

MINUTES OF DECISIONS
MEETING OF THE FOUNDATION BOARD
20 MARCH 2006
adopted on 20 March 2007

(Geneva, Hotel Intercontinental, 9:30 a.m. to 1:00 p.m.)

Chaired by:

Geneva	Mr. Guy-Olivier Segond, President of the Executive Committee
Senegal	Mr. Amadou Top, Adviser to the President of Senegal, Vice - President of the Executive Committee

Participants Governments:

Algeria	Mr. Boualem Sedki, Minister Plenipotentiary	represented H.E. Mr. Idriss Jazaïry Ambassador, Permanent Mission of Algeria
Burkina Faso	Ms Elise Balina, Minister Councillor	represented Mr. Moussa B. Nebié Minister Councillor, Permanent Mission of Burkina Faso
China	H.E. Mr. Sha Zukang Ambassador, Permanent Mission of the People's Republic of China accompanied by Mr. Yang Xiaokun, Minister Councillor	
France	Mr. Marc Giacomini, Minister Councillor Mr. Gilles Barrier, Minister Councillor	represented H.E. M. Jean-Maurice Ripert Ambassador, Permanent Mission of France
Ghana	H.E. Kwame Bawuah-Edusei Ambassador, Permanent Mission of Ghana	
Kenya	Mr. Philippe Owada, Minister Councillor	represented H.E. Mme Amina Mohamed Ambassador, Permanent Mission of Kenya
Morocco	Mr. Nour-Eddine Halhoul, Minister Councillor	represented H.E. M. Mohammed Loulichki Ambassador, Permanent Mission of Morocco
Nigeria	Mr. Ayuba Kadafa, Minister	represented H.E. M. Joseph U. Ayalogu Ambassador, Permanent Mission of Nigeria
Dominican Republic	Ms Elisabeth Ruiz, Minister Councillor	represented Ms Margarita Cedeño de Fernández First Lady of the Dominican Republic

Participants International Organisations:

OIF	H.E. Ambassador Libère Bararunereste Mr. Pietro Sicuro, Director INTIF Mr. Christophe Malone	represented H.E. M. Abdou Diouf Secretary General of the OIF
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Participants Cities and Regions:

Dakar	Mr. Pape Diop, Mayor of Dakar accompanied by Mr. Sadio Diatta Chief of Protocol, City of Dakar	
Lyon	Mr. Pierre-Alain Muet, Deputy Mayor of Lyon Mr. Jean Pouly, Director of the International Digital Solidarity Mission, City of Lyon	represented Mr. Gérard Collomb, Senator – Mayor of Lyon
Basque Country	Mr. Ramon Peñagaricano, Director SPRI	represented Mr. Juan José Ibarretxe President of the Basque Country
Piemonte	Ms Julia Marcone, Director of International Relations, Piemonte Region Mr. Gian Paolo Morello, Director, Local Authorities Cooperation Agency Mr. Luca Giliberti, Executive Officer, Local Authorities Cooperation Agency	represented Ms Mercedes Bresso President of the Piemonte Region

Participants Civil Society:

African Civil Society	Ms Nnenna Nwakanma, Member of the DSF Foundation Board	
Latin-American Civil Society	M. Paolo Lima, President RITS	represented M. Daniel Pimienta Member of the DSF Foundation Board

DSF Executive Secretariat:

Mr. Alain Clerc, Executive Secretary, DSF
Ms Elena Ursache, Executive Officer, DSF
Ms Hélène Herdt, Assistant, DSF
Ms Tania Zinoviev, Assistant, DSF
Mr. Mehdy Davary, Systems Engineer, DSF
Mr. Denis Inkei, Communications Consultant, DSF

Observers:

Ms Louise Lassonde, Executive Secretary, International Digital Solidarity Agency (DSA)
Ms Viola Krebs, Director, ICVolunteers

Excused:

Mr. Christian Ferrazino, Member of the Geneva Council, Spokesperson of the DSF
Mr. Bertrand Delanoë, Mayor of Paris
M. Sisinio Eyebe, Officer-in-Charge, Permanent Mission of Equatorial Guinea
M. Jean-Jack Queyranne, President of the Rhône Alpes Region
M. Roberto Salcedo, Mayor of Santo Domingo

1. ADOPTION OF THE AGENDA

After a brief introduction by the President welcoming the members, the agenda was adopted.

2. STATUTORY BODIES AND MEMBERS

2.1. Constitution of statutory bodies

a) Foundation Board

Following a discussion, it was decided, on the basis of written explanations from the notary dated 17 March 2006 (see annex 1), that for this first session, the members of the Foundation Board were the members present. With the development of the membership and designations, the Foundation Board would be completed in conformity with the article 8 of the statutes.

b) Executive Committee

The Executive Committee at present consisted of:

- the President of the Foundation Board, Mr. Guy-Olivier Segond;
- the Vice-President of the Foundation Board, Mr. Amadou Top;

c) Scientific Committee

The Executive Secretary mentioned that he had asked the Regional Commissions of the United Nations to propose two experts per region, i.e. one man and one woman. Without necessarily belonging to member States of the Fund, these experts should be acknowledged specialists in their field of activity.

