

# Operating Principles of the APrIGF Multistakeholder Steering Group

---

DRAFT  
28 March 2013

## 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 economies covered by APNIC (the Asia Pacific Network Information Centre)<sup>1</sup>.

**IGF:** means the Internet Governance Forum<sup>2</sup>.

**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://rigf.asia>

**Internet Governance:** to be interpreted according to the definition established by the Working Group on Internet Governance<sup>3</sup>.

## 3. Responsibilities

The group is formed with the following responsibilities:

- to lead and ensure the proper conduct and success of the annual APrIGF event;

---

<sup>1</sup> <http://www.apnic.net/about-APNIC/organization/apnics-region>

<sup>2</sup> <http://intgovforum.org>

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



- to oversee the creation of the programme and content for each APrIGF event, including selection of event theme(s), the call for content proposals, determining event programme, format and content;
- to oversee the annual call for proposals to host future APrIGF events, and the selection of the successful host in each case;
- 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.

The MSG may establish subcommittees to undertake any of these activities, on behalf of the MSG and subject to MSG guidance and direction, and it may disband or direct such subcommittees as required. Such subcommittees must be established and run in accordance with the open multistakeholder principles described in this document.

#### **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](mailto:msg@rigf.asia)

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

All meetings of the MSG will be open to 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 an equal basis:

- government,
- civil society,
- private sector, and
- technical and academic 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:

- the Organisational Principles of openness and multistakeholder cooperation,
- devote some time and effort in support of the APrIGF, 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.

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 will 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 Chair.

Face-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.

The quorum for any vote or decision by the MSG will be set at 20 voting members, with at least 2 individuals having established affiliation with each recognised stakeholder grouping.

The MSG may act only in accord with the decisions made during properly convened MAG meetings (as described herein) and any actions taken on behalf of the MSG by any representative or member will be subject to review at any future MSG meeting.

## **7. Management**

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



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

The selection process of Chair of APrIGF and Vice-Chairs 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 as the Secretariat of APrIGF. The secretariat shall be responsible for maintaining the APrIGF website and mailing lists, recording meetings, and performing administrative 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.