



**APrIGF Multi-Stakeholder Steering Group (MSG) Meeting**

**28 Sep 2016 (Wednesday)**

Adobe Connect

04:00 – 05:00 (UTC)

**Attendees (18):**

MSG Members

Ali Hussain, Pakistan Information Security Association (PISA) (Private Sector)  
Cheryl Langdon-Orr, ICANN (Civil Society)  
Chester Soong, Internet Society Hong Kong (Civil Society) - **Vice-Chair**  
Izumi Okutani, JPNIC (Technical)  
Jahangir Hossain, ISOC Dhaka, Bangladesh (Civil Society)  
Kelvin Wong, ICANN (Technical)  
Mohit Saraswat, Pepsi- Dubai Refreshments (PepsiCo Bottler) (Private Sector)  
Mohammad Kawsar Uddin, Internet Society Bangladesh Dhaka Chapter (Civil Society)  
Mubashir Sargana, ISOC Pakistan Islamabad Chapter (Civil Society)  
Paul Wilson, Asia Pacific Network Information Centre (APNIC) (Technical) - **Chair**  
Phet Sayo, IDRC (Government)  
Shreedeeep Rayamajhi, RayzNews (Civil Society)

Non-MSG Members

Connie Chan, APNIC (Technical)  
Klee Aiken, APNIC (Technical)

**APrIGF Secretariat:**

Maggie Lo, DotAsia Organisation  
Jennifer Chung, DotAsia Organisation  
Yannis Li, DotAsia Organisation

**Local Host of 2016:**

Sean Lee, NII-EPA (Technical)

**Apologies for absence sent in advance (6):**

Arun Sukumar, Observer Research Foundation, India (Civil Society) - **Vice-Chair**  
Hiro Hotta, JPRS (Private Sector)

Jianne Soriano, NetMission (Civil Society)

Kenta Mochizuki, Yahoo Japan Corporation (Private Sector)

Maureen Hilyard, At-Large Committee, ICANN (Civil Society)

Satish Babu, Computer Society of India (CSI) (Civil Society)

**Agenda:**

1. Agenda Review (Chair)
2. Minutes and Action Items Review (Chair/Secretariat)
3. 2016 Budget Review
4. 2017 preparation (Paul Szyndler)
  - Venue and Date
  - Program Committee
5. 2018 local host (Secretariat)
6. AOB

**Proceedings:**

**1. Minutes and Action Items Review**

- APriGF and yIGF Conference Reports are reviewed and published.
- Szyndler has not yet updated regarding 2017 event venue/dates.
- Secretariat has circulate a draft of 2018 RFP to MSG members for review.
- Minutes of 31 Aug, 2016 has been reviewed and adopted.

**Action Items:**

- Reviewed and adopted minutes of 31 Aug, 2016.

**2. 2016 Budget Review**

- Local host prepared an Expenditure Statement for APriGF 2016 and showed on screen.
- Details of the report as below:

| items  | Amount             | Remarks  |
|--|--------------------|--|
| <b>Fellowship &amp; Speaker Invitation</b><br>– Airfare for fellows (19 fellows, 2 refunds)<br>– Accommodations for fellows (19 fellows)<br>– Service Charges/Canceling Fees<br>– Airfare & Accommodations for invited speaker   | US\$39,370         | funding source: overseas sponsors<br><br>Fellows: US\$34,608<br>Speaker: US\$4,762 |
| <b>Meeting Room</b><br>– Room rentals (workshops, press, secretary, VIP, yIGF, APILP rooms...)<br>– Equipment and Facilities (projectors, screens, laptops, microphones, video cam, cable & accessories...)<br>– Power (setup manpower, sockets...)  | US\$44,762         |  |
| <b>Catering</b><br>– Coffee Breaks<br>– Lunch & Dinner Reception   | US\$41,905         |  |
| <b>Marketing, Decoration and Personnel</b><br>– Onsite personnel (including master of ceremonies, photographer, onsite staff, setup manpower...)<br>– Stage/venue Decoration (roll-up banners, stands...)<br>– Printings (booklets, T-Shirts, name badges, brochures, posters, backpack...)<br>– Marketing | US\$41,270         |  |
| <b>Technical Services</b><br>– Live Transcribing Service<br>– Remote Participation (adobe connect service, virtual room moderator, recording...)<br>– Audio System rental<br>– Website Development and Maintenance<br>– Technical Support  | US\$39,683         |  |
| <b>Others</b><br>– Accommodation (yIGF)<br>– Shuttle Bus   | US\$11,429         |  |
| <b>Miscellaneous</b>   | US\$3,111          |  |
| <b>Total</b>   | <b>US\$221,530</b> |  |

*Note: if not specified, funding sources of each expenditure items are mainly from Taiwan government & local sponsors.*

- Wilson asked if the report can be shared with the future local host as a reference.
- Local host replied that the report is open and can be shared to public.

