



Program Committee Guidelines

Guidelines adopted by the MSG on 4 September, 2019

Guidelines prepared by ad-hoc working group members: Cheryl Langdon-Orr, Shreedeeep Rayamajhi and Sylvia Cadena with contributions from MSG members Mili Semlani, Satish Babu, Babu Ram Aryal, Santosh Sigdel, Mahee Kirindigoda, Ali Hussain, Ang Peng Hwa, Anju Mangal, Cherie Lagakali, Nadira Al Araj, Joyce Chen, Sabrina Lim, Leonid Todorov, Yannis Li, Amrita Choudhury and YingChu Chen.

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Purpose

This document has been designed to provide a clear guideline for the operations of the Program Committee (PC) of the Asia Pacific Regional Internet Governance Forum (APrIGF). The guidelines are to be followed by all committee members, in particular the volunteers that take the responsibility of co-chairing it.

As the program of the APrIGF is one of the most important outcomes of the Committee, its preparation should be done following principles of transparency and open participation. The final outcomes should reflect the issues of concern for the AP region and ensure diversity is maintained, and provide a concrete avenue for dialogue and collaboration.

The APrIGF Secretariat will keep track of the participation of PC members on schedule calls, and the delivery of completed work as specified in each phase of the process. PC members that volunteer but then are not actively involved will be considered inactive.

Guidelines about decision-making

- The PC should make its decisions following rough consensus, providing enough time for Committee members to participate and reply, based on the guidelines provided, agreed criteria, and MSG principles.

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- When it is not possible to make a decision, the PC co-chairs will escalate the issue to the MSG.
- Either (or both) of the Co-Chairs are *required* to be available at all MSG Meetings in order to update the MSG of progress. In case of absence of both, the PC should appoint a representative to present the progress on the PC work. If neither of these is possible, the Secretariat by default should take the responsibility of updating the MSG about the PC progress.
- Feedback from the MSG should be acted upon and solutions implemented in coordination with the Secretariat.

Expected outcomes

This list is indicative based on previous events organized. The PC is encouraged to review the list and add more details. In order to complete their work, the PC will receive from the Secretariat any supporting documentation required to complete their work including but not limited to:

- Feedback and comments from the previous year related to the program and workshop selection process
- Application form from previous year for review
- Access to assessment system and assigned proposals for review
- Mailing list details

It is expected that the PC will coordinate with the Secretariat on the preparation and publication of guidelines for applicants including but not limited to:

- Clear definitions of session types
- Criteria and selection process defined
- Timeline for application and selection process defined
- Deadline for workshop organizers to provide confirmation of their speakers/panelists participation on-site or remotely, once their workshops are selected
- Mechanism for mergers and guidelines for proposers asked to merge
- Timeline to confirm attendance either in person or remotely

To be able to structure the program and publish it on time, the PC is expected to produce the following outcomes:

- Application form updated, including the session types defined
- List of selected proposals
- List of proposals identified for mergers with conditional approval
- Complete program schedule
- Opening/Closing Plenary topics and speakers to be suggested in line with event theme
- Day 0 (capacity building day) Program
- Performance review mechanism for session organizers
- Report of PC process

Suggested timeline for deliverables

Process phase	Outcome (details on section below)	Responsibility	Estimated time for completion
Preparation	<ul style="list-style-type: none"> -Call for volunteers -Review feedback from previous year -Appoint co-chairs -Calendar of meetings -Work plan -Schedule calls -Col 	<ul style="list-style-type: none"> -Sec -PC & Sec -MSG -Co-chairs -Co-chairs, to be approved by MSG -Sec -Each PC member to update a Col register 	To get started at least 45 days after the last event and to be completed in up to 3 weeks
Application	<ul style="list-style-type: none"> -Application form review, all definitions, guidelines for applicants -Testing -Call for proposals (clear deadlines for every step) 	<ul style="list-style-type: none"> -PC -Secretariat & PC -Secretariat & PC 	<ul style="list-style-type: none"> -To be completed in 3 weeks -To be completed in 1 week -Open for a minimum of 4 weeks
Selection	<ul style="list-style-type: none"> -List of selected proposal -List of proposals suggested for mergers 	PC	To be completed in 3 to 5 weeks, at a minimum of 8 weeks before the event
Scheduling and implementation	<ul style="list-style-type: none"> -Schedule -Mergers -Confirmations for speakers/panelist by the agreed deadline -Opening plenary -Closing plenary -Other plenaries -if need be- -Program for day 0 -Workshop confirmations and guidelines for workshop organizers -Workshop reporting & performance assessment mechanism/guidelines -Identification of speakers -if need be- 	Co-chairs, PC and Secretariat support	Ideally all guidelines, mechanisms and confirmations should be completed at least 4 weeks before the event
Wrap up	<ul style="list-style-type: none"> -Review surveys, feedback and comments received -Report 	Co-chairs	30 days after the event

Process & tasks

The following section offers guidelines for the PC considering the flow of the work ahead of the event. Specific details are to be discussed and coordinated with the Secretariat, including platforms to use, timeline and deadlines (as approved by the MSG), etc.

