

ANNOTATED AGENDA FOR MAG MEMBERS - 2nd IGF2020 Open Consultation and MAG Meeting, 15 to 19 June 2020

I. Context and meeting modalities

The second IGF 2020 Open Consultation and MAG Meeting will take place virtually over a five-day period from 15 to 19 June 2020. To facilitate an effective meeting, and to make it as easy as possible for MAG members to participate, the Secretariat and the Chair propose the following modalities:

- Meeting will take place over 5 days using Zoom features such as breakout group rooms and polls
- The Open Consultation will have French/English interpretation available
- All meeting plenaries will be captioned in English.
- Statements or briefings will be pre-recorded and made available on the IGF's YouTube account prior to the meeting
- Pre-meeting preparatory work will facilitate virtual decision-making
- Breakout group methodology and process will be pre-agreed before the meeting and facilitators and rapporteurs briefed
- There will be two types of breakout groups: Synchronous groups integrated into plenary timeslots and asynchronous breakout groups that will take place in different time-slots that are convenient for participants. These asynchronous breakout groups can take place at any time between the plenary from which they emerge, and the plenary they have to report back to.

II. Milestones to be achieved by the MAG before the meeting

- Workshop evaluation process done in accordance with [General Guidance](#) of the MAG Working Group on Workshop Evaluation Process.
- Review of workshops with a high degree of variance in scoring, and decision on whether any warrant further discussion.
- Consensus on which workshops proposals can be eliminated on the basis of overall poor quality. Flag **lower scoring workshops that are still in the pool that could add to programme cohesion** for further discussion. Produce final ranking of workshops per thematic track clustered into Green, Yellow and Red “baskets”.
- Identify possible sub-themes (where appropriate or desired) and assessment of extent to which high-scoring proposals cover the theme in each thematic track.
- At the discretion of each group, **update the thematic narrative based on insights gained from the scoring by 10 June.**
- Initiate discussion on **main sessions** (*e.g. whether we want one for each track and workshop proposals you feel would be better as main sessions*). What other topics could be the focus of main sessions? Keep in mind main sessions already under development (NRIs and “business models”).

ANNOTATED AGENDA

15 JUNE 2020: OPEN CONSULTATION DAY 1		
TIME (UTC)	AGENDA ITEM	GUIDELINES AND RESOURCES
08:00 – 10:00 UTC See in your time zone	Opening Session <ul style="list-style-type: none"> ● Welcome from Chair and adoption of agenda ● Welcome from Host Country Co-chair (Video message) ● Welcome from UNDESA ● Briefing on state of preparation for IGF 2020 by the IGF Secretariat followed by inputs from the IGF community and discussion ● COVID-19 and the IGF 	Presentations by Secretariat/Host country/Chair Participants to use speaking queue or raise hands in Zoom
10:00 - 10:15 UTC See in your time zone	<i>Join us for a virtual coffee-break! Participants will be randomly assigned to coffee tables</i>	Don't miss this short networking session. It will be a kind of ice breaker for people who have not met previously or worked together face to face. In particular this is an opportunity for MAG members to interact with others in the community.
10:30 - 11:30 UTC See in your time zone	Short overview of pre-recorded briefings from UN agencies, IGOs and other international Internet-governance related organizations/initiatives followed by Q & A <i>(Pre-recordings available at the IGF website and participants are expected to listen to them prior to the meeting)</i>	Presentation to be prepared by the Secretariat. All participants to view pre-recorded inputs prior to the meeting. Videos are available HERE .
11:30 - 12:00 UTC See in your time zone	Closing of day one of the Open Consultation by the MAG Chair	

From 13:00 - 16:00 UTC, the HLPDC Secretariat will host the *Implementation Dialogue on the HLPDC Reports Recommendation 5 A/B* - Streamed via <http://webtv.un.org/>

16 JUNE 2020: OPEN CONSULTATION DAY 2		
TIME (UTC)	AGENDA ITEM	GUIDELINES AND RESOURCES
10:30 – 11:00 UTC See in your time zone	Introduction to the second part of the Open Consultations <ul style="list-style-type: none"> • Welcome from chair and overview of the agenda • Welcome from UNDESA 	
11:00 – 12:00 UTC See in your time zone	Plenary Session I on IGF Best Practice Forums (BPFs) <ul style="list-style-type: none"> • Overview of 2020 BPFs, followed by reports and discussions 	BPF coordinators to prepare short reports (5 minutes). Videos prepared in preparation for the meeting are available HERE . Participants to use speaking queue or raise hands in Zoom
12:00 - 13:00 UTC	Break	
13:00 – 14:00 UTC See in your time zone	Plenary Session II on Dynamic Coalitions and National, Regional and Youth IGFs (NRIs)	DC coordinators to prepare short report (10 minutes). Presentation on NRIs by the Secretariat (video tbc).
14:00 UTC See in your time zone	Address by the United Nations Under-Secretary-General for Economic and Social Affairs, Mr. Liu Zhenmin Vice-Minister for International Affairs, Ms Makiko YAMADA of the Ministry of Internal Affairs and Communications	Live address by USG Liu.
14:15 - 15:15 UTC See in your time zone	Q&A on the UN Secretary-General’s Roadmap on Digital Cooperation with Under-Secretary-General Mr. Fabrizio Hochschild, Special Adviser to the Secretary-General	Live Q & A with USG Hochschild. Inputs from other Recommendation 5 A/B Champions present (Germany and the UAE) and key constituents (Switzerland, ICC BASIS,

