

**Virtual Multistakeholder Advisory Group Meeting VII
1 April 2015**

Summary report

1. The seventh virtual meeting of the IGF Multistakeholder Advisory Group (MAG) in the IGF 2015 preparatory process took place on 1 April 2015. Ambassador Jānis Kārklīņš from Latvia moderated the meeting as Chair of the MAG and Mr. Chengetai Masango represented the IGF Secretariat. The meeting was focused on discussions on the results of the call for workshop proposals and modalities for the workshop evaluation process, as well as on IGF 2015 inter-sessional activities and IGF outreach initiatives.

Status of preparations for IGF 2015

2. Mr. Masango updated the MAG on the results of the planning mission to João Pessoa, Brazil, during the week of 16 March. MAG members were informed that the meeting venue responds to all IGF traditional requirements. During the site visit, the Secretariat paid special attention to Internet access issues as well as accessibility issues for delegates with disabilities. It was noted that the venue has the necessary accessibility features, especially given that all session rooms are on the same floor. Moreover, the recommendations of the Dynamic Coalition on Accessibility and Disability have been shared with the host country, for consideration when further planning the set-up of the venue and the related facilities. Additionally, the MAG was informed that lunch, as well as tea and coffee breaks would be provided for all IGF participants free of charge during the event. The host country will also make arrangements for transportation of IGF participants from the airport to the city, as well as from the city centre to the IGF venue, and the other way around.

3. The host country website is expected to go live soon. It will contain relevant practical details, including on recommended hotels, visa processes, transportation arrangements, etc. Some MAG members suggested that the host country provides recommendations for flight connections, so that attendees can be informed about best possible routes to arrive to João Pessoa.

4. The Host Country Agreement (HCA) is close to being concluded, and there are only few small issues that are expected to be resolved soon.

5. Mr. Masango updated the MAG on the current staffing situation and recruitment issues at the Secretariat. There are a total of six people currently working within the Secretariat in Geneva (the programme and technology manager, one assistant, one individual contractor, two fellows and one intern), plus a consultant providing assistance with writing. With regards to the hiring of the information systems officer, an approval of the selection is awaited from the relevant review committee. The process for recruiting two consultants for the best practice forums is underway; the selection has been made and it is expected that the consultants would be on board in mid April. The call for applications for a

senior consultant to assist with the inter-sessional work has been re-advertised, with the hope that more applications would be submitted this time.

Workshop proposal submissions

6. Mr. Masango updated the MAG on the rough results of the call for workshop proposals. Approximately 250 workshop proposals were received by the Secretariat. A large majority of these proposals were submitted by the civil society, followed by the technical community and the private sector, then intergovernmental organisations, and governments. Regarding the correspondence between the submitted proposals and the IGF 2015 sub-themes, *Internet and human rights* seems to be the sub-theme with the largest number of proposals, while *Critical Internet resources* and *Openness* had the smallest numbers of proposals. More accurate and detailed statistics regarding the submitted workshop proposals will be provided to the MAG by the Secretariat, with a view to assist MAG members in the evaluation and selection process.

7. The MAG agreed that the deadline for workshop submission should not be extended. However, those who contacted the Secretariat prior to the deadline about technical problems with the submissions will be assisted in order to successfully submit their proposals.

8. Some MAG members raised concerns regarding the small rate of proposals submitted by governments. In response to this concern, the Secretariat underlined that, usually, governments choose not to be the primary proponents of workshops, but rather act as co-organisers, together with other stakeholders. In addition, some governments might also opt for requesting for an open forum slot, instead of proposing a workshop.

9. A discussion was held on the treatment of potential host countries sessions at the IGF in Brazil. It was noted that, drawing on last IGF's experience, the host country should not be given special treatment and any session they might want to hold during the IGF should be subject to the same rules and processes as for all other stakeholders. The representatives of the host country, also confirmed this understanding and informed the MAG that they have submitted several workshop proposals.

Modalities for the workshop evaluation process and establishment of deadlines

10. The *Working group on workshop evaluation, selection criteria, and mechanisms* encouraged all MAG members to review all workshop proposals, unless there is a conflict of interest, and reminded them that the deadline previously set for the initial evaluation is 3 May. MAG members were also reminded to read the guidelines for evaluation before starting the evaluation process. These are available on the IGF website¹ and will be again circulated to the MAG by the Secretariat.

¹ <http://www.intgovforum.org/cms/workshop-proposals/mag-workshop-review-and-evaluation-process-for-igf-2015>

11. The evaluation of the workshop proposals will be done via an online application that will be made available to MAG members by the Secretariat. The date of 13 April is the target date by which the Secretariat will complete the initial screening of the workshop proposals and provide the MAG with the necessary details for using the online evaluation application, together with all other relevant information regarding the workshop proposals.

12. It was agreed that a virtual meeting will be held soon after MAG members start the evaluation process, in order to address questions that may arise during the evaluation and to provide further guidance, especially for new MAG members.

13. The MAG was reminded that the final workshop selection will be done at the face-to-face MAG meeting in Geneva, on 20-22 May. When making the final selection, the MAG will follow the procedure established last year, when majority of workshops were selected solely based on the mean average scores resulting from the online evaluations by the MAG, while for the rest the MAG tried to find a right balance by giving some positive discriminations to proposals fitting under certain categories (such as first time proponents, proposals from developing countries, etc.). Based on previous experience and time availability it was suggested that the MAG will opt for 100 workshops. This number may alter a bit depending on session types and their length.

13 bis. It was also decided that the number of main sessions will not exceed 8 and they will take place in parallel with workshops. Only Opening and Closing plenaries will be organized without parallel events.

