APrIGF Multi-Stakeholder Steering Group (MSG) Meeting
25 Oct 2017 (Wednesday)
Adobe Connect
04:00 – 05:00 (UTC)

Attendees (16):

<u>MSG Members</u>

Cheryl Langdon-Orr, At-Large Member ICANN (Civil Society)

Edmon Chung, DotAsia Organisation (Technical)

Hiro Hotta, JPRS (Technical)

Joyce Chen, ICANN APAC Hub (Technical)

Klee Aiken, APNIC (Technical)

Maheeshwara Kirindigoda, Uva Province Governor's Office, Sri Lanka (Government)

Maureen Hilyard, Member of At-Large of ICANN (Civil Society)

Mili Semlani, NetMission.Asia (Civil Society)

Mohit Sawasrat, Pepsi- Dubai Refreshments (PepsiCo Bottler) (Private Sector)

Phet Sayo, International Development Research Centre (IDRC) (Technical)

Sylvia Cadena, APNIC (Technical) – **Vice-Chair**

Ying-Chu Chen, Taiwan Institute of Economic Research (TIER) (Private Sector)

Zakir Sayed, SAMENA Telecommunications Council (Civil Society)

<u>Non-MSG Members</u>

None.

APrIGF Secretariat:

Yannis Li, DotAsia Organisation

Jennifer Chung, DotAsia Organisation

Local Host of 2018:

Jackson Miake, OGCIO of Vanuatu (Government)

Apologies for absence sent in advance (3):

Chester Soong, Internet Society Hong Kong (Civil Society) – **Vice Chair**

Hong Xue, Beijing Normal University (Academia)

Rajnesh Singh, Internet Society (Techical) – **Chair**

Agenda:

1. Agenda Review (Chair)
2. Minutes and Action Items Review (Chair)
3. Updates on 2017 Follow-ups (Secretariat)
4. 2018 Preparation
   - Program Committee Updates (Committee members)
   - Discussion on Overarching Themes & Sub-themes (Secretariat)
5. AOB

Proceedings:

1. **Minutes and Action Items Review**
   - Adopted the minutes of MSG meeting on 6 Sep 2017.
   - The URL http://remote.aprigf.asia has been updated with the preamble on the landing page and all meeting archives listed. It is also added into the main website under the dropdown of Events as Remote Participation tab. The workshop summary report archives are also included in the workshop page.
   - The Program Committee 2018 has been formed.
   - The Synthesis Document 2017 second input period has been over.
   - The thematic survey has been launched on 14 Sep and closed for input on 22 Oct.

Discussions:
   - Joyce asked if the meeting archives will be integrated with the remote participation archive. The secretariat clarified that they are indeed the same adobe recordings. The links on the remote page are currently linked to the meeting archives.
   - Sylvia asked where are the meeting summary reports located. The secretariat clarified that the summary reports are at the bottom of the each workshops' description page.

Action Items:
   - Adopted the minutes of MSG meeting on 6 Sep 2017.

2. **Updates on 2017 Follow-ups**

   - Secretariat updated that the local host of 2017 is still working on the post conference report.

- Jennifer updated that the public comment period for Synthesis Document was extended and finished which several comments need to be updated into the final document. It is anticipated that the final draft of synthesis document will be circulated to the Drafting Committee for review on 25 Oct and the Final Synthesis Document to be published next Monday or Tuesday depending on any additional changes required. Maureen commended the hard work and effort of Jennifer on the Synthesis Document process.

Action Items:
- Secretariat to further follow up with local host 2017 on the conference report submission.
- Drafting Committee to review the final draft of Synthesis Document and target to be released next week.

3. 2018 Preparations

Program Committee Updates
- Cadena updated that there are currently 25 people in the Program Committee listed as below: (**new members)
    - Waqas Hassan, Pakistan (Government)**
    - Adeel Sadiq, Pakistan(Technical)**
    - Sudha Bhuvaneswari, India (Academia)**
    - Sylvia Cadena, Australia (Technical)
    - Yong Liu, China (Academia)**
    - Mili Semlani, India (Civil Society)**
    - Naveen K Lakshman, India (Technical)**
    - Szeming Tan, Malaysia (Civil Society)**
    - Kuowei Wu, Taiwan (Technical)
    - Hong Xue, Beijing (Academia)
    - Ying-Chu Chen, Taiwan (Private Sector)**
    - Fouad Bajwa, Pakistan (Civil Society)
    - Maureen Hilyard, Cook Islands (Civil Society)
    - Irene Poetranto, Canada (Academia)
    - Duangthip Chomprang, Thailand (Civil Society)
    - Md. Abdul Awal, Bangladesh (Civil Society)
    - Hriday Sarma, India (Academia)**
    - Sivasubramanian Muthusamy, India (Civil Society)**
    - Jahangir Hossain, Bangladesh (Civil Society)
    - Maheeshwara Kirindgoda, Sri Lanka (Government)**
    - Kasek Galgal, Pacific Island (Civil Society)**
    - Chat Garcia Ramilio, Philippines (Civil Society)
    - Mohit Saraswat, UAE (Private Sector)
    - Yik Chan Chin, China (Academia)**
    - Mohammad Abdul Haque, Bangladesh (Civil Society)**

