

**SEEDIG 2017 – Online planning meeting for organising teams I
23 February 2017****Summary Report**

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The main aim of the meeting was to discuss the next steps in the planning process for the [SEEDIG 2017 meeting](#) (24–25 May, Ohrid).

1. SEEDIG 2017 – process overview

The meeting started with an overview of the SEEDIG process. It was explained that SEEDIG is a sub-regional Internet Governance Forum (IGF) initiative (recognised as such by the IGF Secretariat), dedicated to open, inclusive and informal dialogue on Internet governance (IG) issues among interested stakeholders from South Eastern Europe and the neighbouring area. SEEDIG's objectives include: awareness raising and capacity building on IG related matters (concept, issues, processes and organisations); facilitating multistakeholder discussions on IG issues that are of relevance for stakeholders in the region; and contributing to creating linkages between the IG realities in the region and the pan-European and global IG processes.

SEEDIG functions as a process which includes an annual meeting, as well as inter-sessional activities. The third annual meeting will be held on 24-25 May 2017, in Ohrid, and it will be hosted by the country's Agency for Electronic Communications (AEC).

2. Programme overview

The programme for the annual meeting is built through a bottom-up, open and transparent process, by the SEEDIG community, under the coordination of the executive committee. This work is carried out in accordance with a set of [Programme guidelines](#).

The first step in this process was the joint [SEEDIG-EuroDIG call for issues](#), which ran between October and December 2016. In response to this call, [74 proposals](#) for issues to be discussed at the Ohrid meeting were received. In January 2017, [two online planning meetings](#) were held, with the aim to discuss the submitted issues and initiate work on the draft programme. On 28 January, a [draft programme outline](#) was published for public comment. The [final programme outline](#) was published on 10 February. This programme has been built taking into consideration the proposals submitted in response to the call for issues, the discussions held at the January planning meetings,

as well as input received in response to the call for comments on the draft programme.

The programme outline for SEEDIG 2017 is built around several tracks. The structure for the pre-event includes: a youth track (dedicated to preparing young people for participation in the SEEDIG meeting); a national IGF initiatives track (dedicated to exchanges among national IGF initiatives from South Eastern Europe and the neighbouring area); an Internet governance introductory session; and a session on access, digital divide, and (telecom) market regulation. The main event day includes four main sessions – on digital human rights, the Internet of Things, internationalised domain names (IDNs), and cybersecurity; a 30-minute slot dedicated to open data; as well as two 30-minute speakers' corner slots (during the coffee breaks).

Given that the SEEDIG 2017 meeting will be held back to back with the Regulatory Conference 2017 (organised on 24–26 May, by the Agency for Electronic Communications – also host of SEEDIG 2017), the second main session on 24 May and all sessions on 25 May will feature in the programme of both events. These sessions are intended to create synergies between the two events, and bring the two communities together in discussions on topics of common interest.

The headlines for the sessions included in the programme outline are indicative. Further work is to be carried out by **organising teams**, who will take over the responsibility for building the sessions (deciding the title, agreeing on a more detailed focus of the session and elaborating a session description, choosing the format, moderators and key participants, as applicable).

Following the publication of the programme, work started on the creation of organising teams. The executive committee reached out to proponents of issues identified as pertaining to each session and invited them to join the organising team for that session. In parallel, focal points have been identified, to lead the work of the organising teams and maintain communication with the executive committee.

3. Organising teams: role, working methods, deadlines

With the initial organising teams now created, they are to start discussing about how to shape their sessions, with a view to defining and agreeing on the following aspects:

- the focus of the session, building on the indicative headline and the proposals identified as pertaining to the session;
- the title and description of the session;
- the format of the session (it can be an usual panel-type session, but we also strongly encourage innovative formats);
- key participants/resource persons (if required by the format of the session), moderator/facilitator, remote moderator, and rapporteur.

In working on these aspects, organising teams are asked to consider the following:

- The headline of each session, as indicated in the programme outline, is meant to give an indication of what issues could be addressed in this session. While this headline is, in general terms, reflecting several proposals that have identified as pertaining to the session, **teams are expected to review these proposals as well.**
- When defining the focus of the session (main issues and questions to be addressed during the session), teams should consider as much as possible both the headline and the

proposals. While, in some instances, it could be challenging and even impossible to address all proposed issues in one session, it is the team's responsibility to decide how to best frame this session.

- [SEEDIG Session principles](#) should be carefully followed.
- The organising teams remain open to any individual interested to contribute to the planning process. In this regard, it was underlined that having new members joining an organising team does not mean that decisions taken by the team by that point should be put up to discussion again. Instead, new members should add their contributions to the work ahead, starting the moment they join the team.

