



**IGF** Internet  
Governance  
Forum

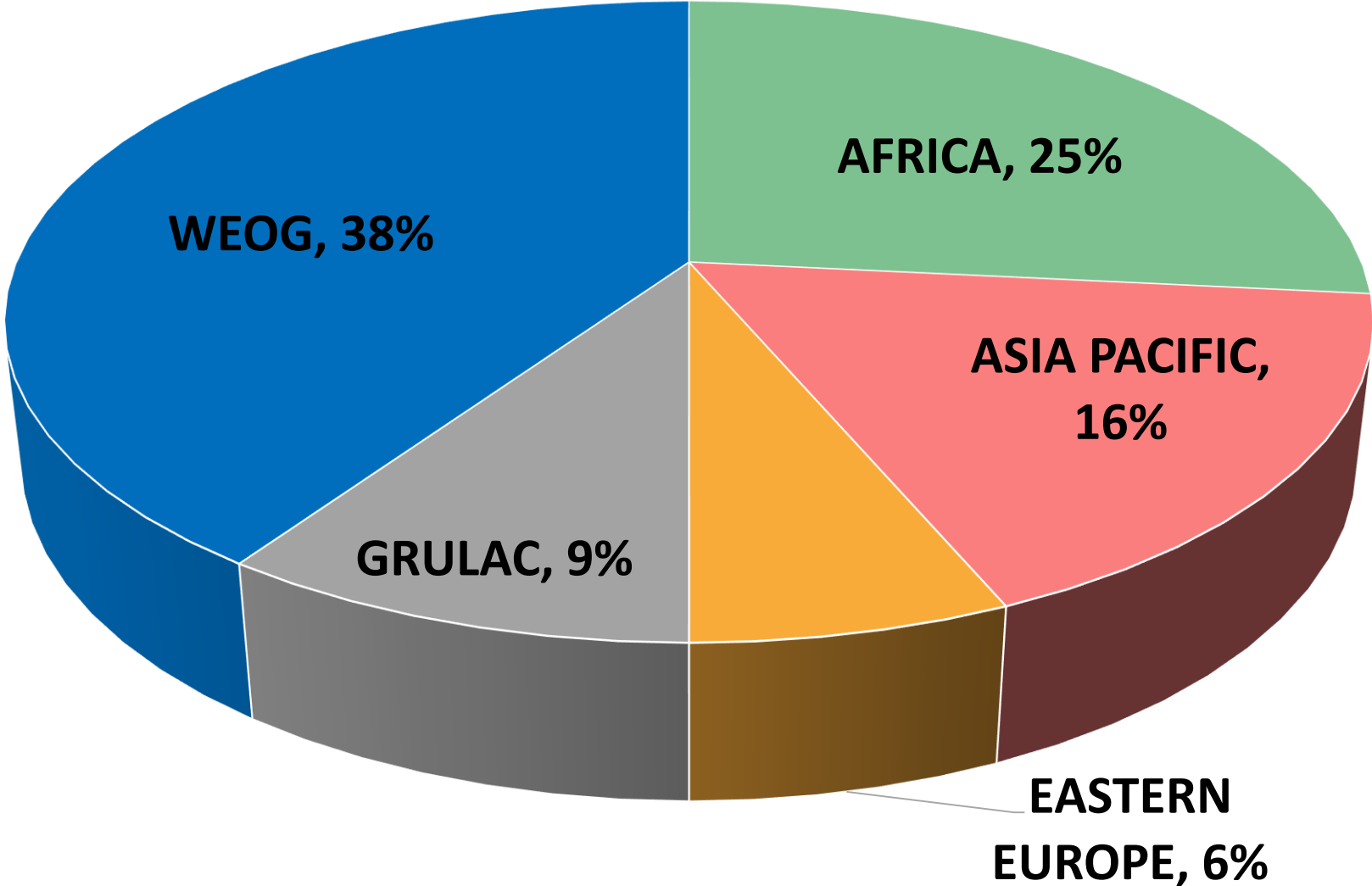
# **IGF ENGAGEMENT AND OUTREACH WORKSHOP**

*- Special focus on strengthening participation of the Asia Pacific region at the IGF 2019 processes -*

