APrIGF Operations Manual

This publication contains all current Operating Principles, Operating Procedures for Committees and Working Groups, guidelines or operational documentations such as Code of Conduct as well as other supporting materials.

These are set out in 3 main sections and appendices:
- Section 1: Operating Principles of the APrIGF MSG is the overarching set of highest order
- Section 2: Operating Procedures for Committees and Working Groups
- Section 3: Other Guidelines and Operating Documentations
- Appendices

The Table of Contents below lists current contents of each section and links to each part. Any search that takes the reader to any section or part of the document for ease of use needs to ensure that part is read with knowledge of any hierarchical or overarching effects of Section 1 Principles, over Section 2 Procedures, over Section 3 Guidelines and so on.

Table of Contents

Section 1

Operating Principles of the APrIGF Multistakeholder Steering Group

UPDATED VERSION ADOPTED ON 7 JULY 2021

1. Name of this APrIGF Group

The Asia Pacific Regional Internet Governance Forum Multistakeholder Steering Group. (Hereinafter referred to as "MSG").

2. Definitions

Asia and the Pacific region: See Appendix I.
IGF: means the Internet Governance Forum[1].
APrIGF: means the Asia Pacific Regional Internet Governance Forum.
APrIGF cycle: means the period between successive APrIGF events, equalling approximately one calendar year.
Internet governance: to be interpreted according to the definition established by the Working Group on Internet Governance[2].
Active Members: means those MSG members who intend to engage and participate in APrIGF and MSG activities at a level that meets and exceeds the minimum expectation in any given APrIGF cycle. All Active MSG Members are able to exercise a vote in any elections or formal votes held.
Observers [Participants]: means a type of Membership of the MSG that provides for access to relevant lists, meetings and activities without necessarily meeting the expectations of engagement and participation required to be maintained in the Active Members list. Observer/Participants do not have the right to Vote in the MSG.

3. Objectives

The Multistakeholder Steering Group (MSG) is formed with the following objectives:

- to support and ensure the proper conduct of the organizational work of the Asia Pacific Regional IGF,
- to promote and encourage the dialogue among all stakeholders involved with Internet governance related issues in the Asia-Pacific region, and
- to act as an interface for the Asia-Pacific IGF community, with communities of the National and Regional Initiatives as well as the global IGF community.

4. Organizational Principles

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[1] http://intgovforum.org
[2] http://www.wgig.org/docs/WGIGREPORT.pdf

Membership of the MSG is informal and open. It is an individual membership, while each member will be classified into the sector that they are predominantly associated with. It is determined only by voluntary participation in the designated public and open mailing list: msg@aprigf.asia.

The MSG will operate conscientiously and actively according to principles of openness, transparency, inclusivity, and multistakeholderism.

All meetings of the MSG will be open for any individual to participate. Minutes including any decisions shall be published to the MSG mailing list and to the APrIGF website, within 7 days after a meeting.

The MSG shall be composed of and open to the following recognised regional community stakeholder groups on equal basis[3]:

- Academia,
- Civil Society,
- Government,
- Intergovernmental Organizations,
- Private Sector,
- Press / Media,
- Technical Community, and
- Youth / Students

In order to be considered for purposes of diversity requirements (for voting, quorum or other purposes), an MSG member must state an affiliation to only one of the recognised stakeholder groups. The stated affiliation may be changed no more than once per year, and no less than 1 month prior to the event at which the affiliation is relevant.

5. Membership

Membership of APrIGF MSG is open to interested individuals who are committed to:

- the Organizational Principles of openness, transparency, inclusivity and multistakeholderism;
- devote time and efforts in support of APrIGF;
- promote APrIGF or associated activities among one's network;
- maintain and demonstrate respect for all other members and their views;
- when assigned, carry out their roles & responsibilities in any MSG Committees and Sub-committees within prescribed mandate and timelines, operating within the prescribed Section 2 "Operating Procedures for APrIGF Committees & Working Groups".

Responsibilities as an MSG member include (but not limited to):
- attend and participate in APrIGF activities such as scheduled meetings, the annual conference, etc.
- make constructive contribution to discussions via mailing lists, shared documents, call meetings, etc.

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[3] Equal basis means that each stakeholder is accorded equal respect and no one stakeholder is hierarchically superior to another. Equal basis does not mean equal representation.

- promote APrIGF and raise awareness among their own organizations, sectors and local communities.

There are two levels of membership: "Active Members" and "Observers".

1. "Active Members" of the MSG, or individuals with the intention of joining the MSG, shall agree in principle to the Objectives of the MSG as stated in Part 3.

2. Participants who cannot fulfil that level of commitment may be listed as "Observers", subject to an appropriate due and democratic process in accordance with the membership guideline as below.

3. Such membership shall follow Part 4 and Part 5 of the Operating Principles, whereas the membership itself does not imply a term duration or term limit as long as the member remains an active contributor to the MSG and APrIGF activities. The clause of devoting time and effort in support of APrIGF shall be defined as actively participating physically or remotely in MSG activities which includes calls/meetings for MSG or any MSG committees, contributing meaningfully to MSG mailing list, and joining APrIGF remotely or in person, within the given calendar year.

4. Secretariat shall remind MSG members of their commitment to actively participate in MSG and APrIGF activities in order to retain membership in the MSG. MSG members who have failed to meet the above criteria within a 12-month period should be considered as inactive and could be moved to "Observer" status.

5. Members who find that they are no longer in a position to participate may at any time notify the Secretariat that they wish to withdraw.

