

**Internet Governance Forum (IGF)**

**Draft Programme Paper for the 2011 Meeting**

24th October 2011

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## I. Programme Overview

The Sixth Annual meeting of the IGF will be held on 27-30 September 2011. The objective of the programme is to maximize the opportunity for open and inclusive dialogue and the exchange of ideas; to try and create feedback loops between the different types of sessions; to create opportunities to share good practices and experiences; to listen, engage in dialogue and learn as well as to identify key themes that could, in the future, benefit from the multistakeholder perspective of the IGF.

This is the most recent draft of a rolling document that will be updated as the planning progresses. An initial working draft of the programme for the IGF meeting in Nairobi was released after the open consultations held on 23 February 2011 as input to the informal MAG meeting held on 24 February 2011. A second round of open consultations and a meeting of the MAG took place in Geneva (with remote participation) on 18<sup>th</sup> and 19<sup>th</sup> May 2011. This revision is the result of that MAG meeting and subsequent contributions.

The initial formulation of IGF 2011 programme was based on the programmes of the previous meetings and especially the programme for IGF 2010 in Vilnius, Lithuania. It introduces some innovations in light of the comments received from the IGF community. For the most part, the basic format and schedule of the previous meetings, with main sessions, workshops and other events, is maintained, though various changes have been suggested and are included for discussion. The open consultations, MAG meetings and input from the host country have resulted in the current proposal.

## II. The agenda of the Nairobi meeting

The theme of the meeting is ***Internet as a catalyst for change: access, development, freedoms and innovation.***

The open consultation and MAG meeting in May accepted that the key sub themes proposed by the February consultations should remain in place. Thus the following key themes will provide the basic architecture of the detailed programme plan at the IGF in Nairobi:

- IG4D / Internet governance for development (IG4D)
- Emerging Issues
- Managing critical Internet resources
- Security, openness and privacy
- Access and diversity
- Taking stock and the way forward

The open consultations and MAG meeting in May revisited the key questions proposed at the previous consultation meetings. It was agreed that these questions, as set out below remained viable and a useful structure on which to develop the detailed programme for the IGF in Nairobi. Hence the basic questions which each key theme will address are as follows:

- **The Development Agenda / Internet Governance for Development (IG4D).**

As one of the innovations for IGF 2011, the MAG recommended that in addition to being a key theme and having a ninety (90) minute session to be held on the first afternoon of the IGF 2011 meeting, that the development agenda would be a cross-cutting focus in each of the other key themes and that this cross-cutting focus would be represented in at least one of the questions posed as part of each of the key themes

## Main question

“What are examples of specific global Internet governance issues that may have particular relevance to development?”

## Sub questions

- How are Internet governance decisions at the national and international level related?
- How can Internet governance be integrated into development approaches?
- How can the IGF foster the development process?
- What are the developmental issues/concerns that to-date have not received sufficient attention in the IGF?
- What are the current substantive policy outputs of governance arrangements vis-a-vis developing country interests?
- What are the institutional processes vis-a-vis equitable participation of developing countries?
- How can an IG4D agenda be explored within IGF and moved forward to other international settings?

## Chair:

- Mr. Laurent Elder International Development and Research Center, IDRC

## Moderators:

- Mr. Ben Akoh, Project Manager, International Institute for Sustainable Development
- Ms. Olga Cavalli, Adviser for Technology, Ministry of Foreign Affairs (Government of Argentina)

## Panelists

1. Mr. Dimitri Diliiani, Head of Africa Region, Nokia Siemens Networks
2. Mr. William J Drake, International Fellow, University of Zurich
3. Khaled Fourati, Senior Program Officer, International Development Research Centre (IDRC)
4. Ms. Joy Liddicoat, Project Co-ordinator, Association for Progressive Communications (APC)
5. Mr. Romulo Neves, Head of Division, Ministry of External Relations, Brazil
6. Mr. Katim Touray, Member – Board of Directors, Internet Corporation for Assigned Names and Numbers (ICANN)

## Remote moderators:

- Mr. Fouad Bajwa, Co-founder, Organization for Internet and Innovation
- Mr. Barrack Otieno, former IGF Secretariat

## **Emerging issues**

### Main question

“Is governance different for the mobile Internet from the wired Internet?”

