

IGF Annual Programme Overview

Internet Governance Forum (IGF) Multistakeholder Advisory Group (MAG): Terms of Reference

The Internet Governance Forum (IGF) Multistakeholder Advisory Group (MAG) was established by the United Nations Secretary-General in 2006 to assist the Secretary-General in convening the annual IGF Meeting by preparing the programme and schedule. MAG members serve in their personal capacity, but are expected to have established linkages with their respective stakeholder groups.

I. Responsibilities:

The primary purpose of the MAG is to advise the Secretary-General on the programme and schedule of the Internet Governance Forum meetings. Concerted efforts should be made by the MAG to improve the IGF process through community consultations, outreach and stakeholder engagement. With the main aim of advising the UN Secretary-General on the programme and schedule for the annual IGF Meeting, the MAG is expected to carry out the following tasks:

- Develop the detailed programme and schedule of the annual IGF meetings, including the identification of themes, sub-themes and issues taking into account inputs of all relevant stakeholders;
- Determine how best to plan and organise the annual IGF meeting;
- Organise main sessions and where necessary participate in dedicated thematic working groups;
- Select workshops and facilitate the organisation of workshops;
- Coordinate panels and provide support and guidance to panellists, moderators and speakers at the annual meeting;
- Support IGF intersessional work;
- Promote the work of the IGF amongst all stakeholders; foster multistakeholder participation and collaboration at the annual IGF meetings and intersessional work;

(The UN SG's office reserves the right to adjust the programme & schedule recommended by the MAG)

PART I – COMPONENTS OF THE GLOBAL IGF

PROGRAMME COMPONENT	DESCRIPTION	SESSION DURATION	SELECTION/ OVERSIGHT/ RESPONSIBILITY	STATUS IN 2017
Opening / Closing Ceremonies & High-Level or Ministerial Events	<p>Since their inception, annual IGFs have had formal relationships with the countries hosting them through UN “host country agreements”. As part of this, ceremonies at the beginning and end of the meeting are used not only to officially ‘open’ and ‘close’ the programme, but also to give the hosting governments a platform to welcome participants and play a role in coordinating the interventions of high-level government speakers, who use the visibility of the ceremonies to address their IG-related agendas. According to the host country’s preference, a high-level/ministerial side meeting or pre-meeting can also be organized. In addition, the closing proceedings have included an ‘open mic’ segment for participants.</p>	<p>Between 1.5 and 3 hours</p>	<p>(Host Country and the UN)</p>	<p>There will be the traditional opening and closing ceremonies, as well as an ‘open mic’ session. Rather than hold a ministerial pre- or side meeting, the Swiss host country has decided to organize an open and inclusive high-level thematic session, similar to a main session in order to better integrate these high level meetings within the IGF itself and following more traditional multistakeholder patterns.</p>
Main Sessions	<p>Main sessions are intended to recognize broad and current IG issues of importance. They are held in the largest possible room in IGF venues, usually with interpretation, with the understanding that the issues under discussion are relevant to all participants. Because of this, and their generally longer duration, they also have the potential to attract high-level speakers. The main sessions are determined by the MAG, usually at one of the early face-to-face meetings, with teams of MAG facilitators working on each session. The sessions are different from traditional ‘plenary sessions’ as other sessions are taking place</p>	<p>Between 1.5 and 3 hours</p>	<p>(MAG Members)</p>	<p>There are 6 main sessions in the programme.</p>

	simultaneously.			
Workshops	Proposals for IGF workshops are publicly solicited then evaluated and selected by the MAG over a roughly three-month period. Once selected, the Secretariat conducts any needed follow-up with the workshop organizers and maintains the communication with them. Both before and after selection, MAG members are encouraged to provide organizers with substantive support. Workshops can make up anywhere between two thirds to three quarters of the IGF programme.	1.5 hours/ 1 hour/ .5-hour 'flash sessions' (majority are 1.5 hours)	(MAG Members, with support from IGF Secretariat)	There are 99 workshops in the programme, classified according to 8 different themes. These themes are derived from the workshops selected.
Open Forums	Open forums are sessions proposed and organized by Governments, intergovernmental organizations (IGOs) / treaty-based international organizations or global organizations with international scope and presence. Traditionally they are a way for those bodies to give briefings on their recent IG-related activities, although organizers have the flexibility to make their sessions more thematic in focus, and this is being actively encouraged. The sessions are accepted into the programme if the organizations meet the IGF Secretariat's criteria for what constitutes a Government, IGO or global "Internet" organization. From year to year exceptions have been made, schedule space permitting.	1 hour	(IGF Secretariat; MAG is given advance notice of the selection and the criteria for Open Forums have been shared)	There are 44 open forums in the programme. For the first time this year, the open forums are being classified into themes, as is done with workshops.
Best Practice Forum (BPF) Sessions	Each BPF approved by the MAG receives a slot in the annual meeting schedule in order to present its outcome document.	1.5 hours	(MAG/IGF Secretariat) Automatically given a slot.	There are 3 BPF sessions at 1.5 hours each in the programme this year.
Session on Major intersessional	The Policy Options for Connecting and Enabling the Next Billion(s) is presented as a	1.5 hours/ presented	(MAG Members)	There is one 1.5-hour session dedicated to CENB in the programme this year.

