;

  vi.   Forum Meetings should be conducted in line with the Rules of Procedure used at the previous two Fora.

5.   that the world telecommunication/ICT policy forum shall not produce prescriptive regulatory outcomes; however it shall prepare reports and adopt opinions by consensus for consideration by Member States, Sector Members and relevant ITU meetings;

6.   that arrangements for the Policy Forum shall be in accordance with applicable Plenipotentiary and Council decisions for such fora.

ANNEX

Draft Agenda

**Fifth World Telecommunication/Information and
Communication Technology Policy Forum**

1.   Inauguration of the fifth World Telecommunication/ICT Policy Forum

2.   Election of the chairman

3.   Opening remarks and presentations

4.   Organization of the work of the Forum

5.   Presentation of the Secretary-General's report

6.   Presentation of comments by the membership on the report

7.   Discussion

8.   Consideration of draft opinions

9.   Adoption of the chairman's report and opinions

10.   Other business

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