Outreach and communications

14. The *Working group on outreach and communications* informed the MAG about several suggested outreach activities on which further work is required and feedback welcome from MAG members: general messaging at major events; targeted messaging of primary audiences relevant for the IGF renewal; a targeted event in New York in September; and a general public campaign for the IGF mandate renewal.

15. With regards to the previously discussed brochure on the achievements of the IGF over the past 10 years, it was noted that the group should continue to work on developing this idea, with a view to presenting an outline to the full MAG.

16. The host country informed the MAG about its planned activities in terms of outreach about the IGF and the mandate renewal:

- briefing session for diplomatic missions in Brasilia, Brazil, with participation of ministers and other senior officials of the Brazilian government. Tentative date: 11 May 2015.
- outreach session for diplomatic missions in Geneva. Tentative date: 19 May.
- outreach session for diplomatic missions in New York Tentative date: beginning of June. The aim of these two sessions would be to reach out particularly to the negotiators who will be involved in the WSIS+10 review process and in the discussions on the IGF mandate renewal.

- a side event in the context of the WSIS Forum to be held at the end of May, in Geneva. A slot is already reserved for this event, on 25 May, at 16.30.

While the first three activities are organised by the Brazilian Ministry of Foreign Affairs and they will focus on government representatives, the preparations for the WSIS Forum multistakeholder side event are lead by CGI.br and MAG members are invited to contribute to the preparatory process.

Inter-sessional activities

17. The MAG Chair emphasized the fact that, while the MAG has succeeded in identifying important elements of the IGF 2015 inter-sessional activities (such as the horizontal theme proposed to national and regional IGF initiatives and the six best practice forums), it is now time to move on with actual implementation of these activities. In order to do so, there is a need to designate someone who would take the lead on coordinating the inter-sessional work. The Chair therefore announced his intention to appoint Ms. Constance Bommelaer as Advisor to the Chair, in charge of coordinating inter-sessional work, specifically the best practice forums (BPFs) with focus on new topics. She will work closely with facilitators of each of six best practice work streams providing help as and if necessary. Additionally, Ambassador Benedicto Fonseca Filho, the Co-Chair of the MAG, was asked to lead the inter-sessional work on “Policy menus for connecting the next billion”, in cooperation with the four coordinators who have helped shape the inter-sessional workplan. Both Ms. Bommelaer and Ambassador Fonseca will act as coordinators of the actual process, identifying the best ways to organize this work and offering support and guidance to the open ended editorial group tasked with preparing the draft outcome document on the “Policy menus for connecting the next billion”.

18. The MAG was informed that leaders have been identified for each of the six BPFs; any interested MAG members are encouraged to team up with the identified individuals and contribute to the work. It was also noted that some of the BPFs have already started to work. With regards to the “Policy menus for connecting the next billion”, it was mentioned that the MAG still needs to finalize the methodology for this work.

19. It was underlined during the discussions that dynamic coalitions and national and regional IGF initiatives are two other essential parts of the inter-sessional activities and they should not be overlooked. MAG members were reminded that an initial call had been held with coordinators of dynamic coalitions and they had shown interest in contributing to the IGF mainstream activity. Mr. Markus Kummer volunteered to coordinate further work in this regard. It was mentioned that a similar approach would need to be taken for national and regional IGF initiatives.

Other business

20. The next virtual MAG meeting will be held on 22 April at 11.00 am GMT.

Annex

List of Participants

Chair	
Mr. Kārklīņš, Jānis	Ambassador at large of Latvia
Advisor to the Chair	
Mr. Kummer, Markus	Member, ICANN Board of Directors
MAG members	
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. Chaturvedi, Subi	Adjunct Faculty /Hon. Managing Trustee, IIT Delhi (A State University by an Act of Govt. of NCT of Delhi) / Media For Change
Ms. Das, Ankhi	Head of Public Policy, Facebook India
Mr. Dengate Trush, Peter	Counsel, Barrister
Ms. Doria, Avri	Independent Researcher, DBA Technicalities
Mr. Elgamal, Hossam	Board Member, AfICTA - Africa ICT Alliance
Mr. Fernandez Gonzalez, Juan Alfonso	Advisor, Ministry of Communications
Ms. Ho, Bianca	NetMission Ambassador, NetMission.Asia
Ms. Kaspar, Lea	Programme Lead, Global Partners Digital
Mr. Kenyanito, Ephraim Percy	Policy Fellow, Access
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. Moisander, Juuso	Commercial Secretary, Information Society and ICT, Ministry for Foreign Affairs, Finland.
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)
Ms. Sakalova, Marianne	Consultant on Internet related policies, Legal Transformations Center
Ms. St. Amour, Lynn	CEO, Internet Matters
Mr. Valdez, German	Executive Secretary, Number Resource Organization
Mr. Wagner, Flavio	Board Member, Brazilian Internet Steering Committee (CGI.br)
Host Countries	
Ms. Arida, Christine	Egypt, National Telecommunication Regulatory Authority
Mr. Moedjiono, Sarjoeni	Indonesia
Mr. Jandyr Santos Jr.	Ministry of External Relations, Brazil
Other attendees	
Mr. Faye, Makane	United Nations Economic Commission for Africa
Ms. Weise, Constance	ICC / BASIS
Mr. Gutterman, Brian	
Ms. Teleanu, Sorina	
IGF Secretariat	
Mr. Masango, Chengetai	Programme and Technology Manager
Ms. Barnes, Victoria	Assistant
Mr. Gahnberg, Carl	Consultant
Mr. Fatani, Rafid	Consultant
Ms. Van der Spuy, Anri	Fellow
Mr. Quesada Rodriguez, Adrian	Fellow
Ms. Baclig, Lara	Intern