

IGF 2021
MAG Meeting XX | 23 November 2021

Summary report

Action items & Next steps

Hybrid IGF

- MAG WG-Hybrid to make a final recommendation to the Secretariat regarding the speaking queue system to use during IGF 2021.
- Secretariat to provide more clarity regarding networking opportunities for onsite and online participants.
- Secretariat to consider holding a separate call with interested MAG members, to explain in detail the functionalities of the website and any related tools and apps.

MAG members at IGF 2021

- MAG members are invited to support communication activities in several ways:
 - [Sign up](#) to be an IGF Social Media Ambassador
 - Promote the Pre-Meeting Guide, which is to be published shortly.
 - Promote the [participants and session organisers dashboard](#)
 - Start using the session-specific hashtags for respective main sessions in communications, PLUS #IGF2021 and #InternetUnited
 - More details on social media at IGF 2021 are available on the [IGF website](#).
 - Send the Secretariat any highlights about respective main sessions that could be used to promote the session and that are 'tweetable'.
- The Secretariat and the MAG Chair to prepare written documentation to explain what is expected from MAG members during IGF 2021.
 - To help prepare this, MAG members are encouraged to share their questions via the MAG list.
- The Secretariat to share details regarding the meeting that will be held between MAG members and the UN Under-Secretary-General for Economic and Social Affairs, Mr. Liu Zhenmin, in the context of IGF 2021. An informal, social gathering for MAG members present in Katowice could also be planned.
- MAG members are encouraged to join the NRIs coordination session and main session, as well as the DCs main session, as a way to foster more engagement with these communities and closer relationship between them and the MAG.

AOB

- Host Country to prepare a concise one-page document highlighting COVID-19 rules, procedures and requirements, to complement the [information already available online](#).

- MAG members to promote the [call for nominations](#) for the IGF Leadership Panel before the 29 November deadline.

1. The twentieth virtual meeting of the Internet Governance Forum (IGF) Multistakeholder Advisory Group (MAG) in the IGF 2021 preparatory cycle was held on 23 November 2021. The meeting was moderated by Ms. Anriette Esterhuysen, MAG Chair, and Mr. Chengetai Masango, IGF Secretariat.

Attached to this summary report are the meeting agenda (Annex I) and the list of participants (Annex II).

I. Updates from Host Country and Secretariat

2. Mr. Przemyslaw Typiak, Polish government, explained that the Host Country is working on finalising last minute preparations for IGF 2021. With regard to the COVID-19 related rules and procedures, he noted the following:

- [Updated information](#) has been published on the Host Country website. In addition, a concise document will also be prepared to highlight all relevant details (including entrance to the IGF venue, rules within the venue, etc.).
- Participants registered for IGF 2021 via the Indico system will receive a confirmation letter from the Host Country enabling them to enter Poland without being subject to quarantine requirements. All other rules regarding entrance into Poland and the EU will have to be followed.
- A COVID-19 testing facility will be available in front of the IGF venue.

3. Mr. Masango reminded the MAG that the [call for nominations for the IGF Leadership Panel](#) is open until 29 November, and it is highly unlikely that a deadline extension is possible. MAG members are encouraged to promote the call within their communities.

II. Apps, tools and platforms for IGF 2021

4. Mr. Luis Bobo, IGF Secretariat, provided some updates regarding the apps, tools and platforms to be used during IGF 2021:

- A [participants dashboard](#) is available on the IGF website providing detailed information for participants and session organisers (e.g. participation platform, how to join a session, how to manage a session as a session organiser, how to raise a hand during debates, where to access live transcripts and broadcast, etc.).
- The speaking queue developed by the IGF Secretariat is meant to provide onsite and online participants with the same, unique option for expressing their interest to contribute to the discussions. It also offers the possibility to collect statistical information, and it has been tested for accessibility. Moreover, it will be integrated into the mobile app which is expected to be available in time for IGF 2021.
- Measures are taken to ensure that the IGF website can support considerable traffic expected during the meeting.

