



IGF Multistakeholder Advisory Group Ad-Hoc Working Group on Reporting

Virtual Meeting I, 16 September 2019

Summary of key points

1. The IGF Secretariat provided an overview of the reporting procedures during the IGF 2018 cycle, (documents in Annex III), recalling that last year's three-staged process required the session organizers to: (i) complete a pre-session report two (2) weeks before the meeting; then (ii) twelve (12) hours after the session ends to complete short-reports and finally to (iii) submit complete reports ten (10) days after the meeting ends. All three reporting stages had a pre-determined reporting template (Annex III). It was further explained that these reports were the basis of the messages on each of the meeting's main themes and that they were summarized and integrated into the Chair's Summary (Annex III).
2. The Chair referenced the discussions at the second and third face-to-face meeting of the MAG, when MAG members raised the point of needing to improve meeting outputs. Reiterating the importance of this point, the Chair recognized the significant effort and resources the German government as Host Country were making available for IGF 2019. The Chair asked the Host Country representative to brief the participants about the efforts invested towards reporting out from the IGF 2019.
3. The Host Country representative informed that the unofficial daily reporting on the IGF 2019 meeting is assigned to DiploFoundation (Diplo). It was said that the unofficial reporting will be consistent, short and journalistic and its implementation will be done by several Diplo staff that plan to attend each session. The Chair requested some additional accommodations in the process such as informing the Diplo reporters of those sessions deemed of most interest to the IGF community and also asked if individuals could be assigned to report on the same tracks over the course of the week to ensure consistent reporting, as this would help build on the

narratives developed by the MAG. The Host Country representative indicated this should be possible and everyone agreed this should be completed ahead of the IGF week itself.

4. Representative of DESA said that the reporting efforts, done by the Host Country through Diplo and those of the UN, need to be coordinated for the sake of consistency and accurate reporting. It was specifically underlined that any reporting on official records regarding the meeting statistics (e.g. attendance, number of sessions and similar) has to be synchronized among all reporting teams, to avoid disseminating inaccurate information.
5. The IGF Secretariat added that Diplo had provided similar services during the IGF 2018 with producing 'daily highlights' that do have a value. However, it was added that these highlights cannot be regarded as official reports on IGF 2019.
6. There was broad agreement among participants that the messages for this year's IGF, as well as for the future meetings, follow a similar pattern in naming the final output document: IGF [*Insert Year of the Meeting*] Messages, with a subtitle of the meeting's location [*City, Country of the meeting*]. Consequently, the messages for the 14th annual IGF meeting will be titled: IGF 2019 Messages, with a subtitle: Berlin, Germany. The Host Country added that they intend to produce a report on the high-level sessions hosted as pre-events on the 25 November. Also, the Host expressed agreement with the proposed model for naming the IGF 2019 Messages.
7. It was seen as important to follow the reporting procedures as last year in respect to have the session focal points informed about the produced messages under a specific thematic narrative, to prevent from any possible disagreements after publishing the messages.
8. One of the facilitators of the IGF intersessional work for the Dynamic Coalitions and Best Practice Forums, noted the diversity in content and dynamics of these groups, and advised to produce guidance for these sessions' organizers on the reporting procedures, to design models to best transmit their findings to the community. The Chair added that the same could be useful for the national, regional and youth IGF initiatives (NRIs).
9. There was an agreement that this year's messages should be clustered under the three thematic narratives of the IGF. It was agreed that the reporting template will be reviewed by the members of the WG-Reporting for any potential modifications that could help the rapporteurs to report on the essence of discussions.

10. The Chair suggested that, upon the end of the meeting, three individual booklets should be produced, each outlining the key activities and key messages from the three main thematic tracks of the IGF. The IGF Secretariat said it would explore options for the editor of the IGF 2019 final proceedings to also produce these three booklets.
11. The Chair suggested to incorporate a note in the reporting template for the rapporteurs to review last year's messages, to help them advance the topics as much as possible, and also to get a sense of the wording and overall aims, hopefully identifying general points of agreement and or divergence.
12. There was a discussion about press-coverage of the 14th IGF. The need was expressed for the UN press release to be published a month before the meeting start. The press release should announce the expectations from the Forum, including the nature of the programme and high-level participation, etc. The IGF Secretariat agreed to coordinate with the UN's Department of Public Information (DPI) and put them in touch with host country as well.
13. It was agreed that there would be a dedicated press section on the IGF website where materials relevant for the press would be uploaded. The Host Country also expressed support for this, adding that the Host Country's website contains a lot of useful material and that some of it is currently being translated from German to English language. The IGF Secretariat reminded that a press package is produced every year and that the office is currently working on producing it for the IGF 2019 process. It was suggested that a dedicated press section be established with a view to supporting both physical and online press participation.
14. The Host Country added that they are currently in communication with a team dedicated to the social media coverage of the IGF 2019, as well as with the press office of Chancellor Merkel, and asked for confirmation of the UN's focal point for communication, in order to coordinate efforts.
15. Ways of collecting feedback from the session participants was also discussed, especially on what are the issues the IGF should focus on looking forward. From the IGF Secretariat it was said that this year's IGF will use a mobile application that allows for integrating specific questions/questionnaires for individual sessions. The group will further discuss using this option as there was interest in using this to ensure more voices were heard as well as to better assess possible future activities.

16. The group discussed the logistics of the concluding session at the IGF 2019. It was explained that the MAG Working Group on this matter suggested to identify several substantive categories to follow across the thematic narratives and provide final conclusions. Given that the proposers of this approach did not attend the meeting, it was suggested to discuss this matter through the MAG mailing list and on the next call

Action items for reporting and next meeting:

1. To share current reporting templates with the MAG and WG.
2. WG to review the current templates for reporting and suggest improvements.
3. IGF Secretariat to create a dedicated space for the press-materials on the IGF website and along with the Host Country to develop relevant materials for upload.
4. To discuss the management process for reporting reviews and assigning roles to WG-Reporting members during the next WG meeting.
5. The editor of the IGF 2019 Annual Proceedings to develop thematic booklets.
6. To inform the session organizers to send their pre-reports one (1) month before the IGF 2019 meeting.
7. To connect all communication and outreach focal points in one email and coordinate the communication strategy.
8. To conclude on approach for the concluding session.

Annex I

Meeting Agenda:

1. Review Scope of our work
2. Update on various discussions held with MAG, Host country, IGF secretariat
3. Presentation/Discussion on current reporting process
4. Identify new focus areas and/or areas requiring improvement (we will need to be specific in order to advance any desired improvements)

Annex II

Participants List:

- Chair - Lynn St. Amour (MAG Chair)
- Afia Faith (MAG Member)
- Chengetai Masango (IGF Secretariat)
- Concettina Cassa (MAG Member)
- Deniz Susar (UN DESA)
- Juliana Harsianti (MAG Member)
- June Parris (MAG Member)
- Lima Madomi (IGF Secretariat)
- Luis Bobo (IGF Secretariat)
- Markus Kummer (DC Co-Facilitator)
- Paul Charlton (MAG Member)
- Rudolf Gridl (Host Country)
- Sorina Teleanu (MAG Member)
- Sylvia Cadena (MAG Member)
- Wai Min Kwok (UN DESA)
- Wim Degezelle (IGF Secretariat)

Annex III

Input documents:

2018:

- **Report Process**
- **Instructions Session Reports**
- **Report Template**
- **Pre-Synthesis Report Template**
- **Short Report Template**
- **Long Report Template**
- **Chair Summary Draft Structure**
- **IGF Chair's Summary**
- **IGF Messages**

2019:

- **Conclusory Sessions Report**