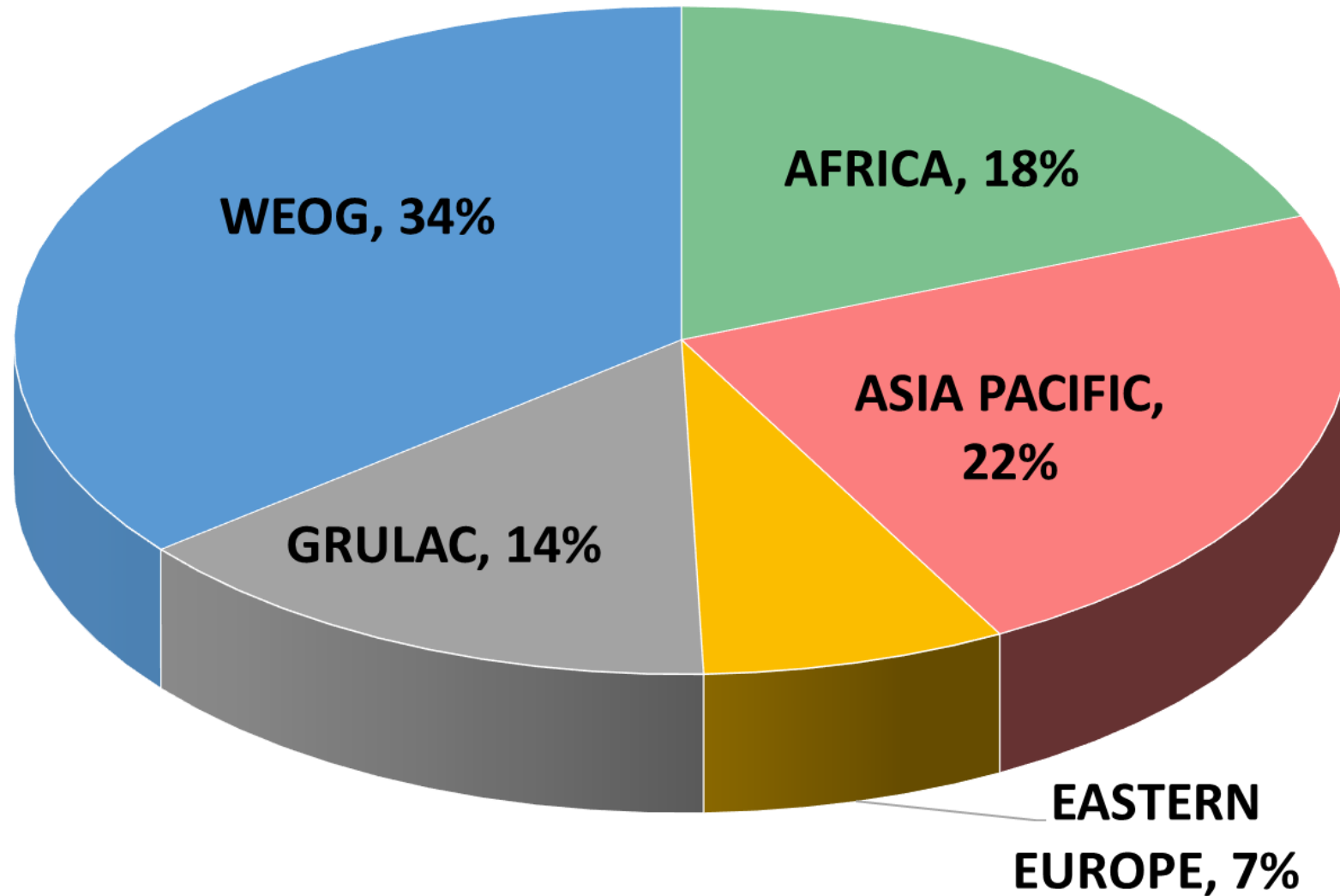
**ICANN64 Meeting, 12 March 2019 at 17:00-18:30 p.m.  
Kobe, Japan**

