"Technical Assistance for the Policy and Regulation Initiative for Digital Africa (PRIDA)"

MANUAL FOR THE DEVELOPMENT OF NATIONAL AND REGIONAL IGFS IN AFRICA

MAKANE FAYE

OCTOBER 2019

AFRICAN UNION-EUROPEAN UNION PARTNERSHIP ON POLICY AND REGULATION INITIATIVE FOR DIGITAL AFRICA (PRIDA)

TABLE OF CONTENTS

INTRODUCTION

1. The Internet Governance Forum (IGF) process was introduced in African countries at the end of the World Summit on the Information Society (WSIS) which provided the initial mandate[1]. However despite being part of the worldwide process since the beginning and having hosted two global IGFs, respectively in Egypt (2009) and Kenya (2011), Africa's contribution on the Internet Governance (IG) debate is weak and most countries are left out of the process. The respective stakeholders do not understand and fully grasp their role in the process, which is in most cases dominated by civil society. Moreover, organizations on the continent and countries lack the necessary skills and capacity to put in place and implement a proper IGF process. In this context, the Manual for the Development of National and Regional IGFs was put in place.

2. The manual aims to equip the stakeholders with the substantive skills related to their participation in the IG debate at national, regional, continental and global levels by empowering them to establish/strengthen national and regional Internet Governance Forums, and ensure everyone's full participation in line with the principles set out by IGF. It will also provide them with an explanation of the interplay among international, continental, regional and national IG policy processes. The intention is not to develop a technical manual[2] but rather to put in place mechanisms which will guide African stakeholders' participation in the Internet Governance Forum process. This is an opportunity for policymakers and other stakeholders to acquire new knowledge and strengthen their overall understanding of the Internet Governance Forum process.

3. The Manual is geared to the target groups identified by the Working Group on Internet Governance (WGIG), which was appointed by the United Nations Secretary-General during the WSIS process. The WGIG recognized key roles of the following "principal stakeholders" to which this manual is geared:

    *   Government
    *   Private Sector
    *   Civil Society
    *   Academic and technical communities
    *   Intergovernmental and international organizations

4. The topics covered by the Manual have been identified through documentation at hand, literature review of several websites relevant to the subject, especially the IGF website, and interactions by email and phone with African IGF stakeholders. This Manual is divided into five main parts, which provide detailed explanations on the Internet Governance Forum process. The first part, which is the "Overview" Section, discusses the background of the Internet Governance Forum giving its origin; the second part, which is "Common

---

[1] World Summit on the Information Society, Declaration of Principles - http://www.itu.int/wsis/docs/geneva/official/dop.html

[2] The African Union's Policy and Regulatory Initiative for Digital Africa (PRIDA) has developed a curriculum which covers all technical issues related to IG

Criteria defining National and Regional IGFs", provides common definitions and criteria applying to the IGF at National, Regional and continental levels; the third part, which is on "National IGFs" is a step-by-step guide through the process of putting in place, organizing and running a successful National IGF; the fourth part on "The African IGF", provides detailed information on how the continental IGF is organized and run; and finally the fifth section, discusses "Sub-regional IGFs".

5. Internet Governance was one of the most controversial issues at the World Summit on the Information Society leading to tense and intensive discussions and lobbying across stakeholder groups, countries and continents. The Working Group on Internet Governance (WGIG) defines Internet Governance as "the development and application by Governments, the private sector and civil society, in their respective roles, of shared principles, norms, rules, decision-making procedures, and programmes that shape the evolution and use of the Internet". While preparing the above definition and working on a common understanding of the respective roles and responsibilities of each stakeholder, the WGIG highlighted the important role of academic and technical communities, to be included in the group of relevant stakeholders. Furthermore, the WGIG recognized that there were no existing structures to deal with global Internet-related public policy issues and made recommendation to the UN Secretary-General to establish a "global multi-stakeholder forum" to be a space for dialogue among all stakeholders. Accordingly, the convening of the Internet Governance Forum was announced by the UN Secretary-General on 18 July 2006.