The Executive Secretary would communicate to the members of the Board the list of experts proposed by the Regional Commissions.

d) Executive Secretariat

The Executive Secretariat is currently comprised of:

- the Executive Secretary, Mr. Alain Clerc ;
- one Executive Officer, Ms Elena Ursache ;
- one Systems Engineer, Mr. Mehdy Davary ;
- one Assistant, Ms H el ene Herdt.

2.2. Members

a) Founding members

The list of Founding members, as of 17 March 2006, was adopted by the Board.

b) Definition of the capacity of Founding member

Following a discussion of the Executive Committee's proposal of 20 February 2006, the Foundation Board decided:

- i) to establish the maximum number of Founding members at 12 States per world region;
- ii) to extend the date limit for becoming a Founding member of the DSF to 31 December 2007, provided that each of the five world regions was represented by 12 States. This matter would be re-examined at the next Foundation Board.

Following a number of interventions, the Board decided to take up consideration of the capacity of Founding member during the next Board meeting. It charged the Executive Committee and Executive Secretariat with preparing proposals in this respect.

c) Status of contributions

The Executive Secretary presented the list of contributions of the Founding members, dated 17 March 2006. He appealed to those founding members who had not yet paid their contributions to do so.

Replying to various questions, the Executive Secretary explained that in certain specific cases it was possible make the contribution as Founding member in kind rather than in cash. Such was the case, for example, for the Dominican Republic and of the City of Saint Domingo, which chose to organize a Ministerial Conference of the American States devoted to information technologies and the Digital Solidarity Fund (4-6 June 2006).

The Executive Secretary will inform the Board at each session of such services in kind performed by members and endeavour to determine the value thereof.

On the light of these explanations, the Board adopted the list of contributions of founding members as of 17 March 2006.

3. GENERAL POLICY REPORT OF THE PRESIDENT

The President presented his general policy report, dated 16 March 2006, bearing on sixteen months of activity, from 6 September 2004 to 31 December 2005. He commented on the setting up of the Fund, the principle of contributing to the Fund, the Fund's principle of intervention, the construction of political support, cooperation agreements and pilot projects. In conclusion, he sketched out some prospects for passing from political support to a legal obligation and for broadening the activity of the Fund from public authorities to private enterprises, all the while, on the internal front, establishing simple, effective and stable procedures for the examination, selection and monitoring of projects.

The members of the Board stressed the broad range and the quality of the work accomplished by the Executive Committee, the Executive Secretary and the administrative, technical and financial team.

The Board adopted the President's general policy report. It further decided to further develop the role played by international organizations, some of which, for example the OIF, were founding members of the Fund.

4. ACTIVITY REPORT 2005

The Executive Secretary presented the activity report for 2005, dated 17 March 2006, covering the period from 6 September 2004 to 31 December 2005. He reviewed the internal strategy (establishment, inauguration, constitution of statutory bodies, administrative and financial matters, pilot projects) and the external strategy (visual identity, political support, cooperation agreements, application of the digital solidarity contribution, etc.).

Replying to questions in respect of utilization of the 126,000 euros intended for the financing of a project in the Dominican Republic, the Executive Secretary stated that this project had been proposed by AIDSETI, and that the necessary equipment had been purchased. Implementation of the project having had to be suspended, the equipment remained in stock as property of the Fund.

The Board decided that this item should be included in the activity report for 2005.

Replying to questions regarding relations between the Fund and the Digital Solidarity Agency set up by the City of Lyons, the President stated that these two bodies were legally distinct and independent of one another. Given that the Fund was an institution for the financing of projects, it needed to have

recourse to external collaborations for the examination, selection and monitoring of projects. The Digital Solidarity Agency was one such body to which the Fund could have recourse.

The Board adopted the activity report for 2005, complemented by a paragraph devoted to the Dominican Republic project.

5. ACCOUNTS 2005

5.1 Profit and loss account 2005

The President carried out a line-by-line review of the various sections and figures in the profit and loss accounts for 2005, which covered the period from 6 September 2004 to 31 December 2005. In the course of this detailed scrutiny, the treasurer provided the necessary explanations and details.

5.2 Balance sheet

The President carried out a line-by-line review of the various sections and figures in the balance sheet dated 31 December 2005. In the course of this detailed scrutiny, the treasurer provided the necessary explanations and details.

5.3 Report of the auditor

The representative of the inspecting body read the report of the auditor, dated 7 March 2006, which had been submitted, dated and signed, to all members of the Board. He recommended that the accounts be approved.

5.4 Discussion and adoption

Replying to several questions on the application of the digital solidarity contribution, the President stated that the implementation of this new mechanism by the City of Geneva had demonstrated its feasibility, although the sums collected were still modest. Other institutions established in Geneva, such as the European Organization for Nuclear Research (CERN), the University Hospitals and the Geneva Civil Servants' Pension Fund had decided to introduce the digital solidarity contribution in 2006. The President proposed to take up the discussion again under item 8 of the agenda.

After requesting the auditing body to address both men and women in its future reports, the Board adopted the profit and loss account and balance sheet for 2005.

6. WORK PROGRAMME 2006

The Executive Secretary presented the work programme for 2006, dated 20 March 2006, referring to matters related to the statutory bodies, external activities, international conferences, operational activities and internal affairs.

The discussion centred on two main points:

- the Board considered that the year 2006 needed be devoted on the one hand to consolidating the international stature of the Fund, promoting the digital solidarity financing mechanism and its effective implementation, and obtaining contributions from the private sector;
- furthermore, attention needed to be directed to setting up identification procedures and the selection and monitoring of project financing.

