

# Charter of the IGF2019 Working Group on the IGF Workshop Process (WG-WSP)

Date of WG review: 27 February 2019

Date of WG adoption: 12 March 2019

Date of MAG review: 12 March 2019

Date of MAG adoption:

## 1. Introduction and Purpose

The first Internet Governance Forum (IGF) Multistakeholder Advisory Group (MAG) Working Group (WG) to review the IGF Workshop proposal and evaluation process was established in 2014. The WG has convened each year since (under various acronyms), with the aim of improving the workshop proposal and evaluation process for the public and MAG members alike.<sup>1</sup>

The purpose of the Working Group on the IGF Workshop Process (WG-WSP) is to review and, where needed, update the IGF workshop process from the previous year.

## 2. Scope

To fulfill its purpose, the WG-WSP will undertake the following activities:

- Review and recommend improvements to the IGF workshop process as needed, including:
  - the Call for Workshop Session Proposals
    - information requested from workshop proposers;
    - process descriptions;
    - guidelines and other reference materials for workshop proposers;
    - the workshop proposal submission form;
    - complimentary processes (e.g. calls for issues, development of theme narratives, etc.);
    - reporting requirements
  - the individual and in-person workshop evaluation process
    - Criteria against which workshop proposals will be assessed;
    - Criteria descriptions;
    - Scores and grades to be used in the evaluation process;
    - Weighting of the scores for criteria;
    - Ranking of proposals
  - working collaboratively with other MAG Working Groups as needed.
- Should the WG from the preceding year produce a report, the WG-WSP should take the recommendations from that report into consideration.

## 3. Activities

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<sup>1</sup> Email list archives are available here: [http://intgovforum.org/pipermail/ws\\_selection\\_2015\\_intgovforum.org/](http://intgovforum.org/pipermail/ws_selection_2015_intgovforum.org/);  
and here: [http://intgovforum.org/pipermail/wgwseval\\_intgovforum.org/](http://intgovforum.org/pipermail/wgwseval_intgovforum.org/) .

The WG-WSP will conduct its business in the manner it considers most appropriate and effective. Recordings of calls, transcripts, and/or minutes – if provided – and documents produced by the group will be archived and available to the public.

#### **4. Composition of the WG-WSP**

Participation in the WG-WSP is open to current and past MAG members as well as the general public. Leadership of the WG-WSP may be decided by members of the group or the MAG Chair.

#### **5. Duration**

Unless the MAG decides otherwise, the WG-WSP will be re-charted each year, for the balance of the IGF's current mandate.<sup>2</sup>

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<sup>2</sup> The IGF's mandate was renewed for another 10 years in the resolution adopted by the General Assembly on 16 December 2015, *Outcome document of the high-level meeting of the General Assembly on the overall review of the implementation of the outcomes of the World Summit on the Information Society, A/Res/70/125*, para 63, available at [http://www.un.org/en/ga/search/view\\_doc.asp?symbol=A/RES/70/125](http://www.un.org/en/ga/search/view_doc.asp?symbol=A/RES/70/125).