6. The Secretariat shall facilitate the MSG membership tracking process by sending renewal notice to all MSG members to confirm their commitment to continue with the MSG on an annual basis. All members will be given a 1-month window to respond with 2 reminders in between. The respondents' eligibility will be cross-verified against their level of participation as stated above. Members that have failed to respond to the confirmation notice in the given period shall be considered having automatically ceased their membership and be removed from the list.

7. MSG members who are not fully active may be listed as "Observer" members. "Observer" members may apply to the secretariat for "Active" membership.

All active members have the same rights and duties to act in their personal capacity.

Criteria of activeness include the following (but not limited to):
- Meeting attendance
- Meaningful responses to mailing lists
- Taking responsibilities in committees
- Contributions to reviewing or developing documentation, or any MSG work

Peer review and input from the MSG may be consulted for the participation of any individual members.

Procedures to review MSG membership:
- Members will be asked to fill in a renewal form every year around December. Membership will be renewed in January.

- At the same time, Secretariat will review MSG members' engagement level based on a combination of the criteria, and will circulate a tentative list of active members and observers at the 1st checkpoint around December and at the 2nd checkpoint around June.
- Members can appeal to the Secretariat within a week if they do not agree with the status. The Secretariat may review each case with the member and the Chairs, consult other members, and the Chairs will vote if necessary.
- The final list of active members and observers will need to be approved by the MSG and will be published on website in January with the membership forms collected.
- Active members can stay as active members, and choose to become observers anytime.
- Observers can stay as observers for no more than 2 checkpoints in a row. Otherwise, they will be removed from MSG membership. They can apply as observers again after 1 checkpoint.
- Observers can request for active membership following the criteria above, after the review by Secretariat at every checkpoint.
- New members can apply as active members anytime, but will go through the same process to be reviewed by the Secretariat at the coming checkpoint.

6. Decision Making

Except as specified herein, all decisions shall be made by consensus where possible (see Appendix II for definition of rough consensus). If a consensus cannot be reached then a formal vote may be held (details on voting mechanism to be specified).

Decisions may be made during MSG call meetings, or via mailing lists discussions. Meetings can also be conducted face-to-face meetings during major regional I* events, with notice provided to the APrIGF MSG at least 2 weeks in advance. The minutes and any decisions taken at such meetings must be reported to the MSG within 7 days of the meeting.

7. Management

The Chairperson shall be elected by the MSG for a period of two APrIGF cycles, and shall act as Chairperson at all MSG Meetings and shall represent the APrIGF in its dealings with outside entities.

Two Vice-Chairpersons shall be elected, each serving for a period of two APrIGF cycles (but with staggered terms).

The selection process of Chairperson and Vice-Chairpersons of APrIGF shall begin at least 6 weeks before the APrIGF conference and be concluded by at least 1 week before the conference.

Where terms are ending, chair and vice-chair positions are declared to be open at the conclusion of an APrIGF event, until the next MSG meeting, where vacant positions will be filled, which can occur no less than 1 month later.

8. APrIGF site selection

The MSG is the body which selects the location of each annual APrIGF, and its decision must be announced by the conclusion of the preceding annual APrIGF, at the latest.

In so doing, the MSG should be mindful of the bidding process for the APrIGF which must open at least 3 months before the announcement of the decision and close at least 1 month before the announcement.

9. Secretariat

A recognized organization shall be appointed to perform the function of the Secretariat of APrIGF. The Secretariat shall be responsible for maintaining the APrIGF website, mailing lists, social media and other outreach accounts, keeping meeting recordings and minutes, and performing administration functions.

The Secretariat shall work together with the local host of APrIGF meetings each year.

10. Amendments to the Principles

The principles in this document may be amended by a decision by the MSG as and when it deems necessary. All proposals for changes shall be published and discussed on the MSG mailing list, and the final draft will be published on the website in at least 2 weeks upon any such decision.

Section 2

Operating Procedures for APrIGF Committees & Working Groups

FIRST VERSION ADOPTED ON 25 JANUARY 2021.

1. Definitions

Committee: A standing group formed by MSG volunteers for every APrIGF cycle as and where necessary, established to address specific matters pertaining to APrIGF's regular operation

Sub-committee: A subordinate group to a committee formed also annually to handle various tasks assigned by the particular committee.

Working Group (WG): A team of volunteers established to address specific operational matters which typically as an ad-hoc, temporary establishment to be terminated upon reaching its objective(s)

Convenor / Co-convenor: Coordinator who oversees the progress and outcome of the group

2. Guidelines and Expectations from Committee & Working Group Members

- In order to ensure the accountability for committee/WG membership, definitions and expectations from members, as well as the requirement of their time and focus on the committee/WG's work, should be clearly specified.

- Timelines should be set upon committee/WG formation to ensure the tasks are completed on time. A regular meeting schedule is also recommended.

- The Secretariat will record meeting attendance. If any members are unable to attend any scheduled meeting, they should send apologies to the Secretariat in advance.

- Convenors will observe the activities and engagement of members. For example, if certain members have been absent from meetings or do not make substantive contributions to mailing list discussions or documents, co-convenors should reach out to these members and encourage their participation. In case the situation does not improve, co-convenors may take other remedial actions or seek further advice from the MSG leadership.

- If any members are unable to continue engaging in the committee/WG's work, they should send their apologies to the Secretariat and the co-convenors, and excuse themselves from the committee/WG.

- The number of members should be specified for each committee/WG (except those specified in this guideline) either in the respective guideline document or at the beginning of the call for volunteers.

- While all MSG members are eligible to join any committee/WG, they should consider the principles of diversity and balance in the group. If the mix of members is significantly imbalanced in terms of geographic location, stakeholder group and/or gender, some members should consider stepping down from the group. When it comes to the appointment of certain roles or positions such as leadership roles, diversity should be particularly considered.

