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Sixth Ministerial Conference on the Information Society
in Latin America and the Caribbean

Cartagena de Indias (Colombia), 18-20 April 2018

**FOLLOW-UP MECHANISM FOR THE DIGITAL AGENDA FOR LATIN AMERICA
AND THE CARIBBEAN (eLAC 2020) FOR THE PERIOD 2018-2020**

Note by the Secretariat



The sixth Ministerial Conference on the Information Society in Latin America and the Caribbean is being held as follow-up to the Mexico City Declaration, which was adopted at the fifth Ministerial Conference on the Information Society in Latin America and the Caribbean, held from 5 to 7 August 2015.

The follow-up mechanism of the Ministerial Conference on the Information Society in Latin America and the Caribbean was established pursuant to the agreements adopted by the governments and set out in the report of the fifth Ministerial Conference on the Information Society in Latin America and the Caribbean.¹ The Economic Commission for Latin America and the Caribbean (ECLAC) hereby submits the present note by the secretariat on the follow-up mechanism for the digital agenda for Latin America and the Caribbean (eLAC 2020) for the period 2018-2020.

The follow-up mechanism for the digital agenda for Latin America and the Caribbean (eLAC 2020) consists of three levels of coordination and cooperation: the Ministerial Follow-up Conference, the Presiding Officers and the focal points. Civil society, the private sector and the technical Internet community support the follow-up mechanism as observers.

(a) Ministerial Follow-up Conference

The Ministerial Conference is the most senior body responsible for steering eLAC2020 and directing its work, evaluating achievement of the objectives agreed upon, and making any changes or adjustments necessary to the follow-up mechanism. The Conference is supported on organizational matters by the technical secretariat, but its meetings must be financed by the host country.

(b) Presiding Officers

The Presiding Officers are the executive body of eLAC2020 and they comprise two representatives from each of the following subregions: the Andean countries, the Southern Cone, the Caribbean, and Central America and Mexico. Once elected, the Presiding Officers serve until the following meeting of the Ministerial Conference.

The main functions of the Presiding Officers are to: (i) oversee activities conducted in the framework of eLAC2020; (ii) ensure fulfilment of the agreements adopted by the Ministerial Conference; (iii) represent or designate others to represent the eLAC2020 platform vis-à-vis other forums or international bodies; (iv) draw up a programme of regional and international cooperation activities; (v) establish committees and subsidiary bodies to support the Presiding Officers in the discharge of their powers; and (vi) convene regular coordination meeting.

Composition of the Presiding Officers

Region	Country	
Andean countries	Colombia (Chair)	Ecuador
Central America and Mexico	Mexico	Costa Rica
Southern Cone	Brazil	Uruguay
The Caribbean	Cuba	Trinidad and Tobago

¹ LC/L.4106.

The Presiding Officers could allow organizations and institutions from the private sector, the technical community, international bodies and civil society to participate in their meetings as observers. Those organizations and institutions wishing to participate as observers must submit an express request in writing to the technical secretariat, including the grounds for the request. This request will be evaluated by the Presiding Officers, who will be able to agree to or deny it.

The observer agencies that currently participate in the meetings of the Presiding Officers are:

- The Association for Progressive Communications (APC) and the Alliance for Affordable Internet (A4AI) as the representatives of the civil society organizations.
- The Inter-American Association of Telecommunication Enterprises (ASITET) the GSMA Association and the Latin American Information Agency (ALAI) as the representatives of the private-sector associations.
- The Latin American and Caribbean Internet Addresses Registry (LACNIC) and the Internet Corporation for Assigned Names and Numbers (ICANN) as the representatives of the region's community of technical experts.
- The Development Bank of Latin America (CAF), as the representative of international agencies and the development banks.

Observers may: (i) attend the meetings of the Presiding Officers; (ii) provide technical support; (iii) contribute to the institutional links with other forums and organizations; (iv) support the design, implementation and follow-up of the programme of activities; and (v) sit on those committees that the Presiding Officers deem appropriate.

The government representatives that comprise the Presiding Officers shall adopt their agreements by consensus. Member countries and institutions must finance their own participation in face-to-face meetings.

(c) Focal points

The focal points are the national level liaison of the eLAC2020 follow-up mechanism. Each country will designate or ratify the existing designation of an institution to serve as focal point. If national representatives change, it is the responsibility of the member countries of the Ministerial Conference on the Information Society in Latin America and the Caribbean to inform the technical secretariat.

The main functions of the focal points are to: (i) organize, coordinate and promote the country's participation in the process; (ii) ensure the means are available to support the country's representation at preparatory meetings and the Ministerial Conference; and (iii) identify institutions and parties to serve as the coordinators and subcoordinators of the working groups.

(d) Working Groups

Working groups are forums for cooperation in the framework of eLAC2020. They are created to serve a particular purpose under the direction of a coordinator. Their work is geared towards achieving the objectives of eLAC2020, through collaboratively produced outputs and results. The members of the working groups are selected in accordance with their skills, knowledge and areas of competence.

The main functions of the working groups are to: (i) promote the formation of networks and collaboration mechanisms; (ii) support the sharing of experiences and good practices; (iii) stimulate capacity-building; (iv) promote dialogue and scientific discussion; and (v) contribute to forming institutional links with other forums and organizations.

Each working group will have a coordinator and a subcoordinator.

The functions of the coordinator are to:

- Coordinate and moderate the group.
- Prepare a plan of work to be presented to the Presiding Officers.
- Oversee fulfilment of the plan of work.
- Ensure the working group's participation in the Ministerial Conferences and in meetings convened by the Presiding Officers.
- Ensure, as far as possible, that financing is available for activities conducted under the plan of work and seek alternative sources of support.
- Prepare regular self-evaluation reports on the activities and accomplishments of the respective working group.
- Keep the working group's mailing list updated.
- Promote the inclusion of members in the working group.
- Ask the Presiding Officers to dissolve a working group.

The functions of the subcoordinator are to:

- Assist the coordinator in the exercise of his/her powers and the fulfilment of his/her obligations.
- Cover for the coordinator during temporary absences.

The working groups will be set up on the basis of expressions of interest from a country at a regular meeting of the Conference. The Presiding Officers can decide to establish a working group, which will be done after the meeting of the Conference. Among the issues that the working groups will consider for approval are: the relevance of the issues in accordance with the 2030 Agenda for Sustainable Development and the objectives of the digital agenda eLAC2020, the definition of the group's objective, the timescale, the group's membership, the submission of a work plan and the identification of available resources to carry out activities.

(e) Technical secretariat

ECLAC will serve as technical secretariat, performing the following functions:

- Provide technical support for the eLAC2020 follow-up mechanism, specifically to the Presiding Officers and their chair, and facilitate organization and coordination of the working groups.
- Produce substantive studies and information, as well as creating newsletters and maintaining the online collaboration platform.
- Provide support for the organization of the seventh Ministerial Conference on the Information Society in Latin America and the Caribbean and its preparatory meeting.