<p>policy program: Connecting & Enabling the Next Billion(s) (CENB)</p>	<p>stand-alone session at the IGF and integrated into main session discussions to the widest extent possible.</p>	<p>as part of a Main Session</p>		
<p>Dynamic Coalition (DC) Sessions</p>	<p>These are sessions organized by individual IGF DCs, as opportunities to showcase their work or organize discussions around the themes they treat. In order to be eligible for this session space, DCs must be able to prove they are active and organized. They are required to share a current activities report with the IGF Secretariat or to have submitted a substantive paper in the last year.</p>	<p>1.5 hours/ 1 hour</p>	<p>(IGF Secretariat; MAG is given notice of the selection and the criteria have been shared) Automatically given a slot if they meet the defined criteria.</p>	<p>There are 15 DC sessions at 1 hour each, with the session time having been reduced from 1.5 hours in previous years. The DC sessions are also being classified according to the meeting themes for the first time.</p>
<p>National and Regional Initiative (NRI) Collaborative Sessions</p>	<p>These are collaborative sessions organized by groups of NRIs around particular themes, with formats based on workshops and similar organizational criteria (e.g. multistakeholder and diversity). They were launched in 2017.</p>	<p>1.5 hours</p>	<p>(MAG/IGF Secretariat) Up to 9 NRI sessions were mandated by the MAG for the IGF 2017 Meeting on a pilot basis, subject to the submitted session proposals meeting the given criteria.</p>	<p>There are 8 1.5-hour NRI collaborative sessions. They have been assigned thematic classifications.</p>
<p>‘Other’ Sessions & IGF Secretariat’s Discretionary Programme Space</p>	<p>On request, and by exception, the Secretariat will give space - generally space that is not being used, in lunch breaks for instance - to certain organizations holding specific, short events. Examples include the Seed Alliance’s annual awards ceremony and the IGFSAs General Assembly. The few sessions characterized as ‘other’ may also be intersessional coordinating meetings, such as the ones held by DCs and NRIs. Additionally,</p>	<p>Variable</p>	<p>(IGF Secretariat)</p>	<p>There are 3 sessions/events in the ‘Other’ category, though the Secretariat may include a limited number of additional ones, space permitting. 2 workshops were added as part of the Secretariat’s discretionary selections.</p>

	at its discretion, the Secretariat may include a minimal number of relevant/appropriate workshops that were not selected by the MAG. These are referenced in the programme in the same way as selected workshops.			
New Session Formats (Lightning & Unconference)	In 2016 the MAG launched a set of experimental, informal sessions through a dedicated Working Group on New Session Formats (WG-NSF). The session formats chosen were 'lightning' and 'unconference'. Lightning sessions in particular were considered popular and successful, in part due to their strategic placement outside the regular meeting rooms in an open/public space. The sessions themselves were selected by the Working Group from among the workshop proposals not originally accepted for the programme.	20 minutes for Lightning Sessions/ Unconference and is variable	(MAG Members, with support from IGF Secretariat)	TBD by Working Group
IGF Newcomer Sessions	<p>During the IGF 2016, the Newcomers Track was launched. The Track aims to help participants attending the IGF annual meeting for the first time, to understanding the IGF processes and to foster the integration of all new-coming stakeholders into the IGF community.</p> <p>Its focus is to make the meeting participant's first IGF experience as productive and welcoming as possible. In addition, the Track will especially focus on engaging youth in the discussions that reflect their role in the IGF process.</p>	<p>Day 0: 90-min long Mentors Session</p> <p>Day 1 – Day 4: 45 minutes long informal gatherings with representatives of all four IGF stakeholder groups</p>	IGF Secretariat and MAG members	There is a 90 minutes long Mentors Session on Day 0; and 4 'Knowledge Cafes' sessions, each 45 minutes long across four meeting days, with representatives of four stakeholder groups as per the IGF classification.
Day 0 Pre-Events	Day 0 events take place on the day before the	Variable	(IGF Secretariat;	There are 38 Day 0 events in the

