UNITED NATIONS
COMMISSION ON SCIENCE AND TECHNOLOGY FOR DEVELOPMENT

Chairman's draft recommendations on the basis of the consolidated version of the rolling document

A.   Shaping the outcomes of IGF meetings

The CSTD Working Group on Improvements to the IGF

recognizes

the need to improve the format of IGF outcomes to ensure its impact on global internet governance policy issues;

recalls

the importance of the non-binding and non-duplicative process of the IGF which should be maintained and reflected in IGF outcomes;

underlines

the full diversity of opinions on policy issues of the IGF multi-stakeholders community;

further underlines

the potential impact of IGF outcomes on outreach and cooperation and subsequently on global internet governance policies with improved communication tools and strategy;

recommends to

1.   develop more tangible and robust outputs

•   The IGF should continue to produce its current reports, including the Chairman's report, the sessions' transcripts, the workshops reports and the overall proceedings, to which additional more focused documentation should be added to improve communication and the impact of the results of IGF discussions.

•   New ways should be found to extract the outcomes of discussions at the IGF, for example, in the form of concrete messages. These messages could map out consensus or diverging opinions on a given theme, and capture the range of policy options available.

•   To focus discussions, the preparation process of each IGF should formulate a set of questions and objectives to be considered at the IGF, as part of the overall discussions. The results of the debates on these questions should be specifically stated in an outcome document to be prepared by pre-assigned rapporteurs to be identified by the MAG. They may be consensual answers to questions or the expression of the different views presented when consensus does not emerge.

2.   improve the visibility of IGF outcomes and its accessibility with enhanced IGF communication strategy and tools

- To guarantee the impact of the IGF, the resulting documentation must be transmitted to the relevant stakeholders. This includes strengthening the IGF communication strategy. A better use of the IGF website would be a first step in this direction. Clear information material would help also to engage stakeholders.

3.   ensure the impact of outcomes on outreach and cooperation

- To improve the outreach and cooperation with other organizations and fora dealing with Internet governance issues, it is important to ensure that messages are transmitted to these organizations and fora through appropriate mechanisms. The MAG together with the IGF Secretariat could create an overview of these organizations and fora as well as the issues that they are dealing with. The link between the IGF and the CSTD could be strengthened by taking into account inputs from the IGF when drafting annual resolutions at CSTD.

B.   Working modalities including open consultations, MAG, and Secretariat

The CSTD Working Group on Improvements to the IGF

underlines

that the IGF has two dimensions: open and exploratory on the one hand, and, on the other, focused on themes and specific policy challenges;

recognizes

the importance of maintaining overall modalities of the IGF, namely, main sessions, feeder workshops, workshops, round tables and specific policy challenges;

further recognizes

the need to improve working modalities of the IGF, including open consultations, the MAG and the Secretariat, to ensure the effective impact and uniqueness of IGF's multi-stakeholder policy dialogue;

emphasizes

that the MAG needs clear Terms of Reference, that the constitution of the MAG should be done in a transparent and documented fashion and that it should be more representative of all the groups the Internet increasingly impact;

also emphasizes

that the Secretariat should remain independent, based in Geneva and it should be strengthened and expanded;

notes

the important role of open consultations and the MAG as facilitator and listener of what happens in consultations which feed the IGF process

recommends to:

1.   improve the bottom-up, open, and inclusive nature of the overall preparatory process of the IGF

- The IGF Secretariat and the MAG should invite the IGF community to identify pertinent key policy questions around which main sessions will be structured.

- The Secretariat and the MAG in cooperation with national and regional IGFs should find new and more deliberate mechanisms to reach out and encourage international organizations, intergovernmental organizations, national governments and other stakeholder groups, including representatives of disadvantaged groups to be more actively involved in the preparation of the IGF such as by sending requests inviting them to provide written comments on programme papers and on any other relevant documents. Organisers of national and regional IGFs should also be engaged to enhance their input to the global IGF and vice versa.

- The purposiveness of the IGF process should be considered to ensure that it feeds real policy-making.