### Sub questions

- What are the key development issues given strong mobile penetration in developing countries and the use of new equipment and applications that did not exist before?

- o How do Internet policy and regulation choices in the mobile Internet context impact the range of human rights, openness and neutrality?
- o What are the policy and governance choices and opportunities in the mobile Internet space that foster innovation, skills building, entrepreneurship and maximizing the Internet for economic development?

Chair:

- Ms. Lillian Nalwoga, Policy Officer, Collaboration on International ICT Policy in east and Southern Africa (CIPESA)

Moderators:

- Mr. Sebastian Bellagamba, Regional Bureau Director for Latin America, Internet Society (ISOC)
- Mr. Jeff Brueggeman, Vice President-Public Policy, AT&T

Panelists

1. Mr. Vagner Diniz, Manager, W3C Brazil office
2. Dr. Burt Kaliski, Chief Technology Officer, Verisign
3. Mr. Shri N Ravi Shanker, Additional Secretary, Department of Information Technology (Government of India)
4. Mr. Hossein MOIIN, Chief Technology Officer, Nokia Siemens Network
5. Ms. Jacquelynn Ruff, Vice President - International Public Policy & Regulatory Affairs, Verizon
6. Mr. Steve Song, Founder, Village Telco

Remote moderator(s)

1. Claudia Selli, EU Affairs Director, AT&T

- **Managing critical Internet resources**

- o What is the role of each Stakeholder in managing Internet resources?
- o How to evaluate accountability, transparency and inclusiveness the management of Internet resources?
- o How do we promote capacity building in critical Internet resources?
- o IPv4 and IPv6 transition, what are the burdens, impacts and opportunities for developing and developed countries?

Chair:

- John Walubengo, Multimedia University College of Kenya (MMU) /AfriNic

Moderators:

- Mr. William J Drake, International Fellow, University of Zurich
- Ms. Emily Taylor, Independent Consultant

Panelists:

1. Ms. Fiona Alexander, Associate Administrator, Department of Commerce, National Telecommunications and Information Administration (NTIA), Office of Affairs (OIA)
2. Ms. Avri Doria, Independent Consultant
3. Ms. Anriette Esterhuysen, Executive Director, APC
4. Mr. Patrik Faltstrom, Consulting Engineer, Cisco Systems
5. Ms. Tulika Pandey, Director, Ministry of Communications and Information Technology (Government of India)
6. Ms. Shane Tews, Vice President, Global Public Policy and Government Relations at VeriSign Inc.

Remote moderator:

- Ms Salanieta Tamanikawaiwaimaro, Group Legal Regulatory Officer, Telecom Fiji Limited, FIJI

Feeder Workshops

- 18. Policy issues affecting ccTLDs in Africa.
  - 64. Interconnecting Africa: Opportunities and Obstacles along the way
  - 70. On the outside, looking in: real-world solutions to effective participation in ICANN, IGF and ITU
  - 82. The Governance Dimension of the Internet of Things
  - 96. Economic Aspects of Local Content Creation and Local Internet Infrastructure
  - 135. 'Strengthening ccTLD's in East Africa'- interrogating the research findings
  - 165. Understanding IPv6 Deployment and Transition
  - 178. Institutional Choice in Global Internet Governance
- **Security, openness and privacy**

This session will discuss the cross-border Internet governance issues that are encountered at the intersection of security, privacy and openness. Current examples include actions taken by a range of Internet actors in relation to whistleblowers sites, the “seizure” of domain names, proposals for blocking of websites and filtering of networks, the role that cyber security operations centers and law enforcement can play in protecting the Internet and its users from cyber attacks and cybercrime, and the impacts of action taken to cut access to the Internet for individuals, groups or entire countries from the global Internet. The session will also discuss the role of traditional and new media, journalism and citizens' media role. The session will build upon last year's Security, Openness and Privacy main session on the role of intermediaries can take to protect freedom of expression and innovation.