Answering to the questions posed, the Executive Secretary declared that shortly the Fund would have an updated version of the website up and running, permitting the downloading of project presentation forms and setting out the main aspects of the selection rules.

Summarizing the discussion, the President stated that activities in 2006 needed to centre on four priorities:

- a) the passage from political support to concrete commitment;
- b) extension of the purview from the public sector to the private sector, drawing support in particular from the World Economic Forum (WEF);
- c) preparation of an international treaty on the financing of digital solidarity whereby signatory national States would authorize those local authorities and public authorities that so desired to put the digital solidarity contribution into motion;
- d) establishment of simple, effective and stable examination, selection and monitoring procedures for projects;
- e) financing of selected projects respecting a certain regional balance.

After having resolved to submit the cooperation agreements to the members of the Board for approval before proceeding with their signature, the Board adopted the work programme for 2006.

7. BUDGET 2006

The President carried out a line-by-line review of the various sections and figures in the draft budget for 2006. In the course of this detailed scrutiny, the treasurer provided the necessary explanations and details.

Replying to questions regarding the anticipated receipts accruing from application of the digital solidarity contribution, the President pointed out that it was difficult to make hard and fast predictions, given the differences in political and legal statutes of local authorities. He stressed that the 2006 budget had been drawn up with prudence in respect of both receipts and expenses.

At the end of the discussion, the Board adopted the budget for 2006.

8. INTERNATIONAL CONFERENCE ON THE FINANCING OF DIGITAL SOLIDARITY

The Executive Secretary commented on the note of 20 March 2006 concerning the projected International Conference on the Financing of Digital Solidarity: in some States, application of the 1% digital solidarity contribution could give rise to legal difficulties on account of the statutes of local authorities and the need to adapt the national legislation. To overcome these difficulties, an International Conference should be envisaged with the aim of adopting an international treaty through which the signatory States would authorize local authorities and public authorities wishing to do so to implement the digital solidarity contribution.

The discussion bore on the strategy for promoting this international conference. If it was to achieve the desired success, the conference mustn't be related to the international technical meetings agenda, but needed to be an integral part of the Millennium Development Goals and the issue of new mechanisms for development financing.

A more limited discussion centred on the European directives in respect of public markets that could come into conflict with an international treaty.

While aware of the various difficulties, the President pointed out that the digital solidarity contribution was compatible with the international agreements on public markets in so far as they did not present a hindrance competition. It was a fact that the European Commissioner for Development was taking an active part in discussions on new mechanisms for development financing.

After having noted that discussions were in progress with a number of States interested in hosting this conference, the Board expressed its support of the project presented by the Executive Secretary.

9. PROJECT IDENTIFICATION, SELECTION AND MONITORING PROCEDURES

The President presented the note of 15 March 2006 concerning the essential aspects of the procedure for dealing requests for financing, which fell into three main phases, viz:

- first, a general study and overtures;
- next, a detailed examination performed by an independent body, and the decision of the Executive Committee;
- lastly, the monitoring procedure in respect of the proper running of the project and final evaluation report.

Once the detailed draft procedure for dealing with requests for financing was available, it would be circulated to all members of the Board for their comments, corrections and amendments. It would then be adopted in its definitive version by a correspondence vote, by 30 June 2006.

The Board adopted the procedure proposed by the President and the essential aspects of the procedure, making the following requests for the present time:

- that the project evaluation reports be published on the Fund's website;
- that the procedure take account of promoting local acquisition local of equipment and recourse to local skills.

10. PROJECTS

10.1. On-going pilot projects

The Executive Secretary provided some brief information on the pilot projects being carried out by the Fund.

10.2. Requests for financing

The Executive Secretary commented on the list of requests for financing that had come in by 17 March 2006. He declared that such requests for financing would in future be published on the Fund's website. In view of the great number of requests stemming from Africa, he stressed that the Fund needed to enhance its promotion in Asia and in Latin America, taking advantage particularly of the People's Republic of China joining the Fund as Founding Member, and the Saint Domingo Conference.

The Board took note of the list of requests as of 17 March 2006.

11. MISCELLANEOUS

11.1 Amendment of the statutes

The Fund had received requests for amendments of the statutes, calling for explicit mention of the representation of local authorities and international organizations on the Foundation Board. Given the complexity of the procedure for amending the statutes, the President proposed to leave this question in abeyance and to proceed to amendment of the statutes after the international conference on the financing of digital solidarity.

The Board approved this proposal.

11.2 Calendar of international events

The Board took note of the calendar of international events, as of 17 March 2006.

11.3 Next meeting of the Foundation Board

The date of the next meeting of the Board would be fixed according to the date of the international conference on the financing of digital solidarity: if it were to take place before 31 December 2006, the Board would convene in the first quarter of 2007; otherwise, the Board would meet by default before 31 December 2006.

11.4 Verification of accounts

Subject to agreement by their respective mandators, the Board appointed as verifiers of the accounts:

- a) Mr Boualem Sedki, Minister Plenipotentiary, permanent mission of Algeria, representative of the Republic of Algeria;
- b) Mr Jean Pouly, Head of the Digital Solidarity Mission, City of Lyons.

11.5 Spanish Version

The Board decided that all the documents placed at the disposal of this first session would be published on the website in their French, English and Spanish versions.