- Logistics for the preparatory process should be improved, in particular, by ensuring that if not all of the annual consultations, at least one, should allow for remote participation. In addition, the IGF Secretariat should facilitate bilateral meetings (>40 bilateral meetings) by ensuring notably the booking of the necessary facilities and enhancing transparency with regards to this service and the related and available options.

- Global governance institutions should be invited to engage with the IGF on some of these questions, for example, by convening forums and workshops.

- The rotation of members of panels, MCs of working groups, etc should be encouraged

2.   improve the structure and working methods of the MAG

- Clear Terms of Reference should establish, in particular:

  - Requirements for MAG members:
  - Represent groups' or constituencies' interest and not private interests;
  - Proven ability to work as a team member;
  - Active participation in the IGF process;
  - Extensive linkages within one's own stakeholder group and, if possible, to other stakeholder groups;
  - Experience and expertise in Internet governance issues.

  - Responsibilities of MAG members:
  - Attend three meetings in Geneva per year;
  - Participate in the yearly global meeting;
  - Participate in inter-sessional work;
  - Make outreach to wider community, including national and regional IGF type initiatives and bring other networks into the MAG;
  - Bring in comments from the community;
  - Explain recommendations to the community;
  - Willingness to commit to work and follow through..

  - Responsibilities of the MAG as a whole:
  - Developing the detailed programme of annual IGFs including the identification of issues of concern;
  - Selecting workshops and other meetings;
  - Identifying the best possible means to plan and organise the meetings;
  - Organizing main sessions and, where necessary, participating in dedicated thematic working groups;
  - Facilitating the organization of workshops;
  - Establishing linkages between workshops and main sessions;

- Coordinating panels and supporting panelists, moderators and speakers at the annual meeting;
- Liaising with respective communities;
- Publishing reports;
- Doing additional outreach with other organisations, in conjunction with secretariat.

- Guidelines on the actual tour of duty (length of service, rotations, performance criteria such as removal/replacement of MAG members that do not participate) should be developed and implemented.

- The process of selection of MAG members should be inclusive, predictable, transparent and fully documented.

  - Stakeholder groups should identify and publicise the process that works best for their own culture and methods of engagement and which will ensure their self-management.

  - The mediation for the selection of each stakeholder group should not be restricted to one particular body.

  - The three non-governmental stakeholder groups should propose lists of candidates which should be sufficiently large to provide some flexibility when selecting MAG members .

  - During one of its meetings (Geneva, 23 November 2010), the MAG discussed the selection process and one mentioned possibility concerned a form of 'triage' that would be used to ensure appropriate geographical balance among MAG members. This 'triage' could be carried out by a trusted group of former non-governmental MAG members, perhaps including some MAG members who are being rotated out. This trusted group would work in active consultation with the respective stakeholder groups. The recommendation would then be submitted to the Secretary-General for approval. One proposal was that the list of all MAG nominees to be submitted to the Secretary-General should be published on the IGF website.

  - Another proposal was made concerning the establishment of a "Selection Committee" in which members, appointed by the IGF Chair, should be drawn fairly from representatives of stakeholders across the different regions and constituencies. Preferably, the Selection Committee should include experts with wide-ranging knowledge of Internet governance, previous experience of programme preparation and strong links to various stakeholder groups. This Selection Committee would select candidates for the MAG ensuring balanced representation of geographical distribution, gender and the wide range of stakeholders. The final selection of candidates should be submitted to the UN Secretary-General for final approval

  - While the selection of stakeholder representatives has to take place in a bottom-up manner, a framework with general guidelines could be established to guide the selection of the MAG and ensure transparency, diversity, and widest participation of all groups in view of preserving its dynamic nature. The composition of the MAG should be more representative of all the groups that Internet governance increasingly impacts and represent the wide internet community. Its membership should be balanced as regards stakeholders, geographic and cultural diversity, developing country representation and gender. Stakeholder groups should strive to reflect their internal diversity separating technical and academic communities.

- MAG meetings should be open and transparent:

  - The rotation system which was introduced by the MAG should be further developed in order to allow for a constant renewal of the MAG and to guarantee its openness to new

stakeholders. The rules of rotation should be clear, with about one third rotated every year and a three-year limit to each member's term in order to provide opportunities to all interested participants and to ensure fair representation.