### 3. 2017 Preparations

#### Venue and Date

- Secretariat said that Paul Szyndler has not responded via email and seems to be on leave due to illness so there is no further updates regarding the details of APriGF 2017.
- Wilson then asked Secretariat to further contact Paul Szyndler, aiming to provide more updates in October.

### **Program Committee**

- Secretariat showed a list of volunteering committee members and the current members:
  - **Current Volunteering Members for Program Committee 2017:**
    - 1. Gunela Astbrink (Civil Society)
    - 2. Maureen Hilyard (Civil Society)
    - 3. Shreedeeep Rayamajhi (Civil Society)
    - 4. Fouad Bajwa (Civil Society)
    - 5. Mohit Saraswat (Private Sector)
    - 6. Sivasubramanian Muthusamy (Civil Society)
    - 7. Szeming Tan (Civil Society)
    - 8. Irene Poetranto
    - 9. Shahzad Ahmed (Civil Society)
    - 10. Cheryl Langdon-Orr (Civil Society)
  - **Existing Active Program Committee Members:**
    - Prof. Peng Hwa Ang (Academia)
    - Ms. Duangthip Chomprang (Civil Society)
    - Ms. Hong Xue (Academia)
    - Mr. Jahangir Hossain (Civil Society/Technical)
    - Mr. Abdul Awal (Civil Society/Technical)
    - Ms. Noelle de Guzman (Technical)
    - Mr. Kuo Wei Wu (Technical)
    - Ms. Sylvia Cadena (Technical)
    - Mr. Hiro-Hotta (Technical/Private Sector)
    - Mr. Chester Soong (Private Sector/Civil Society)
    - Ms. Chat Garcia Ramilo (Civil Society)
- Wilson asked if the current members will all remain; Secretariat confirmed about it, adding that unless there is a request to withdraw.

### **Action Items:**

- Secretariat to contact Paul Szyndler and updates on 2017 preparation to be reported in October.

### **4. 2018 Local Host**

- Secretariat showed a revised draft of RFP for APriGF 2018 which has been circulated to the MSG mailing list.
- Secretariat then invited MSG members to comment on the revised draft on the mailing list by 16 Nov, 2016.

### **Action Items:**

- MSG members to comment on 2018 RFP draft by 16 Nov 2016.

### **5. AOB (Updates on IGF Mexico)**

- Okutani gave some updates regarding the venue which has been changed for IGF Mexico and she reminded that local accommodation may need to be changed

too; She added that the news has been updated on Twitter and that registration is open now.

- As this is the first IGF after the mandate renewal, Okutani mentioned that there will be improvement reports on IGF in the future as well as NRIs, adding that MSG members can still give important inputs.
- Okutani thinks that there will be a lot of focus on intercessional work with national IGFs and discussions on the theme 'connecting the next billion'.
- Okutani also said that there is a booth dedicated for NRIs and there are discussions on financial support to NRIs.
- Chung updated that she has sent over the responses of the MSG in the main session of NRIs; The challenges in creating more awareness and how to engage more stakeholders are also being discussed.
- Secretariat posted the below links for reference:
  - <http://www.intgovforum.org/multilingual/content/igf-2016-registration>
  - IGF's new website: <http://www.intgovforum.org/multilingual/>
  - Remote hub registration:  
<http://www.intgovforum.org/multilingual/content/igf-2016-remote-hub-registration>
- Chung also updated that the IGF Secretariat will develop a talk which introduce key issues to set up a regional IGF but it is still in the early stage.

#### Summary of Actions Items

- Adopted the minutes of 31 Aug 2016.
- Secretariat to contact Paul Szyndler and updates on 2017 preparation to be reported in October.
- MSG members to comment on 2018 RFP draft by 16 Nov 2016.

The next meeting will be held on 26 Oct (Wed) 2016 at 4:00 - 5:00 (UTC).