**Virtual Multistakeholder Advisory Group Meeting I**
**8 January 2015**
*Summary report*

1. The first virtual meeting of the IGF Multistakeholder Advisory Group (MAG) in the IGF 2015 preparatory process took place on 8 January 2015. Ambassador Jānis Kārkliņš from Latvia, moderated the meeting as chair of the MAG and Mr. Chengetai Masango represented the IGF Secretariat. The meeting was mainly focused on discussions on the progress made by the MAG working groups and on the next steps in the preparations for IGF 2015. Detailed reports from the groups were submitted to the MAG before the meeting.

**IGF 2015 overarching theme and sub-themes**

2. Several proposals for the IGF 2015 overarching theme and sub-themes were submitted during the online public consultations. These proposals, together with the ones made during the December 2014 Open Consultations and MAG Meeting, were compiled by the IGF Secretariat, distributed to the MAG and published on the IGF website[1].

3. The Working group on IGF 2015 themes plans to hold a virtual meeting on 19 or 20 January 2015, in order to discuss the submitted proposals and try to agree on the themes for IGF 2015. The results of this meeting will then be presented to the full MAG, which is expected to make a final decision on the IGF 2015 overarching theme and sub-themes at its next virtual meeting, scheduled for 21 January 2015.

**Workshop evaluation, selection criteria, and mechanisms**

4. The report submitted by the *Working group on workshop evaluation, selection criteria, and mechanisms* before the meeting included: a draft Terms of Reference for the group, a proposed revision of the workshop proposal submission form and a proposed revision of session formats (small group discussions, roundtable, Birds of a Feather, flash session, panel and debate), including proposed time limits for different sessions. It was suggested, during the discussions, to replace the term "small group discussions" with "break-out group discussions", in order to avoid any confusion on the number of possible participants.

5. The MAG is expected to finalise the workshop proposal guidelines, the workshop proposal submission form and the workshop evaluation process by 30 January 2015, with the aim of launching the call for workshop proposals in early February 2015.

**Inter-sessional activities**

6. The report submitted by the *Working group on inter-sessional activities* included: a status update on its work; a proposed text for a call for public input on IGF inter-sessional activities; and a schedule for the group, which is expected to finalise a draft plan for inter-sessional activities by early February and present it to the MAG for discussion and approval.

7. A discussion was held on the roles and responsibilities of the IGF Secretariat and the MAG in inter-sessional work. There were different views on who should take the lead in this work. The point was made that the Secretariat had a supporting role and should not be asked to

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[1] www.intgovforum.org/cms/documents/igf-meeting/igf-2015-joao-pessoa/425-proposals-for-an-overaching-theme-and-sub-themes-for-igf-2015/file

take the "political" lead on inter-sessional work, as this should be carried out under the responsibility of the MAG Chair or person designated by the MAG Chair. Another view was that there should be a strong and neutral Secretariat with the expertise to carry forward the work and the "authority" to make a decision. The Chair concluded that there were differences in nuance and that the two positions were not that far apart. The Secretariat is expected to facilitate the process, through providing substantive and organizational support. However, it might not have sufficient expertise in a specific area, and this is why and when the community would be called to provide input.

8. Once the work plan for inter-sessional work is agreed and the discussions move into drafting documents on specific jointly agreed themes, dedicated groups will be created, with designated leads appointed by the MAG Chair and with experts from the community and support from the Secretariat.

9. It was underlined that the IGF Secretariat needs to be strengthened, in order to be able to facilitate the inter-sessional work. With regard to the process for hiring additional human resources, it was clarified that it is the role of the Secretariat to prepare the necessary Terms of Reference, in consultation with UN DESA and on the basis of the needs expressed by the MAG.

10. It was noted that efforts need to be made in order to ensure that the community is actively and substantively engaged in inter-sessional work.

11. It was agreed that, once the theme(s) for inter-sessional work are agreed upon, the national and regional IGF initiatives would be invited to discuss these theme(s) and to formulate proposals for inclusion in the output documents expected to result from this work. In this respect the early identification of the topic for inter-sessional work is desirable.

12. A brief discussion was held on dynamic coalitions and best practice forums and their role in inter-sessional work. It was mentioned that dynamic coalitions have been part of the IGF from its early days; the MAG, together with the community, now needs to look into how to better integrate them in the overall IGF process, while not necessarily aiming at having new coalitions created. On the other hand, best practice forums are a new mechanism and the MAG should work with the community on establishing new themes for such forums. Once the themes are identified then the IGF Secretariat can start the process for recruiting additional staff with relevant expertise to support this work.