- These overarching guidelines should also be read in conjunction with specific procedures for each committee/WG.

3. Appointment & Responsibilities of Convenors

- A committee will require 2 co-convenors.

- A sub-committee or working group will require at least 1 convenor.

- Committee/WG must select convenors within 2 weeks of its formation. The MSG leadership will appoint convenors if this is not done within the prescribed time. In case there are more nominees than the available positions for committee co-convenors or WG convenor, the Secretariat will carry out a voting within the committee/WG.

- Nominees should express their interest and commitment to assume the responsibility and adhere to these guidelines.

- To ensure that the burden of work is shared equally within the group, the convenors shall provide feedback on committee/WG member performance to the MSG leadership whenever necessary, including any issues with inactive members along with suggested remedies e.g. sending reminders of their activeness or asking them to excuse themselves.

- The convenors will define a calendar of meetings from the date the committee/WG is established until completing a report after the coming event, covering the activities described in these guidelines.

- The convenors will prepare a work plan covering all phases described in this document for MSG's approval. They should report at MSG calls based on such a work plan.

- After the meeting, one (or both) of the convenors 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 convenors, the convenors can appoint a member to update the MSG.

4. Guideline about Decision Making

- Committees/WGs should make decisions based on a rough consensus principle (see Appendix II), providing enough time for committee/WG members to participate and reply, based on the guidelines provided, agreed criteria, and MSG principles.

- Where it is impossible to make a decision, the convenors will escalate the issue to the MSG.

- At least one convenor is required to be available at all MSG meetings in order to update the MSG on its progress. In the absence of both convenors, the committee/WG should appoint a

representative to present the progress to date. If neither of these is possible, the Secretariat by default should take the responsibility of updating the MSG about the progress.

- Feedback from the MSG should be acted upon and solutions implemented in coordination with the Secretariat.

5. List of Committees (in alphabetical order)

- Drafting Committee
    - Function: To write in collaboration the Synthesis Document for the event
    - Duration: Annually around 2 months before and 2 months after the event
    - Sub-committees shall be formed based on sub-themes

- Election Committee (Limited to 3 members)
    - Function: To oversee the entire election process
    - Duration: Annually around 4-6 weeks before the election in mid-year

- Event Committee (physical or virtual)
    - Function: Event logistics, planning, timeline management
    - Duration: Annually throughout the year
    - Members must include an MSG Vice Chair

- Fellowship Committee
    - Function: To review the Fellowship Program, evaluate the applicants, select fellows and support them.
    - Duration: Annually throughout the year

- Post-event Review Committee (Limited to 5 members)
    - Function: To evaluate and review after the event
    - Duration: Annually 1-2 months after the event

- Program Committee
    - Function: To evaluate session proposals, shape the conference format and schedule, follow up with session organizers and speakers.
    - Duration: Annually throughout the year
    - Members must include an MSG Vice Chair
    - Sub-committee: Day 0
    - Sub-committee: Opening & Closing plenaries
    - Sub-committee: Regular Sessions

- Stakeholder Engagement Committee
    - Function: To promote the event and expand the community
    - Duration: Annually throughout the year
    - Sub-committee: Stakeholder engagement (govt, academia, private sector)
    - Sub-committee: Publicity (social media, media relations, etc.)

*A sub-committee is suggested to have 5 members.

Section 3.1

APrIGF Code of Conduct

FIRST VERSION ADOPTED IN 2019.

1. Overall objective

Asia Pacific Regional Internet Governance Forum (APrIGF) serves as a platform for discussion, exchange and collaboration at a regional level, and also where possible to aggregate national IGF discussions, and ultimately advance the Internet governance development in the Asia Pacific region. The multi-stakeholder approach is a core principle of the APrIGF with the emphasis on the diversity of participants and openness of the discussion. The APrIGF community has grown significantly since its initiation in 2010. We are now bringing together over 300 multi-stakeholders from over 20 countries across the region each year.

It operates as a multistakeholder model and as such is committed to providing an environment at all of our events, welcoming people from many diverse backgrounds, we respect the values and the diversity of views, expertise, opinions, backgrounds, and experiences reflected among all attendees at our meetings and events.

Our Objective is to ensure a safe and inclusive environment. We expect our in-person meetings, virtual meetings, mailing lists discussions etc. to be a respectful, harassment free environment for all people regardless of race, ethnicity, gender, gender identity or expression, sexual orientation, physical ability or appearance, nationality, age, socioeconomic status, and religion or belief.

We Aim to promote a welcoming and inclusive environment that works with mutual respect, is safe, collaborative, supportive, and productive for all attendees, including volunteers, exhibitors, and service providers, and that values the diversity of views, expertise, opinions, backgrounds, and experiences reflected among the conference attendees. We do not tolerate harassment of conference participants in any form. Sexual language and imagery is not appropriate for any meeting or conference venue, including talks, sessions, parties, and offsite social events, and via online media including email and social media.

In pursuit of those Aims and Objectives, APrIGF expects all of its speakers, staff, attendees, and volunteers at meetings and events to abide by the following:-

2. APrIGF Code of Conduct

Expected behaviours
- Be respectful in discussing and debating ideas.
- Be mindful of your surroundings and of your fellow participants. Alert any designated APrIGF Member or Conference Organiser and Security where necessary, if you notice an unacceptable or dangerous situation or someone in distress.
- Communicate openly and thoughtfully with others and be considerate of the multitude of views and opinions that are different than your own.
- Follow the rules and policies of the venue and the culturally appropriate 'norms' of the Host Country.
- Respect the rules and policies of all venues associated with the meeting.
- Refrain from harassment of any type.
- Treat everyone with respect and consideration.

