



Fellowship Committee Guidelines

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Purpose

This document has been designed to provide a clear guideline for the APrIGF Fellowship Committee (FC) to ensure that they conduct a fair and efficient application and evaluation process, consistent with the MSG Operating Principles.

The Fellowship Committee Guidelines are designed to help members of the FC, the MSG and the APrIGF community to understand and comply with the fellowship application, selection and on boarding process.

Guidelines for Effective Decision Making

- The Fellowship Program is funded by committed sponsors that recognize the value of increasing participation and diversity to the APrIGF process.
- The Fellowship Program is open to individuals that reside in the Asia-Pacific region, who have an interest in Internet Governance (IG) and are keen to engage in regional, sub-regional, national or local discussion, exchange and collaboration around IG issues, to advance the understanding of IG.
- All APrIGF Fellows will need to complete the application and comply with requirement as per the application guideline. Applications will be considered based on selection criteria to be defined by the MSG. Returning Fellows will also be evaluated on their previous Fellowship participation and ongoing engagement with APrIGF activities and discussions.

Expected outcomes

This list is indicative based on previous events organized. The FC shall review the list and add more details as appropriate. In order to complete their work, the FC will receive from the Secretariat any supporting documentation required to complete their work including but not limited to:

- Feedback and comments from the previous year related to the fellowship application and selection process.
- Application form from previous year for review.
- Access to assessment system and assigned applications for review.
- Mailing list details.

It is expected that the FC will coordinate with the Secretariat on the preparation and publication of guidelines for applicants including but not limited to:

- Clear definitions of what expenses the fellowship offer will cover.
- Clear definition of prerequisites required for Fellows.
- Clear definition of what is expected from the selected Fellows in terms of preparation, attendance, engagement, reporting and code of conduct.
- Selection criteria defined taking into account fellowship sponsors criteria.
- Timeline for application and selection process defined.
- Deadline for applicants to provide information of their on-site participation report and suggestions on where to online publish and distribute the report such as personal blog, social media, etc.
- Timeline to confirm attendance in person.

To be able to structure and manage the selection and participation of Fellows at the event, the FC is expected to produce the following outcomes:

- Application form updated, including selection criteria defined by the MSG (taking into account sponsors requirements).
- List of selected Fellows.
- List of tasks to support the event assigned to Fellows.
- Confirmation of the names and roles of the selected Fellows that will be involved in the Closing Plenary.

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- Plan of how selected Fellows will support the preparation for Day 0 (Capacity Building Day Program, to be defined by Program Committee)
- Performance review mechanism for selected Fellows
- Periodic Report of FC process/progress to MSG

Suggested timeline for deliverables

Process phase	Outcome (details on section below)	Responsibility	Estimated time for completion
Preparation	<ul style="list-style-type: none"> - Confirm commitment from sponsors and identify requirements. - Receive appointment of committee members by Sponsors, limited to one person per sponsor. -Call for volunteers -Define criteria, taking into account sponsor requirements -Review feedback from previous year -Appoint co-chairs -Calendar of meetings -Work plan -Schedule calls -Identify/Resolve Conflicts of Interest 	<ul style="list-style-type: none"> -Sec -MSG -FC & Sec -Co-chairs, to be approved by MSG -Sec -Each FC member to update a Col register -The focal point from the host country 	To get started at least 45 days after the last event and to be completed in up to 3 weeks
Application	<ul style="list-style-type: none"> -Application form review, all definitions, guidelines for applicants -Testing of application form -Call for applications (clear deadlines for every step) - Prerequisites 	<ul style="list-style-type: none"> -FC -Secretariat & FC - The focal contact from the host country 	<ul style="list-style-type: none"> -To be completed in 3 weeks -To be completed in 1 week -Open for a minimum of 4 weeks
Selection	<ul style="list-style-type: none"> -List of selected Fellows, taken into account sponsors requirements -Approved budget for allocation 	<ul style="list-style-type: none"> -FC -Sec to inform amount committed by sponsors 	To be completed within 3 weeks.
Scheduling and implementation	<ul style="list-style-type: none"> -List of Selected Fellows -Travel arrangements -Visa processing -Selected Fellows participation in Day 0 program delivery -Selected Fellows participation in Closing plenary delivery -Program for day 0 to be drafted by the Programme Committee, in consultation with fellowship committee. -Fellows can be identified as speakers for workshops - Call for mentors/buddies - Pair mentors/buddies with fellows -Reporting - Fellows to engage in social media to foster continuous community engagement - this will also give APrIGF more visibility 	<ul style="list-style-type: none"> -Co-chairs, FC and Secretariat support -The focal point from the host country - Secretariat - FC/Secretariat 	Ideally all guidelines, mechanisms and confirmations should be completed at least 4 weeks before the event
Wrap up	<ul style="list-style-type: none"> - Review Fellows reports, analyze surveys/feedback and comments received - Provide Report to the MSG 	Co-chairs	30 days after the event