11.6 International Organization of Francophonie

The Board decided to replace the name “Agence Intergouvernementale de la Francophonie” by “Organisation Internationale de la Francophonie” (International Organization of Francophonie) in all publications by the Fund.

11.7 Messages

The President reported the receipt of:

- a) the message from Madame M. Bresso, President of the Piemonte Region, of 20 March 2006 (see annex 2);
- b) the message from the Delegation for Internet Use of the French Ministry of National Education, of 17 March 2006 (see annex 3). The Ethical Charter proposed by the French authorities would be translated into English and Spanish and placed on the agenda of the next Board for discussion and approval.

After having thanked the participants and the interpreters, the President closed the meeting at 13:15 p.m.



MINUTES OF DECISIONS
OF THE SECOND MEETING OF THE FOUNDATION BOARD
20 MARCH 2007

(Geneva, Hotel Crowne Plaza, 9:30 am to 13:45 pm)

Chair:

Geneva	Mr Guy-Olivier Segond, <i>President of the Executive Committee</i>
Senegal	Mr Amadou Top, <i>Adviser to the President of Senegal, Vice-President of the Executive Committee</i>

Founding Member Participants:

Algeria	Mr Hasma Khelif <i>Minister Plenipotentiary</i>	representing H.E. Mr Idriss Jazaïry <i>Ambassador, Permanent Mission of Algeria</i>
Burkina Faso	H.E. Mr Moussa B. Nebié <i>Chargé d'Affaires a.i.</i> <i>Permanent Mission of Burkina Faso</i> accompanied by Ms Elise Balina <i>Embassy Attaché</i>	
China	Mr Wang Chuan <i>Second Secretary</i>	representing H.E. Mr Sha Zukang <i>Ambassador, Permanent Mission of the People's Republic of China</i>
France	Mr Christophe Guilhou <i>Deputy Permanent Representative</i> Mr Gilles Barrier <i>Minister Counsellor</i>	representing H.E. Mr Jean-Maurice Ripert <i>Ambassador, Permanent Mission of France</i>
Geneva City Council	Mr Christian Ferrazino <i>Member of Geneva City Council</i> <i>Spokesperson of the DSF</i> accompanied by Ms Laurence Wiedmer <i>Head of the External Relations Department,</i> <i>Geneva City Council</i>	
Ghana	H.E. Kwame Bawuah-Duodu <i>Ambassador, Permanent Mission of Ghana</i> accompanied by Mr Lomotey <i>Minister Counsellor</i>	

Equatorial Guinea	Mr Sisinio Eyebe Mbana Makina <i>Chargé d’Affaires, Permanent Mission of Equatorial Guinea</i>	
Kenya	Mr Philippe Owada <i>Ambassador, Permanent Mission of Kenya</i> accompanied by Ms Jean W. Kimani <i>Minister Counsellor</i>	
Lyon City Council	Mr Jean Pouly <i>Digital Solidarity and Information Society Project Manager, Lyon City Council</i>	representing Mr Gérard Collomb <i>French Senator and Mayor of Lyon</i>
Morocco	H.E. Mr Mohammed Loulichki <i>Ambassador, Permanent Mission of Morocco</i> accompanied by Mr Nour-Eddine Halhoul <i>Minister Counsellor</i>	
Mauritania	H.E. Mr Mohamed Saleck Ould Mohamed Lemine <i>Ambassador, Permanent Mission of Mauritania</i>	
Nigeria	H.E. Mr Martin Ihoeghian Uhomobhi <i>Ambassador, Permanent Mission of Nigeria</i> accompanied by Mr Gbara Awanen <i>Minister Counsellor</i>	
OIF	Mr Pietro Sicuro <i>Director INTIF</i>	representing H.E. Mr Abdou Diouf <i>Secretary-General of the OIF</i>
Piedmont Region	Ms Giulia Marcone <i>Head of International Affairs, Piedmont Region</i> accompanied by Mr Nicolas Pignatelli <i>International Affairs Department</i>	representing Ms Mercedes Bresso <i>President of the Piedmont Region</i>
Dominican Republic	H.E. Mr Homero Luis Hernandez Sanchez <i>Ambassador, Permanent Mission of the Dominican Republic</i>	
Senegal	H.E. Mr Moussar Bocar Ly <i>Ambassador, Permanent Mission of Senegal</i> accompanied by Mr Ababacar Diop <i>Special NICT Advisor to the President</i>	
Tanzania	H.E. Mr Matern Y. C. Lumbanga <i>Ambassador, Permanent Mission of Tanzania</i> accompanied by Mr Baraka Luvanda <i>Minister Counsellor</i>	

Civil society participants:

African civil society	Ms Nnenna Nwakanma <i>Foundation Board Member</i>	
Latin American civil society	Mr Paolo Lima <i>President, RITS</i>	representing Mr Daniel Pimienta <i>Foundation Board Member</i>

Private sector participants:

StratXX Holding SA	Mr Kamal Alavi, CEO accompanied by Mr Volker Eberling, <i>Partner</i> Mr Marco Bobbio-Pallavicini, <i>Head of Research</i>	
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DSF Executive Secretariat:

