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

Attendees (18):
<u>MSG Members</u>
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**
Edmon Chung, DotAsia Organisation (Technical)
Hong Xue, Beijing Normal University (Academia)
Jahangir Hossain, Internet Society Bangladesh Dhaka (Civil Society)
Kelvin Wong, ICANN (Technical)
Maureen Hilyard, At-Large Committee, ICANN (Civil Society)
Mohit Saraswat, Pepsi- Dubai Refreshments (PepsiCo Bottler) (Private Sector)
Shreedeep Rayamajhi, Rayz News (Civil Society)

<u>Non-MSG Members</u>
Connie Chan, APNIC (Technical)
Phet Sayo, IDRC (Government)
Yee Hann Kenn, , ICANN (Technical)

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

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

Agenda:
1. Minutes and Action Items Review
2. Taipei 2016 Preparation
   - Local Host Updates
   - Program Agenda
   - Synthesis Document Discussion
   - APILP Discussion
   - Fellowship Status
3. AOB

Proceedings:

1. Minutes and Action Items Review

- Local host has followed up with the visa information online and may give some updates on that in this meeting.
- The program agenda is now published on the event website.
- APILP discussion list is still open for interested parties to join.
- Secretariat has informed the selected fellows.
- Secretariat has initiated the discussion on the agenda of Closing Plenary on MSG mailing list.
- Minutes of 27 Apr, 2016 have been reviewed and adopted.

Action Items:
- Reviewed and adopted minutes of 27 Apr, 2016.

2. Taipei 2016 Preparation

Local Host Updates

- Local host updated that there are 252 registration so far (from over 20 countries/economies).
- Local host reported the distribution of the registration as below:
  - Gender balance: 169 Male, 83 Female
  - Stakeholder distribution: Civil Society (40%), Academia (19%), Government (10%), Technical (17%), Private Sector (14%)

i. Discussion on VISA application

- For the visa application, local host has revised the visa information for Chinese citizens online and added a local travel agency's contact.
- Local host then reminded those who need application for special visa (i.e. business visa) to contact them asap.
- Local host said that they are now preparing necessary documents for CNNIC participants' business visa application.
- Hong asked about the procedures for applying business visa.
- Local host replied that the process for business visa application is much more complicated and business visas are not required for non-government officials
- Hong then said it is required by her university.
- Edmon Chung suggested Hong and local host to leave the discussion offline. Local host agreed.
- For eVISA application, local host said that they submit the group application on May 13 and all fellows must provide necessary personal information before due.

ii. yIGF Updates

- For yIGF, local host updated that there are applications from 20 local students, 21 Philippine students and 3 Thailand students so far.

Action items:
- Local host to take the discussion with Hong offline regarding the business visa application.

Program Agenda

- Local host updated that the Agenda has been released on the event website.
- Secretariat added that the APILP agenda will be added to the program agenda later this week.
- Edmon Chung asked about the release of details of the new mergers proposal.
- Secretariat replied that the details of new mergers proposal will also be added to the Agenda this week.

i. Discussion on Opening Ceremony Agenda

- Chat asked about the opening ceremony agenda.
- Edmon Chung said that it is usually the local host to draft the agenda for opening ceremony and then invite the suggestions/comments from the MSG.
- Secretariat answered that local host has updated a draft agenda in last meeting and prepared the draft agenda on screen.
- Chat asked who the government representatives will be.
- Local host answered that there will be representatives from the Ministry of Transportation and Communications and posted the website for the government sector: http://www.motc.gov.tw/en/.
- Chat thinks that the speakers are mostly from the government and private sector while the conference emphasizes multi-stakeholder participation. She suggested to include participation from other stakeholder groups, saying that there were civil society representatives last year.
- Chat also questioned about the gender balance as it seems that the speakers are all men so far.
- Hong thinks that if the local minister is female, it will be fine.
- Edmon Chung agreed with Chat's suggestions, adding that Kuo-Wei and the hosts should belong to civil society.
- Hilyard suggested local host to look at the program again to include civil society and women participation in the opening ceremony. Local host agreed with the suggestion.

Action Items:
- Secretariat to work with local host on updating the Agenda with details of new mergers proposal and APILP program this week.
- Local host to take into considerations of the gender and stakeholder balance when inviting speakers/guests for Opening Ceremony.