*Prepared by the IGF Secretariat*

# Breakdown of onsite participants by regions



# Breakdown of online participants by regions



# How to Participate at the IGF 2019?

**A. Workshops**

**B. Other sessions** (open forums, dynamic coalitions, lightning sessions, NRIs sessions)

**C. Join the intersessional work** (Best Practice Forums and Dynamic Coalitions)

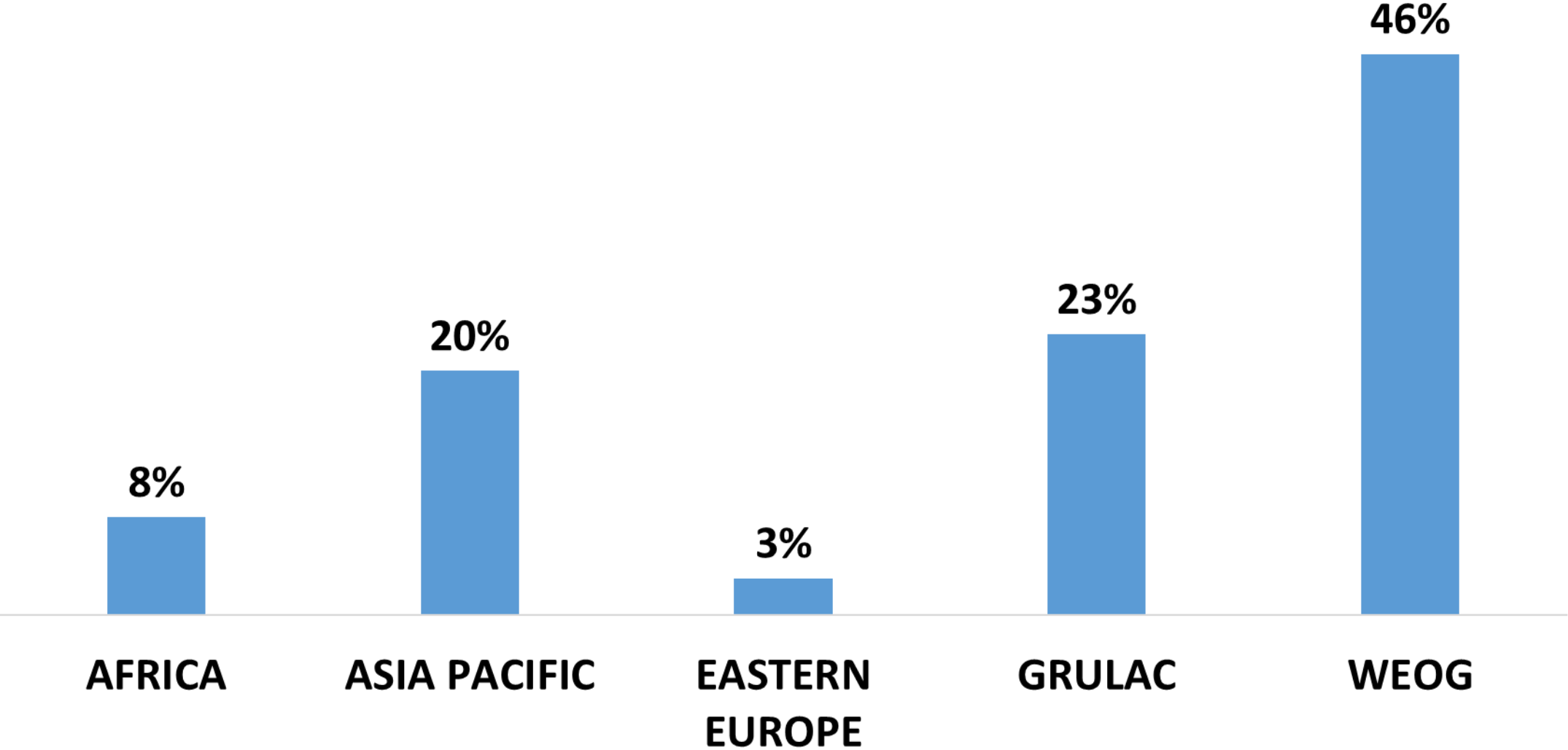
**D. Join onsite or online the annual meeting**

# A. IGF 2019 Workshop System

## **Identified problem:**

**Need to increase visibility and participation especially from the Asia Pacific communities**

# Received workshop proposals by regions



# IGF 2019: Call for Workshops Timeline

Call for Workshop Proposals Open  
4 March 2019

*4 weeks*

Call for Workshop Proposals Closed  
12 April 2019

*3 weeks*

IGF Secretariat Screening and MAG Evaluation of received proposals  
15 April – 5 June 2019

*4 weeks*

Announcement of accepted Proposals  
After 2<sup>nd</sup> MAG face-to-face meeting, 5 – 7 June 2019

# Workshop Minimum requirements

- Proposers are not MAG members
- Subject relevant to Internet governance and thematic narratives
- All 18-segment proposal form fields completed
- Minimum 3 provisional confirmed speakers (a speaker who has been contacted and expressed interest and intent to participate)
- Report submitted for previously held workshops



# IGF 2019 Call for Workshops

RELEVANCE

POLICY  
QUESTION(S)

DIVERSITY

CONTENT

FORMAT

INTERACTION

## Workshop Evaluation Criteria

# **How to submit a good workshop proposal?**

**Step-by-step guide**

# IGF 2019 Workshop Proposal Form

## IGF 2019 Workshop Proposal Form

### 1. Proposer (Contact Person)

Primary Contact Information for the Proposal - Please provide the following information for the primary contact for managing the workshop proposal and any communication with the [IGF Secretariat](#).