Preparation phase

- Previous committee presents a report to the MSG, including recommendations for future improvements.
- Feedback captured should be reviewed against this guideline, the MSG principles and any other documentation available.
- Previous committee disbanded.
- Secretariat will issue a wide call for volunteers for the new PC (not restricted to MSG members). The call should provide details about:
 - The expectations from the MSG regarding their active participation.
 - A link to the adopted guidelines.
 - Provide an indication regarding the time commitment based on the timeline agreed.
 - The ad-hoc group discussed the possibility to define a desirable number of members for the PC to be able to complete the work. However, it was highlighted that what was more important was to get committee members to confirm their commitment to be active, contributing members of the PC, and to strive for diversity in the membership of the PC.
- MSG appoints two co-chairs for the PC. PC members should express their interest and commitment to take such responsibility and adhere to these guidelines.
- The Secretariat and the newly appointed co-chairs, will define a calendar of meetings from when the committee is established until the presentation of a report after the next event, covering the activities described in these guidelines.
- Share calendar with MSG and invite/welcome new members and observers.
- The co-chairs will prepare a work plan covering all phases described in this document for approval to the MSG. Reporting at MSG calls should be based on such work plan.
- After every PC meeting, one (or both) of the co-chairs of the PC will report directly to the MSG either during the MSG meeting or through a simple written report circulated to the MSG list before the MSG meeting. In absence of Chairs, the PC chair can appoint a PC member to update the MSG.
- PC member will be required to disclose any potential or perceived Conflict of Interests especially during the Selection phase. The platform/system to use will allow PC members to excuse themselves from assessing specific proposals.

Application phase

- Review application form based on survey responses received and incorporate changes (if needed), taking into account:

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- Clear definitions about the types of sessions to be considered for inclusion on the application form including but not limited to: panel, breakout discussion, lightning talk, fishbowl, tutorial, plenary session, side event, day 0 (capacity building session), newcomers session, etc.
- Review and confirm criteria the PC will follow for the assessment of proposals.
- Review and confirm scoring or assessment mechanism to be used.
- Review and confirm flow of selection process and platform to be used with the secretariat.
- Review and confirm clear criteria for mergers, to provide guidelines about how to identify mergers candidates and what the proposers are expected to do, highlighting that although a request to merge is a suggestion, a failure to merge may result in any or all the proposed for merge workshops failing to be finally included in the program.
- Review the existing guidelines for workshop proposers to include the information listed above, as well as providing clarity regarding the use of work previously done, referencing of documents or studies as a good practice to encourage, avoid plagiarism and bring new concepts to advance discussions from previous APrIGF events.
- In coordination with the Secretariat, test the application form and process, incorporate feedback provided -if relevant-.
- Support the Secretariat to launch call for proposals and guidelines for applicants.
- Support the Secretariat -if need be- in the promotion of the call for proposals.

Selection phase

- The PC will review number and quality of proposals received and make a recommendation to close or extend the deadline if need be.
- When the application period closes, the PC will conduct the assessment of the proposals received based on the agreed criteria and process to meet the timeline prepared by the Secretariat to provide a list of selected proposals. The assessments are expected to be completed in full (except of any proposals marked with Col) and on time. The Secretariat will keep track of the delivery of this critical piece of work, to be considered an Active PC member. Inactive PC members will not be allowed to participate in the next steps of the process, following the Fellowships Committee practices.
- Applicants are expected to reference their resources, any plagiarism found application deemed unacceptable.

Scheduling and implementation phase

- Once the selected/approved sessions are defined, and the workshop organizers have provided confirmations about their speakers/panelists participation (onsite or remote) support the secretariat on the design of the schedule for the event taking into account any input requested from the community (for example themes, subthemes).

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- Appoint volunteers from the PC to engage with session organizers that were requested to merge and support the process so merger process/guidelines are followed.
- Support the local host with the design of the Opening Plenary session (ceremony + panel discussion).
- Support the MSG with the design of the Closing Plenary session (ceremony, reporting + panel discussion) including but not limited to: topic, moderator(s), format, speakers, methodology etc on a running sheet.
- Call for working groups to take responsibility for different sections of the program, in particular one to design and fully implement the Capacity Building Day.
- In coordination with the Secretariat, follow up with workshop organizers to make sure that the content of their workshops is finalized, all panellists are confirmed (either on-site or remote) according to the timeline required by the local host to publish the final program. The PC should keep an eye on how the overall program takes shape once the confirmations are received, to avoid repetition.
- Identify any possible problems/issues with the program design and delivery, to flag them ahead of time for the attention of the local host, secretariat and MSG to identify possible solutions.
- In case of shortage of speaker for any approved session, the PC will coordinate with the local host, the Secretariat and the Fellowship Committee leaders and the MSG to identify address the need for on-site (from registered participants, confirmed fellows, etc) or remote speaker(s).
- Develop guidelines and marking scheme for workshop organizers to manage their sessions including time control, reminder of rules of engagement between speakers/panelists and audience
- The PC will design a mechanism to review the performance of the workshop organizers during the session.

Wrap up phase

- PC prepares and presents a report to the MSG, including recommendations for future improvements about their work. The exact timeline and format are to be defined.
- The PC will review the workshop reports submitted, and conduct a performance review to be included in the report to the MSG. It is suggested to use the same post-event evaluation system to be included as a reference for the same organizer if they submit future workshop proposals.
- Feedback captured (surveys or suggestions) should be reviewed against this guideline, the MSG principles and any other documentation available.
- PC disbanded after the reporting requirements are completed. Timeline to be defined.