**Internet Governance Forum (IGF)**

Programme, Agenda and Format of the Hyderabad Meeting

## I.        Introduction

This paper describes the programme, agenda and format  of the third IGF meeting, which is to take place in Hyderabad on 3 – 6 December 2008.  The paper was produced as a rolling document and has been updated regularly based on contributions, open consultations and Multistakeholder Advisory Group (MAG) meetings.  Specifically, the paper reflects the contributions received during the planning for IGF2008 and incorporates relevant content from the open consultations held on 26 February, 13 May and 16 September.  It also contains the results of the Multistakeholder Advisory Group (MAG) meetings held on 27-28 February, 14-15May and 17-18 September.

All of the contributions and open consultation transcripts that have contributed to this plan are posted on the IGF Web site.  The readers of this paper are encouraged to read those contributions and the open consultations transcripts for further details and in depth discussions.

## II.        Agenda

The overall theme planned for the Hyderabad meeting is: <u>Internet for All</u>.

The specific themes planned for the agenda are the following:

- Reaching the Next Billion;
- Promoting Cyber-Security and Trust;
- Managing Critical Internet Resources;
- Emerging Issues; and
- Taking Stock and the Way Forward.

## III.        Programme

The programme outline tries to make best possible use of the facilities that are available at the conference venue. It also takes into account the fact that participation at the first meetings in Athens and Rio de Janeiro exceeded expectations and that as many, if not more people, are expected to attend the Hyderabad meeting.

**A.        Basic structure for the Hyderabad meeting**

The proposed meeting structure builds on the Athens and Rio meetings.  As was the case in Rio de Janeiro, the Hyderabad meeting will not be merely repeating the structure of the inaugural meeting, but will have its own character and will go beyond the formats used previously. The informal, interactive multistakeholder format was generally seen as one of the key factors for the success of the first two meetings and will be maintained and reinforced as a guiding principle. Participation will follow the format used at the previous meetings and all entities and persons with proven expertise and experience in matters related to Internet governance may apply to register as participants.

The basic format of the previous meetings, with main sessions and workshops, has been maintained.  The main sessions of IGF 2008 will be of two types: Panel Discussions and Open Dialogues.  The plan for IGF 2008 also includes a tighter linkage between the workshops and the main sessions. The ground for each of the thematic threads should be prepared by Panel Discussions and by the workshops in each of the themes.  There will be two Panel Discussions in the morning of the first three days dealing with each of the sub-themes under the main threads. They will be of 90 minutes duration.

The Open Dialogues, of three hours duration, will be held in the afternoon of the first three days. There will be no panellists. The dialogues will be moderated. Both the Panel Discussions and the Open Dialogues will be held in the main session hall, benefiting from interpretation and real-time transcription.

In addition to the main sessions, there will be workshops, best practice forums, open forums and meetings of the Dynamic Coalitions.

The following principles were established for the Hyderabad meeting:

- Workshops on other themes will be scheduled in parallel to the Panel Discussions and Open Dialogues.
- All organizers of official events (workshops, best practices, etc.) are asked to commit themselves to submitting a report on their event. Non-submission of a report will disqualify the organizer from scheduling an event for the following year.
- Scheduling preference will be given in 2008 to those who did submit a report for their events in 2007.
- Dynamic Coalitions should only be scheduled if they have submitted activity reports for 2008.
- Discussion is ongoing on a method for scheduling a reporting back session, though it is unlikely that daily reporting back session will be scheduled.
- No official events will be scheduled to start after 1800 hours.
- No official events will be held during the lunch-break between 1300-1400 hours.
- Further efforts will be made to enable effective and interactive remote participation.

The objective of the programme is to maximize the opportunity of open dialogue and the exchange of ideas; to try and create feedback loops between the different types of sessions; to create opportunities to share best practices and experiences; to listen, debate and learn as well as to identify key themes that would, in the future, benefit from the multistakeholder perspective of the IGF.

There should be no prepared statements read out during the main sessions. However, prepared statements will be recorded in a specially equipped AV-studio and shown in a loop

in selected areas of the conference venue as well as made available on the IGF Web site. Efforts will be made to improve the promotion of this possibility. Prepared statements can be recorded and submitted in advance to the IGF Secretariat.