- If warned that any behaviour is unwelcome or unwanted at any time 'cease and desist' interaction(s), withdraw and where possible apologise.

Unacceptable behaviours

APrIGF does not tolerate harassment of any kind and assures community members that it will be dealt with seriously. Anyone asked to stop any harassing or unacceptable behaviour are expected to comply immediately.

Harassment is unwelcome non-consensual hostile or intimidating behaviour. Harassing conduct or commentary may take many forms, including, but not limited to, verbal acts and name-calling; graphic and written statements, which may include use of phones or the Internet; or other conduct that may be physically threatening, harmful, or humiliating. Conduct does not have to intend to harm, be directed at a specific target, or involve repeated incidents in order for it to be deemed harassment. Examples of the types of inappropriate conduct that are prohibited include, but are not limited to, the following:
- Inappropriate touching, including, but not limited to, sexually suggestive touching such as grabbing, groping, kissing, fondling, hugging, stroking someone's hair, or brushing against another's body, or touching that the actor may not have intended to be sexually suggestive but which constitutes uninvited touching, such as rubbing or massaging someone's neck or shoulders
- Use of offensive language
- Violating someone's "personal space" after being told you are doing so
- Leering, stalking, or suggestive whistling
- Gesturing in a sexually suggestive manner
- Circulating or posting written or graphic materials that show hostility or disrespect toward or that demean individuals because of Specified Characteristics as set forth above
- Lewd or graphic comments or jokes
- Use or distribution of sexual imagery in public presentations and displays
- Harassing photography or recordings
- Repeated requests for dates, or unwanted communications of a romantic nature, after the individual receiving them indicates that she or he does not wish to receive them.
- Refrain from retaliation against anyone for reporting any conduct or commentary that is inconsistent with the terms set forth above ("inappropriate behaviour") or for participating in an investigation of any such report or complaint.
- Harassment and intimidation, including any verbal, written (including via texts or on social media), or physical conduct designed to threaten, intimidate, humiliate, or coerce another participant.
- Discrimination or other actions based on race, ethnicity, gender, gender identity or expression, sexual orientation, physical ability, nationality, age, socioeconomic status, or belief.
- Sustained or disrespectful disruption of presentations or events.
- Unwelcome sexual attention, including but not limited to sexualized comments or jokes, displaying sexually explicit material, inappropriate touching, groping, or sexual advances.

Consequences
- Anyone requested to stop unacceptable behaviour is expected to comply immediately.
- APrIGF organizers or their designee(s), or security may take any action deemed necessary and appropriate, including immediate removal from the meeting without warning.

- APrIGF Designees tasked with complaints handling, compliance and enforcement of our Code of Conduct may take any action deemed necessary and appropriate, including immediate removal from any meeting, session, session activity (onsite or offsite), and the full the conference.
- APrIGF reserves the right to prohibit attendance at any future meeting.

3. Reporting Unacceptable Behaviours / Complaint Procedure

Participants asked to stop any harassing behaviour are expected to comply immediately. Sponsors are also subject to the anti-harassment policy. In particular, sponsors should not use sexualised images, activities, or other material. Booth staff (including volunteers) should not use sexualised clothing/uniforms/costumes, or otherwise create a sexualised environment.

If a participant engages in harassing behaviour, the conference organisers may take any action they deem appropriate, including warning the offender or expulsion from the conference or event.

If you are being harassed, notice that someone else is being harassed, or have any other concerns, please contact a designated APrIGF Member charged with complaints handling and compliance or conference staff immediately. Designated APrIGF Members so tasked can be identified as they will be wearing branded clothing and/or badges.

The individual who identifies inappropriate behavior may: (i) communicate with the person(s) responsible and attempt to resolve the issue informally; and/or (ii) promptly report to the APrIGF Designee(s) for Complaints handling and Compliance with the Code of Conduct, appraising them with the facts giving rise to a belief that inappropriate behavior has occurred and cooperate fully in the ensuing investigation of the complaint.

Conference organisers, and the Designee(s) will be happy to help participants contact hotel/venue security or local law enforcement, provide escorts, or otherwise assist those experiencing harassment to feel safe for the duration of the conference. We value your attendance.

We expect participants to follow these rules at conference and session venues and conference-related social events. Anyone who feels unsafe, uncomfortable or threatened should immediately approach APrIGF Complaints handling and Code of Conduct Compliance designees, Conference Organisers and/or hotel/venue security staff, or on serious matters contact the appropriate public authorities.

4. How to Lodge a Complaint

If you are the subject of unacceptable behavior or have witnessed any such behavior during conference events, **please contact** complaints@aprigf.asia, the APrIGF Complaints handling and Code of Conduct Compliance designees, APrIGF Code of Conduct Team (APrIGF-CCCT), these designees will be identifiable by a special Badge or clothing; Conference Organisers or Venue Security. Please refer to the local host website for more updated information.

Section 3.2

APrIGF Multi-stakeholder Steering Group Election Rules and Procedure

UPDATED VERSION ADOPTED ON 2 AUGUST 2021.

1. Roles & Responsibilities of MSG members and the Election Process

Roles and responsibilities pertaining to the Election:
  (1) Understand and adhere to the latest Operating Principles of the MSG.
  (2) Participate in the selection of Chair and Vice Chair of the MSG based on the schedule of election period announced by the Secretariat, and identify potential non-valid nominations, if any.
  (3) Each MSG member is given one voting right within the election period.
  (4) Every eligible MSG member should take part in the selection of future office bearers.

To build legitimacy and credibility for APrIGF in the long term, in any given election, the election of MSG leadership must be as inclusive and transparent – requiring the outcome of any election be sanctioned by at least 25% of eligible voting members. This mechanism will only apply to the election process and procedure also outlined in the proceeding sections below.