Sub Questions

- What are the most significant cross-border Internet governance issues that affect security, privacy and openness?
- What is the role of traditional and new media, journalists and citizen journalists in the Internet 3.0 world?
- Is the ability to read over the Internet essential in a democratic society? What are the implications for Internet governance when online censorship is imposed by the private sector (e.g. a web hosting provider) and not the government? Is it a violation of human rights to cut Internet access that individuals, specific groups or entire countries rely on?
- What are the implications of those actions for online freedom of expression, assembly and association?
- Is the content distribution and communication capacity that the Internet affords

- important to fostering human rights?
- Should we identify self-regulatory policies, regulatory choices and best practices for players in the Internet eco-system that protect openness, privacy, and security for all individuals?

Chair:

- Michael Katundu, Communications Commission of Kenya

Moderators

- Mr. Lee Hibbard, Coordinator, Internet Governance & Information Society, Council of Europe
- Ms. Katitza Rodriguez, International Rights Director, Electronic Frontier Foundation

Panelists

1. Ms. Neelie Kroes, Vice President, European Commission and European Digital Agenda Commissioner
2. Mr. Frank La Rue, UN Special Rapporteur on Freedom of Expression
3. Ms. Heba Ranzy, Director of MEA Corporate Affairs, Microsoft Middle East and Africa
4. Ms. Christine Runnegar, Senior Policy Advisor, ISOC
5. Ms. Katarzyna Szymielewicz, Executive Director, Panoptykon Foundation

Remote moderator: Paul Muchene, ISOC Ambassador

TBA

Feeder Workshops

- 85. Free Flow of Information and Social Networks: A Role for Democracy and Social Participation
- 160. Global Trends to Watch: The Erosion of Privacy and Anonymity and The Need of Transparency of Government Access Requests
- 202. Cybersecurity: Safeguarding the Global Internet and Emerging Issues/Opportunities for Developing Countries
- **Access and diversity**

Main Question:

“Internet access as a basic human right: What challenges and opportunities does this pose for policy makers and the broader Internet community?”

Sub Questions:

- What are the main technical, commercial and policy obstacles on the ground for achieving universal affordable access to infrastructure (particularly to broadband Internet access) in developing countries?
- What are the main current obstacles to access to knowledge and content online?
- What are the regulatory and policy options to address those obstacles to access to both infrastructure and knowledge/content and what are the roles of the policy makers and the broader Internet community on that regard?
- How can access to infrastructure and knowledge in the context of developing

- countries contribute to a) foster transformation of education, innovation, entrepreneurship; b) fight poverty and promote social and human development?
- How does access to the Internet and the regulation of digital content impact diversity on the Internet, especially on content production in developing countries?
- How can Internet governance enable a movement towards a participatory and inclusive Internet, taking into consideration the right to access of people with disabilities, multilingualism and the inclusion of the most socially excluded groups?

Chair:

- Dr. Bitange Ndemo, Permanent Secretary Ministry of Information and Communications

Moderator:

- Ms. Theresa Swinehart, Executive Director, Global Internet Policy, Verizon Communications
- Mr. Laurent Elder, Programme Leader Information and Networks, International Development Research Center (IDRC)

Panelists:

1. Mr. Shadi Abou-Zahra, W3C
2. Mr. Dawit Bekele, Regional Bureau Director for Africa, ISOC
3. Mr. Fred Haga, Regional Officer Eastern Africa, Kenya Institute of Education
4. Mr. Robert Pepper, Vice President, Global Technology Policy, Cisco

Remote Moderator:

- Ms. Virginia Paque, IGCBP coordinator, DiploFoundation

Feeder Workshops

- 87. Citizen empowerment through the social use of ICTs
- 91. M-government for effective and inclusive public services
- 101. Are we meeting the challenges of bringing content and access to the world?
- 113. Access and diversity of broadband Internet access
- 126. Internet for democratic participation of vulnerable people in public life-best practices exchange
- 136. Implementing good practices in accessibility for an inclusive society
- 137. Mainstreaming the disability perspective for an inclusive society
- 163. Right to Information, Internet Access & Inclusive Development
- 188. Transforming Higher Education through Broadband– Maximizing the Opportunities

- **Taking stock and the way forward**

Topics for discussion in this session:

- Has IGF 2011 contributed to the development agenda and how can IGF 2012 better serve the development agenda?
- Has IGF 2011 contributed to capacity building? How can efforts to build capacity be continued between IGF2011 and IGF 2012?
- Given the recommendations that have come from CSTD/ECOSOC, how should the IGF 2012 be organized?

