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ECONOMIC COMMISSION FOR AFRICA

Annual Meeting of the African Technical Advisory Committee (ATAC)

9 - 10 December 2004

Conference Room 5 - United Nations Conference Center

Addis Ababa, Ethiopia

ATAC Terms of Reference

Terms of Reference (revised)
African Technical Advisory Committee
on the African Information Society Initiative

Establishment

1. The African Technical Advisory Committee was established by resolution 812 (XXXI) of the ECA Conference of Ministers responsible for economic and social development and planning, May 1996.

Functions

2. The major functions of the African Technical Advisory Committee on the African Information Society Initiative are:
 - to assess the impact of the implementation of the African Information Society Initiative and
 - to advise the ECA secretariat on the content of its work programme for the implementation of the African Information Society Initiative
 - suggest ways and means of resource mobilisation for the implementation of AISI
3. As an advisory committee, ATAC shall operate at the strategic and conceptual level. It may also suggest modalities to ECA for implementation of the AISI.
4. ATAC members will act as advocates of the African Information Society Initiative both in the Africa region and elsewhere.
5. The ECA Secretariat will report on ATAC activities in the context of the annual report of ECA activities to the United Nations Economic and Social Council.

Membership

6. The Committee will consist of 10 members appointed by the Executive Secretary of ECA. Efforts will be made to ensure gender balance in the composition of the Committee.
7. ATAC members are appointed in their personal capacities as experts in information and communication technology and the information society. They represent neither their institutions nor their countries.
8. Appointment will be for a term of two years¹. Appointments may be renewed.

¹ In the case of the first Committee, membership was for 3 years as the appointments began in the middle of second year of the United Nations programme budget biennium.

9. If members inform the Executive Secretary that they are unable to serve, the Executive Secretary will appoint a new member to replace him/her for the duration of his/her term.
10. The Executive Secretary reserves the right to change the membership of the Committee during two year terms.
11. The Director of the ECA Development Information Services Division and the coordinator of the AISI within that same Division will be *ex-officio* members of the Committee.
12. ECA may invite observers to attend meetings of ATAC.

Officers

13. Each year at the annual meeting ATAC will elect a Chairperson, a Vice-Chairperson and a Rapporteur.

Meetings

14. Meetings will be held twice a year, with one meeting at a venue and time to be mutually agreed upon between ATAC members and ECA and with the second meeting to take place virtually.
15. The ECA secretariat will organise ATAC meetings and prepare documentation.
16. Between formal meetings members will communicate with each other and with ECA through a listserve (atac-cl) moderated by ECA on issues related to their responsibilities.
17. In accepting an appointment to ATAC, members accept the obligation to participate in annual virtual and annual physical meetings as well as in the e-mail ATAC-cl list.

Transport and Daily Subsistence Allowance

18. ECA will pay economy class airfare and daily subsistence allowance at United Nations rates and standards to support the attendance of ATAC members at in-site annual meetings.