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

Attendees (14):
MSG Members
Ali Hussain, Pakistan Information Security Association (PISA) (Private Sector)
Edmon Chung, DotAsia Organisation (Technical)
Gunela Astbrink, Internet Society Australia (ISOC AU) (Civil Society)
Hiro Hotta, JPRS (Private Sector)
Hong Xue, Beijing Normal University (Academia)
Kenny Huang, TWNIC (Technical)
Noelle de Guzman, Asia Pacific, Internet Society (ISOC) (Civil Society)
Paul Wilson, Asia Pacific Network Information Centre (APNIC) (Technical) - **Chair**

Non-MSG Members
Connie Chan, APNIC (Technical)

APrIGF Secretariat:
Jennifer Chung, DotAsia Organisation
Maggie Lo, DotAsia Organisation
Yannis Li, DotAsia Organisation

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

Apologies for absence sent in advance (1):
Chester Soong, Internet Society Hong Kong (Civil Society) - **Vice-Chair**

Agenda:
1. Minutes and Action Items Review
2. Taipei 2016 Preparation
   - Local Host Updates
   - Program Agenda
   - Synthesis Document Discussion
3. APrIGF 2017 Progress Updates
4. Election Process
5. AOB

Proceedings:

1. Minutes and Action Items Review

- Wilson suggested to include a list of members who has sent a note before the meeting that they will be absent; Secretariat agreed.
- The Program Agenda has been updated online already but there will be further updates.
- Discussion on mentorship program has not yet been started.
- The Open Call for Synthesis Document Contribution was closed and Jennifer Chung from the Committee will provide updates in this meeting.
- Volunteers have been added to the Drafting Committee and there will be a call later for the Drafting Committee today (UTC 8:00-9:00).
- Wilson asked if the mentorship program is part of the work of the fellowship program and Secretariat said yes.
- Minutes of 25 May, 2016 have been reviewed and adopted.

Action Items:
- Reviewed and adopted minutes of 25 May, 2016.

2. Taipei 2016 Preparation

Local Host Updates

- Local host updated that there are 336 registration so far (from over 20 countries/economies).
- Local host reported the distribution of the registration as below:
  - Gender balance: 216 Male, 116 Female, 4 Unknown
  - Stakeholder distribution: Civil Society (38%), Technical (19%), Academia (15%), Private Sector (15%), Government (13%)
- Local host asked Secretariat to help to remind the speakers about the event registration online so that they can better arrange the accommodation; Secretariat agreed.

i.   Updates on Opening Ceremony

- Local host updated the detailed agenda for the 10-minute honoring session for Dr. Yamaguchi.
  - 10:25-10:26 Opening Words by MC
  - 10:26-10:29 Share of Memories – Jun Murai (video)
  - 10:29-10:35 Share of Memories –Asia Internet Community
    - MC will invite close friends from the Internet Community to step on the stage and share their memories about Dr. Yamaguchi.
    - Local host suggests to have 10 speakers (<30secs each) on stage and a photo slide show of Dr. Yamaguchi will be presented on screen.
- Local host noted the MSG members about the following:

- To ensure that the memory session can end on time, the list of 10 speakers will be confirmed prior to the event.
- Please help to collect photos of Dr. Yamaguchi in order to create the photo slide show for this event.

- Local host then sought voluntary speakers for the honoring session.
- Wilson suggested to send the invitation to potential speakers to MSG mailing list; Local host agreed.

ii. <u>eVISA/Travel Arrangement Updates</u>

- Local host reported that the Bureau of Consular Affairs of Taiwan(BOCA) has approved the Ecode application and that they have informed all Ecode applicants to prepare for applying eVISA.
- Local host also reminded that the Ecode initial date is 26th Jun, 2016 so that the eVISA application system will not accept the Ecodes until then.
- 21 fellows' travel arrangements have been settled according to the local host, including the flights and accommodation.

iii. <u>yIGF Updates</u>

- Wilson asked about the yIGF registration and local host replied that the list of yIGF applicants should be finalized by 13th Jun.
- Local host added that yIGF participants are not included in the registration statistics that they have just reported.

Action items:
- Secretariat to send a reminder to the speakers regarding the event registration for accommodation arrangement.
- Local host to send a note to the MSG mailing list to invite speakers for the honoring session for Dr. Yamaguchi.

Program Agenda

- Secretariat posted a link to the online Program Agenda for reference: https://2016.aprigf.asia/program/agenda/
- Secretariat explained that the Agenda is now updated including the APILP agenda. However for Merger #4, which organizers are still working on it, updates will be provided later.
- Regarding Merger #3 by UNESCO, EFF and CIS, Secretariat reported that Jeremy Malcolm cannot attend due to lack of funding support while Ito Misako from UNESCO cannot attend due to the denial from their governing board.
- Secretariat updated that WS organizers have been sending speakers bios and photos in, which will be published online later.

