NATIONAL, REGIONAL, SUBREGIONAL AND YOUTH IGF INITIATIVES (NRIs)

GUIDELINES FOR ORGANIZING THE NRIs SESSIONS AT THE IGF

This is an outcome document of an open, bottom-up, consultative process among the national, regional, sub-regional and Youth IGF initiatives (NRIs).

The first version had been produced in 2016 to explain the nature of the sessions the NRIs jointly organize for the annual IGF meeting.

This second version, developed in 2019, has introduced several new roles the NRIs perform for successfully implementing their sessions.

Second Edition
June, 2019

Disclaimer:
This is a working document of the NRIs, subject to changes. The views and opinions expressed herein are those of the author and do not necessarily reflect those of the United Nations Secretariat.

INTRODUCTION

The NRIs are committed to contribute to the global IGF with the inputs produced during their annual IGF meetings or other activities organised by them, in a bottom up, multistakeholder, open, transparent and inclusive manner.

The NRIs are uniquely focused on their community's self-defined priorities, while also contributing to the overall IGF planning processes, mainly to the IGF community intersessional work and to the programme of the IGF annual meeting.

The NRIs are interested in organizing a set of substantive sessions at the global IGF annual meeting to directly bring the concrete and documented perspectives of the local communities of the NRIs into the global IGF. This will enhance the engagement and reflection from the global IGF into the NRIs and strengthen the engagement between the NRIs communities and the global IGF stakeholders.

The proposal for the proposed set of sessions is explained below in Part I, with guidelines produced in a bottom up manner by the NRIs network. Part II of the document is an outline of specific roles assigned to the involved NRIs to ensure that NRIs who sign up to participate are aware of the commitments of time and resources needed to ensure successful sessions.

SECTION I

NRIs TYPES OF SESSIONS

The NRIs are integrated into the global IGF annual programme through three key types of sessions:

    A. Joint/main session
    B. Collaborative sessions
    C. Coordination, consultative session

All these are co-organized by committed NRIs in accordance with the key IGF principles and procedures. The principle of decision making is the bottom up consensus of involved NRIs. The IGF Secretariat calls for inputs from each of the NRIs, analyse them together with the NRIs and identifies common interest that represent topical focus for these sessions.
Below is the overview of the NRIs sessions.

A. NRIs Joint Main Session

The NRIs as a network, are committed to organize a joint, main session at the annual IGF meeting. Collaboration with the members of the IGF Multistakeholder Advisory Group (MAG) is welcomed, while respecting both groups working modalities.

Objectives

The main objectives of this session are:

- To contribute to the meeting quality and comprehensiveness by bringing local, national and regional perspectives, challenges and good practices;
- To showcase the diversity among the countries and regions across the world, on matters related to the Internet governance;
- Through joint work over one IGF cycle, the NRIs to continue building firmer sense of community.

Session Format

The nature of this session is an interactive discussion on a substantive topic of mutual interest.

The ideal case is that each of the NRIs has its own representative at the session, where the discussion will be developed among all representatives, including the present participants within auditorium.

The NRIs decide on the topic of the session in a bottom up manner, through a public call and within the agreed deadline.

The NRIs will aim at minimizing and avoiding any overlaps with other proposals for the main sessions.

Due to the large number of the NRIs and the broad scope of substantive diversities within the NRIs, it is proposed that this season's length is no less than 90 minutes, effectively.

The session is co-moderated, both online and onsite, and supported by multiple rapporteurs, all subject to the NRIs agreement, considering the number of the NRIs present online and onsite, as well as the nature of the topic. NRIs volunteers will be sought for all of these supporting roles.

Essential facilities

In order to fulfil the agreed objectives, listed above, the following facilities are needed:

- Round table room settings with a capacity of 1 000 seats;
  Reasoning: As the nature of the session is interactive discussion, and not individual presentation, this format will allow the speakers engaging among themselves.
- Interpretation to all six UN languages (Arabic, Chinese, English, French, Russian and Spanish) with recommended possibility to have a sign language interpretation;
  Reasoning: Many of the NRIs communities are non-English speaking. Previous experience showed the great benefit these communities had from just being able to listen and participate at the session in their own language. Past NRIs main session records demonstrates that all six UN languages were utilized by the NRIs speakers.
- Live captioning;
  Reasoning: This helps understanding the content, in case there are language barriers in terms of diction, speed etc. At later stage, transcripts are used to accurately report about the session content.