## B.        Meeting types


### 1.        Main Sessions

All of the main sessions , the Panel Discussions and the Open Dialogues, will take place in the main meeting hall and they will be organized around the focal themes.  In addition, there will be an opening and a closing ceremony in the same meeting hall. Interpretation will be provided in into all the six UN languages (Arabic, Chinese, English, French, Russian and Spanish) for all meetings taking place in the main hall. The Main Sessions will be Web cast and will be rendered in real-time transcription. Remote participants will be able to submit questions and comments by email.

Duration of all the main sessions will be three hours.  In the case of the Panel Discussions, each will be allocated half of the meeting time, that is 90 minutes, without a scheduled break except for the minimum time necessary to change panellists between the two  discussions.

### (a)        Panel Discussions

The Panel Discussions will be scheduled before the Open Dialogues on the same theme, thereby allowing the input to be fed into the dialogue.  The Panel Discussions will be held in the morning of each day, except on the last day. The Panel Discussions are the result of some workshop mergers. They will be prepared in co-operation with the MAG and the proponents of the original workshop as well as other relevant institutions, as appropriate. The Panel Discussions will be supported/facilitated by the MAG and IGF Secretariat in co-operation with the sponsors of the workshop.   One of the key considerations in choosing Panel Discussions as well as individual workshops was the  multistakeholder approach and the need to present different perspectives on the issues under discussion.

### (b)        Open Dialogue sessions

The afternoon main sessions are planned as participant dialogues.  The dialogues will be introduced by a brief presentation, arranged by the IGF secretariat, outlining the content of the morning workshops. The Open Dialogues will be moderated. The Dialogues will have neither panellists nor designated respondents but will have a chairperson and a moderator to lead and stimulate the discussion.  The goal of these debates will be to bring as many participants into the dialogue as is possible and will allow for a discussion with maximum interaction among the participants.

### (c)        Other sessions

On the fourth day, one session will be devoted to 'Emerging Issues' and another session devoted to 'Taking Stock and the Way Forward'.

2.      Workshops

Workshops are designed to explore detailed issues related to the main themes.  As such, all interested stakeholders were invited to submit proposals for workshops in a similar way as was done for the previous meetings of the IGF.  To the extent possible, workshops that relate to the topics of the Open Dialogues will be scheduled prior to the relevant session.

The scheduling of these workshops will be determined by the IGF Secretariat on the basis of maintaining a balance across the issues, efficient use of meeting space and an attempt to avoid conflicts in topic or speakers.

- Duration of workshops: 90 minutes.
- Each workshop will be required to produce a report on the workshop.
- Deadline for providing speakers list: extended to 30 September 2008.


3.      Open Forums

All major organizations dealing with Internet governance related issues will be given a slot, at their request, to hold an open forum in order to present and discuss their activities. The meetings should focus on the organization's activities during the past 12 months and allow sufficient time for questions and discussions.

- Duration of Open Forums: 90 minutes.
- Each Open Forum will be required to produce a report on the meeting.
- Deadline for completing workshop programmes and providing speakers list: extended to 30 September 2008.


4.      Best Practice Forums

The aim of these sessions is to demonstrate, in a multi-stakeholder environment, some of the best practices that have been adopted with regard to the key IGF themes in general and to the development and deployment of the Internet in particular.  The sessions can have either a thematic or a country focus. The presentations will be based on a common template. Presentations should not only cover practices that were successful, but also focus on challenges and mistakes. Thus, 'lessons learned' would be an important output of these sessions. They will be moderated by independent experts/hosts and participants will be given the opportunity to ask questions and make comments. The aim is to provide a space to discuss what constitutes a 'best practice' and share relevant information that can be transferred to other situations and strengthen capacity-building activities.

- Duration of Best Practice Forums: 90 minutes.
- Each Best Practice Forum will be required to produce a report on the meeting.
- Deadline for providing speakers list: extended to 30 September 2008.


5.      Dynamic Coalitions

The meeting will provide space for active Dynamic Coalitions to meet and further develop their proposals.  Only Dynamic Coalitions that have submitted a report of their activities for 2008 will be scheduled for a meeting slot.

All Dynamic Coalitions are requested to present a report on their achievements so far in general and on their activities since the Rio meeting in particular. The reports will be posted on the IGF Web site.

