

IGF 2023
MAG Working Group on Workshops Process (WG-WSP) Meeting I
7 February 2023 | 14:00 UTC | Online

Action items & next steps

The meeting was chaired by MAG Member Peace Oliver Amuge and supported by the Secretariat. The following participated: Paul Mitchell, Chair of the MAG; Chris Buckridge, MAG Member; Amrita Chaudhury, MAG Member; Lito Ibarra, MAG Member; June Parris, fmr. MAG Member; Carol Roach, fmr. MAG Member; and Roberto Zambrana, fmr. MAG Member.

1. Taking Stock of Workshops Process in 2022

- Members discussed how the process to call for and select workshops was managed last year, how the workshops were finally conducted, and what lessons could be learned that could guide the Group's work in this cycle. A number of suggestions emerged.

Actions

- ➔ **The WG will need to stress to proposers that sessions must have a significant contingent of organizers and/or speakers present onsite, so they are not conducted entirely online or nearly.**
- ➔ **Newcomers, persons less familiar with the IGF, non-native English speakers and young people, especially, should all be encouraged to participate in the proposal process with good public communications and supported with capacity building from the WG and Secretariat. This could take the form of webinars, pre-recorded videos, or be led in the format most convenient for specific communities by MAG members and experienced proposers, working from common training materials or decks of slides provided by the WG/Secretariat. A starting point could be the [Manual for Proposers](#), updated annually.**
- ➔ **The WG should consider making allowances for newcomers in the evaluation criteria.**
- ➔ **The WG should ensure the process has been streamlined before conducting trainings.**

2. Review of the Draft Workshop Form

- The Group reviewed a draft version of the 2023 workshop form, shared among members as a common, editable document. Edits and comments contributed thus far were discussed.

Actions

- ➔ **The WG should revise the form to clarify a proposal's linkage with IGF "Messages" and outcomes from prior years. These may be the thematic messages that are released after the IGF meeting, but also outcomes and outputs of NRIs.**
- ➔ **The WG should revise the form to make the required link with the SDGs less onerous. Rather than have the proposer explain this link descriptively, a dropdown checklist of Goals should be provided.**
- ➔ **The form overall should be made as simple as possible for proposers, with a critical eye to what could be eliminated.**

3. Scheduling Future Work

Actions

- ➔ **The WG will aim to meet once a week, and agreed to hold its next meeting in exactly one week's time, on Tuesday 14 February at 14:00 UTC.**