6. The Internet Governance Forum is defined as a platform for discussions between various people and stakeholder groups from all countries, including developing countries, exchanging information and sharing good policies and practices relating to the Internet and technologies. The IGF facilitates common understandings and knowledge exchange of how to maximize Internet opportunities and address risks and challenges. It produces a set of informative documents which are developed through consensus for use by stakeholders who wish to do so voluntarily. At the creation of IGF, the UN Secretary-General established the Multistakeholder Advisory Group (MAG) to assist in convening the annual IGF conference by preparing the programme and schedule. MAG members serve in their personal capacity, but are expected to have established linkages with their respective stakeholder groups in the various continents taking into account the gender dimension. They are appointed by the UN Secretary-General for a term of one year, automatically renewable for two consecutive years. The MAG is rotated by one-third each year, in order to enhance diversity and bring in new viewpoints.

7. The WGIG recommended that the global forum be "reinforced by regional, sub-regional and national initiatives and supplemented by open online mechanisms for participation." This led to the establishment of national, sub-regional, and regional IGFs on all continents, known as National and Regional Initiatives (NRIs). In this context, more than 100 countries and regions have established IGF processes for their respective communities, making the global IGF benefit from a bottom up approach. In this regards, the African continent

has established the African Internet Governance Forum (AfIGF) in 2011 composed of five sub-regional IGFs and various national IGFs as well as Youth IGFs from different African countries. In order to have a successful process, the African IGF recommends inclusion of all stakeholder groups in any IGF at the national, regional and continental levels. In case it is difficult to achieve all stakeholders' inclusion at once, at least the following groups should be part of the process: Government, Civil Society, Private Sector, Youth and Academia or Technical Community.

8. Multistakeholderism is of paramount importance for the African process in order not to leave anyone behind. The IGF process being led in most countries in the world by Civil Society, the African IGF has decided to organize every year a high level policy segment in order to bring on board Government, Academia and Private sector. Moreover the main objective of PRIDA, which is a joint African Union – European Union project is to build capacity of policymakers. The Manual was developed by Makane FAYE, Secretary of the African Internet Governance Forum.

WHAT ARE NATIONAL AND REGIONAL IGFS?

9. National and Regional IGFs is a term that identifies the national, sub-regional, continental and Youth forums on Internet Governance in Africa. These are processes put in place by stakeholders at the levels of a country, a sub-region or the continent. Its structure reflects the balance in the vast geographic area and youth category. It should be noted that in the African Union language, sub-regions, which is a United Nations jargon, are catalogued as regions that are identified through Regional Economic Communities (RECs). Accordingly the terms "Sub-regional IGF" and "African IGF" are subsumed in "Regional IGFs in Africa" in the manual. Sub-regional IGFs target regional geographic settings, which are Central Africa, East Africa, North Africa, Southern Africa and West Africa, while African IGF is used for the continental IGF led by the African Union. Youth Internet Governance Forum initiatives are part of the settings described above and should be nurtured by national and regional IGFs to form an integral component of the IGF process in Africa, and hence should not operate in silos away from the established process.

WHAT IS THEIR OBJECTIVE?

10. The objective of the National and Regional IGFs is to create a unique space where different stakeholders from the relevant geographical settings can discuss issues pertaining to the internet, reflecting the need of their respective communities. In this regards, it facilitates exchange of experiences and ideas between stakeholders from the same geographic space and contributes to a better engagement of the mapped communities amongst themselves and also with the entire IGF community worldwide.

HOW TO ESTABLISH NATIONAL AND REGIONAL IGFS?

