

IGF Annual Programme Overview

Internet Governance Forum (IGF) Multistakeholder Advisory Group (MAG): Terms of Reference

The Internet Governance Forum (IGF) Multistakeholder Advisory Group (MAG) was established by the United Nations Secretary-General in 2006 to assist the Secretary-General in convening the annual IGF Meeting by preparing the programme and schedule. MAG members serve in their personal capacity, but are expected to have established linkages with their respective stakeholder groups.

I. Responsibilities:

The primary purpose of the MAG is to advise the Secretary-General on the programme and schedule of the Internet Governance Forum meetings. Concerted efforts should be made by the MAG to improve the IGF process through community consultations, outreach and stakeholder engagement. With the main aim of advising the UN Secretary-General on the programme and schedule for the annual IGF Meeting, the MAG is expected to carry out the following tasks:

- Develop the detailed programme and schedule of the annual IGF meetings, including the identification of themes, sub-themes and issues taking into account inputs of all relevant stakeholders;
- Determine how best to plan and organise the annual IGF meeting;
- Organise main sessions and where necessary participate in dedicated thematic working groups;
- Select workshops and facilitate the organisation of workshops;
- Coordinate panels and provide support and guidance to panellists, moderators and speakers at the annual meeting;
- Support IGF intersessional work;
- Promote the work of the IGF amongst all stakeholders; foster multistakeholder participation and collaboration at the annual IGF meetings and intersessional work;

(The UN SG's office reserves the right to adjust the programme & schedule recommended by the MAG)

PROGRAMME COMPONENT	DESCRIPTION	SESSION DURATION	SELECTION/ OVERSIGHT/ RESPONSIBILITY	STATUS IN 2017	RESOURCE LINKS
Opening / Closing Ceremonies & High-Level or Ministerial Events	<p>Since their inception, annual IGFs have had formal relationships with the countries hosting them through UN “host country agreements”. As part of this, ceremonies at the beginning and end of the meeting are used not only to officially ‘open’ and ‘close’ the programme, but also to give the hosting governments a platform to welcome participants and play a role in coordinating the interventions of high-level government speakers, who use the visibility of the ceremonies to address their IG-related agendas. According to the host country’s preference, a high-level/ministerial side meeting or pre-meeting can also be organized. In addition, the closing proceedings have included an ‘open mic’ segment for participants.</p>	<p>Between 1.5 and 3 hours</p>	<p>(Host Country and the UN)</p>	<p>There will be the traditional opening and closing ceremonies, as well as an ‘open mic’ session. Rather than hold a ministerial pre- or side meeting, the Swiss host country has decided to organize an open and inclusive high-level thematic session, similar to a main session in order to better integrate these high level meetings within the IGF itself and following more traditional multistakeholder patterns.</p>	<p>http://www.intgovforum.org/multilingual/content/igf-2016-day-1-main-hall-setting-the-scene-orientation-opening-ceremony (*2016 link for reference)</p> <p>http://www.intgovforum.org/multilingual/content/igf-2016-day-4-main-hall-closing-ceremony (*2016 link for reference)</p>
Main Sessions	<p>Main sessions are intended to recognize broad and current IG issues of importance. They are held in the largest possible room in IGF venues, usually with interpretation, with the understanding that the issues under discussion are relevant to all participants. Because of this, and their generally longer duration, they also have the potential to attract high-level speakers. The main</p>	<p>Between 1.5 and 3 hours</p>	<p>(MAG Members)</p>	<p>There are 6 main sessions in the programme.</p>	<p>https://www.intgovforum.org/multilingual/content/igf-2017-main-sessions</p> <p>https://www.intgovforum.org/multilingual/index.php?q=filedepot_download/4931/648</p> <p>https://www.intgovforum.org/multilingual/index.php?q=filedepot_download/4931/649</p>