		etc.). Participants to use the speaking queue or raise hands in Zoom.
15:15 - 15:30 UTC See in your time zone	Closing of Open Consultation by the MAG Chair	Participant poll to give input on design of a virtual IGF Meeting evaluation poll

17 JUNE 2020: MAG MEETING DAY 1				
TIME (UTC)	AGENDA ITEM	FOCUS	OUTPUTS	GUIDELINES AND RESOURCES
12:30 – 13:15 UTC See in your time zone	Opening Session	<ul style="list-style-type: none"> ● Adoption of agenda and welcome from MAG Chair ● Debrief from Open Consultations 	Adopted agenda. Apologies noted. List of suggestions to consider in planning.	Open discussion among MAG members. Use speaking queue or raise hands in Zoom. MAG members to rename themselves on Zoom to indicate which workshop evaluation group they were part of. E.g. Anna Engels - DATA/ENV Thumi Masala - INCL Maria Meresman - TRUST
13:15 - 13:30 See in your time zone	MAG members and other participants check-in, in breakout rooms (randomly-assigned breakout groups)		MAG members and other participants catch up with one another in breakout rooms	Participants will find themselves randomly assigned to a breakout room where they will have a chance to catch up with those they know, and meet those they don't. They will be moved back to the plenary room automatically at the end of this short session. It is important

				for MAG members to not skip this session as it is good experience should the IGF be convening virtually at any time.
13:30-14:30 UTC See in your time zone	MAG Plenary Session I	Reports (prepared prior to the meeting) from the 4 workshop evaluation groups (5 minutes per group) followed by discussion Issues to consider: <ul style="list-style-type: none"> ● Number of sessions (between 80 and 70 at this stage - there will be second round of vetting for virtual presentation) ● Number of sessions per track (minimum 10 per track maximum 25) 	Ranked workshops in each thematic track. Recommendations from workshop evaluation groups.	Workshop evaluation groups to have prepared, and uploaded, their recommendations/reports. Reports can be read HERE . Presentations of their recommendations to be no more than 7 minutes. These reports should include their recommendations on: <ul style="list-style-type: none"> ● Workshops ranked and clustered into Green, Yellow and Red baskets. ● Proposals for mergers ● Proposed subthemes for the theme ● Any other relevant recommendations for the MAG to consider
14:30 - 16:00 See in your time zone	1st breakout session: synchronous breakout groups in Zoom breakout rooms	<ul style="list-style-type: none"> ● Breakout into 4 workshop evaluation groups for discussion of feedback received during Plenary Session I. Reports to be presented on the following day. 	List of approved workshops (overall). List of proposals for mergers. First look at the overall programme thematic structure, including subthemes in each theme.	Workshop evaluation groups will get back together briefly to reflect on the input from the plenary on their reports and recommendations, and, on that basis, to finalise their: <ul style="list-style-type: none"> ● List of approved workshops ● Sub-themes ● Proposals for mergers ● Other recommendations (e.g. suggesting a workshop become a main session) ● (Optional) Preferences/ideas for a virtual IGF. E.g., should it be

				<p>compressed over a few days, or stretched out to accommodate more sessions?</p> <p>Each group has to have a facilitator and rapporteur, named HERE.</p> <p>Rooms will be pre-created and MAG members assigned to them based on which evaluation group they were part of.</p>
16:00 - 16:15	<p>Feedback from MAG members on meeting progress</p> <p>Next steps</p> <p>Closing by MAG Chair</p>			<p>Groups will not report back into this plenary. We assume many people would have had to go sleep. This plenary will be simply to check that the progress is on track and make sure everyone knows what to expect for the following day.</p>