11. If you plan to establish National or Regional IGFs, you should bear in mind that they are convened by the community for the respective community members and that the multistakeholder principle must be adhered to. Hence there is need to put in place a multistakeholder Organizing Team, where the most basic requirement is to have representatives from at least the following four (4) different stakeholder groups: Government, Private Sector, Civil Society and Academia or Technical community with the intention of evolving towards the inclusion of all stakeholder groups. Youth from any of the above groups should be included in case they are willing to be part of the process. The Organizing Team should also take into account the gender dimension. In addition, there is need for a committed contact person, a "Champion" acting as the focal point who can mobilize all stakeholder groups and be a liaison between the initiative and the wider community including the African IGF, the IGF Secretariat and the global IGF network. Such a person should be knowledgeable of Internet governance issues and main actors, able to communicate confidently with all stakeholders and must accept the responsibility of coordination and ensuring compliance to basic IGF principles. The "Champion" should be viewed as neutral and fair and rooted in a particular stakeholder community to which she/he belongs. Moreover for visibility and identity purposes, the National and Regional IGFs are required to maintain a live website and a working email address, provide support to social media accounts for conducting effective outreach and exchanges locally and with the wider IGF community. Further guiding information can be found in the African IGF manual and the NRIs toolkit.

WHAT IS EXPECTED OF NATIONAL AND REGIONAL IGFS?

12. A National or Regional IGF is a unique space where stakeholders are comfortable to deliberate and discuss issues pertaining to the internet. It is a platform that facilitates best practice sharing and information exchanges underpin by the IGF principles. It is the responsibility of the National and Regional IGF to ensure an inclusive and balanced stakeholder's representation, diversity and inclusiveness. You are likely to share discussions with different stakeholders such as policy makers from government, engineers, industrialists, academia, activists and civil society sharing and exchanging views to address the issues that are important to them. So be prepared to join the discussion to learn and share best practices and to advance your interest. The uniqueness of the internet governance forum is the multi-stakeholder model that allows diversity and inclusiveness of stakeholder groups. It is worth reminding you that internet governance is a consensus driven environment where every stakeholder interest is well respected and written for future reference. African National and Regional IGFs are committed to these values and ensure that their meetings reflect them.

WHAT IS MULTI-STAKEHOLDER-ISM AND WHAT ARE THE STAKEHOLDER GROUPS WHICH NEED TO BE PART OF THE IGF PROCESSS?

13. Since many of the Internet governance issues are global, there is need for a mechanism that can help moderate the risks, balance the benefits and respect the right of every individual and group of persons to take an active role in shaping the policies that affect everyone; a mechanism that embodies the principles of inclusiveness, accountability and transparency. A stakeholder refers to an individual, group, or organisation that has a direct or indirect interest or stake in a particular organisation; they may be businesses, civil society, governments, academic or research institutions, inter-governmental and non-governmental organisations. Involvement of various stakeholders was translated into multistakeholderism or multistakeholder approach widely accepted as the optimal way to make policy decisions for a globally distributed network. Multistakeholderism is reflected in many UN decisions and resolutions such as in The Monterrey Consensus and The Doha Declaration as well as in what is most relevant for this manual, the WSIS Declaration of Principles. In this regard, National and Regional IGFs operate under the guidance of a multistakeholder committee in a multidisciplinary environment, where all stakeholder groups are offered equal opportunities to voice their concerns and defend their ideas. These stakeholder groups, which work for the same goal are expected to drive the IGF processes on the continent. They are composed of government, civil society, technical community, academia, private sector, international and intergovernmental organizations.

Governments - The roles and responsibilities of Governments include:

- Public policymaking and implementation
- Creation of an enabling environment
- Addressing general developmental issues
- Oversight functions such as development and adoption of laws, regulations and treaty-making
- Promoting multilingualism and cultural diversity

Private sector - The roles and responsibilities of the private sector include:

- Development of infrastructure
- Development and provision of e-services
- Research and development of technologies, standards and processes
- Development of best practices
- Development of policy proposals, guidelines and tools for stakeholders

Civil society - The roles and responsibilities of civil society include:

- Awareness-raising and network-building
- Mobilizing citizens in democratic processes
- Bringing perspectives of marginalized groups
- Promoting bottom-up, people-centered and inclusive processes and policies
- Promoting social responsibility and good governance practice, human rights, sustainable development, social justice and empowerment