- The MAG should open its meetings to observers and make its proceedings available in the form of a live text streaming. This verbatim record is available on the IGF Web site. This proceeding is recommended for future meetings in order to enhance the openness and transparency of its work.

3.   strengthen and expand the Secretariat

- The IGF Secretariat should continue to operate with transparency and flexibility, be accountable to all stakeholders, independent of other UN bodies and based in Geneva. With very limited human and financial resources, the IGF Secretariat, together with many volunteers, has managed to service well the IGF meetings, but it should be strengthened and expanded in order to meet the increasing demands and to support the desired and increased outreach.

C.   Funding of the IGF

The CSTD Working Group on Improvements to the IGF

recognizes
the importance of increasing voluntary funding for the continued successful operation of the IGF;

underlines

that stability, continuity and effectiveness of the IGF leadership and staff have a positive impact on the IGF's capability to raise funds;

emphasizes

that there's an important relationship between increasing voluntary funding and the implementation of other recommendations of the Working Group;

recognizes

key principles such as independent, unencumbered, stable and predictable, voluntary sources;

recommends to:

1.   encourage increased voluntary financial contributions.

- The present funding model should be continued. However, more resources are needed to support the existing functions of the IGF Secretariat.and to enhance the participation of stakeholders from developing and least developed countries throughout the IGF processes;

- With a view to ensuring the necessary funding for the IGF, the possibility of enlarging voluntary contributions from all sources should be explored, including by entities involved in Internet management, and by asking for pluriannual commitments from possible relevant donors in order to improve stability and predictability of funding;

- Creative mechanisms to ensure predictable funding for the IGF should be sought on an ongoing basis. For the above purpose, additional regular voluntary contributions by entities involved in Internet management should also be sought, with long term pluriannual commitments, as a sustained basis of funding for the IGF.]

- IGF stakeholders should be encouraged to come up with creative mechanisms to mobilise alternative funds that can be used to enhance participation from Least Developed Countries and developing countries including speakers and moderators;

- Outreach should be considered as essential to attract potential donor

2.   improve the voluntary funding process.

- An IGF finance committee or group should be established drawing on the MAG membership, relevant people from within UNDESA and the IGF donor community;

- With a view to ensuring sufficient, appropriate, stable and predictable funding for the IGF, the ability of all stakeholders to easily donate to the IGF should be ensured through mechanisms most suitable to them including multiyear donor program, small donations in kind support, etc. It is also necessary to explore the possibility, on a voluntary basis, of accessing funds collected, directly or indirectly, from relevant - stakeholders as a long term contribution to the IGF budget and through mutually agreed mechanisms according to each entity rules and procedures.

3.   enhance accountability and transparency.

- A report should be developed at least annually and transmitted to the whole IGF community. The report should cover the full budget and expenses associated with the IGF and its activities, in broad budget items including not only those associated with the IGF Trust Fund, but also those associated with other contributions, in cash or in kind. It should also take into account information provided on a voluntary basis by host countries and in kind contributions by the UN associated with the IGF.

- In order to broaden and increase awareness and transparency of the Trust Fund itself, the following changes are recommended:

  - An official announcement, via the Web site and other suitable mechanisms, should be made by the IGF Secretariat to initiate the fund raising process, with a description of the IGF and its activities that will be supported by contributions. The announcement should include the description of the donor's fund process which include information on how to contribute and concerning existing donors.

  - An open and public meeting, including with remote participation, should be held to enable any interested party to attend, hear briefings and presentations, and make pledges to contribute to the donor's fund. In addition, a meeting report should be published concerning outreach on the donor's fund.

  - A meeting report of any formal donors' meetings should be published on the IGF website which would include the number of attendees and topics discussed.

- Activities to mobilize resources should be enhanced as well as timely reporting and information sharing on the implementation of the project document and on the use of funds to donors annually and at the end of every project cycle.

- Information on the budget and expenses should be made available annually to IGF open consultations with the possibility of providing views and comments, which the MAG may incorporate in its work and summary report.

4.   acknowledge the host country's support and in kind support from other countries, organisations and the UN.