2. Voting Rights
Each eligible MSG member has one vote during any election cycle to be confirmed by the Secretariat prior to the election announcement.
Voting rights and duration will not exceed one week and will be conducted virtually as per the announced election calendar.
Voting is a right that we hope all those who qualify, by right of their attendance and participation on the MSG, should take advantage of to appoint the best candidates to any vacant leadership positions on the APrIGF MSG.

(A) Proxy vote
None

(B) Right to abstain
An MSG member who is eligible to vote may also choose to abstain from voting by choosing the "abstaining vote" choice when casting. Abstaining will not result in forfeiture of future voting rights of MSG.

(C) Eligibility to vote
Active members of MSG, who have joined for at least 6 months, will be eligible to vote. This is defined as depicted in Part 5 of Section 1 Operating Principles of APrIGF MSG.

(D) Disqualification
  (1) An MSG member who chooses not to exercise their voting right (including their right to abstain) will be disqualified from participating in the next election.

(2) Failure to participate in more than one election may result in the forfeiture of any future voting rights, as stipulated in Part 2 in this section.

(3) Election candidates in the current election year are also disqualified from voting for the position they are running for.

3. Eligibility as Election Candidate

Candidates for leadership (Chair or Vice Chair) in any election year are open to every MSG member as well as non-MSG members. However, it is desirable that all candidates possess the following qualifications.

(1) Must work and reside in the Asia Pacific region (list of Asia Pacific region).

(2) Represent one of the listed stakeholders in Part 4 of Section 1 Operating Principles of APrIGF MSG (but not limited to the list).

(3) Volunteers who have been active in the APrIGF activities and the Internet Governance space.

(4) MSG members with leadership potential, who have demonstrated long term commitment to the MSG's goals.

(5) In the event of conflict of interest, MSG member must declare their status at the earliest to the MSG Chair and the whole MSG as an act of good faith.

4. Term of Office

(1) The term of office for each position is two event cycles.

(2) All leadership positions will not exceed two consecutive terms (or four years duration).

(3) Returning leaders may choose to run for election again after one cycle (or two years) has elapsed since the last date of tenure (most recent ending term date) confirmed by the Secretariat.

(4) In the case where the Vice Chair wanting to stand for the Chair position:

    a. If their term is ending at the next election, they can be nominated as Chair while a separate election will take place for the Vice Chair position.

    b. if their term is not ending at the next election, they must vacate their position as Vice Chair, so that another separate election can take place for the empty Vice Chair position.

5. Election Calendar and Cycle

MSG determines the election period at least 5 weeks preceding the current APrIGF event of the respective election year, constituting the election cycle. The cycle will include specifying the following dates within the election calendar to be reached by MSG by consensus.

(1) Announcement of opening and closing date for accepting election candidates (3 weeks duration)

(2) Announcement of the vote casting date (one week duration or 5 working days and with an expiry time of ballot close)

(3) Announcement of shortlisted candidates in the current election cycle by Election Committee (within 1 week after (1))

(4) Announcement of Election Committee members

(5) Announcement of voting members (at least 1 week before vote casting date)

(6) Announcement of final election results by Election Committee (within 48 hours after ballot closing) to MSG and to be announced on APrIGF webpage

(7) All dates once in agreement by MSG will be publicly announced on the APrIGF webpage

However, the election calendar may be announced later in the event of unforeseeable events.

6. Election Committee

- An election committee (with three members) will be formed no later than two weeks before the announcement of the election date.
- Volunteers are recommended although the Chair may also assign persons from the MSG at their discretion when no volunteers are forthcoming and to ensure expedient execution.
- However, candidates for the leadership in the current election year are automatically disqualified from volunteering or being appointed to the election committee. When such conflict of interest arises, it is advised that the respective election committee member will declare this to the Chair of MSG and the whole MSG at the earliest, in good faith.
- The term will not exceed one month's duration when the appointment is made and will cease when the election results are publicly announced to MSG (unless the Election Committee notifies the MSG about the need for a review of its processes).

7. **Election Process**
   - The election process refers from when the announcement of the election schedule until the final results of the winners are publicly announced to the MSG and on the APrIGF webpage, within the one month's duration of the election calendar.
   - The election process will effectively begin once the election dates are confirmed by MSG as per the outline in Part 5 above. All dates relating to the election will be announced publicly on the APrIGF webpage by the Secretariat.
   - The Secretariat should evaluate all candidates according to the following:
     (1) Their qualifications and experience for the role - including active participation on the MSG (refer to Part 2(C)).
     (2) Self-nominations may be accepted.
     (3) Those who nominate a candidate must also include a letter stating the candidate's acceptance of the nomination.
     (4) A candidate for Chair or Vice Chair may only hold one position for two consecutive terms.
     (5) Once a nomination has been checked, the candidates name can be added to a public APrIGF election page, with their bio, nominator, conflict of interest agreement.
   - The Election Committee will administer the election process. Election committee will ensure that the election process is conducted efficiently and smoothly as per the announced election schedule (cycle). The Election Committee will have at their discretion the ability to reach consensus decision as much as possible before consulting MSG.
   - The following are the minimum expectations and responsibilities of the Election Committee with the help from the Secretariat.
     (1) Election Committee accepts self-nominations and nominations from third parties.
     (2) All the shortlisted candidates running for leadership and their bio data will be announced to the MSG at the same time.
     (3) Announcement of the winners and their scores to MSG within 24/48 hours after vote casting has concluded. Formal announcement of results will be made at the next meeting of the APrIGF MSG.
     (4) Any irregularities during the election period, which requires Election Committee decision, must be made promptly by notifying the Secretariat.
     (5) Simple single majority ballot voting will be administered to identify the winners, i.e. one vote per active MSG member. In the event where there is any discrepancy with the result which cannot identify a clear winner, specifically the Chair position, the Election Committee may recommend other methods of vote counting by notifying or consulting with MSG before proceeding and to ensure transparency in the process.