Chair:

- Mr. Joseph N. Kihanya, Communications Legal Expert, National Communication Secretariat, Kenya

Moderators:

- Mr. Bertrand de La Chapelle, Program Director, International Diplomatic Academy
- Ms. Anriette Esterhuysen , Executive Director, APC

Panelists

1. Mr. Vint Cerf, Chief Internet Evangelist, Google
2. Ms. Maimouna Diop, ICT Director, Ministry of Post, Telecommunications and ICT, (Government of Senegal)
3. Ms. Anriette Esterhuysen, Executive Director, APC
4. Mr. Markus Kummer, Vice President, ISOC
5. Dr. Nii Quaynor, Board Chairman of NTIA
6. Luis Magalhães, President, Knowledge Society agency (UMIC), Ministry of Science, Technology and Higher Education, Lisbon (Porto Salvo) Portugal.

Remote Moderator:

- Ms. Valeria Betancourt, Communication and Information Policy Programme Manager, Association for Progressive Communication

### III. Programme outline

The basic structure of the programme proposed in February was accepted subject to some changes suggested in light of logistical considerations largely imposed by the venue and centres of accommodation. These changes are presented below in a detailed revised programme but in essence the two main changes are (i) to start proceedings at 09.00 rather than 08.00 and (ii) to limit each session to 90 minutes rather than two hours. The programme schedule has continued to evolve in light of commitments, available resources and demands from all stakeholders.

#### Flag raising ceremony

There is no flag raising ceremony as the 2011 IGF meeting is being held on United Nations premises.

#### Internet governance: Regional perspectives on setting the scene

In light of the logistical changes imposed on the timetable it is now proposed rather than having one three hour session of regional perspectives there will be three 90-minute sessions on regional perspective and that these sessions will be interpreted. The objective of these sessions is to provide participants with some historical context on and an introduction to the main issues of the Nairobi meeting as well as inform delegates of the way in which national and regional IGF activities have been addressing key issues. There was very strong support for keeping this stream of sessions and for ensuring adequate time be given to allow all multi-stakeholder and regional interests to be voiced. The MAG again recommended that this suggestion be implemented.

Each of the regional and national IGF-type meetings that wish to participate in these sessions will be requested to send in a substantive discussion of their perspectives as they emerged from their meetings held throughout 2011.

After a brief historical overview given by a representative of the IGF secretariat, there will be a moderated session with representatives of the various regional meetings held in 2011. The goal for

these sessions is twofold. These sessions will:

- Provide regional input on the thematic themes of IGF 2011 to give participants a cross-regional perspective;
- Allow the representatives of the regional and national meetings to inform IGF 2011 of concerns and topics beyond those included in the programme for IGF 2011.

Panellists will be asked not to read out their report, but to focus on key priorities as they emerged from their meetings and identify commonalities with other meetings as well as differences, and to convey messages, wherever applicable. Written reports should be made available well in advance of the session and will be posted on the IGF Web site in the section devoted to regional and national initiatives. Interested remote hubs will have a scheduled opportunity to interact with this meeting.

Organizers of regional and national IGF-type initiatives will also be given the opportunity to hold separate sessions that will allow them to give a full in-depth report of their meeting. In addition, a round table session will be held to allow all organizers of regional meetings to exchange experiences and to discuss how to improve their linkages with the global IGF.

These regional perspective sessions will not cover the administrative details of the IGF 2011 meeting that might be required by a newcomer to the IGF. A separate workshop, called *new delegates briefing session* - will be held on the morning of the first day (as was done in IGF 2010)

#### Opening Ceremony/Opening Session

The opening ceremony, which will be immediately followed by the opening session of the IGF, will be held in the afternoon of the first day, Tuesday 27th. These two sessions are scheduled as a 3 hour event, 14.30 – 17.30.

#### Roundtables on the key themes

Although the IGF is dedicated to including as many workshops as possible, it was recommended that the proposed roundtable discussing the feeder workshops be suspended. This is a result of logical constraints at the venue.