	<p>sessions are determined by the MAG, usually at one of the early face-to-face meetings, with teams of MAG facilitators working on each session. The sessions are different from traditional 'plenary sessions' as other sessions are taking place simultaneously.</p>				<p>https://www.intgovforum.org/multilingual/index.php?q=filedepot_download/4223/681</p> <p>https://www.intgovforum.org/multilingual/index.php?q=filedepot_download/3813/669</p>
Workshops	<p>Proposals for IGF workshops are publicly solicited then evaluated and selected by the MAG over a roughly three-month period. Once selected, the Secretariat conducts any needed follow-up with the workshop organizers and maintains the communication with them. Both before and after selection, MAG members are encouraged to provide organizers with substantive support. Workshops can make up anywhere between two thirds to three quarters of the IGF programme.</p>	<p>1.5 hours/ 1 hour/ .5-hour 'flash sessions' (majority are 1.5 hours)</p>	<p>(MAG Members, with support from IGF Secretariat)</p>	<p>There are 99 workshops in the programme, classified according to 8 different themes. These themes are derived from the workshops selected.</p>	<p>https://www.intgovforum.org/multilingual/content/igf-2017-call-for-workshop-proposals</p> <p>https://www.intgovforum.org/multilingual/content/mag-workshop-review-and-evaluation-process-for-igf-2017</p> <p>https://www.intgovforum.org/multilingual/workshop-proposals-2017</p> <p>https://www.intgovforum.org/multilingual/content/igf-2017-workshop-selection-results</p> <p>https://www.intgovforum.org/multilingual/index.php?q=filedepot_download/3813/669</p>
Open Forums	<p>Open forums are sessions proposed and organized by Governments, intergovernmental organizations (IGOs) / treaty-based international organizations or global organizations with international scope and presence. Traditionally they are a way for those bodies to give briefings on their recent IG-related activities, although organizers have the</p>	<p>1 hour</p>	<p>(IGF Secretariat; MAG is given advance notice of the selection and the criteria for Open Forums have been shared)</p>	<p>There are 44 open forums in the programme. For the first time this year, the open forums are being classified into themes, as is done with workshops.</p>	<p>https://www.intgovforum.org/multilingual/content/igf-2017-call-for-open-forums</p> <p>https://www.intgovforum.org/multilingual/igf-2017-open-forums</p>

	flexibility to make their sessions more thematic in focus, and this is being actively encouraged. The sessions are accepted into the programme if the organizations meet the IGF Secretariat's criteria for what constitutes a Government, IGO or global "Internet" organization. From year to year exceptions have been made, schedule space permitting.				
Best Practice Forum (BPF) Sessions	Each BPF approved by the MAG receives a slot in the annual meeting schedule in order to present its outcome document.	1.5 hours	(MAG/IGF Secretariat) Automatically given a slot.	There are 3 BPF sessions in the programme this year.	https://www.intgovforum.org/multilingual/content/bpf-cybersecurity-1 https://www.intgovforum.org/multilingual/content/bpf-gender-and-access-1 https://www.intgovforum.org/multilingual/content/bpf-local-content-0
Major intersessional policy program: Connecting & Enabling the Next Billion(s) (CENB)	The Policy Options for Connecting and Enabling the Next Billion(s) is a community driven process started during the IGF 2015 preparatory cycle. The final output documents from the first two phases are available, and the preparatory process is underway for IGF 2017.	1.5 hours/ presented as part of a Main Session	(MAG Members)	This is the 3rd phase. This year's work will build on the IGF community's past two years of work on the theme of promoting meaningful access.	https://www.intgovforum.org/multilingual/content/igf-policy-options-for-connecting-and-enabling-the-next-billions
Dynamic Coalition (DC) Sessions	These are sessions organized by individual IGF DCs, as opportunities to showcase their work or organize discussions around the themes they treat. In order to be eligible for this session space, DCs must be able to prove they are active and organized. They are required to share a current	1.5 hours/ 1 hour	(IGF Secretariat; MAG is given notice of the selection and the criteria have been shared) Automatically given a slot if they meet the defined criteria.	There are 15 DC sessions at 1 hour each, with the session time having been reduced from 1.5 hours in previous years. The DC sessions are also	https://www.intgovforum.org/multilingual/content/dc-meeting-slots-at-igf-2017#overlay-context=content/mag-meeting-summaries https://www.intgovforum.org/multilingual/content/dynamic-coalitions-4

