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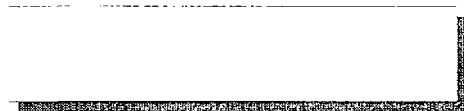
Container S-0043-0001; DPA - General

Notes

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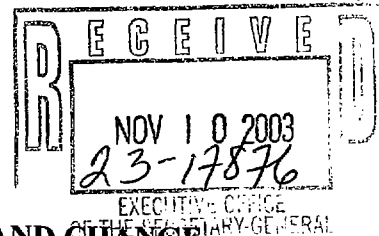
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DPA SIR (o/k)

Note to the Secretary-General



**UPDATE ON THE PANEL ON THREATS, CHALLENGES AND CHANGE**

1. Since the announcement of the composition of the panel, I have been in close touch with the chair about the first meeting of the panel and, on your and his behalf, wrote to the panel members inviting them to New York for 5-7 December (see attached). These dates work for most of the panelists. They will meet with you on Friday, 5 December in the afternoon and then repair to Greentrees for the weekend.

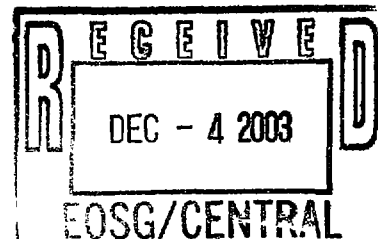
2. DPA and Mr. Stedman are working actively on both the substantive and logistical preparations for the meeting. We have already provided a packet of reading materials to the panelists, which included your General Assembly speeches of 12 September 2002 and 23 September 2003 as well as the Security Council retreat paper and the peace and security chapter of the Millennium Declaration implementation report of this September. Additional materials are being prepared for them. We will also provide you with some suggested talking points for your encounter with the panel. This will be an important chance for you to clarify what you expect of them.

*U. G. Prendergast*  
for Kieran Prendergast  
10 November 2003

LD.  
I want to  
meet Mr Stedman  
at the first  
opportunity. Please  
see with DPA.  
Thanks.

① DSG, f.i.  
② H/n (o/k)

cc: Deputy-Secretary-General  
Mr. Riza



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POSTAL ADDRESS-ADRESSE POSTALE: UNITED NATIONS, N.Y. 10017  
CABLE ADDRESS-ADRESSE TELEGRAPHIQUE: UNATIONS NEWYORK

REFERENCE:

6 November 2003

Dear Members of the Panel on Threats, Challenges and Change,

I hope that by now each of you will have received the letter of 4 November from the Secretary-General thanking you for agreeing to participate in the Panel on Threats, Challenges and Change and enclosing the terms of reference and full list of panel members. The Secretary-General is very grateful to you for accepting this challenging assignment, to which he attaches great importance.

On behalf of the Secretary-General and Mr. Anand, chair of the Panel, both of whom are traveling at the moment, I would like to invite you to New York for the first meeting of the Panel from 5-7 December inclusive. The Secretary-General will receive you on Friday, 5 December in the afternoon. We propose that you then repair to a venue outside the city for two days of meetings over the 6 and 7 December. Transport back to the city to hotels or airports will be arranged for the evening of Sunday, 7 December. For this and subsequent meetings, Panel members will receive the applicable daily subsistence allowance (DSA) for time spent on Panel business.

More details of the meeting will be provided to you shortly. In the meantime, an early indication of your availability would assist us with planning and I hope to hear from you in that connection.

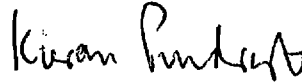
I apologize that this timing will not suit all of you equally. My staff has been in touch with you already to ascertain your availability and, not surprisingly, there were no dates that worked for all Panel members and the Secretary-General. I hope that as many of you as possible will be in a position to attend this first meeting, which will include important discussions on substance and on how you plan your work.

To facilitate those discussions, we are preparing a working paper that will flesh out the thinking of the Secretary-General on the issues he has asked the Panel to consider. We aim to send you a draft of the paper within the next few weeks, so as to give you ample time to digest it in advance of the meeting. We will also prepare a draft agenda for the meeting and a packet of reading material. If Panel members wish to suggest one or two articles or books that they think the group might usefully read in advance of the meeting, please do so through me or my staff.

As to staffing and support for the Panel's work, Mr. Steve Stedman of Stanford University has been appointed as the Research Director. Until his UN e-mail account has been activated, you may contact him at [sstedman@leland.stanford.edu](mailto:sstedman@leland.stanford.edu). Ms. Loraine Rickard-Martin will serve as the Secretary to the Panel. Her e-mail address is [rickard-martin@un.org](mailto:rickard-martin@un.org) and she is available to assist you with anything you need.