5. Feedback shared by MAG members with regard to the **speaking queue system** was diverse. Some members noted that it might be easier for all participants to use the *hand up* function in Zoom,

especially considering that the idea is to encourage all participants – including those onsite – to join the sessions via Zoom, for inclusive interactions. Others noted that the system developed by the Secretariat seems to provide more transparency and an easier way to manage the queue (e.g. being able to tell who raised their hand in what order). There were also those who argued that, regardless of the choice, it is important to ensure that there is only one mechanism participants will be using for the speaking queue. Some concerns were expressed that sometimes it seems that the speaking queue is delayed, as it does not immediately show when someone raises the hand. One final point was that the moderators will need to clearly explain at the start of each session how the speaking queue system works, be it the one developed by the Secretariat or the one in Zoom.

6. The MAG Working Group Hybrid was asked to make a final recommendation to the Secretariat regarding the speaking queue system to use during IGF 2021.

7. It was suggested to consider holding a separate call with interested MAG members, so that the Secretariat can explain in detail the functionalities of the website and any related tools and apps. If MAG members are familiar with the digital tools, they would also be able to help promote them within the community. A call was made for the Secretariat to provide more clarity regarding networking opportunities for onsite and online participants.

8. MAG members were reminded that [a system](#) is in place allowing anyone interested to submit requests for booking bilateral meeting rooms in Katowice.

III. Communications strategy

5. Ms. Eleonora Mazzucchi, IGF Secretariat, gave an overview of activities that the Secretariat, the UN Department of Economic and Social Affairs (DESA) and the Host Country are involved in regarding communications for IGF 2021. Among them are an opening press conference on Day 1 of the meeting, and daily press briefs which will include highlights from the day and feature a special guest from among IGF participants.

6. MAG members can support communication activities in several ways:

- [Sign up](#) to be an IGF Social Media Ambassador
- Promote the Pre-Meeting Guide, which is to be published shortly.
 - The guide will synthesise everything that participants need to know from a programmatic perspective. It condenses the programme in an easy to read way.
- Promote the [participants and session organisers dashboard](#)
- Start using the session-specific hashtags for respective main sessions in communications, PLUS #IGF2021 and #InternetUnited
 - More details on social media at IGF 2021 are available on the [IGF website](#).
- Send the Secretariat any highlights about respective main sessions that could be used to promote the session and that are 'tweetable'.

7. Ms. Mazzucchi also explained the concept of 'hybrid feedback': Participants are encouraged to use [session-specific hashtags](#) to give their inputs on the sessions they have participated in. Particularly if they cannot be in the Zoom room during the session, or if they are in a timezone inconvenient for

participating live and they have watched the recording on YouTube, participants are welcome to submit their comments and contributions. Session organisers are then encouraged to also consider this hybrid feedback when developing their session reports.

IV. Takeaways from the preparatory and engagement phase

8. MAG members shared feedback and takeaways from the introductory sessions held during the IGF 2021 preparatory and engagement phase:

- In addition to trying to achieve diversity among session speakers (region, stakeholder groups, etc.), it is also important to ensure that there are extensive opportunities for interaction. If the panels are too large, there is less interaction, and this should be avoided.
- Ensuring synergy between the introductory sessions and the main sessions is important. Ways to achieve this include having the same moderator for both sessions, as well as dedicating some 10 minutes at the start of the main session for a recap of the main points raised during the introductory session.
- In the future it should be avoided to host introductory sessions back to back.
- One suggestion was made to consider organising an introductory phase for newcomers in the future.
- Sessions hosted by dynamic coalitions (DCs) and national, regional and youth IGF initiatives (NRIs) were found to be well organised and run.

9. An agreement was reached to drop the previously discussed idea of hosting a recap session at the start of IGF 2021 to provide an overview of the discussions held during the preparatory and engagement phase. This is mainly because (a) the main sessions are already planning to include a recap from the introductory session, and (b) DCs, NRIs and others who hosted sessions during the preparatory phase will likely also feed outcomes from these sessions into the discussions they will hold in December.