Academia constitute a main source of inspiration, innovation and creativity. Its roles and responsibilities include:

- Fostering capacity-building in and through ICTs
- Development of incubators
- Undertaking Research and development of technologies and standards
- Provision of expertise, skills, experience and knowledge
- Combating cybercrime

Technical community - The roles and responsibilities of the technical community include:

- Setting of standards and technical regulations.
- Development and provision of e-services and value added services
- Fostering innovation
- Promoting and delivering capacity-building

Intergovernmental Organizations - The roles and responsibilities of the intergovernmental organizations include:

- Coordinating across member states
- Conflict resolution and arbitration
- Development of policies and research agendas aimed at solving transnational problems
- Fostering dialogue and advocacy
- Capacity building and facilitation of knowledge sharing
- Setting of standards and management of IPRs, etc.

14. Other groups such as youth are part of the above setting and are not expected to operate in silos even though they should discuss separately, prepare

positions and platforms of their own and bring them to the plenary where all stakeholders will be present.

PARTICIPATION IN NATIONAL & REGIONAL IGF CONFERENCES

15. Participation in the continental, regional and national IGF meetings is without cost except that of internet access and interest. You could either participate in two ways; onsite or remotely.

ONSITE PARTICIPATION

16. This is physical attendance during the IGF meetings where you are face to face with stakeholders across Africa. The participant needs to move physically at the location of the conference which could be in the same or different country and same or different sub-region.

REMOTE PARTICIPATION

17. Remote participation is the e-participation of interested people in the IG forums. It is provided to ensure an inclusive participation of stakeholders that were unable to move physically to the meeting venue. National and Regional IGFs have adopted several online tools to ensure that many voices are reflected in the internet governance discussions which are happening in Africa.

SESSIONS AT THE NATIONAL AND REGIONAL IGFS

18. National and Regional IGFs organize all the year around, IG meetings with several sessions, including workshops and plenaries handled by different stakeholders in the IG ecosystem. These sessions reflect on topical digital issues on the continent for stakeholders' deliberation, education and attention. They generate tangible outcomes that could be used for research or as a basis of information to make an informed decision. At these sessions, we have the organizer, moderator, the speakers, the rapporteur and the participants.

WHERE TO FIND RESOURCE PERSON FOR YOUR SESSION?

19. At the local level, it may be hard to identify a subject expert while planning for an IG session. To ease the identification process, the African IGF secretariat has a pool of experts that contain IG renowned specialists including the youth that specialize on different digital issues that you can tap from. All you need do, is to contact the African IGF secretariat by email or register on the global IGF website to get access to experts. Moreover those who want to be a resource person can email their CV to the African IGF secretariat or create their IGF Community profile on the IGF website.

HOW DO I BECOME A RESOURCE PERSON?

20. An Internet governance forum event is a meeting that brings together experts and experience to contribute to the thematic topic of the conference. To become a resource person at the National and Regional IGFs you should be a knowledgeable expert on topical IG issues that are either part of a workshop or a plenary. In this context, you should be an invited speaker, a volunteer during the event preparatory phase, a rapporteur or an active participant during the IG meeting itself. Selection of resource persons for the meetings is determined by respective steering committees and MAGs or session organizers. You can also contact the African IGF secretariat and submit your CV. To take the step further, you can create an IGF Community profile on the IGF website to enable session organizers find you. The role of resource person is free of charge and no fee is paid to the expert.

HOW DO I PREPARE A NATIONAL AND REGIONAL IGF REPORT?

21. Every IGF conference is expected to produce a report at the end of the meeting to reflect what was discussed and agreed actions on the way forward. The essence of organizing a workshop or plenary session at the internet governance forum is to bring an issue to the table for discussion. Hence, reporting becomes an important part of the Internet Governance Forum workshop and plenary. To have a good report, the later should

- Indicate the event's name, its date and time as well as the date and time of each session, session moderators and rapporteurs
- Capture the summary of the session
- Document the key issues raised
- Capture actions that are recommended
- Be acceptable to the majority of stakeholders taking part in the conference

HOW DO I BECOME A RAPPORTEUR?

