

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

Action items & next steps

The meeting was co-chaired by MAG members Peace Oliver Amuge and Lito Ibarra, with support from the Secretariat. The following participated: MAG Members Chris Buckridge, Amrita Choudhury, Alisa Heaver and Carol Roach; and former MAG Members Amado Espinosa and Timea Suto.

1. IGF 2023 Workshop Evaluation Criteria

- The criteria having been previously adopted and approved by the Group, as well as by the MAG on the MAG list, the WG co-facilitators agreed to:

Actions

- ➔ **Confirm the criteria and weights on the list, as a reminder to MAG members ahead of the evaluation stage.**

2. Other Aspects of the Workshop Evaluation Process

- The Group discussed two documents used in prior years and shared by the Secretariat to help guide evaluation: a general evaluation overview with its different stages, including a color-coded “baskets” approach to be applied to the final selection of workshops; and a copy of the evaluation form with verbal descriptions of grades under each criterion, from “Absent” to “Excellent”. Regarding the documents and the process in general, it was agreed:

Actions

- ➔ **The Secretariat will update the documents for 2023 and re-share both in editable format.**
- ➔ **The Secretariat will provide the WG & MAG with the key dates in the process, taking into account the time needed for Secretariat screening of proposals, MAG evaluation, and the timing of the second face-to-face MAG meeting where the final selection of workshops will take place.**
- ➔ **The Secretariat will schedule a MAG call on the evaluation process, targeting the week of 15 May.**