Mr Alain Clerc, Executive Secretary, DSF
Ms Elena Ursache, Projects Section Manager, DSF
Mr Mehdy Davary, IT Section Manager, DSF
Mr Ayuba Kadafa, Director of the Africa Regional Office, DSF
Ms H�el�ene Herdt, Management Assistant, DSF
Ms Tania Zinoviev, Projects Assistant, DSF
Mr Denis Inkei, Communication Consultant

Excused:

Mr Juan Jos�e Ibarretxe, President of the Basque Country
Mr Pape Diop, Mayor of Dakar
Mr Bertrand Delano�e, Mayor of Paris
Mr Roberto Salcedo, Mayor of Santo Domingo

Absent:

H.E. Mr Abdulwahab Abdulsalam Attar, Ambassador, Permanent Mission of Saudi Arabia
Mr Jean-Jack Queyranne, President of the Rh�one-Alpes Region

1. AGENDA AND MINUTES OF THE 1ST MEETING OF 20 MARCH 2006

The President welcomed the members, particularly Ababacar Diop, Special Advisor to Mr Abdoulaye Wade, President of the Republic of Senegal and founding father of the DSF. He gave a special welcome to the representatives of StratXX, the first private company to have joined the DSF.

The President noted the apologies for absence from the representatives of the Basque Country, Dakar City Council, Paris City Council and Santo Domingo City Council.

1.1 Agenda

The representative of the French Republic asked for point 8.2 to be moved to section 9, *Other Business*, and renamed "*Charte d'éthique et de civilité commune aux usagers de l'Internet*" (Charter of Common Ethics and Etiquette for Internet Users).

The agenda, including the above-mentioned modification, was adopted.

1.2 Minutes of the 1st meeting of 20 March 2006

The President reviewed the minutes of the Foundation Board meeting of 20 March 2006, page by page.

On page 4, letter c), 3rd paragraph, the representative of the French Republic requested that the text "*and endeavour to determine the value thereof*" be added to the end of the sentence.

On page 8, point 11.7, letter b), the representative of the French Republic proposed the following wording:

"the Delegation for Internet Use of the French Ministry of National Education, of 17 March 2006 (see Appendix 3). The proposed Ethical Charter will be translated into English and Spanish and placed on the agenda of the next Board for discussion."

The minutes of the 1st meeting of the Foundation Board of 20 March 2006 were adopted with the above two changes.

2. ORGANS AND MEMBERS

2.1 Composition of organs

a) Foundation Board

The Board took note of the list of members and representatives.

b) Executive Committee

The Board took note of the list of members of the Executive Committee.

c) Scientific Committee

The Executive Secretary presented the Scientific Committee, which is in the process of being set up. It has equal representation and is composed of ICT experts put forward by the Regional Economic Commissions of the United Nations. The arrangements for cooperation between the Commissions and the DSF are established in cooperation agreements.

At present, the Scientific Committee is composed of:

Economic Commission for Africa (ECA):

- Mr Makane Faye, Senior Advisor on ICT & Manager of the Information Technology Centre for Africa
- Ms Aida Opoku-Mensah, Acting Director, Development Information Services Division

Economic and Social Commission for Latin America and the Caribbean (ECLAC):

- Mr João Carlos Ferraz, Director of Production of the Productivity and Management Division
- Mr Martin Hilbert, Executive Coordinator, Information Society Programme

Economic and Social Commission for Western Asia (ESCWA):

- Ms Nibal Idlebi, First IT Officer, Information and Communication Technology Division
- Mr Rami Zaatari, First IT Officer, Information and Communication Technology Division

Cooperation agreements are currently being discussed with the Economic and Social Commission for Asia and the Pacific (ESCAP) and the Economic Commission for Europe (ECE).

The Board discussed where the meetings of the Scientific Committee would be held and the Committee's areas of competence, particularly with regard to knowledge of community structures.

The Executive Secretary informed the Board that the first meeting of the Scientific Committee would soon be organised in Geneva, at the offices of the Fund. As soon as possible, meetings will be transferred to Lyon, in accordance with the Statutes.

d) Executive Secretariat and Africa Regional Office

The Executive Secretariat is currently composed of:

- the Executive Secretary, Mr Alain Clerc;
- one Projects Section Manager, Ms Elena Ursache;
- one IT Section Manager, Mr Mehdy Davary;
- one Director of the Africa Regional Office, Mr Ayuba Kadafa;
- one Management Assistant, Ms H el ene Herdt;
- one Projects Assistant, Ms Tania Zinoviev.

The Executive Secretary and the Director of the Africa Regional Office presented the mission of the Office and its first activities. They emphasized the importance for the DSF of being represented on the African continent, especially to maintain ongoing links with all the stakeholders in Africa, particularly the heads of the African Union (AU). They mentioned the role of the Office in preparing the DSF's participation in the next AU Summit, scheduled for 3 July 2007, in Accra. They also acknowledged the contribution of the Nigerian government, which has provided the DSF with premises and equipment to enable it to carry out its activities in Africa.

Replying to various questions, the Director of the Africa Regional Office explained that the mission of the Office is clearly set out in the cooperation agreement concluded between the DSF and the Nigerian government and that the said agreement is included as an appendix to the 2006 Annual Review.

The President concluded the discussion by stressing the importance of the opening of the Africa Regional Office in terms of gaining useful experience, over the coming years, for the possible opening of additional regional offices.