With regard to the **session principles**, it was explained that:

- When planning the sessions, organising teams should strive to work on the basis of **consensus**. All members of the organising teams are equal, irrespective of their affiliation or stakeholder group.
- Sessions should focus on specific current and emerging Internet governance **issues that are of particular interest to the Internet community in South Eastern Europe and the neighbouring area**. While topics can be introduced from a general perspective, discussions should focus on regional perspectives.
- Sessions should ensure **diversity of views**, in terms of multistakeholder, national, regional and gender representation. Efforts should be made to include youth views into the discussions. A mix of both experts and new voices should be included in the sessions.
- **Innovative sessions formats** (other than the panel type sessions) are strongly encouraged.
- Where applicable, **sessions should not include more than five (5) key participants or resource persons**. If sessions have key participants or resource persons, they should set the scene for discussions, rather than having the entire sessions built around them. On this note, it was explained that **it is NOT a must for sessions to have key participants or resource persons**. Some sessions can only rely on one or two good moderators who will guide the discussions with all session participants.
- Irrespective of the session format, ample time should be allocated to **interactive discussions among all session participants** (key participants, attendees, etc.). It is recommended that the session moderator engage all participants on a sustained basis throughout the session.
- (Self-) promotion for speaking slots or 'speaker placement', without contribution to programming and session designs, is not appreciated.
- **Remote participation** is an integral part of the sessions. All sessions should have a designated remote moderator. On-site session moderators should pay equal attention to both on-site and remote participants.
- All sessions should be reflected in **key messages**. To this aim, each session should have at least one rapporteur, who will prepare draft messages during the sessions, and present them for endorsement, by all participants, at the end of the session. Session messages are the main takeaway of the SEEDIG meeting. They will be included in the meeting report, and distributed at regional, European, and global level (including through presentation at the EuroDIG and IGF meetings.)
- In addition to the session messages, a more detailed session report also needs to be prepared after the meeting.

It will be the responsibility of focal points to ensure that session principles are complied with during the planning process. Should any concerns arise in this regard, the executive committee is always ready to discuss them, as well as any other specific circumstances that session organising teams

might deal with.

It was underlined that **each session has one or two dedicated contact points within the executive committee**. They will follow the work of the teams, and try to contribute where necessary. Organising teams are welcome to ask for assistance or advice at any point during the planning process. The contact points are as follows:

- *(S1) Internet governance (IG): a puzzle or a Tower of Babel?* – Aida Mahmutović and Dušan Stojičević
- *(S2) Access, digital divide, and telecom (market) regulation* – Dušan Stojičević and Sorina Teleanu
- *(S3) Human rights online: new challenges* – Lianna Galstyan and Sorina Teleanu
- *(S4) Internet of Things: perspectives, opportunities, and policy implications* – Sorina Teleanu
- *(S5) Internationalised domain names (IDNs): status and perspectives in SEE* – Lianna Galstyan and Dušan Stojičević
- *(S6) Cybersecurity: national, regional, and international cooperation in addressing cyber-risks* – Aida Mahmutović and Dušan Stojičević
- *Open data slot* – Sorina Teleanu

Organising teams will need to comply with a series of **deadlines**, as outlined below:

- Session title (initial), teaser, and key words (some general ideas that would give people an indication of the focus of the session, before this is finalised): **by 15 March**
- Session title (final), description and format; resources: **by 31 March**
- Confirmed key participants/resource persons (where applicable), moderator, remote moderator, rapporteur: **by 30 April**

In order to facilitate the work of the organising teams, **GoogleDocs with session templates** have been created. They include all points on which teams need to work on (from session title, to additional resources), as well as the corresponding deadline. Organising teams are invited to use these templates to **document their work**. Focal points should ensure that the templates are updated periodically.

- *(S1) Internet governance (IG): a puzzle or a Tower of Babel?*
- *(S2) Access, digital divide, and telecom (market) regulation*
- *(S3) Human rights online: new challenges*
- *(S4) Internet of Things: perspectives, opportunities, and policy implications*
- *(S5) Internationalised domain names (IDNs): status and perspectives in SEE*
- *(S6) Cybersecurity: national, regional, and international cooperation in addressing cyber-risks*
- *Open data slot*

Each session also has a dedicated page on the [SEEDIG website](#). After each of the deadlines indicated above, these pages will be updated with relevant information.

4. Next steps

Organising teams are to start work as soon as possible, under the guidance of the respective focal points. The first step in their work should be a review of the proposals identified as pertaining to the focus of their sessions (to be found in the session templates).

Several focal points took the floor during the meeting, and invited their team members to start sharing views on how to shape their respective sessions. They will be following up later with their teams, to initiate discussions.

While most of the work will likely be carried out via email, teams are also welcome to hold online meetings; **the executive committee can assist with access to the Webex platform for such purposes.**

With regard to email communications among organising teams, two aspects are to be taken into account:

- **The email address of the executive committee – see@intgovforum.org – should be kept in copy in all email communications.** This will allow the committee to keep track of the work.
- **The subject line of emails exchanged within the org teams should include the following tags:**
 - [SEEDIG Session 1 - IG]
 - [SEEDIG Session 2 - Access]
 - [SEEDIG Session 3 - HR]
 - [SEEDIG Session 4 – IoT]
 - [SEEDIG Session 5 - IDN]
 - [SEEDIG Session 6 - Cybersec.]
 - [SEEDIG Open data slot]

A second online meeting with all organising teams will be held in mid March, right before the first deadline for sessions initial titles, teasers, key words, and resources (15 March).