18 JUNE 2020: MAG MEETING DAY 2

TIME (UTC)	AGENDA ITEM	FOCUS	OUTPUTS	GUIDELINES AND RESOURCES
<p>13:00 – 14:30 UTC See in your time zone</p>	<p>Plenary Session II</p>	<ul style="list-style-type: none"> ● Overview of meeting progress and welcome from MAG Chair ● Notes on participation for MAG members and observers. Request to MAG members to use voice and to all participants to mute when not speaking ● Reporting in from the breakout groups (final list of workshops) ● Secretariat to display final list of subthemes, and workshops if reports received in time. 	<p>Agreed final list of workshops</p> <p>Agreed subthemes per thematic track</p>	<p>Breakout group facilitators and rapporteurs to upload reports prior to the meeting. They will then present their final decisions to plenary:</p> <ul style="list-style-type: none"> - List of approved workshops - Sub-themes - Proposals for mergers - Other recommendations (e.g. suggesting a workshop become a main session) - Initial ideas for how to approach a virtual IGF2020 <p>Discussion among all MAG members and final decision on selection of proposals and those that will be proposed for mergers or different formats.</p> <p>Suggestions for how to approach planning a virtual IGF.</p>
<p>14:30 – 14:40 UTC</p>	<p>Break</p>			
<p>14:40 - 15:30 UTC See in your time zone</p>	<p>Plenary Session III</p>	<ul style="list-style-type: none"> ● Introduction to IGF main sessions discussion ● Secretariat will display main session topics currently on 	<p>Agreed methodology on main sessions. Topics for main sessions.</p>	<p>Chair and secretariat will start the session by recalling suggestions already received through the OC and from MAG evaluation groups. The floor will then be open for questions of</p>

		the table and instructions for breakout group discussions (Secretariat, MAG Chair and group facilitators).	Number of main sessions. Guidelines for organising “Introductory and Concluding” sessions. Agreement on which main session working groups will continue to work on developing the programme after this meeting.	clarification, but the main discussion will be in breakout groups. These breakout groups will NOT BE THE SAME AS THE PREVIOUS workshop evaluation’ groups. They were formed based on a Doodle poll where MAG members selected time slots convenient for them. Volunteer facilitators and rapporteurs will be assigned to each group. Zoom rooms to be created by the Secretariat and details shared on the MAG webpages.
1-hr slots TBD	2nd breakout session: Asynchronous breakout groups	Breakout into 4 groups for discussion of main sessions. MAG members can select their group based on timeslots. Reports will be shared the next day.		

19 JUNE 2020: MAG MEETING DAY 3

TIME (UTC)	AGENDA ITEM	FOCUS	OUTPUTS	GUIDELINES AND RESOURCES
<p>12:30 – 14:00 UTC See in your time zone</p>	<p>Plenary Session IV</p>	<ul style="list-style-type: none"> ● Overview of the agenda and welcome from MAG Chair ● Reports from breakout groups ● MAG discussion on main sessions ● Next steps on main sessions 	<p>Recap on Agreement on main sessions with short descriptions of each (bullet points or short paragraph). Agreed next steps on further development of the programme.</p>	<p>Breakout groups to put their reports online prior to the start of the meeting. They will have 5 minutes to report. These reports should include recommendations on:</p> <ul style="list-style-type: none"> ● Topics for main sessions. ● Number of main sessions. ● Guidelines for organising “Introductory and Concluding” sessions. ● Proposals for how to continue to work on developing the programme after this meeting. <p>Discussion in plenary will determine what main sessions the IGF 2020 will include. If needed, a synchronous breakout session can be introduced to refine plans and proposals.</p>
<p>14:00 - 14:15 UTC</p>	<p>Break</p>			
<p>14:15 - 15:15 UTC See in your time zone</p>	<p>Plenary Session V</p>	<ul style="list-style-type: none"> ● Recap of what we need to consider in planning a virtual IGF ● IGF 2020 processes: next steps ● AoB ● Closing and agree on date for next call 		

Overview: MAG plenaries & breakout groups:

- **Open Consultations Day 1 [15 June]** | *total duration: 3 hrs 30 min*
- **Open Consultations Day 2 [16 June]** | *total duration: 4 hrs*
- **MAG meeting Day 1 [17 June]** | *total duration: 3 hrs*
 - Plenary Session I on workshops: 13:30 - 14:30 UTC (*total duration: 1 hr*)
 - Breakout groups on workshops: 14:30 - 15:30 UTC |
- **MAG meeting Day 2 [18 June]** | *total duration: 2 hrs 30 min*
 - Plenary session II on workshops: 13:00 - 14:00 UTC (*total duration: 1 hrs*)
 - Plenary session III on main sessions: 14:00 - 14:30 UTC (*total duration: 1 hr*)
 - Breakout groups on main sessions: *1 hr timeslot to be determined based on a doodle poll*
- **MAG meeting Day 3 [19 June]** | *total duration: 2 hrs 20 min*
 - Plenary session II on workshops: 13:00 - 14:30 UTC (*total duration: 1 hr 30 min*)
 - Plenary session III on main sessions: 14:40 - 15:30 UTC (*total duration: 50 min*)
 - Breakout groups on main sessions: *1 hr timeslot per [this schedule](#)*