Gender \*

Female ▼

Family Name \*

Gengo

Given Name \*

Anja

Nationality \*

Bosnia and Herzegovina ▼

E-mail \*

agengo@unog.ch

Stakeholder Group \*

Intergovernmental Organization ▼

Note: "Government" means "Representatives assigned by their respective Government". Note: "Intergovernmental Organization" means "Representatives of treaty based organizations".

Regional Group \*

Eastern European Group ▼

To find the explanation of the regional groups, please [click here](#).

Organization \*

IGF

Country where Organization is based \*

- Select - ▼

- IGF 2019 Workshop Proposals submission deadline: **12 April 2019, 23:59 p.m. UTC**
- 18-section Workshop Proposal Form available at the IGF website: <https://www.intgovforum.org/multilingual/content/igf-2019-workshop-proposal-form>

# IGF 2019 Call for Workshops: Thematic Approach

2. Theme

Please select the Theme of your proposal from the possible options below.

**Theme \***

- Select -

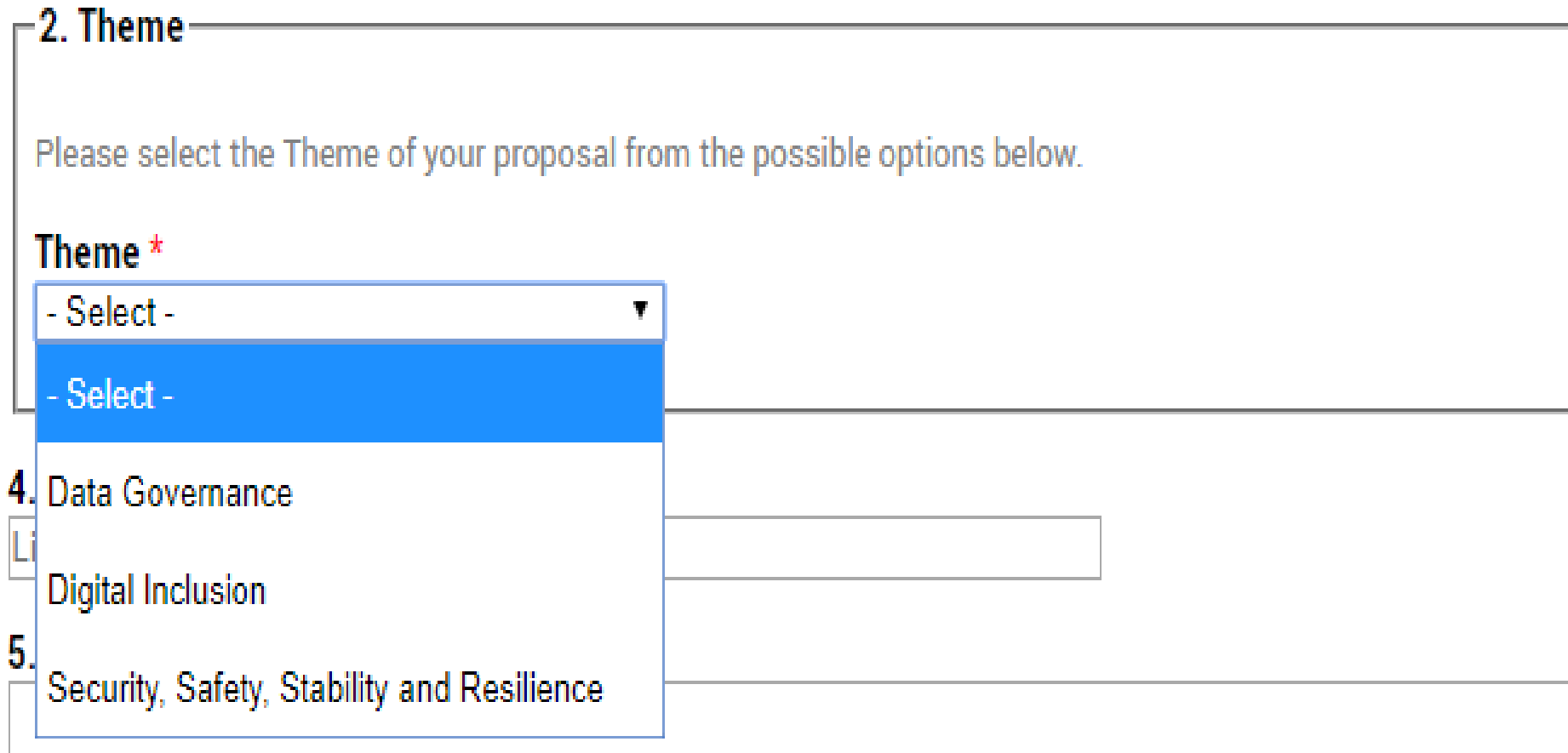
- Select -

4. Data Governance

Li

Digital Inclusion

5. Security, Safety, Stability and Resilience



- MAG developed narratives on each of 3 themes and proposed illustrative policy questions as examples
- Narratives appear once you click on it in the form

# IGF 2019 Workshops: Thematic Narratives

## 2. Theme

Please select the Theme of your proposal from the possible options below.

### Theme \*

Digital Inclusion ▼

Digital Inclusion is a term that encompasses a broad sector of key Internet governance issues. IGF 2019's The Digital Inclusion track aims to provide a framework for assessing and considering the various elements and policies which can improve access to equitable opportunities in a digital age. Digital Inclusion is about both identifying those with less or no access to the Internet (e.g. underserved communities, marginalized groups, the minorities, people with disabilities or people lacking digital literacy) and it is about activities related to the achievement of an inclusive information society.

Inclusion also means bringing everyone to the discussion table and ensuring everyone's voice is heard and treated equally in the decision-making processes. Digital inclusion is about having the right access, skills, motivation and trust to confidently go online. Furthermore, fostering digital inclusion contributes to a stronger economy and enhanced economic development through shared wealth, shared employment, and equal opportunity for all.