- Online participation available tools;
  Reasoning: Due to the funding limitations, many of the NRIs that are committed to actively participate, can not attend the meeting in person, and therefore are using the online participation tools.
- Set of mobile microphones;

Reasoning: In case the audience will not have fixed microphones, this will allow to have their participation expedite quickly, by the floor managers approaching them, rather them queuing.

Note: *Due to the travel limitations and the timing of the meeting, many of the NRIs may only be able to attend the first two days of the meeting. This is why it is suggested to have this session allocated ideally on the first or second day of the meeting.*

Organizational Preparations

The proposal outlining the NRIs main session substance, format description, and all other related logistics of the NRIs main session, will be developed by the NRIs, in a bottom up way and within this framework. The IGF Secretariat will facilitate the monthly virtual meetings, in order to create a space for the NRIs community to collaborate, and will act upon the guidelines and inputs of the NRIs for any other needs.

NRIs Collaborative Sessions

In order for the NRIs to be able to provide more concrete substantive inputs of relevance to their communities, collaborative sessions are organized.

Due to a large number of the NRIs, and a limitation of the space and time, the NRIs collaborate among themselves on topics of mutual interest for shared collaborative sessions.

Objectives

- To showcase different national and regional perspectives on specific and substantive topics from the Internet governance field;
- To bring concrete inputs and share good practices, challenges and available resources existing within their countries and regions;
- To have a more direct connection with the stakeholders present at the meeting;
- To create an opportunity for the NRIs among themselves to exchange their experiences and perspectives and collaborate toward key messages.

Session Logistics

These types of sessions are jointly organized by several NRIs, respecting the regional balance. It is proposed to have a minimum of three (3) NRIs partnering on a topic of mutual interest, while taking geographical balance into account. This balance relates to the co-organizing role and speakers role.

4

For example: the national IGFs of Georgia, Japan, Argentina, Canada and regional IGF of Africa could partner on the topic of Digital Rights.

The following explains the essence of these sessions:

- Minimum of three (3) NRIs, coming from different regions, to partner on the topic of a mutual interest as co-organizers;
- Minimum of three (3) NRIs, coming from different regions, to engage as speakers in the session;
- Topics to complement the thematic approach of the IGF;
- Session organizers to apply some of IGF common session formats: e.g. Breakout group discussions, Debates, Birds of a feather, Roundtables, Flash Session, or propose a new session format;
- To aim for interactive approach with the audience;
- To present the concrete information related to the NRIs' perspectives and approaches with regard to the chosen topic. Case studies are desirable, as well as concrete plans/ possible solutions for addressing the issues discussed;
- To support the session visually, if helpful for the audience to understand the content;
- One NRI can be involved in a maximum of two collaborative sessions.

The sessions should be between 60 and 90 minutes long, depending on the number of the partnered NRIs and the content complexity, as well as respecting the available space and time at the meeting. The number of overall sessions depends on a particular interest of the NRIs and availability of time and space.

Essential facilities

These types of sessions will require the following:

- A round table room setting with a capacity of 70-100 seats;
- Remote participation tools;
- Screen for projecting the material;
- Set of mobile microphones, if fixed are not available.

NRIs Coordination Session

It is established practice that the NRIs summarize the work year at the end of each IGF annual meeting, and describe goals achieved, challenges and suggestions for the next IGF cycle and beyond.

The NRIs Coordination Session is an open work meeting of the NRIs, with the representatives of the global IGF and wider IGF community. Its agenda, format, moderator and other related details will be planned in advance by the NRIs, in an open, inclusive and bottom up manner.

Objectives

- To meet in one place and identify achieved goals, challenges and suggest ways for improvements: collectively and individually;

- To facilitate the above indicated by exchanging inputs between the NRIs and between the NRIs, the Chair of the MAG, the IGF Secretariat and the UNDESA. Other stakeholders input desirable to have.
- To plan the next year's work.

Essential Facilities

- Round table room with the capacity of 100+ seats;
- Online participation tools;
- Microphones to support active interaction by the participating NRIs.

The session will be 90 minutes long in the afternoon of the third day of the meeting, or in the morning of the fourth day.

REPORTING
The NRIs will submit reports for each of the sessions, as per the IGF's guidelines and within requested deadline.

SECTION 2

Session roles with assigned responsibilities

As mentioned, the above described sessions are co-organized by involved NRIs through an open, bottom up, consultative process. Due to a large number of NRIs and complexity of implementing bottom up procedures, they require strong commitment of the NRIs delegated representatives, support from the IGF Secretariat and good structural organization for each session. Below is the overview of key responsibilities for those who commit to participate.