Process & tasks

The following section offers guidelines for the FC considering the flow of the work ahead of the event. Specific details are to be discussed and coordinated with the Secretariat, the FC and the focal point from the host country including platforms to use, timeline and deadlines (as approved by the MSG), etc.

Preparation phase

- Previous committee presents a report to the MSG, including recommendations for future improvements.
- Feedback captured should be reviewed against these guidelines, the MSG principles and any other documentation available.
- Previous committee disbanded.
- Secretariat will issue a wide call for volunteers for the new FC (not restricted to MSG members). The Working Group that prepared these Guidelines, discussed the possibility to define a desirable number of members for the FC to be able to complete the work. However, it was highlighted that what was more important was to get committee members to confirm their commitment and state their availability of time to be active, contributing members of the FC, and to strive for diversity in the membership of the FC. The call should provide details about:
 - The expectations from the MSG regarding their active participation.
 - APrIGF community members are invited to express an interest in serving on the FC with no expectation of travel support. Fellowship Committee members are not eligible to apply for fellowship.
 - A link to the adopted guidelines.
 - Provide an indication regarding the time commitment based on the timeline agreed.
- The Secretariat will receive the appointments by sponsors to participate in FC, limited to one person per sponsor.
- Once all Expressions of Interest to join the FC are received (declaring their commitment to take such responsibility and adhere to the Guidelines), members of the FC will elect two co-chairs. The MSG will confirm their appointment. The Secretariat and the co-chairs, will define a calendar of meetings covering from when the FC is established until the presentation of a report after the event, that allows to deliver the activities and outcomes described in these guidelines.
- The co-chairs will prepare a work plan covering all phases described in this document for approval to the MSG. Reporting at MSG calls should be based on such work plan. Once the selected Fellows are decided, a report indicating how the selection process managed the criteria from sponsors will be provided.
- After every FC meeting, one (or both) of the co-chairs of the FC will report directly to the MSG either during the MSG meeting or through a simple written report circulated to the MSG list before the MSG meeting. In absence of Chairs, the FC chair can appoint a FC member to update the MSG.

- FC member will be required to disclose any potential or perceived Conflict of Interests especially during the Selection phase. The assessment system will allow FC members to excuse themselves from assessing specific applications, where a perceived Col might arise (for example applicants from their own organization, family members, etc). For the sake of transparency and accountability, FC members are not eligible for fellowship support.

