

**IGF 2017: 18 - 21 December, Geneva, Switzerland  
National and Regional IGF Initiatives (NRIs)**

**Guidelines for organizing the NRIs sessions**

The NRIs are committed to contribute to the global IGF with the inputs produced during their organization and during their annual IGF meetings, in a bottom up, multistakeholder, open, transparent and inclusive.

The NRIs are uniquely focused on their community's self-defined priorities, while also contributing to the overall IGF planning processes, mainly to the IGF community intersessional work and to the programme of the IGF annual meeting.

The NRIs are interested in organizing a set of substantive sessions at the global IGF annual meeting, to directly bring the concrete and documented perspectives of the local communities to the global IGF.

This will enhance the engagement and reflection from the global IGF into the NRIs and strengthen the engagement between the NRIs communities and the global IGF stakeholders.

The proposal for the mentioned set of sessions is explained below, with guidelines produced in a bottom up manner by the NRIs network during the 2015-2017 IGF preparatory cycles.

**1. NRIs Joint Main Session**

The NRIs as a network, are committed to organize a joint, main session at the annual IGF meeting, with due consideration to the basic IGF session principles (i.e. ensuring diversity of views, in terms of multistakeholder, regional, and gender representation).

**➤ Objectives**

The main objectives of this session are:

- To contribute to the meeting quality and comprehensiveness by bringing the local, national and regional perspectives, challenges and good practices;
- To showcase the diversity at hand among the countries and regions across the world, existing on the matters related to the Internet governance;
- Through joint work over one IGF cycle, the NRIs to continue building firmer sense of community.

### ➤ **Session Format**

The nature of this sessions will be an interactive discussion on a substantive topic of mutual interest.

The ideal case is that each of the NRIs has its own representative at the session, where the discussion will be developed among all representatives, including the present participants within auditorium.

The NRIs will decide on the topic of the session in a bottom up manner, through a public call and within the agreed deadline.

In order to minimize the overlap with other proposals for the main sessions, the NRIs will seek to propose three potential topics to be submitted to the MAG for consideration. The topics will most probably be in the order of the priority, unless the results of the NRIs Public Call will require different approach.

Due to the large number of the NRIs and the broad scope of substantive diversities within the NRIs, it is proposed that this season's length will be 180 minutes.

The session will have a moderator or co-moderators, multiple rapporteurs and remote moderator(s), all subject to the NRIs agreement, considering the number of the NRIs present online and onsite, as well as the nature of the topic.

The NRIs volunteers will be sought for all of these supporting roles.

### ➤ **Essential facilities**

In order to fulfil the agreed objectives, listed above, the following facilities are needed:

- Round table room settings with a capacity of 1 000 seats;

*Reasoning: As the nature of the session is interactive discussion, and not individual presentation, this format will allow the speakers engaging among themselves.*

- Interpretation to all six UN languages (Arabic, Chinese, English, French, Russian and Spanish) with recommended possibility to have a sign language interpretation;

*Reasoning: Many of the NRIs communities are non-English speaking. The 2016 NRIs main session showed the great benefit these communities had from just being able to listen and participate at the session in their own language.*

- Live captioning;

*Reasoning: This helps understanding the content, in case there is language barriers in terms of diction, speed etc. At later stage, transcripts are used to accurately report about the session content.*

- Online participation available tools;

*Reasoning: Due to the funding limitations, many of the NRIs that are committed to actively participate, can not attend the meeting in person, and therefore are using the online participation tools.*

- Set of mobile microphones;

*Reasoning: In case the audience will not have fixed microphones, this will allow to have their participation expedite quickly, by the floor managers approaching them, rather than queuing.*

*Note: Due to the travel limitations and the timing of the meeting, many of the NRIs may only be able to attend the first two days of the meeting. This is why it is suggested to have this session allocated ideally on the first or second day of the meeting.*

## ➤ **Organizational Preparations**

As indicated about, the session substance, more detailed format description, and all related logistics to this session, will be developed by the NRIs, in a bottom up way and within this framework. The IGF Secretariat will facilitate the monthly virtual meetings, in order to create a space for the NRIs community to collaborate, and will act upon the guidelines and inputs of the NRIs for any other needs.