Let me close by wishing you the very best in this endeavour and assuring you of my support. Please do not hesitate to contact me or Ms. Rickard-Martin if you have questions.

Yours ever,



Kieran Prendergast  
Under-Secretary-General  
for Political Affairs

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Mr. Anand Panyarachun

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POSTAL ADDRESS-ADRESSE POSTALE: UNITED NATIONS, N.Y. 10017  
CABLE ADDRESS -ADRESSE TELEGRAPHIQUE: UNATIONS NEWYORK

REFERENCE:

5 November 2003

*Dear Mr. Anand,*

I trust you received the letter of 4 November from the Secretary-General thanking you for agreeing to participate in the Panel on Threats, Challenges and Change and enclosing the terms of reference and full list of panel members. I know that the Secretary-General is particularly grateful that you have agreed to assume the responsibility of chairing this important group.

In that connection, I am writing to you to about next steps and, in particular, ideas for a first meeting of the Panel. As you know, the Secretary-General himself would like to welcome the Panel to New York for its first meeting. He has suggested that the Panel convene on Friday, 5 December in New York city, where he would personally receive the group. Then, we propose that the group repair to a venue outside the city for two days of meetings over the 6 and 7 December. Should you so decide, it might be possible to conclude with a press conference on 8 December back at UN Headquarters. We believe that it is important for the Panel's first meeting to be of sufficient duration to allow the members to get to know each-other, as well as to allow for adequate discussion on how the Panel will conduct its work and on the substance of the issues at hand. If you agree with these ideas, I could write to the other Panel members to inform them. Or you may wish to write such a letter yourself, in which case we would be happy to provide you with a draft.

As to staffing and support for the Panel's work, Mr. Stedman should be on board very soon as Research Director. We have recruited Ms. Loraine Rickard-Martin of Jamaica and previously of our Security Council Affairs Division to serve as the Secretary to the Panel. Her e-mail address is [rickard-martin@un.org](mailto:rickard-martin@un.org) and she is available to assist you with anything you need. We are still in the process of identifying two additional professional staff to serve as Research Assistants, as well as three general service staff, one of whom can serve as your Personal Assistant when you are on Panel business. If you wish to bring any staff of your own, please do let us know so that we can make arrangements for office space, identity cards and equipment.

Mr. Anand Panyarachun  
Chairman of the Council of Trustees  
Thailand Development Research Institute  
565 Soi Ramkhamhaeng 39, Ramkhamhaeng Road  
Wangthonglang, Bangkok 10310  
Thailand

Mr. Stedman and colleagues in the Department of Political Affairs Policy Planning Unit are working on a paper that might serve as a discussion paper for the first meeting of the Panel. We aim to send you a draft of the paper within the next few weeks, so as to give you ample time to digest it in advance of the meeting. The paper will flesh out the thinking of the Secretary-General on the issues he has asked the Panel to consider.

A number of foundations and research institutions have expressed an interest in producing or commissioning papers that might be of help to the Panel in its work. For example, the United Nations Foundation has established a project whereby it will fund the commissioning of research on topics of the Panel's choosing. The Secretary-General has also suggested that the Panel consider appointing or tapping a pool of scholars and external experts whom the Panel could consult on issues of importance. This latter group would not convene physically but could be available to the Panel as needed, as a group or as individuals. The budget for the work of the Panel includes provision for such a group.

The work of the Panel will be funded from a UN Trust Fund and the Secretary-General will be writing to potential donor Member States asking for their support. A number of private foundations have also expressed an interest in making a contribution.

Finally, we have already begun to receive invitations to the Panel to various conferences and events. The President of the World Economic Forum, Mr. Klaus Schwab, has invited the Panel to the 2004 Davos meeting, which will take place from 20-25 January. You may wish to consider convening the Panel for its second meeting in that context.

The Wilton Park conference center in the UK is hosting a conference on 'The Role of the United Nations Security Council' in February 2004 and has invited you, as Panel chair, to be present. I have replied informing them that I will pass the invitation to you and to the Research Director, who might usefully represent you at the event if you could not or did not wish to attend. Other such invitations will be processed by my staff and shared with you in a timely fashion.

Let me close by wishing you the very best in this endeavour and assuring you of my support. Please do not hesitate to contact me or Ms. Rickard-Martin if you have questions. I look forward to your reaction, at your earliest convenience, to the ideas above on the first meeting of the Panel.

*Yours sincerely,*  
*Kieran Prendergast*

Kieran Prendergast  
Under-Secretary-General  
for Political Affairs