Guidelines for Administration of DC Mailing Lists

Mailing lists are the primary communication tool for Dynamic Coalitions (DCs). Every DC is required to set up a mailing list before they can be recognized and listed on the IGF's website. Once established, it is through a mailing list that a coalition assures the transparency and inclusiveness of its work. In accordance with the "three opens" that serve as the basic operating principles for all DCs: the mailing list must be open and inclusive – its subscription link must be clear and accessible (open list), and subscription by anyone interested in the DC's work is allowed (open membership) – and its archives must also be accessible to the public (open archives).

The mailing list is where information on a DC's virtual meetings is usually disseminated, substantive issues are raised for discussion, and news on and by the members is shared. For many DCs, subscription to the mailing list constitutes membership in their coalition.

Therefore, it is essential that conduct on the list adhere to the IGF's fundamental Code of Conduct and that adherence is supervised in a broad sense by a DC's mailing list administrator. For the purpose of these Guidelines, the mailing list administrator should consider as reasonable the behaviour of mailing-list the participants who share a moderate quantity of on-topic and non-aggressive emails.

Using this code as a basis, and in the rare cases where a discussant on the list is not in compliance, a list administrator should:

- Issue a warning to the discussant privately by email, reminding them of the guidelines contained in the code, and indicating to them which of these they have not met.
- Issue a second warning by email if the first warning is not heeded.
- If the behavior persists, issue a final warning that makes clear the discussant risks loss of posting rights if an incident is repeated.

In extreme cases where the "3 warnings" system is exhausted and a discussant is denied posting rights by the mailing list administrator, the discussant may contact the IGF Secretariat to have their posting rights reviewed and ask for reconsideration. As a final measure, the Secretariat will start a dialogue with all parties involved to help find a compromise, if possible.

The stipulations above take into account that the discussions on DC mailing lists are overwhelmingly constructive, collegial, and inclusive. These guidelines are intended to provide cohesion across the DC lists, and set out a mechanism that protects a DC member's right to express theirself, fairly addresses incidents involving potential "trolls," or clearly abusive, inappropriate, or offensive speech.

Any issue arising from the interpretation and/or implementation of these Guidelines shall be deferred to the DC Coordination Group that will discuss and deliberate on the matter, based on a rough consensus, starting from the first possible virtual meeting.

These Guidelines represent the consensus of the DC Coordination Group as of 15 October 2017 and will be in force starting from 1 November 2017