- It should be recognized and acknowledged that, to date, together with the important support from voluntary contributions, existing resources to support the IGF include substantial contributions from host countries throughout the hosting of the global IGF with significant in kind voluntary efforts contributing to the planning and organizing process, including the hosting of remote hubs and remote participation services, as well as audio visual and ICT requirements as per host country agreements. This should be further encouraged for future IGFs.

D.   Broadening participation

The CSTD Working Group on Improvements to the IGF

recognizes

the importance of broadening participation to improve IGF's open and inclusive process and ensure effective multi-stakeholder policy dialogue and capacity-building;

underlines

that broadening participation would further fosters the legitimacy of the IGF;

further underlines

that the evolving process and self-improving nature of the IGF through broader and diversified participation both across the different regions as well as across the various stakeholder groups;

notes
that the preparatory process is a key element in the organization of the event and outreach is the responsibility of the IGF as well as the IGF community and stakeholders;

further notes

that removing economic, physical and other obstacles contributes to broadening participation and inclusion.

emphazises

that incentives and enabling measures should be enhanced and stand as part of IGF's defined outreach and communication strategy, to ensure that all relevant stakeholders can equally and actively participate in the IGF;

further emphazises

the interrelation between recommended improvements in other areas and their subsequent impact on broadening participation;

recommends to:

1.   improve the on-line visibility and accessibility of the IGF

- Although participation in the IGF has increased throughout time, it should be further broadened to involve new stakeholders, both at the IGF and its preparatory processes, in particular from developing countries, youth, small and medium enterprises, decision-makers, parliamentarians, and disadvantaged groups including disabled people and those living in rural areas without connectivity.

- To ensure that the IGF reaches out to new stakeholders, the IGF should be more visible and accessible to all relevant stakeholders. As mentioned above in relation to improvements to IGF outcomes, and for the additional purpose of broadening participation, the communication strategy should be improved. A first step in this direction should be to enhance the IGF's website by providing 2.0 functionalities and making it more attractive and inclusive.

- To improve participation in the IGF, enabling conditions should be improved such as by ensuring, for example, that facilities are adjusted and made more accessible. The selection of workshops may also be important and they should be made more relevant and inclusive. Ensuring that breakout groups are linguistically accommodating could also be an incentive for participation and the possibility of providing simultaneous machine translation services based on real-time transcripts could be also explored for this purpose.

## 2.	support and improve physical participation

- Participation of all stakeholder groups from developing countries in the IGF and its preparatory process should be supported with increased inclusiveness. Representatives from developing countries may be more interested and more likely to participate in the IGF if the agenda includes more topics addressing issues related to Internet governance for development (IG4D). It is also important to continue to rotate the location of annual IGFs to enable stakeholders from different regions to facilitate their participation in the IGF.

- As mentioned above concerning improvements to the funding of the IGF, increased financial support for all stakeholder groups who are currently not able to participate with their own resources, in particular new comers, is also a key measure with the view, also, of broadening participation. Where possible, special funding and other means of support for developing country participants should be increased. One possibility could be to encourage fellowship programs supported by participating organizations. In addition, it is important to ensure the visibility of the host country's website which should take into account stakeholders with insufficient funding by making available low-cost accommodations and publishing any relevant information in this regard on-line, both on the websites of the host country and the IGF.

- .The establishment of future potential means to broaden participation should be encouraged on an on-going and transparent basis. In the report of the IGF Secretariat, promoting its experience in broadening experience could be an option as well as other possible and above-mentioned measures to improve the funding of the IGF.

## 3.	improve capacity-building

- Dedicated capacity building actions are important to better engage newcomers to the IGF and to create an environment where their participation becomes the most useful for them, but also for other participants. This could be done by encouraging stakeholder initiatives to document the IGF, including concerning best practices, with related links on the IGF website and by encouraging the establishment of an Internet Governance Observatory.

- Recognising the need to increase the participation of all stakeholders, and in particular representatives of governments and parliamentarians to further broaden their interactions with other stakeholders at the IGF, a broad strategy could be developed to encourage their attendance, including possibly by organising a special session during the IGF for them.

- Linked and pre-events could also be used to address specific constituencies.

## 4.	improve remote participation

- Remote participation at the IGF has evolved satisfactorily and needs to be seen as an integral part of the IGF process.

