**APrIGF Multi-Stakeholder Steering Group (MSG) Meeting**
**25 May 2016 (Wednesday)**
Adobe Connect
04:00 – 05:00 (UTC)

**Attendees (12):**
MSG Members
Ali Hussain, Pakistan Information Security Association (PISA) (Private Sector)
Chester Soong, Internet Society Hong Kong (Civil Society) - **Vice-Chair**
Hong Xue, Beijing Normal University (Academia)
Maureen Hilyard, At-Large Committee, ICANN (Civil Society)
Mohit Saraswat, Pepsi- Dubai Refreshments (PepsiCo Bottler) (Private Sector)
Noelle de Guzman, Asia Pacific, Internet Society (ISOC) (Civil Society)
Zakir Syed, SAMENA Telecommunications Council (Civil Society)

Non-MSG Members
Phet Sayo, IDRC (Government)

**APrIGF Secretariat:**
Maggie Lo, DotAsia Organisation
Yannis Li, DotAsia Organisation

**Local Host of 2016:**
Sean Lee, NIIEPA (Technical)
Sophie Liang, NIIEPA (Technical)

**Agenda:**
1. Minutes and Action Items Review
2. Taipei 2016 Preparation
    - Local Host Updates
    - Program Agenda
    - Synthesis Document Discussion
3. AOB

**Proceedings:**

**1. Minutes and Action Items Review**

- Secretariat said that the details of new mergers proposal and APILP program will be updated online this week.
- Local will be giving updates on the opening ceremony later in this meeting.

- The call for mentors is not yet open and Secretariat said that more discussion is needed. Further details shall be discussed in next MSG meeting.
- Minutes of 11 May, 2016 have been reviewed and adopted.

**Action Items:**
- Reviewed and adopted minutes of 11 May, 2016.
- Secretariat to work with local host on updating the Agenda with details of new mergers proposal and APILP program this week.
- Discussion and details of the mentorship program to be continued in next MSG meeting.

## 2. Taipei 2016 Preparation

**Local Host Updates**

- Local host updated that there are 276 registration so far (from over 20 countries/economies).
- Local host reported the distribution of the registration as below:
    - Gender balance: 183 Male, 93 Female
    - Stakeholder distribution: Civil Society (40%), Academia (18%), Technical (17%), Private Sector (15%), Government (10%)

i.    Updates on Opening Ceremony

- Local host said that a 10-minute slot has been arranged to honor Dr. Yamaguchi and they asked for MSG's advices on the associated proceedings.
- The 10-min slot will be from 10:25am to 10:35am.
- Local host also said that they have invited Mr. Markus Kummer, Board of ICANN and Susan Pointer, Head of Public Policy & Government Relations and Asia Pacific Google Inc. to give the keynote speeches.

ii.    eVISA/Travel Arrangement Updates

- Local host should have booked flight tickets for 23 fellows in total as reported. However, 5 fellows turned out to book tickets on their own.
- For the remaining 16 itineraries, 10 have been confirmed anf the Local host will confirm the other 6.
- Local host reported that 1 fellow (Andrew Molivurae) has not yet responded to the email regarding travel arrangement while another one (Arthit Suriyawongkul) has not accepted the fellowship offer so his name will be removed from the fellowship list.
- Secretariat agreed to email Molivurae again, while Hilyard said that she will try to contact the fellow too.
- Local host reported that the eVISA application is now closed and they have submitted the group application to Bureau of Consular Affairs of Taiwan(BOCA).

iii.    yIGF Updates

- Local host updated that there are 28 local students, 21 students from the Philippines and 3 students from Thailand registered for the program so far.

**Action items:**
- Secretariat and Hilyard to remind the fellow (Andrew Molivurae) to respond to the travel arrangement email from the local host within this week.

## Program Agenda

- Secretariat said that there are not many changes from the one published online now.
- Secretariat reported that there is one request to switch between merger 3 and merger 6 as there is a clash of WS organizers and she is following up to see if the switch is possible.

## Synthesis Document Discussion

- According to the Secretariat, the announcement of Open Call for Contribution has been out and sent to the lists already but no contribution has been received so far.
- Secretariat reminded that the deadline for Contribution is on May 30 (Mon) and she will send a reminder of the announcement again.
- Secretariat said that there are two requests to join the drafting team.
- Secretariat then showed the Timeline again as below:
    o May 11 (Wed) - Synthesis Document Open Call for Contribution
    o May 30 (Mon) - Deadline for Contribution
    o Jun 3 (Fri) - Draft 0 for Drafting Committee review
    o Jun 9 (Thu) - Draft 0 for Public Comment 1
    o Jul 7 (Thu) - Deadline for Public Comment 1
    o Jul 14 (Thu) - Draft 1 for Drafting Committee
    o Jul 20 (Wed) - Draft 1 for Public Review and Preparations of Taipei Meeting
    o Jul 27-29 (Wed-Fri) – Town Hall Sessions
    o Aug 5 (Fri) - Draft 2 for Public Comment 2
    o Aug 26 (Fri) - Deadline for Public Comment 2
    o Sep 2 (Fri) - Draft 3 for Drafting Committee
    o Sep 7 (Wed) - Deadline for Drafting Committee review and finalization
    o Sep 9 (Fri) – Publish Final Synthesis Document
- In case of no public contribution, the Secretariat said that they will have the usual practice, which is to write the draft based on the WS proposals and receive public comments.
- Saraswat volunteered to be in the drafting team and Secretariat replied that his name is on the list already.
- Hilyard asked the requirements for the contributions and Secretariat replied that any contributions in any formats will be welcomed and that the contribution can be based on the sub-themes outlined this in the announcement.

- Guzman said that she has also sent a request to join the drafting committee and Secretariat said that the request has been received.
- Secretariat mentioned that there was a suggestion to have a meeting among the Drafting Committee in last meeting and that she will help to coordinate the call meeting.
- Hong asked if there are anyone from the Academia group in the drafting committee and Secretariat said no.
- Hong Xue suggested that the drafting committee should include more participation from the private sector and also the government. Secretariat agreed and will try to invite more diverse participation in another announcement.

**Action Items:**
- Secretariat to send reminder of the Open Call for Synthesis Document Contribution announcement.
- Secretariat to add Hong and Guzman to the Drafting Committee.
- Secretariat to coordinate a call among the Drafting Committee.

Summary of Actions Items

- Reviewed and adopted minutes of 11 May, 2016.
- Secretariat to work with local host on updating the Agenda with details of new mergers proposal and APILP program this week.
- Discussion and details of the mentorship program to be continued in next MSG meeting.
- Secretariat and Hilyard to remind the fellow (Andrew Molivurae) to respond to the travel arrangement email from the local host within this week.
- Secretariat to send reminder of the Open Call for Synthesis Document Contribution announcement.
- Secretariat to add Hong and Guzman to the Drafting Committee.
- Secretariat to coordinate a call among the Drafting Committee.

  The next meeting will be held on 8 June (Wed) 2016 at 4:00 - 5:00 (UTC).