2.2 Members

a) Founding Members

A list of the Founding Members, at 20 March 2007, was adopted by the Board.

b) Statement of contributions

The Executive Secretary presented the list of contributions of the Founding Members, as at 20 March 2007. He explained that some contributions are being paid in instalments and answered questions from the members regarding the status and actual payments of particular contributions.

In the light of these explanations, the Board adopted the list of contributions of Founding Members, as at 20 March 2007.

c) Definition of the status of Founding Member

The President submitted the Executive Committee's proposed definition of the status of Founding Member to the Board.

The Board adopted the proposal and asked the Executive Committee to present an appraisal of this decision at the next Foundation Board, particularly with regard to the balance of the geographical distribution of Founding Members.

3. GENERAL POLICY REPORT OF THE PRESIDENT

The President presented his general policy report, dated 20 March 2007, for the 12 months of activity from 1 January 2006 to 31 December 2006. The Council reviewed the report, page by page.

Geneva City Council emphasized the importance of leading by example by effectively applying the "1% digital solidarity" principle. It invited other local authorities to show their commitment by joining it in implementing the innovative financing mechanism proposed by the DSF.

The Board adopted the general policy report of the President.

4. 2006 ANNUAL REVIEW

The President reviewed the 2006 Annual Review, page by page.

The Executive Secretary and the President replied to the various questions and requests for clarification from the members.

The discussion mainly focused on:

- Participation in the pilot group for solidarity contributions for development;
- The difficulties encountered in spreading the adoption of the "1% digital solidarity" principle;
- The benefits of providing, in the Annual Review, brief information about the implementation of projects co-financed by the DSF;
- The suspended project in the Dominican Republic.

Replying to questions, the Executive Secretary explained that an evaluation of the pilot projects, which began at the end of 2005, is still premature. He informed the Board that the projects are progressing well and that the Secretariat is committed to evaluating them in the course of 2007.

The Board congratulated the Secretariat on its achievements, highlighting its work on publicising the DSF.

In the light of the explanations provided, the Board adopted the 2006 Annual Review, with the addition of a paragraph regarding the project that had been planned in the Dominican Republic. It requested that the 2007 Review include brief, factual information about the projects supported by the DSF.

5. FINANCES

5.1 Statement of source and application of funds

The President presented the comparative statement of the source and application of funds of the DSF for 2005 and 2006.

5.2 Accounts 2006

5.2.1 Profit and loss statement 2006

The President carried out a line-by-line review of the various sections and figures in the profit and loss statement. During this detailed examination, the Executive Secretary and the Treasurer provided the necessary explanations and clarifications.

5.2.2 Balance sheet 2006

The President carried out a line-by-line review of the various sections and figures on the balance sheet as at 31 December 2006. During this detailed examination, the Executive Secretary and the Treasurer provided the necessary explanations and clarifications.

5.2.3 Auditor's report

The representative of the auditors read out the auditor's report of 27 February 2007, a dated and signed copy of which was given to all members of the Board. He recommended that the accounts be approved.

5.2.4 Discussion and adoption

The discussion focused on the *Communication strategy* and *Third party mandates* items, where overspending had been recorded. The Executive Secretary explained that the Africa Regional Office had not been included in the 2006 budget and underlined the importance of the communication strategy for DSF.

The Board adopted the profit and loss statement and balance sheet for 2006.

5.3 2007 Draft Budget

5.3.1 Presentation

The President carried out a line-by-line review of the various sections and figures in the 2007 Draft Budget. During this detailed examination, the Executive Secretary and the Treasurer provided the necessary explanations and clarifications.

5.3.2 Discussion and adoption

The discussion centred on the precautionary principle and the importance of putting maximum effort into projects undertaken, right until completion.

Replying to questions about the revenue expected from application of the digital solidarity contribution and the contributions of the Founding Members, the President explained that the 2007 budget had been based on realistic expectations of both income and spending. He also mentioned the steps taken by the DSF to obtain European Union funds earmarked for financing community-based development projects on the African continent.

After the discussion, the Board adopted the 2007 budget.

6. OPERATIONS AND PROJECTS

6.1. Draft regulations regarding the processing of requests for funding

The President presented Draft No. 8 of the Regulations regarding the processing of requests for funding, dated 16 March 2007. He explained that the said regulations had been the subject of numerous consultations and proposed that the Board adopt them. He said that it was necessary to reach a decision regarding the number of years that the organisation presenting the project must have existed in order for a project to be eligible.

The President went through Draft No. 8 of the Regulations regarding the processing of requests for funding, article-by-article and page-by-page.

Article 1 was adopted without comment.

Article 2 was adopted without comment.

Paragraphs 1 and 2 of Article 3 were adopted without comment.

Article 3, items 3 and 4, were discussed. The President described the positions of Nigeria, speaking on behalf of the African Union, and France, concerning the number of years that the organisation presenting the project must have existed in order for its project to be eligible. Nigeria thinks that applications should be accepted from organisations that have existed for less than two years, while France considers that funding applications from organisations that have existed for less than two years should not be accepted.

A discussion ensued, primarily regarding:

- the importance of reliable and experienced organisations, to ensure effective execution of projects;
- the difficulties linked to the reality on the ground and contexts of instability in which organisations have necessarily been recently formed, as well as the need to promote development in certain particularly marginalised regions;
- the reliability of local authorities.

After the discussion, the President summed up the different arguments and put to the vote of the Board the following amended versions of Article 3, paragraphs 3, 4 and 5:

“

Article 3

[...]