#### Main session on key themes

Three (3), 120 minute, main sessions will be devoted to each of the following key themes:

- Managing critical Internet resources
- Security, openness and privacy
- Access and diversity

Once the mix and scheduling of the feeder workshops can be done, these workshops will be identified in the following times slots:

- Main session I (access and diversity)- Day 3 Morning 10.30 – 12.30
- Main session II (security, openness and privacy) - Day 3 Afternoon 14:30 – 16:30
- Main session III (critical Internet resources) - Day 4 morning 10.30 – 12.30

Sessions for the other three (3) key themes will be scheduled as follows:

- The Development Agenda / IG4D - Day 1 morning 11:00 – 12:30
- Emerging Issues - Day 2 morning 10.30 – 12:30
- Taking stock and the way forward - Day 4 Afternoon – 14:30 – 16:00

## Closing Ceremony

The traditional closing ceremony will be held on the fourth day afternoon 16.00 – 17.30.

## **IV. Workshops**

One of the main objectives of the 2011 meeting is to continue the 2010 practice on the linkages between workshops and main sessions. It was agreed at the open consultations and at the MAG to maximise the number of workshops. It was also noted that there were a large number of workshops which met the selection criteria and that the richness and diversity of the workshops was a critical element in the success of the IGF

One of the recommend innovations this year is to minimise the overlap between workshops, especially feeder workshops and the three traditional key theme sessions. As far as possible this has been reflected within the detailed programme schedule. .

There was strong support in the February open consultations for continuing to support all workshops with online transcription and for providing interpretation services. It was noted that one team of interpreters for all six UN languages would be available throughout the event. All workshops will have real time transcription and will be webcast.

### Feeder workshops

Selected workshops, called feeder workshops, will be woven into the proceedings of the relevant main sessions. Participants from the feeder workshops will be encouraged to attend the main sessions related to the feeder workshops in order to broaden the discussions on the themes of the sessions when possible.

During the open consultations there was also a suggestion that workshops use questions in their titles, this may be considered, especially for feeder workshops.

The following table gives a summary of the proposals and recommendations with regard to the number of feeder workshops and the number of workshops that will have taken place before the main session of any particular theme.

	No of feeder workshops	Total number of workshops before main session
IG4D	1	2
Emerging Issues	0	3
Access and Diversity	6	11
Security, openness and privacy	3	12
Critical Internet resources	7	12
Taking stock/way forward	0	6

### Other workshops

As in the past workshops the recommendations on which workshops proposals have been made on a range of criteria including the completeness of the respective proposals, their diversity in all aspects and their willingness to merge, if and when they were asked. After discussions both in the open consultations and in the informal MAG meeting it was recommended that workshops would

not be required to merge for IGF 2011. In a case where the description of two workshop proposals appears identical or nearly identical, the workshops organizers will be asked to consult with each other to determine whether a merge would be beneficial to the topic and the discussion.

After reviewing the workshop proposals and taking into account the venue constraints, some 70 workshops have been selected. In reviewing the workshops the MAG accepted the broad criteria established at the February meetings, namely:

- Requirements of having submitted a substantive report on workshops organized in previous IGF meetings;
- Degree of multistakeholder support and participation, for example at least three (3) relevant stakeholders from different stakeholder groups being represented in the organization of the workshop;
- Developing country support;
- Gender balance;
- Youth Participation;
- Balance of speakers to participant discussion in the design of the workshop; that is, the degree of interaction planned;
- Relevance to overall theme or one of the key themes including the area of emerging issues.
- Relevance to the attendees, both physical and remote, at an IGF meeting;
- Suitability for remote participation, for example linkages to a hub event.

During the open consultations there was a well-received suggestion that one of the functions of the MAG during 2011 would be to organize into teams to work with the secretariat in determining which workshops should be approved and scheduled. These teams continued to work effectively in the MAG meeting in May (see meeting report – <http://www.intgovforum.org/cms/2011/summaries/MAG%20summary%20Report.19.May.2011.pdf>)

The case for supporting speakers in attending the IGF meetings was discussed again during the May meetings. It was noted that for many people receipt of a formal invite to participate in a workshop or in a main session was often critical in getting funding for their attendance.

#### Background papers

All workshops have been requested to provide background papers prior to their sessions and have been invited to produce substantive analysis papers after the workshops. Workshop organizers are also required to make available a brief report with a few bullet points describing the discussions, any outcomes, and future directions within a half-day after the workshop. For those workshops designated as feeder workshops, these can be used as the input into the main sessions. More detailed reports need to be submitted by the workshop organisers as soon as practicable after the close of the meeting.