**IGF self-assessment**
13. The *Working group on IGF self-assessment* reported to the MAG about: the scope and purpose of the group, the proposed phases of work, the role of dynamic coalitions and national and regional IGF initiatives and deliverables of the group.

14. The group intends to present a draft document to the MAG by the middle of March. The MAG would then be expected to achieve consensus on the document by April. The agreed upon document will then be submitted to the Commission on Science and Technology for Development (CSTD), as input for its May 2015 meeting. The group plans to continue to work on a more elaborated document to be presented at the IGF 2015 meeting.

**Remote/online participation**

15. In its report to the MAG, the *Working group on remote/online participation* mentioned that it intends to work on developing and/or compiling guidelines for IGF session organizers and moderators, as well as for remote/online moderators, panelists, hubs and participants.

16. MAG members were invited to provide comments on the specific problems they have encountered with remote/online participation, so that such problems are addressed in the guidelines. The group will also look at comments and input received in previous years with regard to remote/online participation.

**Main/focus session guidelines**

17. A brief presentation of the progress of the *Working group on main/focus session guidelines* was given during the call. The group looked into three broad categories of issues: pre-session work (criteria for adopting themes, seeking and assimilating input from the community, content, format and speakers, etc.), work during the session (engagement of on-site/online participants, takeaways, etc.) and post-session work (outputs, reports, etc.).

18. Comments were made regarding the number of speakers for each main/focus session and the need to ensure that the same person does not speak in more than one session. A possible way to reduce the number of speakers would be to ensure diversity (stakeholder groups, regions and gender) across the sessions as opposed to within each. It was also suggested that MAG members would be asked not to propose the same speakers for various sessions.

**Update on other related processes**

19. During the December 2014 meeting, the MAG could not reach an agreement with regard to the invitation to join the NETmundial (NMI) Initiative's Coordination Council. Meanwhile, the Council has been formed and it will have its first meeting in late March 2015. It was noted that the MAG would have the opportunity to discuss any further development with regard to the NMI during its virtual meetings. Comments were made on the importance of maintaining a continued contact with the NMI, in order to have an understanding on how the initiative is developing. The MAG Chair mentioned that such a line of communication would be ensured by Brazil, as host of the IGF 2015 meeting and founding partner of NMI.

20. The Chair informed the MAG that the World Economic Forum (WEF) invited him to attend a meeting titled "The Future of the Internet Initiative – Inaugural Meeting of Trustee", on 22 January 2015, in Davos. The Chair would try to make use of any available opportunity during this meeting to talk about the IGF and encourage WEF members and other stakeholders to participate in IGF processes.

**The relation between MAG working groups and the full MAG**

21. A discussion was held on the relation between the work of the various MAG groups and the full MAG. It was underlined that, while the groups have intensive discussions on specific topics, they are to report to the entire MAG on the result of these discussions, seek input from the MAG and then continue the work on the basis of this input. A suggestion was also made to have a regular reporting template to be used by the various working groups when submitting their reports, in order to ensure a level of consistency.

**Next MAG meetings**

22. Based on the general agreement reached during the December meeting, the MAG will hold virtual meetings every second week, at different times.

23. The second round of Open Consultations and MAG meeting in the IGF 2015 preparatory process will take place either prior to the WSIS Forum week (20-22 May 2015) or immediately after the WSIS week (1-3 June 2015). The Secretariat is looking into availability of meeting rooms in Geneva during those weeks and the MAG will be informed about the existing options, in order to decide on the exact date of the meeting.

24. The next virtual MAG meeting will be held on 21 January, at 21.00 UTC. Meanwhile, the MAG will continue to work online and via the mailing lists.