- Effective remote participation is a key element for engaging whoever cannot physically attend meetings. It has reached a remarkable level in recent IGF meetings, in particular through remote hubs. However, there is still room for improvements. It is necessary to strengthen remote participation mechanisms due to its potential contribution for increased inclusiveness, in particular by enhancing interactivity of remote participants with on-site audiences, on the basis of available resources. For example, the captioning of events, including workshops and providing real-time text are important to assist remote participants.

E.   Linking IGF to other related processes/mechanisms/bodies

The CSTD Working Group on Improvements to the IGF

recognizes
the need to encourage the IGF to participate in further interaction and communication to enrich the international dialogue and maintain an adequate level of sharing experiences in ways that help in setting the stage for further policy dialogue and policy coherence on global Internet governance with the following:

- Regional and national entities in charge of Internet governance issues.
- National, regional, and global IGFs
- The various Internet related organizations, technical and political intellectuals, think tanks and experts

further recognizes

that public outreach by the wider community is the key to encourage other organizations to participate in the two-way communication street that is the IGF and make the IGF known to the outside world;

underlines
the importance of developing a defined outreach and communication strategy to enhance linkages between the IGF and other related processes, mechanisms and bodies.

recommends to

1.   ensure the relevance and inclusiveness of annual IGFs

- While the agendas provided for IGF events have always covered the broad issues to be addressed, more comprehensive agendas should be distributed well in advance to boost participation and involvement. Such agendas should include the following:

  - The overall theme of the event
  - Newly proposed themes
  - A breakdown of the topics that will be discussed under each theme
  - Emerging issues
  - Details of exhibitors
  - Details of how to submit proposals for workshops

- Linkages should be made more substantial and should not be restricted to giving and seeking information. This could be notably achieved by preparing, from a very early stage, sets of policy questions around which the IGF should organize itself and which would initiate also interactions. Packaging information including outcome documents such as the Chariman report, workshop and main session reports in addition to other suggested outcomes recommended above are also important.

2. develop a defined outreach and communication strategy

- Linkages, which may be formal and informal, between the IGFand other bodies dealing with Internet governance issues should be improved, including with awareness-raising measures on the IGF with communication materials and activities which should be thoughtful and sustainable.

- Official invitations should be issued by the UN Secretary-General on paper and circulated among the diplomatic missions in New York and Geneva to include substantial numbers of participants from developing countries.

- Invitations should also be issued by host countries, not only to governments but to prominent figures from the private sector, civil society, the technological community and other stakeholders, while ensuring that they are provided with a clear agenda and an opportunity to participate and express their views.

3. ensure two-way communication

- The two-way communication should be improved by ensuring that the IGF is represented in other organisations and that other relevant organizations provide input into the IGF. For example, it is important to improve linkages between the IGF and the CSTD, by ensuring that space is given in CSTD meetings to present previous IGFs, including with information reports and main items of discussion.

4. empower the MAG and Secretariat to do consistent outreach

- It is important to encourage better communication and interactions between national, regional, and global IGFs, and to promote and enhance linkages with national and regional IGF processes. This should be done with consistent and active outreach from the secretariat to these processes and the MAG should ensure that national and regional IGF initiatives have adequate opportunities to feed into the global IGF.

F. Monitoring the implementation of recommendations on improvements to the IGF

The CSTD Working Group on Improvements to the IGF

recognizes

the need to ensure the effective implementation of the above recommendations to improve the IGF;

recalls

the critical role of the CSTD in assisting ECOSOC with the monitoring and annual assessment of the outcomes of the World Summit on the Information Society (WSIS), including the IGF, in accordance with resolution E/2006/46: " Follow-up to the World Summit on the Information Society and review of the Commission on Science and Technology for Development";

further recalls

the annual Reports of the UN Secretary-General on the progress made in implementing the outcomes of the WSIS, taking into account the information provided by entities in the United Nations system and elsewhere, with a view to sharing best and effective practices and lessons learned;

underlines

the global vision and experience of the IGF Secretariat with regards to the areas addressed by the above recommendations;

requests

the IGF Secretariat to provide an input to the annual Reports of the UN Secretary-General containing information on the implementation of the above recommendations on improvements to the IGF.