(6) In executing (4) and to ensure election result legitimacy, the Secretariat and the Election Committee must ensure a 25% level of participation from the eligible MSG pool in the respective election year.

(7) The voting process must ensure complete anonymity and the confidence of its voters. All reported results that are publicly shared including to the MSG would omit names, organisations and other details, which can be used for identification. An automated list of the VOTER ID numbers and the candidate name, will provide candidates with a confirmed checklist for transparency purposes. Election committee members are prohibited from disclosing details of election voting results during and after the election cycle ends in which time the term of his/her role ends.

(8) The Election Committee will ensure that vote counts are accurate and audited before final announcement. The results must be agreed and concurred by all three members. Final results will then be sent to the Secretariat. The Secretariat will report to MSG via email and further notification to the elected new leaders.

- Election Rules and Procedures must be permanently posted on the APrIGF Election Page and be regularly reviewed.

8. Secretariat's Role

- Secretariat must keep and maintain most updated record of voting by MSG members as well as the results of each election to be archived and posted on the APrIGF webpage for public reference.
- Secretariat must send a reminder to the MSG 6 months before the next election, to make sure MSG members are aware of their activeness i.e. eligibility for the next election.
- Secretariat will also post a list of eligible MSG members who are eligible to vote in the current election year at least one month before the actual voting date.
- Secretariat will coordinate with the Election Committee members in all aspects of the election process where deemed necessary.
- Secretariat will ensure reminders and email list of all relevant parties are notified in a timely manner.
- Secretariat may act as the Ombudsperson channel when complaints or recommendations are received. The list will be reported to the Election Committee as appropriate for immediate remedy, if any.
- Secretariat will request a final report (verbal or written) by Election Committee at the next MSG meeting after election results have been announced, as part of closing the feedback loop for future process improvement. Findings will be noted in the MSG minutes for record.

APrIGF Program Committee Guideline

FIRST VERSION ADOPTED ON 4 SEPTEMBER, 2019

1. Purpose

This document has been designed to provide a clear guideline for the operations of the Program Committee (PC) of the Asia Pacific Regional Internet Governance Forum (APrIGF). The guidelines are to be followed by all committee members, in particular the volunteers that take the responsibility of co-chairing it.

As the program of the APrIGF is one of the most important outcomes of the Committee, its preparation should be done following principles of transparency and open participation. The final outcomes should reflect the issues of concern for the AP region and ensure diversity is maintained, and provide a concrete avenue for dialogue and collaboration.

The APrIGF Secretariat will keep track of the participation of PC members on schedule calls, and the delivery of completed work as specified in each phase of the process. PC members that volunteer but then are not actively involved will be considered inactive.

2. Guidelines about Decision-making

- The PC should make its decisions following rough consensus, providing enough time for Committee members to participate and reply, based on the guidelines provided, agreed criteria, and MSG principles.
- When it is not possible to make a decision, the PC co-chairs will escalate the issue to the MSG.
- Either (or both) of the Co-Chairs are *required* to be available at all MSG Meetings in order to update the MSG of progress. In case of absence of both, the PC should appoint a representative to present the progress on the PC work. If neither of these is possible, the Secretariat by default should take the responsibility of updating the MSG about the PC progress.
- Feedback from the MSG should be acted upon and solutions implemented in coordination with the Secretariat.

3. Expected Outcomes

This list is indicative based on previous events organized. The PC is encouraged to review the list and add more details. In order to complete their work, the PC 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 program and session selection process
- Application form from previous year for review
- Access to assessment system and assigned proposals for review
- Mailing list details

It is expected that the PC will coordinate with the Secretariat on the preparation and publication of guidelines for applicants including but not limited to:
- Clear definitions of session types
- Criteria and selection process defined
- Timeline for application and selection process defined
- Mechanism for mergers and guidelines for proposers asked to merge
- Timeline to confirm attendance either in person or remotely

To be able to structure the program and publish it on time, the PC is expected to produce the following outcomes:
- Application form updated, including the session types defined
- List of selected proposals
- List of proposals identified for mergers with conditional approval
- Complete program schedule
- Opening/Closing Plenary topics and speakers to be suggested in line with event theme
- Day 0 (capacity building day) Program
- Performance review mechanism for session organizers
- Report of PC process

4. Suggested Timeline for Deliverables

Process phase	Outcome (details on section below)	Responsibility	Estimated time for completion
Preparation	-Call for volunteers -Review feedback from previous year -Appoint co-chairs -Calendar of meetings -Work plan -Schedule calls -CoI	-Sec -PC & Sec -MSG -Co-chairs -Co-chairs, to be approved by MSG -Sec -Each PC member to update a CoI register	To get started at least 45 days after the last event and to be completed in up to 3 weeks
Application	-Application form review, all definitions, guidelines for applicants -Testing -Call for proposals	-PC -Secretariat & PC -Secretariat & PC	-To be completed in 3 weeks -To be completed in 1 week -Open for a minimum of 4 weeks
Selection	-List of selected proposal -List of proposals suggested for mergers	PC	To be completed in 3 to 5 weeks, at minimum of 8 weeks before the event
Scheduling and implementation	-Schedule -Mergers -Opening plenary -Closing plenary -Other plenaries -if need be- -Program for day 0 -Session confirmations and guidelines for session organizers -Session reporting & performance assessment	Co-chairs and PC	Ideally all guidelines, mechanisms and confirmations should be completed at least 4 weeks before the event

	mechanism/guidelines -Identification of speakers -if need be-		
Wrap up	-Review surveys, feedback and comments received -Report	Co-chairs	30 days after the event

