IGF MAG 2021 - MAG-led Issue Teams: Draft Terms of Reference v.2
12 July 2021

<mark>**Was open for comment until 9 July 2020**</mark>

1. **Introduction**

Issue-driven IGF
In response to input from the IGF community and from proposals relating to the UN Secretary-General's Roadmap for Digital Cooperation calling for a more focused IGF, the Multistakeholder Advisory Group (MAG) has opted for using an issue-driven approach to design the IGF 2021 programme.

The IGF 2021 programme content will be based on two baskets: a main focus area basket with two focus areas, and an emerging and cross cutting issue basket with four issue areas. **This is intended to enable a more focused IGF** (through the main focus areas), **while at the same time keeping the IGF open for new and emerging issues and giving participants choice** (through the emerging and cross-cutting issues).

> **IGF 2021 Main focus areas**
> - Economic and social inclusion and human rights
> - Universal access and meaningful connectivity
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> **IGF 2021 Emerging and cross-cutting issue areas**
> - Emerging regulation: market structure, content, data and consumer/users rights regulation
> - Environmental sustainability and climate change
> - Inclusive Internet governance ecosystems and digital cooperation
> - Trust, security, stability

A better integrated IGF
The United Nations Secretary-General's Roadmap for Digital Cooperation, para 93, envisages a strengthened IGF, including by better integrating programme and intersessional policy development work to support other priority areas outlined in the report. The idea of the MAG working in "issue teams" that are also open to others in the community was proposed by the MAG Working Group on IGF Strengthening and Strategy at the beginning of 2021.

2. **Issue teams[1]**

2.1 <u>What are "issue teams"?</u>

Issue Teams are led and facilitated by MAG members but open to past MAG members, and others in the IGF community. Participants in BPFs, Dynamic Coalitions, NRIs and IGF Policy Networks are particularly encouraged to join these issue teams. Their primary responsibility in 2021 is to develop sessions that respond to the IGF 2021 issues areas outlined above by organising:
- Introductory/scoping sessions during the virtual preparatory phase
- Main sessions during the annual forum in December

2.2. <u>Proposed role of the Issue Teams during the IGF preparatory phase</u>

"*Issue Teams are the MAG's eyes and ears for their issue area.*"

- Issue Teams are expected to explore the 'IGF community at large'[2] and, from the perspective of their issue area, actively look for synergies and linkages.
- Issue Teams are expected to serve as focal points for their issue area, collecting information on how the issue is being addressed within the larger IGF community.

Deliverables: To enhance issue-based cooperation across IGF community initiatives Issue Teams should try to obtain an overview of initiatives[3] per issue area to allow for synergies to emerge and suggest concrete proposals of how initiatives could feed into each other.

Possible actions, in cooperation with the secretariat
- Outreach to intersessional activities
- Wiki-pages per issue area,
- IGF preparatory phase sessions
- Review of approved workshops for the purpose of inviting organisers to be part of the preparatory phase

<u>Note</u>: The MAG's workshop selection process is separate and independent from the work of the Issue Teams. Once the results of the selections process are available, Issue Teams are expected to include the different session descriptions in their quest for linkages.

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[1] The MAG launched a call for issues late in 2020. Over 230 responses produced a set of issues, which were then clustered and prioritised by the MAG, to finally come to the selected focus and cross-cutting issue areas. "Issue Development Teams", consisting of a few MAG members, were formed to, together with the secretariat, develop a narrative for the focus and issue areas. The narratives are an essential introduction accompanying the call for session proposals. These teams worked during March of 2021 and are not the same as the Issue Teams being formed in July 2021 for the purpose of preparing issue sessions during the preparatory phase and main sessions during the annual forum in December.

[2] People and institutions from all stakeholder groups all over the world who participate in global and regional and national IGFs, youth IGF initiatives, BPFs, DCs, PNs etc.
[3] For example pointers to meeting summaries and recording of relevant NRI sessions, DC outputs, etc.

2.3. <u>Issue Team members[4] and facilitation</u>

While issue teams are chaired or co-chaired by MAG members, they are open to other interested persons, in particular people and institutions active in IGF intersessional activities. MAG members and the Secretariat can also actively reach out to members of the IGF community to join these issue teams.

2.4. <u>Issue Teams and the preparation of sessions at the IGF annual forum</u>

The work of the Issue Teams during the preparatory phase is a crucial starting point for feeding diverse perspectives and experiences into the preparation of the IGF main sessions. They will also constitute the **Main Session Organising Teams** for their issue area. Guidelines for how to approach organising these main sessions are included here as Annex 1. These guidelines might need to be updated as they were developed for previous IGFs.

In the past, MAG-led Main Session Organising Teams successfully managed to bring expertise, high-level policy makers, stakeholder representatives to the IGF annual event. The key innovation being introduced (in 2021) is for these Issue Teams to **also** organise activity during the preparatory phase, and, complement organising of Main Sessions with the equally important effort to get the viewpoints from across the IGF community to inform the IGF Main sessions.