	activities report with the IGF Secretariat or to have submitted a substantive paper in the last year.			being classified according to the meeting themes for the first time.	
National and Regional Initiative (NRI) Sessions	These are collaborative sessions organized by groups of NRIs around particular themes, with formats based on workshops and similar organizational criteria (e.g. multistakeholder and diversity). They were launched in 2017.	1.5 hours	(MAG/IGF Secretariat) Up to 9 NRI sessions were mandated by the MAG for the IGF 2017 Meeting on a pilot basis, subject to the submitted session proposals meeting the given criteria.	There are 8 1.5-hour NRI collaborative sessions. They have been assigned thematic classifications.	https://www.intgovforum.org/multilingual/content/igf-2017-nris-workshop-like-sessions#overlay-context=content/igf-2017-nris-main-session https://www.intgovforum.org/multilingual/index.php?q=filedepot_download/4874/671
'Other' Sessions & IGF Secretariat's Discretionary Programme Space	On request, and by exception, the Secretariat will give space - generally space that is not being used, in lunch breaks for instance - to certain organizations holding specific, short events. Examples include the Seed Alliance's annual awards ceremony and the IGFSAs General Assembly. The few sessions characterized as 'other' may also be intersessional coordinating meetings, such as the ones held by DCs and NRIs. Additionally, at its discretion, the Secretariat may include a minimal number of relevant/appropriate workshops that were not selected by the MAG. These are referenced in the programme in the same way as selected workshops.	Variable	(IGF Secretariat)	There are 3 sessions/events in the 'Other' category, though the Secretariat may include a limited number of additional ones, space permitting. 2 workshops were added as part of the Secretariat's discretionary selections.	http://www.intgovforum.org/multilingual/igf-2016-transcripts-videos-reports?field_tags_transcript_tid_2_op=or&field_tags_transcript_tid_2%5B%5D=50 (*2016 link for reference)

<p>New Session Formats (Lightning & Unconference)</p>	<p>In 2016 the MAG launched a set of experimental, informal sessions through a dedicated Working Group on New Session Formats (WG-NSF). The session formats chosen were 'lightning' and 'unconference'. Lightning sessions in particular were considered popular and successful, in part due to their strategic placement outside the regular meeting rooms in an open/public space. The sessions themselves were selected by the Working Group from among the workshop proposals not originally accepted for the programme.</p>	<p>20 minutes for Lightning Sessions/ Unconference and is variable</p>	<p>(MAG Members, with support from IGF Secretariat)</p>	<p>TBD by Working Group</p>	<p>http://www.intgovforum.org/multilingual/content/mag-working-groups</p> <p>http://www.intgovforum.org/multilingual/content/igf-2016-new-session-formats (*2016 link for reference)</p>
<p>Day 0 Pre-Events</p>	<p>Day 0 events take place on the day before the official programme begins. Requesters are granted the space to hold the events if their content is IG-relevant and appropriate. Space is allocated on a first-come, first-serve basis and requested durations are granted based on availability. The organizers understand that on this 'unofficial' day they may not have the same support - in terms of remote participation and webcasting - as sessions in the regular programme.</p>	<p>Variable</p>	<p>(IGF Secretariat; MAG is given advance notice of selection)</p>	<p>There are 38 Day 0 events in the programme.</p>	<p>https://www.intgovforum.org/multilingual/content/call-for-igf-2017-pre-events-day-0-events</p> <p>https://www.intgovforum.org/multilingual/igf-2017-day-0-events</p>