



APrIGF Multi-Stakeholder Steering Group (MSG) Meeting
19 November 2014 (Wed)
05:00 – 06:00 (UTC)
WebEx Teleconference

Attendees:

Paul Wilson, APNIC (Technical)
Chester Soong, Internet Society Hong Kong (Civil Society)
Connie Chan, APNIC (Technical)
Duangthip Chomprang, ISOC APAC Bureau (Civil Society)
Edmon Chung, DotAsia Organisation (Technical)
Gunela Astbrink, ISOC Australia (Civil Society)
Hong Xue, Beijing Normal University, China (Academia)
Jia Rong Low, ICANN APAC Hub (Technical)
PengHwa Ang, SiRC, Singapore (Academia)
Sivasubramanian Muthusamy, Internet Society Chennai, India (Civil Society)

Apology:

Cheryl Langdon Orr, ISOC AU, Australia (Civil Society)
YJ Park, SUNY Korea, South Korea (Academia)
Rajnesh Singh, ISOC APAC Bureau, Singapore (Technical)

APrIGF Secretariat:

Yannis Li, DotAsia Organisation

Local Host 2015:

Holmes Leong, HNET.Asia, Macau (Technical)
Karman Ho, HNET.Asia, Macau (Technical)
Alex Ip, China-Macao Resources Advertising & Exhibition Co., Ltd., Macau

Agenda:

1. Review action items and minutes of last meeting
2. Preparation for Macau 2015 Meeting
 - Updates from Local Host
 - Call for Themes & Workshop Proposals
 - Travel Support Application Process
3. Voting Rules Review Sub-Committee Updates
4. A.O.B

Proceedings:

- 1. Review action items and minutes of last meeting**

- Action Items:
 - Election Result Ratification Announcement has been made
 - Voting Rules Review Sub-Committee has been formed
 - Confirmed meeting dates of Macau 2015 has been updated on the website as well as to IGF secretariat
 - Call for Themes & Workshop Announcement draft and timeline have been circulated and revised. The call has been opened.
- The minutes of 29 Oct meeting has been reviewed and adopted.

2. Preparation for Macau 2015 Meeting

- **Updates from Local Host**
 - Local host will apply the International Meeting and Trade Fair Support Program(https://www.economia.gov.mo/public/docs/EAD_IMTF/en/terms_conditions.pdf) from the Macau Government. The funding will be applied under the co-locating event CommuniMacao 2015 with certain funding amount allocated for APrIGF 2015 because CommuniMacao has been organized for several years with established scale and reputation which enhance the funding possibility.
 - Important points to note:
 - ❖ In order to apply for the funding and reimbursement, ALL participants would have to make a self-declaration as a qualified industry operator and submit necessary documents before 18 May 2015. More details will be provided later with templates.
 - ❖ The max. subsidized amount for each qualified participant will be MOP1,800 per night (Maximum 4 nights), inclusive of service charges and taxes from Jul 1-6. Transportation support could be up to 75% of the transportation expenses subject to the following maximum limits: " Departure from within Asia: MOP7,000 " Departure from outside Asia: MOP15,000.
 - ❖ Part of the government funding received will be used to cover the whole meeting expenses in order to make the event happen. A Travel Support Funding Application Process will be set up separately with specific subsidizing amount and quota decided according to the budget limitations.
 - ❖ Receipts of the flight tickets of each participants will have to be collected at the event dates for the funding process.
 - ❖ An opt-out choice maybe given to participants who are uncomfortable with the self-declaration.
 - Paul has raised concerns on the actual logistics in collecting the necessary documents on-sites. Edmon replied that the secretariat will further discuss with the local host on the process and ensure a smooth procedures. Counter will also be set up at the hotel venue to collect the necessary documents.
 - PengHwa has enquired about the pre-event possibilities. The secretariat replied that pre-event proposal is accepted through the online submission form as well with meeting rooms availability flexible at the moment.

- Interpretation – Hong asked whether there will be mandarin available while cantonese is the main spoken language in Macau, the secretariat and local host will further discuss and explore the possibility depending on the budget. The interpretation might considered to be for opening or plenaries only or specific to one room for all sessions that involved Chinese speakers.
- **Call for Themes and Workshop Proposal**
 - The call has been opened on 13 Nov 2014 with the thematic suggestion deadline remains 4 Dec 2014 and the workshop proposals deadline extended to 11 Mar 2015.
 - The submission form is available online at <http://2015.rigf.asia>.
 - MSG members are requested to spread the news and share to their network and are encouraged to start discussing about the themes of 2015 in order to finalize it during the Dec meeting.
 - The secretariat has proposed to publish all the workshop proposals upon receiving the submissions instead of the approved workshops at a late stage. The suggestion was supported by Jia-Rong and no objections from other MSG members.
- **Travel Support Application Process**
 - It is proposed and agreed that a separate Travel Support Committee will be set up to determine and handle the Travel Support Application Process with transparency.
Action: Secretariat to call for volunteers from the MSG to serve on the committee.
 - The proposed timeline of travel support application process:
 - ❖ Nov 13 Open Call for Themes/Workshop
 - ❖ Nov [Formation of Travel Support Committee](#)
 - ❖ Dec 4 Thematic Suggestion Deadline
 - ❖ Dec 17 MSG meeting and finalisation of Themes
 - ❖ Jan Formation of Evaluation Committee
 - ❖ Jan 16 [Online Registration & Travel Support Application Opens](#)
 - ❖ Jan Accommodation Reservation Opens
 - ❖ Jan 30 Deadline of RFP for Local Host 2016
 - ❖ Feb [Finalising Travel Support Selection Process](#)
 - ❖ Mar 11 Deadline for Workshop Proposals (After ICANN and APRICOT)
 - ❖ Mar Scoring of Workshop Proposals
 - ❖ Mar 30 [Travel Support Application Deadline \(After RightsCon promotion Mar 24-25\)](#)
 - ❖ Apr Workshop Proposals Selection Result Announcement
 - ❖ Early Apr Draft Program Published
 - ❖ Apr 15 [Announcement for Selected Delegates of Travel Support](#)
 - ❖ Apr Hotel Booking Deadline / Last Hotel Cancellation / Amendment
 - ❖ Apr 30 Finalised Workshop Panelists
 - ❖ May Finalised Program Agenda
 - ❖ Early May [Travel Support documents Deadline](#)
 - ❖ Jun 30 Pre-Event
 - ❖ Jul 1-3 APrIGF Macau
 - Hong has enquired on the funding source for the travel support and Edmon clarified that it would be primarily from part of the government-funding scheme.

3. Voting Rules Review Sub-Committee Updates

- The voting rules review committee has been formed consists of Paul

Wilson, Izumi Aizu, Cheryl Langdon-Orr and Duangthip Chrompang.

- Duangthip has volunteered to review the current Operating Principles and initiate a revision draft for the updates in the next meeting.
- Edmon suggested that the process for next election cycle in 2015 shall also be taken into account.

4. A.O.B

- WIC Wushen Updates: None of the MSG members on the call is participating thus no updates is available.

The next meeting will be scheduled at 06:00-07:00 UTC on 17 December 2015.