Co-organizing team is composed of individuals delegated by the NRIs multistakeholder organizing committees to prepare the session to be hosted at the global IGF. Specific tasks for the members of the team include:

- Regular communication with other members of the co-organizing team for developing a session proposal.
- Regular communication on session preparatory process to involved NRIs organizing committees for their feedback and further input to the co-organizing team.
- Regular updates on planning to the overall NRI Network via the monthly NRI Network calls.

Only inputs communicated directly by delegated members of the co-organizing team are taken as official and on behalf of a particular NRI.

Session Focal Point is one or more individuals who are members of the co-organizing team and who are endorsed by the group to complete the following tasks:

- Ensure all members of the co-organizing teams have submitted official inputs for the session.
- Organize and chair online meetings and facilitate online discussions of the co-organizing team.
- Communicate updates to the IGF Secretariat and liaise for any support needed.
- Develop session proposal draft with inputs from all involved NRIs and within the required deadlines.
- Communicating the session proposal to the IGF Secretariat.
- Update the session proposal on the IGF website, with guidance from the IGF Secretariat.
- Complete and regularly update the session description at the IGF website.
- In collaboration with the IGF Secretariat, develop a template for an invitation to the session to be disseminated to the community.
- Ensures all parties involved in the session, are informed about the session and present in the meeting room on the meeting day.

Specifically, for the NRIs main session and the NRIs coordination session, the **IGF Secretariat** takes the role of the Session Focal Point, while all NRIs act as members of the co-organizing team. For all sessions, the IGF Secretariat will provide support for organizing online meetings, creating mailing lists or email groups. Upon request from the co-organizing team, the IGF Secretariat will provide any form of support as long as an independent planning of the session is in accordance with the IGF principles and procedures.

Onsite (co)-moderators are endorsed by the NRIs from the list of all suggested profiles by the NRIs multistakeholder organizing teams, communicated to the IGF Secretariat by the NRIs coordinators. Key responsibilities are:

- Conduct at least one virtual coordination session before the IGF begins (hopefully, at least one month before), with session co-organizers, online moderators and rapporteurs. If a participant cannot attend the coordinating call, then an alternative online consultation one on one should be arranged.
- Facilitate the onsite session discussion, taking into account the guidance from the NRIs co-organizers.
- Create synergies between speaker's interventions.
- Ensure the session flow in accordance with the agreed timeline.
- Engage audience in the discussion.
- Continuous engagement with the online (co)-moderators to have online participants equally represented in the session discourse, as onsite ones.

Online/remote moderators are endorsed by the NRIs from the list of all suggested profiles by the NRIs multistakeholder organizing teams, communicated to the IGF Secretariat by the NRIs coordinators. Key responsibilities are:

- Facilitate the inclusion of the online participants through digital channels, as per agreed guidance of the NRIs.

- Communicate with online participants via digital channels chat feature and respond to relevant content.
- Continuously engage with the onsite moderators for coordinating the intervention schedule of onsite and online participants within available resources and conditions.

Speakers are delegated by the NRIs multistakeholder organizing teams to represent them at the subject session. The NRIs coordinators inform the session co-organizers and the IGF Secretariat who will be delegated speakers.

Rapporteurs are individuals that volunteer to support the subject session with committing to complete the following duties:
- Communicate with the organizing committee to understand the NRIs agreed expectations of the session.
- Attend in person the subject session and gather key notes from speakers and the audience.
- Incorporate the notes in the pre-session reporting form and post-session reporting form, as per the IGF Secretariat's guidance.
- Engage with the IGF Secretariat to understand the logistics behind the reporting procedures.

Informal session photographer is a volunteer that commits to make a few amateur photos of the session and one group photo of the speakers and members of the co-organizing team after the session ends. Photos can be communicated to the IGF Secretariat's

NRIs Focal point or directly to the NRIs mailing list, for further distribution to everyone involved in the session preparation.

Additional roles of everyone involved in the organization of the session include dissemination of the session proposal and specific invitation to the session to as many stakeholders as possible.

This Document is a working document, subject to changes of the NRIs. It was produced by the 114 NRIs, recognized by May 2019. The list of these is available at the IGF website:
https://www.intgovforum.org/multilingual/content/igf-regional-and-national-initiatives
Editing was done by the IGF Secretariat's NRIs Focal Point.
Special recognition and appreciation is given to the NRIs Coordinators that channelled inputs from their NRIs to the IGF Secretariat and vice-versa.

For any questions, please contact the IGF Secretariat at:
igf@un.org
NRIs Mailing List: igfregionals@intgovforum.org
IGF Website: www.intgovforum.org