

Operating Principles of the APrIGF Multi-stakeholder Steering Group

UPDATED VERSION ADOPTED ON
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1. Name

The name of this group shall be the Asia Pacific Regional Internet Governance Forum Multistakeholder Steering Group. (Hereinafter referred to as “MSG”).

2. Definitions

Asia Pacific Region: shall be the countries/economies covered by South and Central Asia; East and South East Asia; Oceania and Western Pacific Islands¹.

IGF: means the Internet Governance Forum².

APrIGF: means the Asia Pacific Regional Internet Governance Forum.

APrIGF cycle: means the period between successive APrIGF events, equalling approximately one calendar year.

APrIGF website: means <http://aprigf.asia>

Internet Governance: to be interpreted according to the definition established by the Working Group on Internet Governance³.

3. Objectives

The multi-stakeholder group is formed with the following objectives:

¹ the APrIGF is an inclusive process, entities and individuals from countries/economies included in other geographic and political definitions of the "Asia Pacific" please contact the MSG about participation

² <http://intgovforum.org>

³ <http://www.wgig.org/docs/WGIGREPORT.pdf>

- to support and ensure the proper conduct of the organizational work of the annual Asia Pacific Regional IGF,
- to promote and encourage dialogue among all stakeholders involved with Internet governance related issues in the Asia Pacific region, and
- to act as an interface between the Asia Pacific IGF community and the global IGF community.

4. Organizational Principles

Membership of the MSG is informal and open, and determined only by voluntary participation in the designated public and open mailing list:

msg@rigf.asia

The MSG will operate conscientiously and actively according to principles of Openness, Transparency and Multistakeholderism.

All meetings of the MSG will be open for any individual to participate. Minutes including any decisions shall be published to the MSG mailing list and to the APrIGF website, within 7 days of any meeting.

The MSG shall be composed of and open to the following recognised stakeholder groups on equal basis⁴:

- Academia
- Government,
- Civil Society,
- Private Sector, and
- Technical Community

In order to be considered for purposes of diversity requirements (for voting, quorum or other purposes), an MSG member must state an affiliation to one (and only one) of the recognised stakeholder groups. The stated affiliation may be changed no more than once per year, and no less than 1 month prior to the event at which the affiliation is relevant.

5. Membership

Membership of APrIGF MSG is open to interested individuals who are committed to:

⁴ Equal basis means that each stakeholder is accorded equal respect and no one stakeholder is hierarchically superior to another. Equal basis does not mean equal representation.

- the Organisational Principles of Openness, Transparency and Multistakeholderism,
- devote some time and effort in support of the APrIGF,
- promoting APrIGF or associated activities among one's professional network and
- maintaining and demonstrating respect for all other members.

Participants who demonstrate a lack of such commitment may be barred from participation in the MSG, subject to appropriate due and democratic process in accordance to the membership guideline outlined below:

- i. Members of the MSG, or individuals with the intention of joining the MSG, shall agree in principle with the Objectives of the MSG as stated in Section 3. of the "Operating Principles" of the APrIGF Multi-stakeholder Steering Group.
- ii. Such membership shall follow sections 4 and 5 of the [Operating Principles](#), whereas the membership itself does not imply a term duration or term limit as long as the member remains actively contributing to the MSG and APrIGF activities. The clause of devoting some time and effort in support of APrIGF shall be defined as participating physically or remotely in **at least 3 MSG activities** which includes calls/meetings for any MSG sub-committees, MSG calls/meetings, writing/replying to MSG mailing list, and joining APrIGF remotely or in person, within the given calendar year.
- iii. Secretariat shall remind MSG members of their commitment to actively participate in MSG and APrIGF activities in order to remain as a member of the MSG. MSG Members who have fallen short of meeting the above criteria within a 12-month period would be considered as inactive and could be removed from the membership.
- iv. The Secretariat shall facilitate the MSG membership tracking process by sending renewal notice to all MSG members to confirm their continuation on an annual basis. All members will be given a 1-month window to respond with 2 reminders in between. The respondents' eligibility will be cross-verified against their level of participation as stated above. Members that have failed to respond to the confirmation notice in the given period shall be considered having automatically ceased their membership and be removed from the list.
- v. MSG members who have got categorized as "inactive" based on the above criteria may apply to the APrIGF Secretariat to renew the MSG membership. Soliciting MSG's approval, the applicant shall provide a written confirmation of his/her commitment to active participation in future MSG meetings and activities for consideration of approval from the MSG.

All members are equal and have the same rights and duties to act in their personal capacity.



6. Decision Making

Except as specified herein, all decisions shall be made by consensus where possible; if a consensus cannot be reached then a formal vote may be held.

Each person who is subscribed to the MSG mailing list (or a predecessor list) at least two (2) months before any election or voting event will be considered as a “voting member” of the MSG, and entitled to vote. A list of voting members will be published prior to any formal vote which is undertaken.

Where a vote is undertaken, it may be carried out using such electronic and or on-line means (including web applications, email and/or video or tele-conferencing) as determined appropriate by the chairperson.

Face-to-face meetings may be conducted during major events including ICANN and IGF meetings, with notice provided to the APrIGF MSG at least 4 weeks in advance. The minutes and any decisions taken at such meetings must be reported to the MSG within 7 days of the meeting.

For the affirmative vote to be quorate, three of the four recognized stakeholder groupings, as identified in Section 4 "Organizational Principles" of this document must have at least five votes cast by individuals having previously established their Stakeholder Group affiliation.

7. Management

The Chairperson shall be elected by the MSG for a period of two APrIGF Cycles, and shall act as Chairperson at all MSG Meetings and shall represent the APrIGF in its dealings with outside entities.

Two vice-chairpersons shall be elected, each serving for a period of 2 APrIGF Cycles (but with staggered terms).

The selection process of Chairperson of APrIGF and Vice Chairpersons of APrIGF shall be concluded by MM/DD of the relevant year of filling up the position.

Where terms are ending, chair and vice-chair positions are declared to be open at the conclusion of an APrIGF event, until the next MSG meeting, where vacant positions will be filled, which can occur no less than 1 month later.

8. APrIGF site selection



The location of each annual APrIGF will be determined by a decision of the MSG, which must be announced by the conclusion of the preceding annual APrIGF, at the latest.

The bidding process for the APrIGF must be opened at least 3 months before the announcement of the decision, and must be closed at least 1 month before the announcement.

9. Secretariat

An organization shall be appointed to function for the Secretariat of APrIGF. The secretariat shall be responsible for maintaining the APrIGF website and mailing lists, recording meetings, and performing administration functions.

The Secretariat shall work together with the local host of APrIGF meeting each year.

10. Amendments to the Principles

The principles in this document may be amended by a decision the MSG as required. All proposals for changes shall be published for at least one month before any such decision.