

**IGF 2023**  
**MAG Working Group on Workshops Process (WG-WSP) Meeting VI**  
**4 April 2023 | 13:00 UTC | Online**

**Action items & next steps**

The meeting was chaired by MAG member Lito Ibarra, with support from the Secretariat. The following participated: MAG Members Abdulrahman Almutairi, Amrita Choudhury, Maria del Carmen Denis Polanco, Bram Fudzulani, Alisa Heaver, Adam Peake, Alan Ramírez García, Carol Roach; and former MAG Members Amado Espinosa, June Parris, Timea Suto.

**1. IGF 2023 Workshop Evaluation Criteria**

- Group members conducted a final review of the evaluation criteria scheme proposed for this year, namely, what the criteria are and their different weights. The scheme under consideration largely follows 2022, with the exception that the “Hybrid Organisation Strategy” criterion has a new focus on overall participant engagement and has been reconfigured as “Engagement and Hybrid Strategy”.

**Actions**

- ➔ **Having been approved by the Group, the evaluation scheme will be shared by the co-facilitators with the rest of the MAG.**

**2. Other Aspects of the Workshop Evaluation Process**

- The Group discussed the various aspects of MAG evaluation, specifically how this is organized in terms of random group assignments, what individual scores (scaled “Excellent” to “Absent” or “1” to “5”) mean, and the interaction with the e-evaluation form provided by the Secretariat. In order to clarify next steps, the following were agreed:

**Actions**

- ➔ **The Secretariat will share with the WG for its review, the 2021 and 2022 general guidance documents on evaluation, the 2022 evaluation form, the qualitative descriptions of individual scores in 2022, as well as the data on workshop proposals received in 2022.**
- ➔ **The MAG will meet virtually in plenary for a pre-evaluation session to go over the e-form and any other details of the evaluation process, for the benefit of new members in particular.**