	official programme begins. Requesters are granted the space to hold the events if their content is IG-relevant and appropriate. Space is allocated on a first-come, first-serve basis and requested durations are granted based on availability. The organizers understand that on this 'unofficial' day they may not have the same support - in terms of remote participation and webcasting - as sessions in the regular programme.		MAG is given advance notice of selection)	programme.
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PART II – INTERSESSIONAL AND OTHER ACTIVITIES

ACTIVITY	DESCRIPTION	OVERSIGHT/ RESPONSIBILITY	STATUS IN 2017
Best Practice Forums (BPFs)	To enrich the potential for IGF outputs, the IGF has developed an intersessional programme of Best Practice Forums (BPFs) intended to complement other IGF community activities. The outputs from this programme are intended to become robust resources, to serve as inputs into other pertinent forums, and to evolve and grow over time.	BPF themes are selected by the MAG; MAG members facilitate the work with support from the IGF Secretariat.	There are 3 BPFs in 2017 on: Cybersecurity; Gender & Access; and Local Content.
Major intersessional policy program: Connecting & Enabling the Next Billion(s) (CENB)	The Policy Options for Connecting and Enabling the Next Billion(s) is a community driven process started during the IGF 2015 preparatory cycle. The final output documents from the first two phases are available, and the preparatory process is underway for IGF 2017.	The MAG decides on the extension of the CENB project; a MAG member facilitates the work with support from the IGF Secretariat.	This is in its 3rd phase. This year's work will build on the IGF community's past two years of work on the theme of promoting meaningful access.
Dynamic Coalitions (DCs)	DCs are bottom-up, multistakeholder, issue-specific groups formed on the basis of mutual interest and desire for collaboration by a set of IGF community members. DCs meet year-round, virtually and face-to-face, within their own coalitions and in cross-DC meetings coordinated by the IGF Secretariat and MAG focal points.	DCs are independently managed entities; the Secretariat and 1 or 2 MAG focal points coordinate joint DC meetings to help accomplish shared DC objectives (such as the	There are 18 active Dynamic Coalitions in 2017.

		organization of an IGF main session, the synchronizing outputs or developing common mechanisms and guidelines).	
National, subregional, regional and youth IGF initiatives (NRIs)	<p>National and Regional IGF initiatives (NRIs) are organic and independent formations that are discussing issues pertaining to Internet Governance from the perspective of their respective communities, while acting in accordance with the main principles of the IGF.</p> <p>Individually, they run the IGF processes on a level of a country, subregion or a region.</p> <p>Collectively, the NRIs collaborate on bringing the bottom up inputs from their initiatives to other NRIs and the IGF, and vice versa, on bringing the inputs from other NRIs and the IGF to their respective communities. This work is facilitated by the IGF Secretariat's NRIs Focal Point, through bimonthly virtual meetings and regular exchanges on the NRIs mailing list.</p>	<p>The NRIs are independent in their work. The IGF Secretariat however, conducts the recognition process, by reviewing their adherence and compliance with the IGF core principles and related procedures, and as a result, lists the recognized initiatives on its website. In addition, the NRIs collaborate on developing written guidelines that reflect their organization and work (the NRIs Toolkit, Youth engagement at the IGF, NRIs session guidelines, NRIs in practice, NRIs surveys on the overall status etc.). In regards to the NRIs participation in the programme of the IGF annual meetings, the IGF Secretariat gathers the inputs from the NRIs and brings them to the MAG to be reviewed. So far, these inputs were related to the organization of the NRIs main session, joint booth at the IGF Village, and the NRIs collaborative sessions.</p>	<p>There are 69 national IGFs, 16 regional and subregional IGFs, and 8 Youth IGFs, officially recognized. Also, there are 11 national IGFs that are in-information and in continuous communication with the IGF Secretariat. (As of 1 November 2017).</p>