**Associated Sustainable Development Goals (SDGs): 1, 3, 4, 5, 7, 8, 9, 10, 11, 12, 16**

### Illustrative policy questions:

1. What factors should be considered when seeking to understand and tackle affordability issues, and how might improvements be made?
2. How can we better utilize primary and secondary schools and tertiary educational facilities to promote and to deliver on digital literacy to their communities and should digital literacy be a fourth pillar of education, alongside reading, writing and maths?
3. How do we ensure that Internet governance processes are truly inclusive? What needs to be done to enhance the capacity of different actors (and especially those in developing and least-developed countries) to actively contribute to such processes and whose responsibility is it?

- **Narratives followed by illustrative policy questions**
- **Narrative contains associated SDGs**
- **Form allows to propose additional policy questions and SDGs**

# IGF 2019 Workshops: Thematic Narratives

Please select the issue(s) covered by your proposal from the subset of tags in the menu below. You can start writing to find possible tags. In the particular case that a specific issue is not represented in any way with the already existent tags, you can **add it** (a new window appears - "Add Term"): your new created tag(s) will become selectable in the menu below if you click "Save Draft" at the bottom of the proposal form and reload this page.

## 3. Issues

- Access
- Accessibility
- Affordability
- Community Networks
- Design for Inclusion
- Digital Divide
- Digital Literacy
- Economic Development
- Emerging Technologies
- Infrastructure

- Choose from the list of suggested issues/tags or
- Propose your own tag
- Suggested tags based on tags from the IGF Call for Inputs

# Workshop Form: Add your Tag

SubThemes2019Inclusion

LIST

EDIT

MERGE TERMS

MANAGE FIELDS

MANAGE DISPLAY

TRANSLATE

Description

Describe Your Tag (not mandatory!)

Text format iFrame

[More information about text formats](#)

Name \*

Assign Term to your Tag (mandatory!)

*Tip: make it short and self-explanatory (e.g. gender divide)*

RELATIONS

URL PATH SETTINGS (AUTOMATIC ALIAS)

Generate automatic URL alias

Uncheck this to create a custom alias below. [Configure URL alias patterns.](#)

URL alias

Optionally specify an alternative URL by which this term can be accessed. Use a relative path and don't add a trailing slash or the URL alias won't work.