#### **V. Proposed Schedule**

The most updated schedule can be found at <http://www.intgovforum.org/cms/>.

#### **VI. General Principles**

The following principles have been used to inform the decision making and recommendation made for IGF meeting in Nairobi:

- All organizations that hold official events (workshops, best practices, etc.) are asked to commit themselves to submitting a report on their event. Non-submission of a report will disqualify the organization from scheduling an event for the following year;
- Those who did not submit a report for their 2010 event, are not to be included in the schedule;
- Only Dynamic Coalitions meetings which have submitted activity reports or meeting reports for 2010/2011 are to be included in the schedule;
- All official events will end at 1800 hours;
- No official events will be held during the lunch-break between 1230-1430 hours;
- The efforts for remote participation in 2011 will be enhanced based on experience gained in 2010, in order to enable effective and interactive remote participation;
- Based on the success of remote hubs in 2010, specific planning will be done to prepare for greater integration of these remote-hubs with the main meeting;
- In addition, there will be an opportunity for ad-hoc meetings to be scheduled, which will not be part of the official programme.

There should be no prepared statements read out during the main sessions except for the opening and closing ceremonies. However, prepared statements are encouraged and can be recorded by any participant and will be made available on the IGF YouTube channel. Efforts will be made to improve the promotion of this possibility. Prepared statements can be recorded and submitted in advance to the IGF Secretariat.

## **VII. Meeting types and structure**

It was agreed to follow the basic format of past meetings. The objective of the programme is to maximize the opportunity for open and inclusive dialogue.

### **A. Main Sessions**

Each of the main sessions will be an opportunity for productive exchange between all stakeholders on policy approaches, challenges, and practical options to address them. Each session will have a chair appointed by the host country and one or two moderators depending upon the session topic. The goal is to discuss practices or issues and their relevance to all stakeholders.

Three of the thematic main sessions will include rapporteurs from selected feeder workshops related to the session themes or sub-themes. The rapporteurs will be asked to respond to questions posed by the moderators at various points during the session.

All of the main sessions will take place in the main meeting hall and they will be organized around the key themes. They will all have live transcription in English and interpretation in all six UN languages. The transcription will be streamed in real time on the Web and all main sessions will be videocast.

#### **(a) Open Dialogue Sessions**

Most of the main key theme sessions will take the form of an open dialogue among participants. However, as necessary and subject to room availability some open dialogue sessions *may* be organised. These open dialogue sessions will have neither panellists nor designated respondents, but will have a chairperson and/or moderators to lead and stimulate the discussion. The goal of these sessions will be to bring as many participants and different stakeholders into the dialogue as is possible and will allow for a discussion with maximum interaction among the participants.

(b) Other sessions

The morning of the second day will include the Opening Ceremony/Opening Session, while the afternoon of the fourth day will include a Closing Ceremony.

B. Workshops and good practice forums

Workshops are designed to explore detailed issues related to the main themes from different perspectives. As in previous years, a precondition for workshops to be included in the programme is a balance of stakeholders and viewpoints (and other conditions which are set out above in sections IV and VI).

The aim of the good practice sessions is to demonstrate, in a multi-stakeholder environment, some of the good practices that have been adopted with regard to the key IGF themes in general and to the development and deployment of the Internet in particular. The sessions can have either a thematic or a country focus. Presentations should not only cover practices that were successful, but also focus on challenges and mistakes. Thus, 'lessons learned' are an important output of these sessions. The aim is to provide a space to discuss what constitutes a 'good practice' and to share relevant information that can be transferred to other situations and strengthen capacity-building activities.

The final scheduling of all workshops will be determined by the IGF Secretariat on the basis of maintaining a balance across the issues, efficient use of meeting space and an attempt to avoid conflicts in topic or speakers.

Duration of workshops and best practice forums: 90 minutes.

Each workshop and best practice forum will be required to produce a background paper and report on the event.

