APrIGF Multi-Stakeholder Steering Group (MSG) Meeting
3 Feb 2016 (Wednesday)
Adobe Connect
04:00 – 05:00 (UTC)

Attendees (19):
MSG Members
Chat Garcia Ramilo, Association for Progressive Communications (Civil Society)
Cheryl Langdon-Orr, ICANN (Civil Society)
Chester Soong, Internet Society Hong Kong (Civil Society) - **Vice-Chair**
Don Hollander, I2 Consultants (Private Sector)
Gunela Astbrink, ISOCAU (Civil Society)
Hiro Hotta, JPRS (Private Sector)
Hong Xue, Beijing Normal University (Academia)
Kelvin Wong, ICANN (Technical)
Mohit Saraswat, Pepsi - Dubai Refreshments (PepsiCo Bottler) (Private Sector)
Noelle de Guzman, Asia Pacific, Internet Society (ISOC) (Civil Society)
Paul Wilson, Asia Pacific Network Information Centre (APNIC) (Technical) - **Chair**
Peng Hwa Ang, Singapore (Academia)
Satish Babu, Computer Society of India (CSI) (Civil Society)
Shahzad Ahmed, Bytes for All (Civil Society)

Non-MSG Members
Connie Chan, APNIC (Technical)
Klee Aiken, APNIC (Technical)

APrIGF Secretariat:
Maggie Lo, DotAsia Organisation
Yannis Li, DotAsia Organisation

Local Host of 2016:
Sophie Liang, NIIEPA (Technical)

Agenda:
1. Minutes and Action Items Review (Jan 20)
2. Taipei 2016 Preparation
   - Local Host Updates
   - Workshop Proposal Deadline
   - Fellowship Committee
3. APSIG
4. AOB (2017 Local Host)

Proceedings:

1. Minutes and Action Items Review

- Secretariat has circulated the minutes of 20 Jan, 2016 on MSG mailing list.
- Minutes of 20 Jan, 2016 has been reviewed and adopted.

Action Items:

- Reviewed and adopted minutes of 20 Jan, 2016.

2. Taipei 2016 Preparation

<u>Local host updates</u>

- Local Host reported the following updates on the event website:
  - The Conference Registration is now open.
  - Fellowship Application is now open and due date is 29 Feb.
  - Hotel Discount Reservation Form is only available for Caesar Hotel now.
  - Hotel reservation forms for other hotel options will be uploaded on 1 March.
- Wilson noticed that only PDF forms are available for hotel reservation now and reflected that it is not user-friendly.
- Local host said that they will try to work with the hotels on making online reservation available.
- Local host updated that promotional flyers will be prepared for coming APNIC and ICANN meetings.
- Local host also reported a budget plan for APSIG based on the new venue, in which the total will be USD6000.
- Wilson asked about the assumption for the budget plan for APSIG.
- Local host replied that APSIG is assumed to be held in the same venue (different floors) with APrIGF, two days before APrIGF.
- Soong updated that there is no detailed discussion on the hosting dates for APSIG but the idea is to hold SIG along with APrIGF.

Action Items:

- Local Host to work with the hotels and try to make online hotel reservation available (instead of the PDF form being used now).

<u>Workshop Proposal Deadline</u>

- Wilson thinks that there is a rough consensus on the mailing list that extension is needed but concerns are how long the extension should be and the relative impact on Timeline.
- Secretariat prepared a New Proposed Timeline as below:
  - Nov 27 - Open Call for Workshop
  - Feb 18-25 - APTLD, APRICOT, APNIC Meeting in Auckland

- Feb 23 (Tue)/Mar 1 (Tue)? - Deadline for Workshop Submission (APrIGF MSG Bi-weekly Meeting)
- Feb 29 - Fellowship Application Deadline
- Feb - Mar 8 - Workshop Evaluation
- Mar 2 - APrIGF MSG Bi-weekly Meeting
- Mar 8-Mar 16 - Result review by MSG
- Mar 14 - Fellowship Evaluation Result (To be coordinated with the selected workshop)
- Mar 16 - APrIGF MSG Bi-weekly Meeting
- Mar 17 - Announcement of Accepted Workshop
- Mar 30 - APrIGF MSG Bi-Weekly Meeting
- April 1 - Draft Agenda