3. *To obtain financing by the Fund, if the organisation presenting the project has existed for more than two years, it must submit the following documents with its application:*
 - a) *the statutes of the organisation;*
 - b) *a list of organs and senior members of the organisation;*
 - c) *its activity reports, **accounts and balance sheets, certified by the local authorities;***
4. *To obtain financing by the Fund, if the organisation presenting the project has existed for less than two years, it must submit the following documents with its request for financing:*
 - a) *the statutes of the organisation;*

- b) *a list of organs and senior members of the organisation;*
- c) *a certificate from the local authorities regarding:*
 - *the competencies and experience of the organisation and its senior members;*
 - *the activities of the organisation in the twelve months prior to filing the application;*
 - *the public interest of the project submitted;*

5. *The Fund reserves the right to obtain any additional documents or information it considers necessary.*

This new wording was adopted by 17 votes to 1, with no abstentions.

Articles 4, 5, 6 and 7 were adopted without comment.

Article 8 was adopted with the following wording:

*“Once a decision has been made to fund a project, a monitoring procedure, consisting of at least a written summary quarterly report **from the beneficiary organisation** and a written detailed annual report must be put in place. These arrangements are set out in Article 7, paragraph 3 of the aforementioned contract.”*

Article 9, paragraph 1, was adopted without comment.

Article 9, paragraph 2, was adopted by 16 votes to 1, with no abstentions, with the following wording:

*“ 2. The Executive Secretary must send the final report and, where applicable, the independent evaluation, to the Executive Committee, which will verify the correct execution of the project. The Scientific Committee, **the Foundation Board** and the organisation presenting the project will be informed.”*

The draft regulations for the procedure for the processing of funding applications were adopted, in their entirety, by the Board. They came into force on 21 March 2007 and are enclosed in the appendix to these minutes.

6.2 List of funding requests for funding submitted

The Board took note of the list of funding applications submitted.

6.3 List of pilot projects

The Board took note of the list of pilot projects.

7. WORK PROGRAMME FOR 2007

The Executive Secretary presented the work programme for 2007, dated 20 March 2007, briefly outlining the organisational, operational and administrative aspects thereof.

The discussion focused on the importance of using traditional sources of funding as a temporary solution to cover the transition phase between political support for the “1% digital solidarity” principle and its widespread application. The issue of the geographical distribution of resources was also addressed: the Board stressed the importance of building closer relations with Latin America.

8. PROPOSAL FROM FOUNDING MEMBERS

The Board took note of the letter from Abdoulaye Wade, President of the Republic of Senegal, in which he asks the Ministry of Foreign Affairs to detach a representative to work with the DSF.

The President reminded the Board that any person working for the DSF and remunerated by a member State is under the sole authority of the Executive Secretary.

9. OTHER BUSINESS

9.1 Information about various technologies designed to reduce costs

The President informed the Board that a presentation of such technologies would take place that afternoon; he invited the members to attend.

9.2 Amendment of the statutes

The President informed the members that they could submit proposals for amendments to the statutes to each meeting of the Foundation Board. Such proposals will be grouped together for adoption. Given that amendment of the statutes is a long and costly procedure, the DSF will address this matter once sufficient proposals have been received.

9.3 Calendar of upcoming international events

The Board took note of the list of upcoming international events.

9.4 Next Foundation Board meeting

The Board decided that the next Foundation Board meeting would take place on 20 March 2008, unless an extraordinary meeting is called in the meantime.

9.5 Other business

9.5.1 Ethical and Civility Charter for the Common Use of the Internet

The French representative underlined France’s commitment to the ethical use of the Internet. He specified that the said charter is not intended for international use, but is proposed at a ministerial (rather than governmental) level. He proposed that the Board take note of this document.

The Board took note of the Ethical and Civility Charter for the Common Use of the Internet.

9.5.2 Contract awarded to the World Digital Solidarity Agency

The representatives of France and Senegal expressed their concern regarding the cost of the contract awarded by the DSF to the World Digital Solidarity Agency.

The President noted these comments. It was decided that the said contract would be discussed at the next Foundation Board meeting, with full details.

After thanking the participants, the Executive Committee, the Secretariat and the interpreters, the President closed the meeting at 13:45 pm.



Annex: Regulations regarding the processing of requests for financing, dated 20 March 2007
(entering into force on 21 March 2007)

REGULATIONS REGARDING THE PROCESSING OF REQUESTS FOR FINANCING

of 20 March 2007

SECTION I

OBJECTIVE AND PROCEDURE

Article 1

With a view to bridging the digital divide and creating new activities, new jobs and, in the long run, new markets, the Global Digital Solidarity Fund (hereinafter referred to as *the Fund*) participates in the financing of community development projects involving the use of information technology (hereinafter referred to as the *projects*).

Article 2

1. Receipt of requests for financing addressed to the Fund in the form of a comprehensive project proposal is acknowledged to the applicant within 10 days, by the same ways and means as the request.
2. Following mailing of the receipt, the request for financing is processed in three stages as follows:
 - a) **an admissibility phase** (maximum duration 20 days): the project is subjected to a summary examination, resulting, where applicable, in the decision to proceed;
 - b) **an evaluation phase** (maximum duration 60 days following the decision to proceed): the project is subjected to a detailed examination;
 - c) **a selection phase** (maximum duration 10 days following the evaluation phase): on the basis of the results of the detailed examination, a decision is taken on the financing of the project, as appropriate.
3. Once the decision to proceed has been taken, the requests for financing follow a step-by-step process handled through an internal electronic platform.
4. Once a decision has been taken to finance the project, a follow-up procedure – comprising a summary quarterly report and a detailed annual report – is put in place up to the effective execution of the project, at which time a final evaluation report is issued.