- Duration of these meetings: 90 minutes.
- Deadline for submission of reports: extended to 30 September 2008.
- The reports will be taken into account in the allocation of rooms.

## 6.     Other Meetings

In general, meeting rooms that are not otherwise booked will be given, as available, to interested stakeholder groups on a first-come-first-served basis, in accordance with United Nations procedures and practice. A number of rooms will be reserved to accommodate ad-hoc requests.

## C.     Schedule

A schedule for the meeting is made available as annex to this paper.

## V     Logistics

## A.     Meeting Rooms

The following meeting rooms will be available:

- Main Meeting Hall, for opening and closing ceremonies and main sessions, seats 1200 participants in a theatre-style setting. All proceedings in this room will be Web cast, interpreted in all six UN languages, and rendered in real-time transcription
- Four major Individual Workshop Rooms, seating up to 300 participants in a theatre-style setting. All proceedings will be Audio cast.  One Workshop Room will have facilities for interpretation (interpreters can be provided by workshop organizers, if desired). Two workshop rooms seating 150 participants in a theatre-style setting. All proceedings will be Audio cast.
- One workshop room seating 75 participants in a theatre-style setting. All proceedings will be Audio cast.

## B.     Other facilities

- A fully equipped AV-studio to record prepared statements. The studio can also be reserved for TV interviews.
- A media centre, with a room for media conferences, seating 250 journalists in theatre style setting and workspace for journalists.
- An "IGF village", located next to the Main Meeting Hall, to allow interested entities to present themselves for free and have meetings and poster sessions. The village will include squares (with chairs and rostrum) for ad-hoc meetings and poster sessions. This "IGF village" will be organized in the form of different "neighbourhoods" or thematic clusters (e.g. according to the five main themes and also the crosscutting

priorities. The "IGF Village" will also contain the cyber-café and a stall for recording YouTube messages.

- Restaurants/refreshments:
  - o A food court with moderately priced food will be available.
  - o Coffee/Tea will be served in the conference premises.
  - o Two restaurants are located in the hotel adjoining the conference centre.

The Secretariat is responsible for the allocation of all meeting rooms.

Event organizers and participants with special needs are requested to contact the Secretariat and communicate their requirements by 30 September.

## C.      Remote participation

A public remote chat capability will be provided for the Main Meeting Hall and all workshop rooms. Other provisions for remote access, including Regional Hub meetings, will be announced in October.

## VI.      Deadlines

The following deadline has been set:

### 30 September

- Submission of final programme for all workshops, best practice forums, open forums and Dynamic Coalition meetings.
- Submission of Dynamic Coalition activity reports.

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# ANNEX

## Schedule for the 2<sup>nd</sup> IGF Meeting in Hyderabad, 3-6 December 2008

| Time | Main Session Hall | Other areas |
|---|---|---|
| Day 1- 3 December 2008 | | |
| Reaching the Next Billion | | |
| Morning | Panel Discussion:<br>• Access<br>• Multilingualism | Tutorials /Workshops/ Other events |
| Lunch | | |
| Afternoon | Opening Ceremony | |
| | Open Dialogue | Workshops/Other events |
| Day 2 – 4 December 2008 | | |
| Promoting Cyber-Security and Trust | | |
| Morning | Panel Discussion:<br>• Dimensions of cyber-security and cyber-crime<br>• **Fostering security, privacy and openness** | Workshops/Other events |
| Lunch | | |
| Afternoon | Open Dialogue | Workshops/Other events |
| Day 3 - 5 December 2008 | | |
| Managing Critical Internet Resources | | |
| Morning | **Panel** Discussion**:**<br>• **Transition from IPv4 to IPv6**<br>• **Global, regional and national arrangements** | Workshops/Other events |
| Lunch | | |
| Afternoon | **Open Dialogue** | Workshops/Other events |
| Day 4 - 6 December, 2008 | | |
| Morning | **Main Session:**<br>• **Emerging issues: The Internet of tomorrow: Innovation and the evolution of the Internet.** | Workshops/Other events |
| Lunch | | |
| Afternoon | **Main Session:**<br>• **Taking Stock and the Way forward**<br>• **Closing Ceremonny** | Workshops/Other events |