Discussion

- Secretariat suggested the deadline to be extended to 23 Feb (Tue).
- Wilson thinks that April 1 as the draft agenda deadline is acceptable as it is still way before the event.
- Secretariat further updated that there are 65 proposals received now and there are 48 different organizers.
- Wilson asked if a longer extension is ok (after the APRICOT Conference).
- Secretariat pointed out that in that case the evaluation period will be shortened.
- Garcia Ramilo said that 3 weeks seem to be too long and asked the maximum number of workshops which can be accepted.
- Secretariat noted that the maximum should be 30 according to the agreed principle of which no more than 3 workshops should be held in parallel.
- Garcia Ramilo commented that extension is a good idea in general but she is worried that there will be too many proposals.
- Hollander suggested to extend right after the APRICOT meetings so that discussion can be made in Auckland.
- Secretariat added that 23 Feb is Day 2 of APRICOT.
- Hollander asked for feasibility that the evaluation committee can start evaluation now for the current submitted proposals and evaluate additional proposals later.
- Secretariat sent a link to the 65 proposals received so far: https://apps.2016.rigf.asia/submission/proposallist
- Ang thinks that 30 out of 65 proposals is an ideal acceptance rate which ensures proposals of good quality.
- Wilson then concluded that an extension of one or two weeks seems more reasonable, while three or four weeks is too much a delay.
- Secretariat explained the advantage of a shorter extension is that the program committee can have more time to evaluate and organizers can merge their proposals.
- Secretariat added that invitations to speakers for each proposals can be sent out earlier too.
- Garcia Ramilo agreed with Secretariat's opinions.
- Secretariat clarified that extension for 2 weeks will be 16 Feb, right before the APRICOT conference while 3 weeks is in the middle of APRICOT Conference(23 Feb).

- **Consensus reached:** two week extension for the workshop proposal deadline (16 Feb).
- Local host will update the website on the extended submission deadline.

Action Items:

- Deadline for workshop proposal submission/re-submission to be extended by two weeks (16 Feb, 2016).
- Secretariat to update the Timeline based on the deadline extension and to circulate it to the MSG mailing list.
- Local host to update the website on the extended submission deadline.

Fellowship

- Secretariat showed the below note on screen:
  - Finalized Version:
  - **Evaluation Priorities**
    - Nationality & City of Residence
    - - Are the applicant coming from developing or least developed countries?
    - - Existing number of participation from the country from the past meetings or other fellows
    - Engagement
    - - Are they speakers or organizers of any selected workshop proposals?
    - - Whether the applicant has engaged in any APrIGFs, global or local IGF initiatives before?
    - - Is the applicant a potential panelist for any selected workshop?
    - - Does applicant have a clear plan/vision for community engagement or other contribution to APrIGF, after the conference
    - Contribution to Diversity
    - - Whether it helps with the gender balance?
    - - Whether it helps to enhance the multistakeholderism concept?
  - **Scoring Scheme**
    - Simple rating of 1 - 5 with 5 indicating top priorities.
  - **Quota**
    - Local Host agreed to start with 15 fellowships from the current budget. If more sponsorship is raised, we could increase the fellowship quota.
- Secretariat said that the deadline for Fellowship application will be 29 Feb which is out on website already and that she will circulate the announcement today to the mailing list.

Discussion

- Hollander asked whether the fellowships cover 100% costs or just partial costs.
- Secretariat replied that it has not been decided yet and she thinks that depends on the travel costs where the fellows come from.