XML SITEMAP

META TAGS

Save

**SAVE YOUR INPUT !**

# Workshop Form: Policy Question(s) Criteria

## 4. Workshop Session Title \*

Limit 60 characters

## 5. Policy Question(s) \*

Please select which of the above policy questions will be addressed during the workshop.

## 6. Relevance to Theme \*

Please explain how the proposed session will contribute to the narrative of the selected theme.

- Add session Title
- Assign policy questions to your proposal. Choose from list of suggested policy questions (that follows the narrative description, s13) or propose your own.  
*Tip: Policy question should encourage dialogue and discussion; neutral wording; not presuppose the outcome.*
- **Indicate how your proposal is relevant to the chosen Theme.**  
*Tip: Read carefully the narrative of your theme and respond: How do you contribute to the thematic narrative? Why to discuss this issue? How to address it? What do you achieve with the discussion?*



# Workshop Form: Relevance Criteria

## 7. Relevance to Internet Governance \*

"Internet governance is the development and application by Governments, the private sector and civil society, in their respective roles, of shared principles, norms, rules, decision-making procedures, and programmes that shape the evolution and use of the Internet."

Explain how your proposed session relates to Internet Governance

- How your proposal relates to the Internet Governance? Why to address proposed matter and what you aim to achieve?
- **Tip:** Refer to the WGIG Definition of Internet Governance: *Internet governance is the development and application by Governments, the private sector and civil society, in their respective roles, of shared principles, norms, rules, decision-making procedures, and programmes that shape the evolution and use of the Internet.*

# Workshop Form: Format Criteria

8. Workshop Session Format

- Select -

- Select -

Birds of a Feather - Auditorium - 30 Min

Birds of a Feather - Auditorium - 60 Min

Birds of a Feather - Auditorium - 90 Min

Birds of a Feather - Classroom - 30 Min

Birds of a Feather - Classroom - 60 Min

Birds of a Feather - Classroom - 90 Min

Break-out Group Discussions - Flexible Seating - 90 Min

Break-out Group Discussions - Flexible Seating - 90 Min

Break-out Group Discussions - Round Tables - 60 Min

Break-out Group Discussions - Round Tables - 90 Min

Debate - Auditorium - 60 Min

Debate - Auditorium - 90 Min

Debate - Classroom - 60 Min

Debate - Classroom - 90 Min

Round Table - Circle - 60 Min

Round Table - Circle - 90 Min

country or under-represented region?

terms of organizers and/or speakers,  
of the diversity criteria listed below.

- **Form suggests different formats and allows stakeholders to suggest new session formats (type+duration: break-out group discussions, roundtable, debate, birds of a feather, flash sessions, panel etc.)**
- **Important criteria:** How is the session description consistent with the proposed format?

# Workshop Form: Diversity Criteria

## 9. Diversity

a. Is this the first time you are organizing a workshop?

- No
- Yes

b. Are you and/or your co-organizers coming from a developing country or under-represented region?

- No
- Yes

### Diversity Options

c. Is the list of people contributing to the session, in terms of organizers and/or speakers, diverse? Workshops should clearly match at least 3 of the diversity criteria listed below. Please select the ones you will be able to address

i. Gender

- No
- Yes

ii. Geography

- No
- Yes

iii. Stakeholder Group

- No
- Yes

iv. Policy Perspective

- No
- Yes

v. Persons with disabilities

- No
- Yes

- IGF is an inclusive, global Forum
- Minimum criteria condition: at least 3 elements indicated in the form, related to diversity of speakers and organizers across:
  - a) Stakeholder groups
  - b) Gender
  - c) Regions
  - d) Policy perspectives
  - e) Inclusion of people with disabilities
  - f) Inclusion of Youth
  - g) Inclusion of developing countries
  - h) Inclusion of first-time participants
  - i) Inclusion of host country communities to foster local participation

# Workshop Form: Diversity Criteria

vi. Youth

- No
- Yes

vii. Have you invited communities from the host country, such as local German organizations, to contribute as speakers or co-organizers in your workshop?

- No
- Yes

Please explain how and what you plan to do to remedy the above criteria you are not able to address at the time the proposal is submitted

- Space for providing explanation how diversity will be achieved/strengthened post-submission

# Workshop Form: Content Criteria

## 10. Workshop Session Description \*

**Tips:**

- What is the objective of your session?
- What issues and policy questions the session will discuss?