22. The rapporteur is a person who is appointed by the National and Regional IGF steering committees, MAGs and secretariats or by the session organizers to report on the stakeholder discussions. The basic criteria to become a meeting rapporteur is to be knowledgeable on IG issues, a good listening ability and ability to read and write, usually, either in English or French or in the relevant languages which are needed in the country, region or continent. Beyond these basic skills, you must be able to follow a conversation, synthetize it concisely and clearly in simple words and phrases; and put up issues raised and recommendations during the meeting discussion without personal influence.

WHAT DO I BENEFIT FROM PARTICIPATING IN A NATIONAL AND REGIONAL IGF CONFERENCE?

23. The National and Regional IGFs constitute a space that provides equal footing to different stakeholders to discuss issues pertaining to the internet reflecting the need of their respective people. It enables you to raise your voice and concerns, make your contribution and participate in the debate. Also, it is a platform that facilitates exchanges of experiences and ideas between stakeholders from the relevant community and therefore contributes to a better engagement of the community in Africa and with the global IGF. More so, it gives you the opportunity to discuss those digital issues that are occurring within your community and exchange best practices that lead to an informed process.

HOW ARE NATIONAL AND REGIONAL IGFS FUNDED?

24. The growth of National and Regional IGFs is a result of continued and generous support received from stakeholders across the globe. The support has witnessed the development of different internet governance initiatives across the continent. National and Regional IGFs are openly ready to partner in a win-win basis with different actors towards the development of internet in the African region as long as the IGF principles are adhered to. Sponsors and partners include host countries, multilateral organizations, the private sector and Non-Governmental Organizations. Sponsorships can be effected through providing expertise, logistics, political or/and financial support. One constant sponsor of the various IGF initiatives is the Internet Governance Support Association (IGFSA) – www.igfsa.org/, which has been providing

financial support to all the IGFs in developing countries which request so and which fulfill the IGF principles. The PRIDA project of the African Union will make available seed funds and skilled manpower to provide technical support to any IGF operating in Africa.

WHICH COMMUNI-CATION ETHICS FOR NATIONAL AND REGIONAL IGFS?

25.

- National and Regional IGFs being a community led-initiative which targets the involvement of everyone in the community, require communication as a necessary tool towards building consensus driven agreements.
- National and Regional IGFs provide a welcoming and supportive environment for all people, regardless of background or identity. As such, they do not tolerate communication or behavior that are disrespectful to members or that exclude, intimidate or cause discomfort to others. National and Regional IGFs do not tolerate discrimination or harassment based on characteristics targeting, but not limited to, gender identity and expression, sex, disability, religion, physical appearance and body size, ethnicity, age, education and nationality.
- Everyone who participates in the National and Regional IGFs is required to conform to this communication and ethical principles. They apply to all activities in the African space, including, but not limited to, workshops, plenary and parallel sessions, other gatherings, email lists and remote communication.
- All stakeholders are expected to show respect and courtesy to others. All interactions should be professional regardless of the medium: remote and on-site. To foster a positive and welcoming National and Regional IGF environment, we encourage and promote an appropriate behavior that is welcoming and inclusive. Contrary behavior from any member of the National and Regional IGFs shall not be condoned and treated lightly.

CODE OF CONDUCT

26. National and Regional IGFs value the involvement of every stakeholder and therefore are committed to creating a friendly and respectful platform for debating and discussing topical policy issues as related to the digital need of a respectful community. All participants are expected to abide by the principles of IGF while respecting and showing courtesy to others. Everyone is required to conform to the Code of Conduct. This Code of Conduct applies to all activities of the National and Regional IGFs which are not limited to onsite and online participation.

