

IGF2020

BPF on BPFs

Terms of Reference

final version

Objectives

1. Develop and execute a work plan for reviewing IGF Best Practice Forums (BPFs) as a whole in terms of their effectiveness as a tool for the IGF to structure intersessional work. The aim is to document lessons learned, outputs, and, where possible, outcomes of BPFs organized between 2014 and 2019 and inform the process for evaluating, proposing and approving BPFs from 2021 onwards.
2. Part of the work will be the development of a systematised evaluation tool, with proposals for metrics by which the MAG could assess BPF proposals and outcomes, as well as to provide guidance for best practices on organizing and leading a BPF.

Actions and deliverables

3. In line with the agreed work plan, collect and document experiences, best practices and other input related to the BPFs organized between 2014 and 2019 (eg desk research, surveys, interviews, etc.). Identify key participants such as former coordinators, lead experts, key contributors and consultants/Secretariat staff.
4. Analyse the collected information (for example SWOT analysis) and formulate best practices and recommendations for improvements, Prepare a substantive draft report for the MAG.
5. Open up the process and invite the MAG and other interested parties to provide feedback. Collect and analyse the feed-back received. Organise calls as necessary to discuss the ongoing work.
6. Publish a final report, that takes into account all the input received from the MAG and other participants. The report will be issued ahead of the annual IGF meeting so that recommendations can be taken up in the process of selecting the BPF themes for 2021.

Tentative time table:

Research and analysis: March - April

Draft report by 1 June (2 weeks before the physical MAG meeting)

Open process/ MAG discussion and feedback: June - July - Aug

Final report by 1 October 2020