- Wilson supported the idea of partial support and suggested to allow fellows to specify the amount they need and what for so as to encourage them to get co-funding from other sources.
- Wilson then remarked that fellows who apply for 100% support should not be excluded.
- Garcia Ramilo asked the total number of fellowships which can be offered potentially.
- With an estimation that each fellow can get USD1000, Wilson replied that there should be ~15 fellows offered, depending on actual costs.
- Garcia Ramilo supported the partial funding suggestion by Wilson.
- Hollander added an example that PIP used to provide 50% funding if the rest of the funding came from employer and 90% if the rest of the funds came from the individual.
- Langdon-Or thinks that it is an interesting idea, adding that full fellowships can still be offered if requested.
- Secretariat noted that USD15K was the budget from last year and Local host agreed to start with that amount this year.
- Wilson said it is difficult to set the limit as USD1000 as costs vary a lot among different countries.
- Secretariat added that the limit last year was set according to the airport where the fellows travelled from and estimated the maximum costs.
- Wilson thinks that require extra research work on the airfares but sounds fair.
- Soong thinks a fixed amount is good but it may not be feasible for applicants who are far away and need more support.
- Soong also thinks that a ceiling set based on the fellows' locations is fair.
- Secretariat said there are 10 members in the fellowship committee and the evaluation priorities are finalized by the Commitee.
- Wilson asked if a "Chair" of the Committee can report a funding support scheme in the next meeting.
- Secretariat will help to pass the message to the Committee.

Action Items:

- Fellowship Committee to elect a Chair/representative to report back a funding support scheme in next meeting.

<u>Drafting Committee</u>

- Garcia Ramilo updated that Chung has sent an email regarding the draft development to the Drafting Committee and she thinks it takes time for the Committee to continue discussion and report back to MSG members.
- Wilson thinks that the work of Drafting Committee is not on an urgent timeline so the Committee can continue their discussion for the time being.

3. APSIG

- Soong gave a brief update on APSIG facilitator group:
    - Most of the members in the group prefer to co-locate with APrIGF Taipei, given the potential benefits of resource sharing, promotion, etc.

    - Cost is the main issue now and it takes time to work on budgeting (APSIG budget should be independent from local host budget for APrIGF).
    - Local host has drafted a budget plan for APSIG.
    - The group has not yet discussed how many courses will be run nor the course topics
    - The initial plan now is to have two-day (~10 courses) as a basis for APSIG planning.
    - The APSIG group will continue discussion on the mailing list actively and make the decision before the end of this month.
    - Soong expected to update and confirm details with MSG members after that.
- Wilson asked about the relationship between APSIG and APILP now.
- Ang said that discussion are on-going for APILP, but the problem is whether to have it in APrIGF Taipei.
- Wilson thinks that APILP can continue to be planned as APSIG is not yet confirmed, adding that it is irrational to have both happened in the same week.
- Ang pointed out their concern is that the two will clash with each other.
- Langdon-Orr thinks that APSIG and APILP can leverage each other but need to ensure that there will be no confusing clash of the two.
- Wilson urged the APSIG group to make the decision before the end of the month (the latest).
- Garcia Ramilo agreed with Wilson as preparation needs to be started and suggested to give a clear deadline from MSG to APSIG for the final decision making.
- Wilson asked if it is possible for the decision to be made in two weeks/by next meeting (21 Feb).
- Soong understood the concerns from the MSG members and said that the dates for APSIG are uncertain now as it was discussed without budgeting basis that time.
- Soong will try to urge the facilitator group to make a decision on whether APSIG will co-host/co-locate with APrIGF Taipei in two-week time.
- Wilson then asked for a reasonable deadline.
- Soong said that he will target to be within two weeks, based on what they have worked out so far.
- Wilson expected to have a confirmation from APSIG in two-week time or by the end of February the latest.
- Astbrink said that the SIG group is very keen to co-locate with APrIGF Taipei and that they recognized the inputs and patience of the Local host.
- Garcia Ramilo asked if it is possible to hold SIG at the same time with IGF (i.e. 27-29).
- Wilson concluded that he and the Secretariat will be the correspondents to send the request to the APSIG facilitator group on behalf of the MSG members regarding the proposed deadline for final decision.