Expectations from MAG members during IGF 2021

10. The Secretariat and the MAG Chair will prepare written documentation to explain what is expected from MAG members during IGF 2021. To help prepare this, MAG members are encouraged to share their questions via the MAG list.

11. A meeting will be held between MAG members and the UN Under-Secretary-General for Economic and Social Affairs, Mr. Liu Zhenmin, in the context of IGF 2021. An informal, social gathering for MAG members present in Katowice could also be planned.

Updates from NRIs

12. Ms. Anja Gengo, IGF Secretariat, provided several updates regarding NRIs:

- NRIs have finalised the preparations for the main session they will host at IGF 2021. This will take the form of a dialogue, without pre-assigned speaking slots.
- In addition to the main sessions, NRIs are also engaged in five collaborative sessions. Moreover, a coordination session will be held on Day 0.

- At the NRI main session, a presentation will be given of a compendium highlighting digital policy priorities that have featured on the agenda of NRI meetings in 2021, compared to 2020.

13. MAG members are encouraged to join the NRIs coordination session and main session, as well as the DCs main session, as a way to foster more engagement with these communities and closer relationship between them and the MAG.

Annex I Meeting agenda

1. Welcome from the Chair (2 minutes)
2. Updates from the Host Country (5 minutes)
 - 2.1 Clarification on entry requirements for Poland in terms of type of vaccine (3 minutes)
3. Update from the IGF Secretariat (10 minutes)
 - 3.1 Update on guidelines for session organisers
 - 3.2 Update on the apps and tools and platforms that will be used at the IGF including demonstration on speaking queue tool
 - 3.3 Communications strategy and role for MAG members
4. Breakout groups: 3 to 5 groups depending on number of people in the meeting (40 minutes)

Each group will appoint a rapporteur and a facilitator and will discuss:

 - a. Take-aways from the intro sessions held during the preparatory and engagement phase*
 - b. Feedback on speaking queue tool vs. "hands" in Zoom*
 - c. Any outstanding questions/concerns/suggestions re. IGF2021*
 - 4.1 Group reports and discussion (20 minutes)
5. Update on the leadership panel process (2 minutes)
6. What is expected of MAG members during the IGF (5 minutes)
7. Organising recap session during annual forum of the preparatory and engagement phase (5 minutes)
8. MAG members getting together in Katowice for those that are there (2 minutes)
9. NRI and other intersessional updates
10. A.O.B

Annex II

Participants

Apologies noted from MAG members Maria Paz Canales, Rose Ofianga, Adam Peake, Arsene Tungali.

Last name	First name
MAG Chair	
Esterhuysen	Anriette
IGF 2021 Host Country	
Typiak	Przemyslaw
MAG members	
Afonso	Carlos Alberto
Andriamampionona	Hariniombonana
Attoumani Mohamed	Karim
Castex	Lucien
Charlton	Paul
Chen	Joyce
Choudhury	Amrita
Chukov	Roman
Dofel	Sook-Jung
Edoh	Afi
Espinosa	Amado
Fantinati	Mattia
Harsianti	Juliana
Radsch	Courtney
Seturi	Ucha
Tauchnitz	Evelyne
Zambrana	Roberto
UN DESA	

Kwok	Wai Min
Susar	Deniz
Representatives of international organisations	
Ferre Sanjuan	Laura
Russo	Lucia
Past and future IGF host countries	
Iida	Yoichi
Walpen	Livia
Other participants	
Carvell	Mark
Cassa	Concettina
Cohen	Frederic
Croll	Jutta
Galstyan	Lianna
Jallow	Adama
Kummer	Markus
Parris	June
Regoje	Nebojsa
Suto	Timea
Uduma	Mary
Wagner	Flavio
Wallis	Ben
IGF Secretariat	
Bobo	Luis
Degezelle	Wim
Gengo	Anja
Masango	Chengetai

Mazzucchi	Eleonora
Teleanu	Sorina
Fasolt	Marlene