- Outline the session agenda
- Will the session produce any outcomes? Elaborate!
- Reflect how the session will be facilitated (methodology)

Please provide an outline for the session, including a description of the intended agenda for the session, and the issues that will be discussed. You may also explain how the methodology will support practical outcomes, substantive policy discussions, and how discussion will be facilitated during the session

## 11. Workshop Session Expected Outcomes \*

**Tips:**

- Outline what do you expect the session will produce
- Who will benefit and how?

Please provide the session's expected outcomes.

# IGF 2019 Workshop Proposal Form

## 12. Organizers Information

Organizers or co-organizers typically manage the content, speakers and planning for the workshop; they are the group of persons responsible for the workshop. If as a proposer you are part of the Organizing Team, please add yourself to the list. Moderators and Rapporteur should also be listed as part of the Organizing Team. The MAG recommends two or more co-organizers.

The MAG will be closely reviewing the listed organizers for diversity, primarily in terms of gender, regional group, and stakeholder group, and will take into account youth, persons with disabilities, and policy perspectives.

**YOU MUST COMPLETE THE TWO STEPS BELOW FOR YOUR PROPOSAL TO BE SUBMITTED:**

**Step 1:** Please **check if your organizers are already in the IGF Community system** (a new window will appear to check by email address). If the organizer is not yet in the system, please **add her/his profile** (a new window with form will appear). Once all your organizer profiles are in the system, you can go to the next step.

**Step 2:** Please write in the field below the email addresses of all your organizers, separated by commas.

**Important Note:** The organizers whose email addresses you provide below must have had profiles created by you or already be in the system (Step 1 above).

**Email addresses of organizers (comma separated) \***

**Tip:** Make sure you indicate the online and onsite moderators and rapporteurs as organizers

# IGF 2019 Workshop Proposal Form

## 13. Speakers

Please note that the [MAG](#) would like to see that at least three of your speakers have been contacted about their prospective participation in this workshop and indicated their intent to participate. **Listing three (3) speakers is required for your proposal to be considered complete and eligible for evaluation (as per the 'Stage 1' minimum criteria).** Listing more than 5 (five) speakers is discouraged.

The MAG will be closely reviewing the listed speakers for diversity, primarily in terms of gender, regional group, and stakeholder group, and will take into account youth, persons with disabilities, and policy perspectives.

**YOU MUST COMPLETE THE TWO STEPS BELOW FOR YOUR PROPOSAL TO BE SUBMITTED:**

**Step 1:** Please **check if your speakers are already in the IGF Community system** (a new window will appear to check by email address). If the speaker is not yet in the system, please **add her/his profile** (a new window with form will appear), ensuring the Biography and Specialty fields are completed. Once all your speaker profiles are in the system, you can go to the next step.

**Step 2:** Please write in the field below the email addresses of all your speakers, separated by commas. These speakers will be considered provisionally confirmed for this workshop. The speakers will also receive an automated email informing them they have been listed in your proposal and will have the option to contact the IGF Secretariat if they wish to be removed from the proposal.

**Important Note:** **The speakers whose email addresses you provide below must have had profiles created by you or already be in the system (Step 1 above).**

**Email addresses of provisionally confirmed speakers (comma separated) \***

**Speakers Confirmation \***

I have contacted the selected speakers. They have expressed interest and intent to participate.

Please provide any additional explanation on the communication with the speakers, for example any necessary clarification on the speakers' availability to participate:

- **Minimum requirements: 3 speakers provisionally confirmed, respecting the diversity criteria**
- **Propose up to 5 speakers**
- **Make sure the proposed speakers are registered at the IGF website as community members. If not, register them**
- **If needed, explain at what communication stage you are with proposed speakers**

# IGF 2019 Workshop Proposal Form

## 14. Moderators

The Online Moderator must already be listed as one of the Organizers in Question 12. Please specify in this field which of the Organizer email addresses corresponds to the Online Moderator.

The Onsite Moderator must already be listed as one of the Organizers in Question 12. Please specify in this field which of the Organizer email addresses corresponds to the Onsite Moderator.

## 15. Rapporteur \*

The Rapporteur must already be listed as one of the Organizers in Question 12. Please specify in this field which of the Organizer email addresses corresponds to the Rapporteur.



# Workshop Form: Interaction Criteria

## 16. Session Interaction and Participation

a. Explain how the session organizers plan to facilitate and encourage interaction and participation during the session

b. Are you aware that the IGF provides access and support for remote participants through an Official Online Participation Platform?

