**South Eastern European Dialogue on Internet Governance**

**SEEDIG 2016 - Virtual meeting for organizing teams (I)**

**17 February 2016**

**Summary**

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The meeting was dedicated to discussions on the ongoing sessions planning process for the SEEDIG 2016 meeting. It was attended by focal points and members of the sessions' organizing teams, as well as by the SEEDIG executive committee.

### 1.    SEEDIG 2016 programme outline - overview

The meeting started with an overview of the SEEDIG 2016 programme outline, which had been previously circulated to the organizing teams via email, as well as sent to the full SEEDIG mailing list. It was explained that the current programme outline is based on the proposals submitted by the community, and on the discussions held at two virtual planning meetings held in January 2016. It includes four sessions on:**Internet governance, Access and standardisation, Cybersecurity, and Human rights online**. For each of the four sessions, a headline is indicated describing the overall focus of the session, as well as the ID number of the proposals that have been considered to pertain to the topic of the session. The list of proposals and their corresponding ID numbers can be found here.

The headlines for the sessions are indicative at this stage. Further work is to be carried out by organizing teams, which would take over responsibility for building the sessions (deciding the titles, agreeing on more detailed focus of the sessions and elaborating sessions descriptions, choosing the formats, identifying moderators and key participants, as applicable). Comments submitted during the public comment period have been forwarded to organizing teams, to be considered in their work.

### 2.    Organizing teams – role and responsibilities

It was explained that, for each session in the SEEDIG 2016 programme, an organizing team has been created with the aim to shape the session. Each team has one or two focal points, and several other members (individuals who have submitted proposals for SEEDIG and responded to the invitation to join the teams, as well as individuals who later on expressed interest in contributing to building the sessions). The initial composition of the organizing teams has been announced via the mailing list, and will soon be published on the SEEDIG

website. It was explained that these teams **remain open** throughout the preparatory process, and new members are welcome to join.

Focal points in each team are expected to lead the work of the organizing teams and to maintain communication with the executive committee.

Organizing teams are expected to **define and agree upon the following aspects** related to their sessions:
- the focus of the session, building upon the indicative headline mentioned in the programme outline, and the proposals identified as pertaining to the session;
- the title and description of the session;
- the format of the session;
- key participants (if required by the format of the session), moderator/facilitator, remote moderator and rapporteur.

Organizing teams were encouraged to start their work by looking at all proposals indicated in the programme outline as pertaining to the topic of their sessions, as well as the comments submitted during the public comment period. It was acknowledged that, in some cases, the number of relevant proposals is quite large and it might be challenging and even impossible to have all proposed issues addressed in one session. In such a case, organizing teams are to decide how to best frame the session in a way that incorporates as many proposed issues as possible, while ensuring that the session has a clear and meaningful focus. If some issues are left aside from a particular session, they could later be considered as possible topics for the speakers' corner (included as an addition to the programme outline, and aimed to feature short presentations on very specific Internet-related issues).

It was emphasised that organizing teams are required to follow a number of **session principles** throughout their work. These principles, which are available here, were explained in detail during the meeting. Among these, it was outlined that:
- It is essential that organizing work, as much as possible, on the basis of **consensus**, while keeping in mind that **all members are equal**, irrespective of their affiliation or stakeholder group.
- Another key principle is for sessions to ensure **diversity of views**, to the largest extent possible, in terms of multistakeholder, national, regional and gender representation. Similar efforts should be made to include youth views into the discussions, and to bring both experts and new voices into the sessions.
- Organizing teams were also encouraged to consider **innovative formats** for their session (not only the usual panel-type format), which allow a broader involvement of all participants in the discussions. If a session has panellists or key participants, they **should not be more than five**. Even in such cases, the sessions should be planned in such a way **that ample time is allocated to interactive discussions among all session participants** (panellists, key participants, attendees, etc.), and that interventions

from key participants are combined with interventions from all other attendees. The aim is to engage all participants on a sustained basis throughout the session.

- All sessions should also have a **remote moderator** (responsible for ensuring that contributions from remote participants are reflected into the discussions) and a rapporteur (responsible for working on the sessions' key messages, during the session itself).

It was underlined that it is the responsibility of the focal points to ensure that these session principles are respected during the session planning process. If questions or concerns regarding the principles arise during the work of the organizing teams, they can be brought forward to the executive committee and discussed in detail. In addition, the executive committee will also follow the work of the organizing teams, and will intervene where the need arises.

For each organizing team, one or two members of the executive committee have been designated as **contact points**. Their role is to follow the work of the organizing teams, to ensure that they comply with the session principles, and to assist the teams where necessary. They could also step in to encourage more activity within the organizing teams, if and when this is the case. For these reasons, organizing teams are asked to **always include their respective contact point(s), as well as the general email address of the executive committee (see[at]intgovforum.org) into all their electronic communications**.

During the discussions, the following issues were also raised:

- In the case of sessions that will rely on panellists or key participants, the organizing teams are solely responsible for deciding whom those **panellists or key participants** can be. Their decisions can be based on proposals put forward by the focal point(s) or by any other member of the team. If necessary, the executive committee could also contribute with suggestions and proposals in this regard. If formal invitations are needed for key participants, they can be prepared and sent by the executive committee. All such cases can be discussed on an individual basis with the committee.

- In order to assist organizing teams in their work, and identify possible good practices from the first SEEDIG annual meeting, links to the SEEDIG 2015 wiki space will be provided to all teams. Various details could be found there with regard to the planning process for SEEDIG 2015, such as examples of session descriptions, key messages from the sessions, recordings, as well as the overall meeting report.

- A brief discussion was also held on the idea of **collecting feedback from participants** at the end of each session. It was explained that an overall evaluation survey was used at the SEEDIG 2015 meeting, and that this survey could be replicated for SEEDIG 2016, as well as combined with a more focused feedback form for each session. Details on how to best implement this approach are to be further discussed.

- Organizing teams were also reminded that they could make use of **SEEDIG's dedicated social media accounts** (Facebook and Twitter) to share information about their sessions, ask for input, and invite new members. For any assistance on this matter, please contact executive committee member Aida Mahmutović, at aidamahmutovic.ba[at]gmail.com .

3.      **Deadlines and next steps**

Several deadlines have been set for the work of the organizing teams, and these were re-emphasised at the meeting:

- **1 March:** proposed session title, session teaser and key words (some general ideas that would give the public an indication on the focus of the session, before this is finalised);
- **15 March:** final session title, description and format; further reading;
- **3 April:** confirmed key participants/panellists (where applicable), moderator, remote moderator, rapporteur.

After each of these deadlines, the **information provided by the organizing teams will be published on the SEEDIG website** (by the executive committee).

Organizing teams will be provided with a session **template** outlining all the required session information they will need to have ready by the indicated deadlines. Following a suggestion made during the meeting, these will be shared as online, editable documents (Google docs). Further, organizing teams are also encouraged to use the same tool for documenting their work and progress in building the sessions. This could contribute to making the process more transparent and effective.

A **second virtual meeting** for organizing teams will be held in the coming weeks, at a date to be decided at a later stage. This second meeting will be dedicated to discussions on the progress made by the teams in their work, on the challenges they are facing and on possible ways to address those. Meanwhile, organizing teams can **make use of the remote participation platform** (kindly provided by the IGF Secretariat) for their own meetings (provided that the date and time for such meetings are timely communicated to/agreed upon with executive committee).