5. Process & Tasks

The following section offers guidelines for the PC considering the flow of the work ahead of the event. Specific details are to be discussed and coordinated with the Secretariat, 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 this guideline, the MSG principles and any other documentation available.
- Previous committee disbanded.
- Secretariat will issue a wide call for volunteers for the new PC (not restricted to MSG members). The call should provide details about:
  ○ The expectations from the MSG regarding their active participation.
  ○ A link to the adopted guidelines.
  ○ Provide an indication regarding the time commitment based on the timeline agreed.
  ○ The ad-hoc group discussed the possibility to define a desirable number of members for the PC 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 to be active, contributing members of the PC, and to strive for diversity in the membership of the PC.
- MSG appoints two co-chairs for the PC. PC members should express their interest and commitment to take such responsibility and adhere to these guidelines.
- The Secretariat and the newly appointed co-chairs, will define a calendar of meetings from when the committee is established until the presentation of a report after the next event, covering the activities described in these guidelines.
- Share calendar with MSG and invite/welcome new members and observers.
- 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.
- After every PC meeting, one (or both) of the co-chairs of the PC 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 PC chair can appoint a PC member to update the MSG.
- PC member will be required to disclose any potential or perceived Conflict of Interests especially during the Selection phase. The platform/system to use will allow PC members to excuse themselves from assessing specific proposals.

Application Phase

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- Review application form based on survey responses received and incorporate changes (if needed), taking into account:
  - Clear definitions about the types of sessions to be considered for inclusion on the application form including but not limited to: panel, breakout discussion, lighting talk, fishbowl, tutorial, plenary session, side event, day 0 (capacity building session), newcomers session, etc.
  - Review and confirm criteria the PC will follow for the assessment of proposals.
  - 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 criteria for mergers, to provide guidelines about how to identify mergers candidates and what the proposers are expected to do, highlighting that although a request to merge is a suggestion, a failure to merge may result in any or all the proposed for merge sessions failing to be finally included in the program.
  - Review the existing guidelines for session proposers to include the information listed above, as well as providing clarity regarding the use of work previously done, referencing of documents or studies as a good practice to encourage, avoid plagiarism and bring new concepts to advance discussions from previous APrIGF events.
- In coordination with the Secretariat, test the application form and process, incorporate feedback provided -if relevant-.
- Support the Secretariat to launch call for proposals and guidelines for applicants.
- Support the Secretariat -if need be- in the promotion of the call for proposals.

Selection Phase
- The PC will review number and quality of proposals received and make a recommendation to close or extend the deadline if need be.
- When the application period closes, the PC will conduct the assessment of the proposals received based on the agreed criteria and process to meet the timeline prepared by the Secretariat to provide a list of selected proposals. The assessments are expected to be completed in full (except of any proposals marked with CoI) and on time. The Secretariat will keep track of the delivery of this critical piece of work, to be considered an Active PC member. Inactive PC members will not be allowed to participate in the next steps of the process, following the Fellowships Committee practices.
- Applicants are expected to reference their resources, any plagiarism found application deemed unacceptable.

Scheduling and Implementation Phase
- Once the selected/approved sessions are defined, support the secretariat on the design of the schedule for the event taking into account any input requested from the community (for example themes, subthemes).
- Appoint volunteers from the PC to engage with session organizers that were requested to merge and support the process so merger process/guidelines are followed.
- Support the local host with the design of the Opening Plenary session (ceremony + panel discussion).

- Support the MSG with the design of the Closing Plenary session (ceremony, reporting + panel discussion) including but not limited to: topic, moderator(s), format, speakers, methodology etc on a running sheet.
- Call for working groups to take responsibility for different sections of the program, in particular one to design and fully implement the Capacity Building Day.
- In coordination with the Secretariat, follow up with session organizers to make sure that the content of their sessions is finalized, all panellists are confirmed (either on-site or remote) according to the timeline required by the local host to publish the final program. The PC should keep an eye on how the overall program takes shape once the confirmations are received, to avoid repetition.
- Identify any possible problems/issues with the program design and delivery, to flag them ahead of time for the attention of the local host, secretariat and MSG to identify possible solutions.
- In case of shortage of speaker for any approved session, the PC will coordinate with the local host, the Secretariat and the Fellowship Committee leaders and the MSG to identify address the need for on-site (from registered participants, confirmed fellows, etc) or remote speaker(s).
- Develop guidelines and marking scheme for session organizers to manage their sessions including time control, reminder of rules of engagement between speakers/panelists and audience
- The PC will design a mechanism to review the performance of the session organizers during the session.

Wrap Up Phase
- PC prepares and presents a report to the MSG, including recommendations for future improvements. The exact timeline and format are to be defined. The PC will review the session reports submitted and the performance review received to be included in the report to the MSG. It is suggested to use the same post-event evaluation system to be included as a reference for the same organizer if they submit future session proposals.
- Feedback captured (surveys or suggestions) should be reviewed against this guideline, the MSG principles and any other documentation available.
- PC disbanded after the reporting requirements are completed. Timeline to be defined.

Section 3.4

APrIGF Fellowship Committee Guideline

FIRST VERSION ADOPTED ON 22 OCTOBER, 2019

1. 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.

2. 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.

3. 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.