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[4] Current composition of the issue teams
https://docs.google.com/document/d/11xVsSVZSxioMoBr9Wyx15afgPeC7n-o5ZYPio0rhbS4/edit

Annex 1: INTERNET GOVERNANCE FORUM MULTISTAKEHOLDER ADVISORY GROUP

MAIN SESSION GUIDELINES - Developed in 2019 and used in 2020 - This version updated for 2021

BACKGROUND: The annual Internet Governance Forum event (IGF) features different session types that encourage multi-stakeholder dialogue on Internet Governance and policy issues. Session types include workshops, open forums, best practice forums, National and Regional IGF Initiative (NRI) collaborative sessions, Dynamic Coalition (DC) sessions, flash sessions and main sessions. Amongst other items, the Multistakeholder Advisory Group (MAG), whose purpose is to advise the Secretary-General on the programme and schedule of the IGF meetings, is responsible for organizing main sessions. These sessions typically involve high-level speakers. They are held in larger rooms and translation is provided in the six UN languages (Arabic, Chinese, English, French, Russian, and Spanish).

PURPOSE of MAIN SESSION GUIDELINES: The purpose of these Guidelines is to help the MAG and other main session organizers:

- Create a structured approach for developing and executing main sessions that enable MAG members and the IGF community to contribute;
- Facilitate the development of main sessions in a way that is fair, inclusive, transparent and timely;
- Deliver main sessions with maximum value for all stakeholders and the IGF community;
- Support and augment the ability of the main sessions to contribute to the outputs and resources of the IGF to community; and
- Enhance confidence in the multi-stakeholder approach to Internet governance during the current mandate of the IGF.

These Guidelines apply to the organization of all IGF main sessions.

PRINCIPLES for MAIN SESSION ORGANIZATION:

1) Themes/topics should be:

a) Of a high level of discussion that will attract the participation of global experts and high-level delegates;
b) Contemporary, and relevant to Internet governance developments;
c) Aligned with the overarching theme of the IGF, reflect one of the existing themes of the IGF, orreflect a new theme with broad consensus among MAG members;
d) An important concern for, or relevant to, developing countries, with relevance for developing countries;
e) Able to generate wide-ranging interest amongst onsite and online IGF participants; and

4

f) To the extent possible, build on existing dialogue from previous IGFs.

2) A Main Session should not, to the extent practicable, replicate other sessions in terms of speaker composition.

<mark>QUESTION: What do we want to say about content for main sessions?</mark>

3) Organization of the Main Sessions should:

a) Engage key stakeholders and allow for all multistakeholder groups to contribute substantively, on an equal footing;
b) Consider how the main session could contribute substantively to the topic and establish dialogue between actors;
c) Consider how the main session can contribute to efforts to improve the IGF, in line with the CSTD Working Group Report on recommendations for Improvements to the IGF, and as reflected in the WSIS+10 Outcome Document;
d) Encourage contributions from NRIs, DCs, and relevant Best Practice Forums and Policy Networks;
e) Consider how the session can benefit from the resources available, i.e. room size, translation intoUN languages; and
f) Include, in an appropriate way, inputs from the IGF workshop sessions on the same theme.

3. PROCESS and CRITERIA for MAIN SESSION ORGANIZATION:

1) With exception of any main session that the MAG assigns to specific groups, such as the NRIs or the DCs, the topics for the main sessions are determined by the MAG.

2) With the exception of any main session that the MAG assigns to specific groups, such as the NRIs or the DCs, main session co-organizers must be MAG members.

3) Co-organizers (usually 2, and in exceptional cases more than 2) are responsible for:

a) Drafting the main session description;
b) Seeking MAG feedback and acceptance to include in the overall program of the IGF;
c) Inviting volunteers to join the organization activity;
d) Soliciting input from the community, including policy questions;
e) Hosting planning calls; and
f) Leading the identification and confirmation of speakers, moderators, remote moderators and rapporteurs.

4) Co-organizers will develop the main session description based upon inputs from the community and volunteers. The description should specify

a) The main session narrative, including policy questions;
b) Speaker photos and bios; and
c) The session structure, including timing indications.

5) Speakers

a) Speaker composition should reflect gender, geographic and stakeholder group diversity, and should strive to include young people, and persons with disabilities.
b) Guidelines for MAG participation in main sessions:
Unless there is a clear rational for this shared in the main session proposal, a MAG member should not serve as a speaker or moderator in a main session he/she co organized, nor should a MAG member serve as a speaker or moderator in more than one main session.

6) Moderators and rapporteurs

a). The role of the on-site moderator includes:

I.   Introducing the session theme and speakers;
II.   Ensuring that all speakers have the opportunity to speak;
III.   Ensuring participation from the attendees, including remote participants;and
IV.   Facilitating the discussion.

b) The role of the remote moderator includes:

I.   Fielding questions and observations from remote participants; and
II.   Working with the on-site moderator to incorporate these questions and observations into the discussion.

c) The role of the rapporteur is to synthesize the key points of the discussion and to provide an overview of the session in the format provided by the IGF Secretariat.

7) Format

a) The format of the Main Sessions can include innovative options, variable speaker numbers, different room set ups (as can be accommodated by the venue), and other alternative approaches as appropriate to the session.

b) The format must accommodate remote participation, and seek to leverage the participation of remote participation hubs.

c) The format must enable interaction, thus encouraging Moderators to intersperse comments from the panel of speakers, with comments and questions from online participants and delegates from the floor, from the very beginning.

2 July 2020