C. Open Forums

All major organizations dealing with Internet governance related issues as well as the regional fora are to be given a workshop slot, at their request, to hold an open forum in order to present and discuss their activities. The meetings should focus on the organization's activities during the past year and allow sufficient time for questions and discussions. It was noted that there will be some constraints imposed by the venue on the volume and nature of rooms available for such open forums.

Duration of Open Forums: 90 minutes.

Each Open Forum will be required to produce a background paper and a report on the meeting.

Regional and/or national IGF meetings will be offered the opportunity to schedule an Open Forum meeting. These sessions will be included as part of the expanded number of sessions for regional perspectives. . . Special attention will be paid to scheduling and setting up these sessions to allow for active participation by any corresponding regional hubs. A slot will also be provided for an open forum where all regional and national meeting organizers can exchange experiences and discuss the linkages with the global IGF.

#### D. Dynamic Coalitions

The meeting will provide space for active Dynamic Coalitions to meet and to further develop their efforts. Meetings of Dynamic Coalition should not be workshops. They should be action oriented and make an effort to ensure that a broad range of stakeholders can bring their expertise to the discussions.

All Dynamic Coalitions are requested to present a report on their achievements so far in general and on their activities in 2010/2011, and their meeting in Vilnius in particular. The reports will be posted on the IGF Web site.

Only Dynamic Coalitions that have submitted such a report will remain listed as Dynamic Coalitions on the IGF Web site and will be given a meeting slot in Nairobi. All other Dynamic Coalitions will be listed under the heading 'inactive Dynamic Coalitions'. Upon request, a group that wishes to form a new Dynamic Coalition may submit a proposal to the IGF Secretariat for a meeting slot.

Organizers of workshops and main session are encouraged to work with Dynamic Coalitions in the preparation of related sessions.

Duration of Dynamic Coalition meetings: 90 minutes

#### E. Other Meetings

In general, meeting rooms that are not otherwise booked will be given, as available, to interested stakeholder groups on a first-come-first-served basis, in accordance with United Nations procedures and practice. A number of rooms will be reserved to accommodate ad-hoc requests.

### VIII. Remote Participation

Where it is not possible for a panellist to attend the meeting in person support will be provided to ensure that the panellist can participate remotely.

Each session will benefit from a remote moderator. All event organizers are requested to arrange for a remote moderator to help in the process of moving from remote observation to genuine remote participation.

A complete job description of the remote moderator can be found at <http://www.intgovforum.org/cms/component/content/article/514-job-description-for-remote-moderators>.

The main functions of the remote moderator are the following:

- To connect online with the remote participants (all the equipment and software needed will be provided);
- To moderate the online discussion of remote participants and link it up to the discussions in the meeting room;
- To follow-up for archiving purposes and in view of improving future remote participation efforts.
- To answer questions after the session they moderate in order to get feedback on how to improve the process.

The Secretariat in cooperation with the remote participation working group will be arranging for training sessions for remote moderators in the months leading up to the Nairobi meeting.

Any organizer who cannot find a remote moderator is invited to check out the list of resource persons or ask for suggestion by writing to the Secretariat at: igf[at]unog.ch.

## **IX. List of resource persons**

Individuals who would like to be a resource person, either as part of a workshop or a main session, are invited to register with the IGF secretariat.

Organizers of workshops and sessions who are looking for people to fill a slot on a panel or be otherwise involved within their workshop proposals, including as remote moderators, will be invited to access that list maintained by the Secretariat to find speakers and contributors for their sessions.

The list of resource persons with short bios indicating their areas of interest and expertise will be made available on the IGF Web site.

## **X. Logistics**

### **A. Meeting Rooms**

Room	Capacity
Main Session Room	1172
Workshop Room N°1	545
Workshop Room N°2	112
Workshop Room N°3	112
Workshop Room N°4	89
Workshop Room N°5	89
Workshop Room N°6	82
Workshop Room N°7	82
Workshop Room N°8*	146
Workshop Room N°9*	146

\* Only available on Day 2 and 3

### **B. Other facilities**

Event organizers and participants with special needs will be requested to contact the Secretariat and communicate their requirements, including requests for interpretation.

### **C. Hubs**

Hubs were a great part of the Vilnius success. Many locations are planning on hubs for this year as they allow much greater global participation. It was a suggestion of the open consultations that more attention be paid to the best way to include hubs as part of the overall IGF meeting.