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- 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.
- 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

4. Suggested Timeline for Deliverables

Process phase	Outcome (details on section below)	Responsibility	Estimated time for completion
Preparation	-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	-Sec -MSG -FC & Sec -Co-chairs, to be approved by MSG -Sec -Each FC member to update a CoI 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	-Application form review, all definitions, guidelines for applicants -Testing of application form -Call for applications (clear deadlines for every step) - Prerequisites	-FC -Secretariat & FC - The focal contact from the host country	-To be completed in 3 weeks -To be completed in 1 week -Open for a minimum of 4 weeks
Selection	-List of selected Fellows -Approved budget for allocation	-FC -Sec to inform amount committed by sponsors	To be completed within 3 weeks.
Scheduling and implementation	-List of Selected Fellows -Travel arrangements	-Co-chairs, FC and Secretariat support	Ideally all guidelines, mechanisms and

	-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 sessions - 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	-The focal point from the host country -Secretariat -FC/Secretariat	confirmations should be completed at least 4 weeks before the event
Wrap up	- Review Fellows reports, analyze surveys/feedback and comments received - Provide Report to the MSG	-Co-chairs	30

5. 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 CoI 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, sessions, and plenary sessions.
- In coordination with the Secretariat, the FC will follow up with session 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 session 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.

Appendix I. Definition of Asia Pacific Region

ADOPTED ON 1 MAY 2020.

Economies	
Afghanistan	Mongolia
American Samoa	Myanmar
Australia	Nauru
Bangladesh	Nepal
Bhutan	New Caledonia
British Indian Ocean Territory	New Zealand
Brunei Darussalam	Niue
Cambodia	Norfolk Island
China	Northern Mariana Islands, Commonwealth of
Christmas Island	Pakistan
Cocos (Keeling) Islands	Palau
Cook Islands	Papua New Guinea
Fiji	Philippines
French Polynesia	Pitcairn
French Southern Island Territories	Russia
Guam	Samoa
Hong Kong S.A.R.	Singapore
India	Solomon Islands
Indonesia	Sri Lanka
Iran, Islamic Republic of	Taiwan
Japan	Tajikistan
Kazakhstan	Thailand
Kiribati	Timor-Leste
Korea, Democratic People's Republic of	Tokelau
Korea, Republic of	Tonga
Kyrgyzstan	Turkmenistan
Lao People's Democratic Republic	Tuvalu
Macao S.A.R.	Uzbekistan
Malaysia	Vanuatu
Maldives	Vietnam
Marshall Islands	Wallis and Futuna
Micronesia, Federated States of	

Remarks:
- Individuals geographically located in the listed economies are eligible for APrIGF MSG membership.
- The list economies are eligible for applying for hosting APrIGF.
- Eligibility of fellowship application depends on the requirements of the sponsors, which may be slightly different every year.
- The extent of the APrIGF region is reviewed regularly, taking note of arrangements made by similar international bodies.

Appendix II. Definition of Rough Consensus

ADOPTED ON 3 FEBRUARY 2020.

Rough Consensus is a decision or assessment made by and on behalf of a Committee/WG which mirrors the "sense of the group" or "dominant view" concerning a particular matter within a group as determined by its Lead, Convenor(s) or Chair(s).
Rough Consensus is not a "Majority Rule", or an decision to which all the group members need to agree, (or at least not register a formal *disagreement*); it is not a result of any 'Vote' or 'Polling' activity, either. The purpose of rough consensus is to form and implement even a flawed (or imperfect) solution rather than to delay until some measure of the 'perfect' can be achieved. This way, the group's assessment/decision can be reviewed and updated at some later stage where circumstances/situations change.

Rough Consensus Guideline
When a group lead or convenor is assessing Rough Consensus it may be useful to go through the following stages as a type of check list or flow, and it is important to consider the following questions if you get a NO to any of these then recheck as to why/what circumstance force the need to progress the assessment further until a YES can be achieved… If moving on with a NO then this may need to be justified or a rationale supplied with the assessment and outcome:-
*   Do all involved in the group have at least a basic understanding of, or access to a working definition of Rough Consensus and its determination?
*   Has good opportunity been provided for thorough and sufficient discussion on the matter been taken?
*   Have all the various voices and opinions of the parties (members or those regularly engaged in the group's activities) been heard, if not debated or discussed by the group?
*   Have compromises (where applicable) been explored and discussed?
*   Has a 'Workable Solution Test' been done?
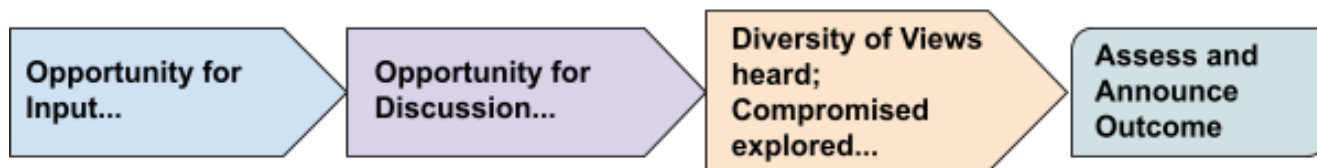
Opportunity for Input ⇛ Discussion and Debate ⇛ Assess Dominant View ⇛ Advise Outcome

Sometimes it can be helpful to use established terms for Levels of Consensus when announcing an assessment or outcome
Common terms in use include:
*   Full Consensus - where no formal objections were raised. OR all parties agreed.
*   Consensus - where a super-majority or significant proportion but perhaps not all parties agreed.
*   Strong Support - where a majority or significant proportion but not all parties agreed, and agreement is from a diversity of the group members.
*   Support - where a majority but not all parties agreed, and where sectors or sub groups within the group raised concerns of objections.
*   No Consensus with Specific Diversity - this may apply when no agreement or a split along sub group lines stops compromise.
*   No Consensus or Significant Support - where insufficient support can be ascertained and or where only a minority support can be established.