



APrIGF Multi-Stakeholder Steering Group (MSG) Meeting

08 Mar 2017 (Wednesday)

Adobe Connect

04:00 – 05:00 (UTC)

Attendees (18):

MSG Members

Chester Soong, Internet Society Hong Kong (Civil Society) – **Vice Chair**
Edmon Chung, DotAsia Organisation (Technical)
Gunela Astbrink, ISOC Australia (Civil Society)
Hiro Hotta, JPRS (Technical)
Hong Xue, Beijing Normal University (Academia)
Jahangir Hossain, ISOC Dhaka, Bangladesh (Civil Society)
Kelvin Wong, ICANN APAC Hub (Technical)
Kenta Mochizuki, Yahoo Japan Corporation (Private Sector)
Maheeshwara Kirindigoda, Uva Province Governor's Office, Sri Lanka (Govenment)
Mohit Saraswat, Pepsi- Dubai Refreshments (Private Sector)
Paul Wilson, Asia Pacific Network Information Centre (APNIC) (Technical) – **Chair**
Shibendu Debbarma, Tripura University (Academia)
Shreedeep Rayamajhi, Rayznews (Civil Society)

Non-MSG Members

Connie Chan, APNIC (Technical)
Klee Aiken, APNIC (Technical)

APrIGF Secretariat:

Jennifer Chung, DotAsia Organisation
Yannis Li, DotAsia Organisation

Local Host of 2016:

Arthit Suriyawongkul, Thai Netizen

Apologies for absence sent in advance (4):

Leonid Todorov, APTLD (Technical)
Satish Babu, Computer Society India (Civil Society)

Joyce Chen, ICANN APAC Hub (Technical)
Cheryl Langdon-Orr, At-Large, ICANN (Civil Society)

Agenda:

1. Agenda Review (Chair)
2. Minutes and Action Items Review (Chair/Secretariat)
3. 2017 preparation
 - Local Host Updates (Arthit)
 - Program Committee Updates (Chester/Cheryl)
 - Fellowship Committee Updates (Aris)
4. 2018 RFP for local host (Secretariat)
5. AOB

Proceedings:

1. Minutes and Action Items Review

- Adopted the minutes of 8 Feb 2017 meeting.
- The open call for workshop proposals and fellowship have already been announced with the suggested edits from last meeting.
- Secretariat circulated the 2018 local host comparison overview to MSG
- Both of 2018 host candidates agreed to join the 26 Feb meeting.
- Local host has yet to circulate the venue map to the MSG and shall provide an update directly during the call

Action Items:

- Adopted the minutes of 8 Feb 2017 meeting

2. 2017 Preparations

Local Host Updates

- **Drafted budget prepared by Local Host:**

- Secretariat highlighted that the budget allocated for fellowship is \$40,000USD and for regional youth to attend YIGF is \$11,600USD.
- Venue Selection:
 - Option A: Devalai Building
 - Option B: Chamchuri 10 Building

Venue Comparison

	Devalai	Chamchuri 10
Registration	CU Auditorium Corridor / Maha Chulalongkorn Lobby	Chamchuri 10 Lobby
Opening and Closing	CU Auditorium (1,500)	7F : Main Hall (300)
Workshops	Maha Chulalongkorn	Chamchuri 10
	1F : 2 x 100, 2 x 50	7F : 2 x 100
	2F : 2 x 100 ** NO ELEVATOR	19F : 2 x 100
YIGF	Faculty of Engineering	
	4F: 2 x 100	

- Map of Lunch Area:

APrIGF 2017 Budget Estimation งบประมาณ

Expense Items	APrIGF		YIGF.Asia	
	Local (THB)	USD	Local (THB)	USD
Meeting Facilities	410,000.00		20,000.00	
1 Meeting Room Rental (Uni staffs OT)	60,000.00		20,000.00	
2 Audio/Visual Facilities	150,000.00		-	
3 Wireless internet (additional equipment)	100,000.00		-	
4 Other electrical/technical cost	100,000.00		-	
Meeting Support Services	1,359,000.00		-	
5 Interpretation service (3 days x 3 rooms x 2	576,000.00		-	
6 Live transcribing service (3 days x 3 rooms)	558,000.00		-	
7 Live video streaming facilities (3 days x 3 ro	225,000.00		-	
Event	4,920,000.00		260,000.00	
8 Catering (Coffee breaks and lunch) (4 days	2,400,000.00		-	
9 Social events	500,000.00		200,000.00	
10 On-site personnel (total 120 ppl/4 days)	300,000.00		-	
11 Transportations	120,000.00		-	
12 Conference T-shirts (600 ppl)	150,000.00		-	
13 Welcome kit (600 ppl)	300,000.00		10,000.00	
14 Printing materials (e.g. backdrop, booklet)	600,000.00		50,000.00	
15 PR and marketing	250,000.00		-	
16 Miscellaneous	300,000.00		-	
17 Event management company	-		-	
Travel Supports & Fellowships	1,440,000.00		957,600.00	
18 Accommodation (Youth IGF) (4 nights x 50 p	-		440,000.00	
19 Fellowship (20 ppl)	1,440,000.00	40,000.00	-	
20 Regional Youth Fellowship (20 ppl)	-		417,600.00	11,600.00
21 Local Youth Fellowship (20 ppl)	-		100,000.00	
Total	8,129,000.00		1,237,600.00	
Grand Total (APrIGF + YIGF.Asia)	9,366,600.00			