Action items:
- Local host and Secretariat to work on further updates on the Program Agenda online.

Synthesis Document Discussion

- Jennifer Chung said that the Open Call for Contribution was closed, but no inputs has been received.
- Jennifer Chung then updated that Draft 0 has been circulated among the Committee and a meeting will be held later today to review the Draft.
- The proposed Timeline was shown on screen:
  - Jun 3 (Fri) - Draft 0 for Drafting Committee review
  - **Jun 9 (Thu) - Draft 0 for Public Comment 1**
  - Jul 7 (Thu) - Deadline for Public Comment 1
  - Jul 14 (Thu) - Draft 1 for Drafting Committee
  - Jul 20 (Wed) - Draft 1 for Public Review and Preparations of Taipei Meeting
  - Jul 27-29 (Wed-Fri) – Town Hall Sessions
  - Aug 5 (Fri) - Draft 2 for Public Comment 2
  - Aug 26 (Fri) - Deadline for Public Comment 2
  - Sep 2 (Fri) - Draft 3 for Drafting Committee
  - Sep 7 (Wed) - Deadline for Drafting Committee review and finalization
  - Sep 9 (Fri) – Publish Final Synthesis Document
- Jennifer Chung noted to the MSG that depending on the meeting outcomes today, the date of open call for public comments on Draft 0 may be postponed.
- Secretariat reminded that the Drafting Committee Call Meeting will start at UTC 8:00 today.
- Wilson thinks the Draft 0 is best to reflect the topics of interests in the agenda itself at this stage, believing that the content will get more interesting as the meeting starts in Taipei.
- Chung noted the suggestion and said that an update will be sent to the MSG after the Drafting Committee call.

3. APrIGF 2017 Progress Updates

- Secretariat reported that the local host of APrIGF2017 asked if they can remain to use the proposed venue hotel which they have used for other meetings and strongly recommend. The venue can accommodate 300-400 participants.
- According to the Secretariat, the Local host 2017 also mentioned that they have budget by the end of this year so if the venue can be finalized by that time they can book the venue first.
- Secretariat said that she has reminded them to send a note to the MSG mailing list regarding the venue arrangement.
- Astbrink suggested that a range of different hotels should be available for participants to choose from.
- Secretariat thinks that there will be more choices/options for accommodation later.
- Wilson agreed with Astbrink's suggestion and thinks that it is important to note that down.
- Wilson then confirmed with Secretariat that the maximum capacity of the venue is 400 participants and expressed concerns about the number of participants

there would be in Australia, which may be smaller than that in Taipei but a special note has to be taken regarding the limited capacity.

Action Items:
- 2017 local host to note that a range of accommodation options should be available for participants to choose from based on different budgets.
- 2017 local host to send a note to MSG regarding the venue arrangement.

4. Election Process

- Secretariat reminded that Chester Soong will be retiring during the APrIGF2016 in Taipei and that there will be a vacancy of the Vice-chairperson position.
- MSG agreed to call for an Election Committee first and then finalized the election process.

Action Items:
- Secretariat to call for Election Committee to finalize an election process for the position of Vice-chairperson (2016-2018).

5. AOB - Fellowship

- Wilson commented on the issue of whether to publish the fellowship details, saying that it is strange to hide the information on the website.
- Secretariat said that there is a concern about privacy so only the big data will be published in order to increase the transparency.
- Secretariat said she will post the geographical location, gender balance and stakeholder statistics online if there is no objection; Hong agreed.
- Wilson asked if there is a Chair from the Fellowship Committee and Secretariat said no while there are only representatives.
- Wilson thinks that seems to be too informal and a more formal approach in the future is needed, adding that the selection process has to be more transparent too.
- Edmon Chung agreed with Wilson's suggestion that the process has to be formalized but suggested to also put into considerations whether the MSG should ratify any recommendations from the Committee.

Action Items:
- Secretariat to publish the big data of the fellows online.

Summary of Actions Items

- Reviewed and adopted minutes of 25 May, 2016.
- Secretariat to send a reminder to the speakers regarding the event registration for accommodation arrangement.
- Local host to send a note to the MSG mailing list to invite speakers for the honoring session for Dr. Yamaguchi.
- Local host and Secretariat to work on further updates on the Program Agenda online.
- 2017 local host to note that a range of accommodation options should be available for participants to choose from based on different budgets.

- 2017 local host to send a note to MSG regarding the venue arrangement.
- Secretariat to call for Election Committee to finalize an election process for the position of Vice-chairperson (2016-2018).
- Secretariat to publish the big data of the fellows online.

The next meeting will be held on 22 June (Wed) 2016 at 4:00 - 5:00 (UTC).