## **2. NRIs Collaborative Sessions**

In order for the NRIs to be able to provide more concrete substantive inputs that are of relevance for their respective communities, the NRIs are interested to organize a set of collaborative sessions.

Due to a large number of the NRIs, and a limitation of the space and time, the NRIs would

collaborate among themselves on the topics of mutual interest for shared collaborative sessions.

➤ **Objectives**

- To showcase different national and regional perspectives on the substantive topics from the Internet governance field;
- To bring concrete inputs and share best practices, challenges and available resources existing within their countries and regions;
- To have a more direct connection with the stakeholders present at the meeting;
- To create an opportunity for the NRIs among themselves to exchange their ideas and collaborate.

➤ **Session Format**

These types of sessions will be jointly organized by several NRIs, with respecting principles of regional diversity in the organising group. The sessions will be planned with due consideration to the basic IGF session principles (i.e. ensuring diversity of views, in terms of multistakeholder, regional, and gender representation). It is proposed to have a minimum of three (3) NRIs partnering on a topic of mutual interest, while taking geographical balance into account.

*For example: the national IGFs of Georgia, Japan, Argentina, Mexico and regional IGF of Africa could partner on the topic of Digital Rights.*

The following explains the essence of these sessions:

- Minimum of three (3) NRIs, coming from different regions, to partner on the topic of a mutual interest;
- The topic to fit under the overarching theme of the IGF;
- The session organizers to choose among the IGF common session formats: e.g. Breakout group discussions, Debates, Birds of a feather, Roundtables, Flash Session, or propose a new session format;
- To avoid the panel-format discussion and aim for interactive approach with the audience;
- To present the concrete information related to the organizers' perspectives and approaches;
- To support the session visually, if that will help the audience understanding the content;

The sessions should be between 60 and 90 minutes long, depending on the number of the partnered NRIs and the content complexity, as well as respecting the available space and time at the meeting.

➤ **Essential facilities**

These types of sessions will require the following:

- A round table room setting with a capacity of 70-100 seats;
- Remote participation tools;
- Screen for projecting the material;
- Set of mobile microphones, if fixed are not available.

**3. NRIs Coordination Session**

It is established practice that the NRIs summarize the work year at the end of each meeting, and describe goals achieved, challenges and suggestions for the next IGF cycle and beyond.

➤ **Objectives**

- To meet in one place and identify achieved goals, challenges and suggest ways for improvements: collectively and individually;
- To facilitate the above indicated by exchanging inputs between the NRIs and between the NRIs, the Chair of the MAG, the IGF Secretariat and the UNDESA
- To plan the next year's work.

➤ **Session Format**

This session is an open work meeting of the NRIs, with the representatives of the global IGF and wider IGF community.

Its agenda, format, moderator and other related details will be planned in advance by the NRIs, in an open, inclusive and bottom up manner.

➤ **Essential Facilities**

- Round table room with the capacity of 100+ seats;
- Online participation tools.

The session will be 90 minutes long in the afternoon of the third day of the meeting, or in the morning of the fourth day.

### **Reporting**

The NRIs will submit reports for each of the sessions, as per the IGF’s guidelines and within requested deadline.

The workshop-like sessions will follow the adjusted workshop reporting template [Annex 1].

### **Annex 1:**

**[Proposed reporting form, adjusted [workshop form](#)]  
IGF 2017 NRIs Collaborative Sessions Report Form**

<b>Session Title</b>	
<b>Date, Time and Room Number</b>	
<b>Session Organizers</b>	
<b>Moderator(s)</b>	
<b>Remote Moderator(s)</b>	
<b>Rapporteur(s)</b>	

<b>Key Issues raised (1 sentence per issue)</b>	
<b>If there were presentations during the session, please provide a 1-paragraph summary for each Presentation</b>	
<b>Please describe the discussions that took place during the session (3 paragraphs)</b>	
<b>Please describe any participants suggestions regarding the way forward/ potential next steps /key takeaways (3 paragraphs)</b>	
<b>Gender Reporting Card Questions</b>	
<b>Estimate the overall number of the participants present at the session</b>	
<b>Estimate the overall number of women and men present at the session</b>	
<b>To what extent did the session discuss gender equality and/or women's empowerment?</b>	
<b>If the session addressed issues related to gender equality and/or women's empowerment, please provide a brief summary of the discussion</b>	

<b>Other Notes</b>	
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