- Option A:
 - 4 buildings involved including the canteen (400pax)
 - Ramps can be installed now for the first floor to address accessibility issue. Toilets are also available on 1st floor
 - There are 4 rooms available on the first floor of Maha Chulalongkorn building which houses 300 people
 - 10mins walk from CU International House (YIGF Accommodation)
- Option B:
 - Good side is the accessibility
 - Downside: separate between 17th and 19th floor
 - It is close to CU International House for YIGF
- Hotels Nearby:

Accommodations

	Single Room (USD)	Double Room (USD)	Shuttle Bus Coverage
1. Pathumwan Princess	87.27	92.9	YES
2. Mandarin	59.12	64.75	
3. Novotel	84.45	92.9	YES
4. Montien	45.04	50.67	YES
5. Dusit Thani	121.05++		
6. CU International House		28.15	YES
7. Sasa International House		50.67	YES

Discussions & Questions:

- Wilson raised again the concern on the accessibility of the Option A and the potential bottle neck of the elevators for Option B. Wilson enquired about if there is a 3rd option as mentioned last meeting (Faculty of Engineering).
- Local host responded that the Faculty of Engineering only have 2 rooms available which can accommodate 100-200 pax on the first floor. However, local host added that there is 1 more room for 80pax on 1st floor at Maha Chulalongkorn University that used to be a staff lunch room and can be converted to a workshop room.
- Astbrink echoed the concern of the Chamchuri Building with the conjection issue and asked if the lunch venue is also accessible. Local host replied that lunch venue is accessible but not very spacious since the table and bench is fixed but can remove some of them to accommodate wheelchairs. Astbrink emphasized that attention also needed to be made if there are any 1 or 2 minor steps which ramps need to be installed as well.

- Wilson consulted the Secretariat point of view. Secretariat suggested to go with Option A since Option B will separate the attendees into 2 floors and hinder mingling. Secretariat also added that usually the attendance on Day 2 and Day 3 will drop slightly that Option A will be able to accommodate.
- Local host stated that the final decision has to be made by end of Mar.
- Astbrink asked if there is a disability office in the university that helps disabled student which might be able to help answer some of our enquiries and have a look at the venue on-site. Local host commanded the idea and will conduct an accessibility inspection with the office.

Action Items:

- Local host to confirm the capacity and the accessibilities of the venue of Option A and report at the next meeting.

Program Committee Updates

- Soong updated that 15 proposals have been received so far as of 7 Mar which is considered a bit low but it is believed that there will be more submissions in the remaining 7 days. Secretariat added that there are 19 proposals received as of 8 Mar shown on <http://apps.2017.rigf.asia/submission/proposallist>. Soong encouraged MSG members to help promote the event to their communities and submit workshop proposals.
- Secretariat has already sent out reminders to various mailing list.
- Program Committee suggested that to move the face-to-face MSG meeting on Day 3 of the conference to Day 2 instead as some MSG members might have to leave early on Day 3.

Action Items:

- MSG adopted the suggestion to change the face-to-face MSG meeting to Day 2 of APriGF 2017.
- MSG members to promote the call for workshop before 15 Mar to attract more proposals.

Fellowship Committee Updates

- Wong provided an update on behalf of the Fellowship Committee chairs:
 - Currently there are 110 applications with another 97 in draft
 - 33 Female, 77 males
 - 41 civil society, 24 academia, 8 technical, 17 private sector, 14 government, 4 student, 1 inter-gov org, 1 media
 - Fellowship application is closing today.
- Wong thanked APNIC for providing the evaluation platform and that the next step will be for committee to evaluate the applications.

3. 2018 Local Host

- Secretariat updated that a 2018 comparison chart has circulated to the MSG.

- Due to the technical issue of the 26 Feb meeting, the Q&A with 2018 host candidates has been deferred to 22 Mar which Russia representatives have confirmed attendance while Vanuatu has not.
- Chung asked if the decision will be made on 22 Mar during the meeting. Wilson replied that there is a consumption to organize a poll as before for 2017 expression of interest while making a decision at the call would require considerable attendance from the MSG members.

Action Items:

- Secretariat to confirm with Vanuatu on their attendance.
- MSG members to study the 2018 hosts matrix and prepare for the next meeting with the candidates.

- **AOB**
 - None.

Summary of Actions Items

- Adopted the minutes of 8 Feb 2017 meeting
- Local host to confirm the capacity and the accessibilities of the venue of Option A and report at the next meeting.
- MSG adopted the suggestion to change the face-to-face MSG meeting to Day 2 of APrIGF 2017.
- MSG members to promote the call for workshop before 15 Mar to attract more proposals.
- Secretariat to confirm with Vanuatu on their attendance.
- MSG members to study the 2018 hosts matrix and prepare for the next meeting with the candidates.

The next meeting will be held on 22 Mar (Wed) 2017 at 4:00 - 5:00 (UTC).