# Annex
## Provisional List of Participants

| Chair | |
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| Mr. Kārkliņš, Jānis | Ambassador at large of Latvia |
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| **Advisor to the Chair** | |
| Mr. Kummer, Markus | Member, ICANN Board of Directors |
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| **MAG members** | |
| Ms. Alexander, Fiona | Associate Administrator for International Affairs, National Telecommunications and Information Administration (NTIA), U.S. Department of Commerce |
| Mr. Amessinou, Kossi | Ingénieur Tic, Ministère du Développement, de l'Analyse Economique et de la Prospective |
| Mr. Bhatia, Virat | Chairman, Federation of Indian Chambers of Commerce and Industry (FICCI) Communication and Digital Economy Committee |
| Ms. Bommelaer, Constance | Senior Director of Global Policy Partnerships, Internet Society (ISOC) |
| Ms. Caballero Romero, Maria Victoria | First Secretary, Permanent Mission of Mexico |
| Ms. Cade, Marilyn | CEO, Strategies mCADE llc |
| Ms. Cambronero, Fatima | Lawyer and specialized at law and technology, AGEIA DENSI Argentina (Study Group & Academic Research Association in Law, Economy and Business at Information Society) |
| Mr. Carvell, Mark | Head, Global Internet Governance Policy, Department for Culture, Media and Sport (DCMS), United Kingdom Government |
| Ms. Chalmers, Susan | Internet Policy Consultant, Chalmers & Associates |
| Ms. Chaturvedi, Subi | Adjunct Faculty /Hon. Managing Trustee, IIIT Delhi (A State University by an Act of Govt. of NCT of Delhi) / Media For Change |
| Mr. Dengate Trush, Peter | Counsel, Barrister |
| Ms. Doria, Avri | Independent Researcher, DBA Technicalities |
| Mr. Elgamal, Hossam | Board Member, AfICTA – Africa ICT Alliance |
| Mr. Esmat, Baher | Manager, Regional Relations Middle East, Internet Corporation for Assigned Names and Numbers (ICANN) |
| Mr. Fernandez Gonzalez, Juan Alfonso | Advisor, Ministry of Communications |
| Mr. Gjorgjinski, Ljupco Jivan | Assistant Director, Cabinet of the Minister of Foreign Affairs of the Republic of Macedonia |
| Ms. Ho, Bianca | NetMission Ambassador, NetMission.Asia |

| Ms. Jere, Towela | Programmes Manager, NEPAD planning and Coordinating Agency |
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| Ms. Kaspar, Lea | Programme Lead, Global Partners Digital |
| Ms. Kee, Jac SM | Women's Rights Programme Manager, Association for Progressive Communications |
| Mr. Kenyanito, Ephraim Percy | Policy Fellow, Access |
| Ms. Laksmi, Shita | Programme Manager, HIVOS Regional Office Southeast Asia |
| Ms. Lazanski, Dominique | Public Policy Director, GSM Association |
| Ms. Mahmutovic, Aida | Programme Manager, Oneworld - Platform for Southeast Europe (OWPSEE) Foundation |
| Mr. Markovic, Slobodan | Advisor for ICT Policy and Internet Community Relations, Serbian National Internet Domain Registry |
| Ms. Miller, Cheryl Ann | Director of International Public Policy and Regulatory Affairs, Verizon |
| Mr. Nelson, Michael | Public Policy, CouldFlare |
| Ms. Neves, Ana | Director of the Department of Information Society, "Fundação para a Ciência e a Tecnologia, I.P.", Ministry of Education and Science |
| Ms. Okutani, Izumi | Policy Liaison, Japan Network Information Center (JPNIC) |
| Mr. Olugbile, Segun | CEO, Continental Project Affairs Associates |
| Ms. Paque, Virginia | Director Internet Governance Programmes, DiploFoundation |
| Ms. Sakalova, Marianne | Consultant on Internet related policies, Legal Transformations Center |
| Ms. St. Amour, Lynn | CEO, Internet Matters |
| Mr. Wagner, Flavio | Board Member, Brazilian Internet Steering Committee (CGI.br) |
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| **IGF 2015 Host Country** | |
| Mr. Afonso, Carlos | CGI.br |
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| **Previous Host Countries** | |
| Ms. Arida, Christine | Egypt, National Telecommunication Regulatory Authority |
| Mr. Moedjiono, Sarjoeni | Indonesia |
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| **Other attendees** | |
| Mr. Faye, Makane | United Nations Economic Commission for Africa |
| Mr. Gutterman, Brian | |
| Ms. Teleanu, Sorina | |
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| **IGF Secretariat** | |
| Mr. Masango, Chengetai | Programme and Technology Manager |

| Ms. Barnes, Victoria | Assistant |
| Mr. Huang, Ziyang | Intern |