- The Program Committee has formed 2 **review sub-groups**:
  1. External
     - Review of Working Submission Form
     - Review of CFP & Submission Guidelines
  2. Internal
     - Review of Criteria & Rating Scale (Evaluation)
     - Process Review
- **Meeting Schedule:** The Program Committee will schedule monthly calls to coordinate the reviews.
- **Co-Chairs Criteria & Role:** There is an open call within the committee for volunteers to be co-chairs until 26 Oct and there are 2 volunteers (Mili and Naveen) but decision is yet to be made. Co-chairs are responsible for chairing the regular calls and oversee the progress of the committee's work in general as well as to provide updates to the MSG yet without sole decisional making power. There were suggestions among the committee that the co-chairs have to refrain from submitting workshop proposals. Suggestions are welcome to the role of co-chairs.
- **Expertise of Members:** The secretariat has been collecting the expertise of members to help with the later workshop evaluation process.

Discussions:
- **Selection of Co-Chairs:**
  - Maureen suggested that one of the chairs with prior experience in Program Committee is preferred who are familiar with the process of the program development as well as the topics. Zakir, Maheeshwara, Mili, Joyce, Klee and Sylvia agreed.
  - Sylvia encouraged other past Program Committee members to take up the one of the co-chairs position.
  - Secretariat added that Chester and Cheryl were the co-chairs of Program Committee 2017 and they both did not continue to serve on Program Committee 2018.
  - Secretariat suggested to extend the deadline since some members might be traveling to ICANN 60. MSG agreed to extend the deadline to 30 Oct.
- Maheeshwara suggested that it is good to know why some members from Program Committee 2017 did not continue. Cheryl replied that it is good to see the plenty interests from new members to volunteer and therefore the experienced members are happy to step down. Sylvia reiterated that a good balance of experienced and new members is important for continuity.

Action Items:

- Secretariat to extend the deadline for expression of interests of Program Committee 2018 co-chairs to 30 Oct (Monday) specifying the need of at least one experienced member.

Overarching Theme and Sub-themes
- The secretariat provided an update on the 2018 Thematic Survey Result
  - 78 responses in total
  - Result analysis at: https://ftp.asia/data/public/748e17
- Result Highlights
  - The total number of responses is higher than last year and there is a good stakeholder balance.
  - Cyber-security is the most concerned topic then followed by Internet & ICTs for the Sustainable Development Goals
  - Most of the respondents plan to submit workshops for 2018
- The secretariat suggested to recruit volunteers from the MSG in helping to cluster the topics and finalize the themes and sub-themes. Maureen echoed that and suggested to invite Program Committee members in specific. Mili, Maureen, Mohit, Zakir, Joyce and Ying-Chu volunteered to join the thematic sub-group.

Action Items:
- Secretariat to circulate the thematic survey result of 2018.
- The Thematic Sub-Group to finalize the overarching theme and sub-themes before next MSG meeting.

2018 Updates
- Jackson apologized for missing the past APrIGF meetings due to the timing and the local host will attend the meetings from now on.
- Jackson reassured that the preparation work is on-going well and an initial meeting among the local committee within the regulator and the chief information officer was held.
- It was agreed that a few local support groups will be set up for different areas including logistics, program, sponsorship, marketing, technical etc.
- The Vanuatu government committed to sponsor $100,000USD for APrIGF 2018.
- The convention center is confirmed to be the venue.
- There is some concern on VISA yet the local host has already been working with the foreign affairs to issue visa on arrival for participants.
- There would be staff

Discussions:
- The MSG thanked the commitment from the government of the local host.

- Sylvia asked the local host to share with the MSG on the mailing list with the responsible for each support groups and create respective email alias for communication and coordination.
- Joyce asked if a logistics committee should be set up to support the secretariat in working with the local host. Sylvia suggested to wait for more information from the local host before the decision.
- The secretariat asked if the local host could provide more details of the number of meeting rooms available and hotel rooms as well.

Actions:
- Local host to circulate the local committees structures and members with email alias to the MSG by end of next week i.e. 3 Nov 2017.
- Local host to update the information on the capacity of number of meeting rooms available with corresponding dates and the hotel rooms details to the MSG.

4. **A.O.B**
- None.

Summary of Actions Items

- Adopted the minutes of MSG meeting on 6 Sep 2017.
- Secretariat to further follow up with local host 2017 on the conference report submission.
- Drafting Committee to review the final draft of Synthesis Document and target to be released next week.
- Secretariat to extend the deadline for expression of interests of Program Committee 2018 co-chairs to 30 Oct (Monday) specifying the need of at least one experienced member.
- Secretariat to circulate the thematic survey result of 2018.
- The Thematic Sub-Group to finalize the overarching theme and sub-themes before next MSG meeting.
- Local host to circulate the local committees structures and members with email alias to the MSG by end of next week i.e. 3 Nov 2017.
- Local host to update the information on the capacity of number of meeting rooms available with corresponding dates and the hotel rooms details to the MSG.

The next meeting will be held on 29 Nov (Wed) 2017 at 4:00 - 5:00 (UTC).