Synthesis Document Discussion

- Jennifer Chung from the Drafting Committee reported the progress of the drafting team: two emails have been sent to the list so far (one from last week and one on this Monday).
- Jennifer Chung explained that there are feedbacks from APrIGF Macau which asked for more input opportunities from the community.
- Jennifer Chung prepared the proposed Timeline as below:
    - May 11 (Wed) - Synthesis Document Open Call for Contribution
    - May 30 (Mon) - Deadline for Contribution
    - Jun 3 (Fri) - Draft 0 for Drafting Committee review
    - Jun 9 (Thu) - Draft 0 for Public Comment 1 (open for 4 weeks)
    - Jul 7 (Thu) - Deadline for Public Comment 1
    - Jul 14 (Thu) - Draft 1 for Drafting Committee
    - Jul 20 (Wed) - Draft 1 for Public Review and Preparations of Taipei Meeting
    - Jul 27-29 (Wed-Fri) – Town Hall Sessions
    - Aug 5 (Fri) - Draft 2 for Public Comment 2 (online platform will be available)
    - Aug 26 (Fri) - Deadline for Public Comment 2
    - Sep 2 (Fri) - Draft 3 for Drafting Committee
    - Sep 7 (Wed) - Deadline for Drafting Committee review and finalization
    - Sep 9 (Fri) – Publish Final Synthesis Document (later than that will enter the public holiday periods of the AP region)
- Jennifer Chung then said no comments has been received from the drafting team so far and that any suggestions/ideas from the MSG are welcomed.
- Edmon Chung said that they are going to open the call for contribution today and solicit additional inputs for the synthesis document.
- Jennifer Chung then posted the current drafting committee member list for reference and called for interested members to contact the Secretariat to join:
    - Duangthip Chomprang, Thailand (Civil Society) - New
    - Jahangir Hossain, Bangladesh (Civil Society) - New
    - Shuyi Guo, China (Technical) - New
    - Santosh Sigdel, Nepal (Civil Society) - New
    - Maureen Hilyard, Pacific (Civil Society) - New
    - Reza Salim, Bangladesh (Civil Society) - New
    - Paul Wilson, APNIC (Technical)
    - Klee Aiken, APNIC (Technical)
    - Edmon Chung, DotAsia (Technical)
    - Jac sm Kee, APC (Civil Society)
    - Nica Dumlao, FMA (Civil Society)
    - Chat Garcia Ramilo (Civil Society)
    - Babu Ram Aryal, ISOC Nepal (Civil Society)
    - Sivasubramanian Muthusamy, ISOC Chennai (Civil Society)
    - Mohit Sarawat, ISOC-UAE, (Civil Society)
    - Arzak Khan, Internet Policy Observatory Pakistan (Civil Society)
    - Shreedeep, RayzNews (Civil Society)
    - Ankhi Das, Facebook (Private Sector)
    - APrIGF Secretariat

i.   <u>Discussion on Fellows Contribution to Synthesis Document</u>

- Hong asked if the fellows should also contribute to the synthesis document.
- Soong was concerned about if this will overlap with the fellowship contribution.
- Hilyard asked Edmon Chung if there are plans to have a meeting among the drafting committee. Edmon Chung responded that there will be meetings between May30-Jun9.
- Secretariat said that the fellows are now asked to help with Closing Plenary reporting of sub-themes discussion but there is not yet discussion on how they may contribute to the synthesis document discussion. She then suggested not to make it compulsory but open for their contribution to the draft.
- Wong thinks that some fellows may also be in the drafting team and wondered if those members can provide the fellows' perspective.
- Hong added that the closing report will be reflected in the document.
- Secretariat said that there are 5 fellows who are also on the drafting committee now (Shuyi, Nica, Babu, Mohit and Shreedeep).

APILP Discusson

- Wong said that the Secretariat is helping with the updates of the APILP Program Agenda online.
- Wong then updated that the discussion on the program is still on-going and the discussion is open to all while finalized program details are yet to be announced.
- Wong said that he will start contacting the speakers and notice them about the program schedule on Day0 (July 26th).
- Wong updated that there will be small shifts on the agenda (the introduction part in the morning) for both APILP and yIGF participants.
- Wong said that there are no big changes to the draft agenda he posted in last meeting besides those small shifts he mentioned.

Fellowship Status

- Secretariat said that there were 23 fellows selected as reported in last meeting and they were asked to confirm their acceptance of the fellowship by 5th May. Yet, there is one fellow from Thailand who did not reply to confirm.
- Secretariat further said that according to the local host, the budget has already been exceeded so the fellow from Thailand will be forfeited.
- Secretariat then reported that all fellows are in the progress of visa/travel arrangements with the local host/travel agencies now.
- Secretariat will help to follow up with the fellows on their group division and mentorship details.

i. Discussion on Release of Selected Fellows online

- Secretariat sought MSG comments on whether to publish the finalized list of successful fellows on the event website.
- Soong thinks that due to privacy reasons, disclosing only the statistics sounds more appropriate.

- Secretariat agreed and said that might be more transparent by doing so, adding that the statistics will usually be included in the conference report too.
- Hong thinks that if not their names, the big data of fellows can be published, showing their gender, region, stakeholder group etc.
- Soong agreed to publish the reasonable information online to show the diversity of the fellowship program.
- Soong asked if there is a list of suggested/tentative mentors now.
- Secretariat said no and more discussion among the Fellowship Committee may be needed. She said that the call can be opened right away if the committee agrees.
- Soong suggested to have a tentative list for discussion by next MSG meeting; Secretariat agreed.
- Hossain thinks that it is better for Secretariat to open a call or send a mail to MSG mailing list.

Action Items:
- Secretariat to follow up with the fellows on their group division and mentorship details.
- Secretariat to open the call for mentors among MSG members and discussion on mentorship program to be continued in next MSG meeting.

Summary of Actions Items

- Reviewed and adopted minutes of 27 Apr, 2016.
- Local host to take the discussion with Hong offline regarding the business visa application.
- Secretariat to work with local host on updating the Agenda with details of new mergers proposal and APILP program this week.
- Local host to take into considerations of the gender and stakeholder balance when inviting speakers/guests for Opening Ceremony.
- Secretariat to follow up with the fellows on their group division and mentorship details.
- Secretariat to open the call for mentors among MSG members and discussion on mentorship program to be continued in next MSG meeting.

The next meeting will be held on 25 May (Wed) 2016 at 4:00 - 5:00 (UTC).