Application phase

- Review previous application form based on feedback received and incorporate changes (if deemed necessary by the FC) including:
 - Clear definitions about what the fellowship covers and the expectations from the MSG about the selected fellows' performance.
 - Incorporate selection criteria as defined by the MSG, including sponsors' requirements.
 - Review and confirm scoring or assessment mechanism to be used.
 - Review and confirm flow of selection process and platform to be used with the secretariat.
 - Review and confirm clear deadlines (for example for confirmation of participation, request for additional visa support, as needed by the Secretariat) to organize travel or by the contact person from the host country. It will be important to highlight that failure to confirm and provide the necessary information may result in the cancellation of the fellowship offer.
 - Review the existing guidelines for fellowship applicants to include the information listed above, as well as providing clarity regarding any agreed prerequisites.
 - Returning fellows will be given an opportunity to receive APrIGF fellowship (maximum 2). The assessment system should identify previously supported fellows at the time of application
- In coordination with the Secretariat and MSG, test the application form and process, incorporate feedback provided, if relevant.
- Support the Secretariat to launch call for applications and guidelines for applicants.
- Support the Secretariat in promoting the call for applications.

Selection phase

- The FC will review the number and quality of applications received and make a recommendation to the MSG to close or extend the deadline if need be.
- When the application period closes, the FC will conduct the assessment of the applications received based on the agreed criteria and process to meet the timeline prepared by the Secretariat, and provide a list of selected Fellows. The assessments are expected to be completed in full and on time. The Secretariat will keep track of the delivery of this critical piece of work, and participation in the process to be considered an active FC member. Inactive FC members will not be allowed to participate in the next steps of the process, following the previous Fellowship Committee practices.

- When the draft list of candidates to receive support is produced, the FC will reconcile the sponsors' requirements with such list. After funding support is allocated based on this reconciliation, and if there is any funding left, other fellows might be selected based on experience related to Internet issues that reflect APrIGF's operating principles. In such cases priority will be given to those who may bring increased diversity, considering a wide range elements such as gender, stakeholder group, country, youth, disability, underserved and underrepresented communities as well as experience and expertise in Internet related issues.

Scheduling and implementation phase

- Once the selected/approved Fellows are chosen, the Secretariat will prepare an announcement and confirm the selected Fellows.
- The Secretariat will organize Fellows travel and accommodation and coordinate with the local host to provide visa support, if needed.
- Once the Fellows have provided confirmation about their onsite participation, the FC will support Fellows on the design of their personal schedule for the event and how they are planning to assist.
- The FC co-chairs will be responsible to coordinate the delivery of the themes/subthemes reporting during the Closing Plenary session including but not limited to: moderator(s), format, selected Fellows to report per theme/subtheme, methodology etc. on a running sheet.
- The FC will take responsibility for the engagement of Fellows in the different sections of the program, including Capacity Building Day, workshops, and plenary sessions.
- In coordination with the Secretariat, the FC will follow up with workshop organizers to make sure they are aware of the profiles of selected Fellows, in case there is a need for panellists on-site, keeping in mind the timeline required by the local host to publish the final program. The FC will oversee how the overall participation program for the Fellows takes shape, and this should also form part of the final FC Report to the MSG.
- The FC will help identify any potential problems/issues that may prevent Fellows participation, and flag them ahead of time for the attention of the local host, Secretariat, and the MSG to identify possible solutions.
- Once on site, in case of shortage of speakers for any approved session, the FC will coordinate with the Secretariat, the Program Committee leaders, and the MSG to identify/address the need for on-site speakers selected from the list of confirmed Fellows.
- The Secretariat with support from the FC and the local host will implement a system to monitor Fellows attendance in sessions.
- The FC will design a mechanism to review the performance of the selected Fellows based on the expectations set up during the application process and the acceptance of the Fellowship offer.

Wrap up phase

- The FC will review and analyse reports submitted by the Fellows, and conduct a performance review. It is suggested to use the same post-event evaluation system to be included as a reference for the same Fellow if they submit future fellowship applications and/or workshop proposals.
- Feedback captured (surveys or suggestions) should be reviewed against this guideline, the MSG principles, and any other documentation available.
- FC prepares and presents a report to the MSG, including: 1) recommendations for future improvements about their work from their own experience as well as from surveys and comments received; 2) the analysis of the reports provided by Fellows, and their attendance in sessions; 3) How the requirements from sponsors were met. The exact timeline and format are to be defined.
- FC disbanded after the reporting requirements are completed. Timeline to be defined.