Action Items:

- Soong to urge the APSIG facilitator group to make a final decision on whether to co-host with APrIGF Taipei in two-week time.

- Wilson and Secretariat to send a request to the APSIG facilitator group on behalf of the MSG members regarding the proposed deadline for final decision.

4. A.O.B (2017 Local Host)

2017 Local Host

- Secretariat showed the email from on screen:
  - Szyndler confirmed that the main meeting hall will hold up to 500 people in a "theatre"-style setting.
  - Szyndler proposed the auIGF to have a combination of theatre and "classroom" style seating to allow some attendees to work on their laptops and this setting can accommodate 400 people (100 classroom and up to 300 theatre).
  - Szyndler added that ratios can be adjusted on relatively short notice, depending upon registration numbers.
- Secretariat reported that Szyndler will not be able to join the F2F meeting in person but it is not yet confirmed whether he will join remotely.
- Wilson said that the capability of the main hall is satisfactory.

MSG Development

- Garcia Ramilo reported the analysis of MSG members as below:
  - 75 members in total;
  - Gender: 20F/55M;
  - Countries of origins: 19;
  - Stakeholder groups: Civil society - 35, Technical - 18, Government - 9, Academia - 8, Private sector - 5.
- Garcia Ramilo suggested to include more women to balance the gender distribution and she thinks that 75 is quite a large number for management.
- Garcia Ramilo raised the question of management if MSG is to include more members in the future and she asked about the drop-out rate of the MSG member list.
- Garcia Ramilo also suggested to include more diversity in terms of stakeholder groups (i.e. disabled groups).
- Garcia Ramilo suggested to hold an orientation of the MSG on IGF for those who are interested to join.
- Wilson asked Garcia Ramilo to send the notes to the mailing list.
- Wilson replied that there may be 1 or 2 drop outs until now, but the MSG has been very permissive that anyone who express their interests are able to join.
- Wilson said that it is more important to know who is actually contributing and participating in the group; Otherwise, the analysis as a whole may be misleading.
- Hollander said that Secretariat may have done similar analysis last year.
- Wilson thinks that this item can be furthered discussed during a F2F meeting and on the mailing list.
- Secretariat said that she did mention similar analysis at the AP* meeting but did not share the information to the mailing list.

- Secretariat said that she will send the information of several newly added members to Garcia Ramilo.

F2F Meeting in Auckland

- Secretariat confirmed that the MSG meeting on 17 Feb will be cancelled and the next F2F meeting will be on 21 Feb.
- Wilson asked Secretariat to check with the technical arrangements for the F2F meeting in Auckland.

Action Items:

- Garcia Ramilo to send a note about the analysis of MSG members and suggestions on getting more diversity to the MSG mailing list to generate discussion.
- MSG meeting on 17 Feb, 2016 to be cancelled.
- Secretariat to check with the technical arrangements for the F2F meeting in Auckland on 21 Feb.

Summary of Actions Items

- Reviewed and adopted minutes of 20 Jan, 2016.
- Local Host to work with the hotels and try to make online hotel reservation available (instead of the PDF form being used now).
- Deadline for workshop proposal submission/re-submission to be extended by two weeks (16 Feb, 2016).
- Secretariat to update the Timeline based on the deadline extension and to circulate it to the MSG mailing list.
- Local host to update the website on the extended submission deadline.
- Fellowship Committee to elect a Chair/representative to report back a funding support scheme in next meeting.
- Soong to urge the APSIG facilitator group to make a final decision on whether to co-host with APrIGF Taipei in two-week time.
- Wilson and Secretariat to send a request to the APSIG facilitator group on behalf of the MSG members regarding the proposed deadline for final decision.
- Garcia Ramilo to send a note about the analysis on MSG members and suggestions on getting more diversity to the MSG mailing list to generate discussion.
- MSG meeting on 17 Feb, 2016 to be cancelled.
- Secretariat to check with the technical arrangements for the F2F meeting in Auckland.

The next meeting will be held on 21 Feb (Sun) 2016 at 14:00 - 15:00 (UTC+13).