No

Yes

c. Are you planning to use other complementary tools/platforms to increase participation and interaction during the session?

No

Yes

- **How do you plan to engage all participants (speakers and other attendees) in the discussion?**
- **How do you plan to engage the online participants?**
- **Contact the IGF Secretariat to get explanation on its official online participation platform**

# Workshop Form: Support Documents (optional)

## 18. Optional Documentation

Background materials, framework document, policy documents, recent supporting documentation

### Additional Reference Document Link

### Additional Background Paper

No file chosen

Files must be less than 2 MB.

Allowed file types: pdf.

\* **'Save Draft'** below is to save and edit your proposal. When clicking this button you are NOT submitting your proposal for evaluation.

\* **'Submit'** is for submitting your complete and final proposal for evaluation. No editing can be done after submission. Please, be sure to click on this button before submission deadline, **12 April 2019 23:59 UTC**.

- If you have any supporting documents, add them here
- This field is not mandatory, but it can help the MAG in understanding better your proposal
- Add: Research results, policy documents, additional background papers etc.
- Save Draft, Review a few times and submit by **12 April 2019 23:59 p.m. UTC**

# UN 2030 Agenda for Sustainable Development

## 17. Relation to SDGs \*

- GOAL 1: No Poverty
- GOAL 2: Zero Hunger
- GOAL 3: Good Health and Well-Being
- GOAL 4: Quality Education
- GOAL 5: Gender Equality
- GOAL 6: Clean Water and Sanitation
- GOAL 7: Affordable and Clean Energy
- GOAL 8: Decent Work and Economic Growth
- GOAL 9: Industry, Innovation and Infrastructure
- GOAL 10: Reduced Inequalities
- GOAL 11: Sustainable Cities and Communities
- GOAL 12: Responsible Production and Consumption
- GOAL 13: Climate Action
- GOAL 14: Life Below Water
- GOAL 15: Life on Land
- GOAL 16: Peace, Justice and Strong Institutions
- GOAL 17: Partnerships for the Goals

- **Indicate which UN Sustainable Development Goals (SDGs) are related to your proposal**
- **Inform yourself about the SDGs at:**  
[www.sustainabledevelopment.un.org](http://www.sustainabledevelopment.un.org)
- **Go back to the 2. 'Theme' section and see which of the UN SDGs were suggested by the MAG and reconsider marking them**

## B. Participate in other sessions

- **Dynamic Coalitions Sessions:** join the DCs and engage in preparatory process for organizing individual sessions at the IGF
- **Open Forums:** Governments, IGOs, treaty-based and international organizations welcome to host open forums
- **NRIs Sessions:** partner with other NRIs on a topic of mutual interest
- **Lightning Sessions:** submit workshop proposal and if not accepted ask to hold a lightning session

# C. Join the IGF Intersessional Work

## Dynamic Coalitions (DCs):

1. Accessibility and Disability
2. Blockchain Technologies
3. Child Online Safety
4. Community Connectivity
5. Core Internet Values
6. DNS Issues
7. Gender and Internet Governance
8. Innovative Approaches to Connecting the Unconnected
9. Internet Rights and Principles
10. Network Neutrality
11. Platform Responsibility
12. Public Access in Libraries
13. Publicness
14. Schools of Internet Governance
15. Small Island Developing States in the Internet Economy
16. Internet of Things
17. Youth Coalition on Internet Governance

## • Best Practice Forums (BPFs):

1. Gender and Access
2. Cybersecurity
3. IoT, Big Data and AI
4. Local Content

## How to participate:

- Regular bimonthly virtual meetings
- Calls for contributions
- Dedicated session at the IGF
- *Tip: Subscribe to mailing lists*

# Join the work of 114 NRIs



# D. Participate at the IGF 2019



- **SAVE THE DATE**

14<sup>th</sup> Annual IGF Meeting will be hosted by the Government of Germany in Berlin from 25 to 29 November 2019

- **EXPECT**

2 000+ participants from 150+ different countries

- **NETWORK**

170+ different sessions. Governments, civil society, technical community, private sector stakeholders from around the world



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**CONTACT THE IGF SECRETARIAT**

**[igf@un.org](mailto:igf@un.org)**

**Thank You for Your Attention!**

**Thank you ICANN64 for hosting us!**

**Thank you IGFA for supporting us!**

**We look forward to seeing you all at the IGF 2019!**

**شكرا 谢谢 Thank You Merci Спасибо Gracias**

*Prepared by the IGF Secretariat*