SECTION II

SUMMARY EXAMINATION AND DECISION TO PROCEED

Article 3

1. Once the request for financing has been acknowledged, the Executive Secretariat of the Fund undertakes a summary examination of the project and of the organization proposing it. This summary examination covers the project's conformity with the criteria defined by the Fund and the structures, activities and managers of the organization presenting the project.
2. To obtain financing by the Fund, the project must satisfy the following conditions:
 - a) it must be a community development project making use of information technology (telephony, radio broadcasting, television, computer science, Internet, etc.), amounting to less than 500,000 euros, over one or several years, in the framework of a given national policy and addressing the insolvent demand;
 - b) it must be adapted to the real needs of the populations and conditions in the field, respectful of local know-how, developed in partnership with local or decentralised public institutions (schools, hospitals, community centres, etc.), and readily replicable in other communities;
 - c) it must be based on at least one public sector / private sector / civil society partnership, ensure the traceability of its financial backing and benefit from at least one other source of financing;
 - d) preferably, it should come from a women's organization and, if possible, involve South-South cooperation.
3. To obtain financing by the Fund, if the organisation presenting the project has existed for more than two years, it must submit the following documents with its request for financing:
 - a) the statutes of the organisation;
 - b) a list of organs and senior members of the organisation;
 - c) its activity reports, accounts and balance sheets, certified by the local authorities;
4. To obtain financing by the Fund, if the organisation presenting the project has existed for less than two years, it must submit the following documents with its request for financing:
 - a) the statutes of the organisation;
 - b) a list of organs and senior members of the organisation;
 - c) a certificate from the local authorities regarding:

- the competencies and experience of the organisation and its senior members;
 - the activities of the organisation in the twelve months prior to filing the application;
 - the public interest of the project submitted.
5. The Fund reserves the right to obtain any additional documents or information it considers necessary.

Article 4

1. On the basis of the results of the summary examination, the Executive Secretary presents a draft decision to the Executive Committee, which decides without appeal:
- a) to proceed;
 - b) not to proceed.
2. The Executive Secretary communicates the Executive Committee's decision to the organization presenting the project by the same ways and means as the acknowledgement of receipt.

SECTION III

DETAILED EXAMINATION

Article 5

1. On the basis of the decision to proceed on the part of the Executive Committee, the Executive Secretary charges the Scientific Committee with a detailed examination of the project.
2. The detailed examination of the project carried out by the Scientific Committee covers, among other things, the following items:
- a) its appropriateness;
 - b) its feasibility;
 - c) its usefulness;
 - d) its durability;
 - e) its reliability;
 - f) its replicability;
 - g) its cost-efficiency;
 - h) the result indicators;

- i) the traceability of the financial contributions;
 - j) the procedures for implementation, monitoring and evaluation;
 - k) the contribution of information technology and verification of the technical aspects (satellites and networks, links and connections, hardware and software, local content, skills, implementation, etc.).
3. In the case of complex projects or those presenting specific problems, the Scientific Committee, within a period of 10 days following its receipt, may delegate the detailed examination of the project to qualified contractors, in particular to:
- a) the World Agency for Digital Solidarity, Lyons, France;
 - b) the International Agency for Computer Training, Turin, Italy.

In the above cases, the maximum duration of the detailed examination phase of the project is extended to 90 days.

Article 6

1. The Scientific Committee submits the evaluation report – either internal or external – to the Executive Secretary, accompanied by a technical notification.
3. The Executive Secretary transmits the evaluation report and the Scientific Committee’s technical notification to the Executive Committee, accompanied by a financial notification.

SECTION IV

DECISION

Article 7

1. The Executive Committee decides without appeal to grant or to refuse the requested financing. Where applicable, it determines the sum to be financed and the payment schedule.
2. The Executive Secretary communicates the Executive Committee’s decision to the organization presenting the project by the same ways and means as the acknowledgement of receipt. The Scientific Committee is informed.
3. Relations between the organisation presenting the project and the Fund are established through a written contract, signed by the Executive Secretary, namely setting the amount of the financing, the planning of instalments, the monitoring reports and the conditions posed for good project execution.
4. Three times per year, the Foundation Board is informed of the decisions taken by the Executive Committee.

SECTION V

FOLLOW-UP AND FINAL EVALUATION

Article 8

1. Once a decision has been made to fund a project, a monitoring procedure must be put in place, consisting of at least a written summary quarterly report from the beneficiary organisation, and a written detailed annual report. These arrangements are set out in Article 7, paragraph 3 of the aforementioned contract.

Article 9

1. When the project has been completed, the organisation that presented it communicates a final report to the Executive Secretary, who, when applicable, can request an independent review.
2. The final report and, when applicable, the independent review, are transmitted by the Executive Secretary to the Executive Committee, which takes note of the satisfactory execution of the project. The Scientific Committee, the Foundation Board and the organisation that presented the project are informed.

SECTION VI

Article 10

The present Regulations enter into force on 21 March 2007.