

Internet Governance Forum

Policy Network Multistakeholder Working Group

Terms of Reference

The IGF intersessional work includes a format called the policy network. This format's implementation is guided by a dedicated Multistakeholder Working Group. The IGF Secretariat dedicates an expert consultant as a neutral facilitator of the procedures of the Multistakeholder Working Group and to draft the final output document, as well as any other agreed documentation. Outlined below is a more detailed scope of responsibilities and procedures of the IGF Policy Network Multistakeholder Working Group.

I. Collective Responsibilities

The primary purpose of the Multistakeholder Working Group (MWG) is to advise on the substantive scope and implementation of the Policy Network (PN). The Group is expected to invest concrete efforts in ensuring that a subject focus is of relevance for the global community, as well as that its implementation is done in accordance with the main IGF principals and procedures of being bottom-up, multistakeholder, open and transparent, inclusive and non-commercial. Specifically, members of MWG are expected to carry out the following tasks:

1. In cooperating with the IGF Secretariat, develop a detailed workplan with appropriate objectives and implementation design, including means of public consultations and development of informational packages for the public, throughout the entire implementation cycle.
2. Design the format of a dedicated sessions on the policy network outputs implemented at the IGF annual meeting.
3. Provide advice to the IGF Secretariat on a particular strategy for: (1) stakeholder engagement; (2) communication and outreach, and (3) continuous advice on the structure of the final output report.
4. Members of MWG are expected to coordinate among themselves for taking active participation in relevant outreach events and meetings organised for the purposes of strengthening the stakeholder engagement in the policy network, as well as informing the community on most up-to-date updates, including during the IGF open consultations and MAG meetings, as per the IGF timeline and schedule.
5. The group is expected to continuously guide the IGF Secretariat's neutral facilitator in drafting the substantive output document, and to take collective, organised leadership with the IGF Secretariat, in presenting the final output document at the IGF annual meeting, as well as at any major relevant events the MWG maps as priorities.

II. Individual Member Responsibilities

As a member of the PN MWG, individuals are expected to engage actively in the work of the PN throughout the planning cycle. Specifically, each member is expected to carry out the following tasks throughout the year:

1. Participate actively in work meetings of the group. If presence at the meetings is not possible, the IGF Secretariat should be informed.

2. Engage in outreach communication to the wider community and bring other networks related to subject matter into the PN discussions and planning.
3. Support promotion of the PN at any other major events in individual capacity, upon informing the MWG. Should, by any means, objections from the MWG are expressed, the decision should be made by the Group's consensus.
4. Identify any new emerging issues, research or recommendations or relevance, and bring it to the attention of the Multistakeholder Working Group for collective address.

III. Group Procedures

The PN meetings are open to everyone. They follow pre-approved agendas prepared by the Secretariat together with the PN Multistakeholder Working Group itself, prior to each meeting. All PN Multistakeholder Working Group meetings, virtual or otherwise, are open to observers unless stated otherwise. When making decisions, a rough consensus will be sought, making sure that each member has an equal say.

It is expected that the PN will host regular monthly meetings, predominantly in an online form. The IGF Secretariat's neutral expert consultant can moderate the meetings. Also, the group can appoint one or more of its members as (co)moderator(s). Through a dedicated mailing list, exchanges will be done. As the IGF hosts its Open Consultations officially twice to three times a year between the annual meetings and holds periodic virtual MAG meetings and the PN Multistakeholder Working Group along with the IGF Secretariat, is expected to brief the community during these meetings.

IV. Composition

The PN Multistakeholder Working Group will be composed of approximately 20 members from the international and intergovernmental organizations, governments, the private sector, civil society, and the technical community. The overall composition will aim for an equal number of members from all named stakeholder groups, with specific attention to having a regional balance, as well as gender parity among memberships

V. Appointments and Duration of Terms

Mapped organizations which have strong background on the subject matter will be approached to delegate one representative to the Multistakeholder Working Group. Members of the Multistakeholder Working Group represent their organizations or alternatively act in their personal capacity, and are expected to keep linkages with their stakeholder groups and disciplinary scopes.

VI. Compensation

Members of the PN Multistakeholder Working Group shall not receive any honorarium, fee or other remuneration from the United Nations.