EXPECTED BEHAVIOR

27. All participants at the National and Regional IGFs are expected to show respect and courtesy to others. Any interaction should be professional regardless of platform either online or in-person. To foster a positive and professional environment, we encourage the following kind of behaviors in all the National and Regional IGFs meetings and platforms.

- Be respectful of different viewpoints and experiences
- Have a consensus driven attitude
- Use a welcoming and inclusive language
- Accept constructive criticism
- Show respect and courtesy towards the National and Regional IGF community members

UNEXPECTED BEHAVIOR

28. The following behaviors are unacceptable in the African National and Regional IGFs:

- Defamatory statement that are likely to harm someone's reputation
- Written or verbal comments that have effect to exclude as related to group membership or experience
- Violent threats or language directed against another person
- Disruption intention of sessions or communication
- Unwelcome sexual attention, body language and physical contact
- Using meeting time for business transaction
- Incitement to violence, suicide or self-harm

CONSEQUENCE OF UNACCEPTED BEHAVIOR

29. With reference to the unexpected behavior, the National and Regional IGFs will not condone negative behavior that would undermine the coming together of internet governance stakeholders. If any of these behaviors is spotted, it shall be investigated and dealt with properly and accordingly by the relevant secretariat and the multistakeholder coordinating organ.

COMPLAINT PROCEDURES

30. Complaint process and procedures are means to allow the secretariat of National and Regional IGFs to handle sensitive complaints regarding issues that relate to the participation in the internet governance forum. Complaints may be cases of diversity and inclusiveness, abuse, harassment, gender issues, unethical behavior and security threat. The various secretariats and multistakeholder coordinating bodies are the point of contact to receive and review, and therefore give recommendations based on facts. The recommendations shall be constructive and actionable.

OPERATIONAL CHALLENGES OF NATIONAL AND REGIONAL IGFS

31. Organizing an internet governance meeting requires both in kind and financial resources. In this case, host readiness and financial support are basically the major challenges that National, regional and youth initiatives are facing in hosting an internet governance forum. The next challenges are the balancing of interest and participation of most of the stakeholder groups.

ASSESSMENT OF NATIONAL AND REGIONAL IGFS

32. National and regional internet governance forums need to conduct a regular assessment against the following values: commitment to IGF principles, diversity, inclusiveness, tangible outcome and security. It is therefore, advised that National and Regional IGFs carry out an annual assessment as whether IGF principles remain and have retained their values. They should further ensure that the diversity element is given top priority together with the representation of stakeholder groups, these should not in any form be absent in the conferences. In addition, National and Regional IGFs should keep in mind their relevance in the shaping of the internet governance, which put

them in a critical position to produce a tangible outcome that can feed into related internet discussions, global discussions and for stakeholders' research works and knowledge sharing. Finally, on security issues, National and Regional IGFs should ensure that safety and wellbeing of the stakeholders is not compromised before, during and at the end of their meetings.

33. The National Internet Governance Forum (NIGF) process was established to address specific issues arising from the needs of different communities in Africa. It constitutes a framework in which governments meet and interact with non-governmental actors on matters related to Internet policy. A National Internet Governance Forum is convened by a multistakeholder team with partnership from several stakeholders in order to carry out a dialogue on an equal footing to inform and influence policies on Internet related-issues. The process is consensus-driven and decisions are reached based on public consultation with different stakeholders and community members. Currently there are 27 operational National Internet Governance Forums in Africa, and many more in the formation process, with several emerging every year.

Table 7:　　　List of National IGFs in Africa[3]

No.	Country	Purpose and date of establishment	Date and venue of last annual meeting
1	Benin IGF	The Benin IGF was established in 2012 and serves as a multistakeholder framework for different stakeholders in Benin to discuss issues related to Internet governance.	July 2018, Cotonou, Benin
2	Burkina Faso IGF	The National IGF of Burkina Faso was established in 2010. It aims of creating an open multistakeholder platform for Burkina Faso to discuss Internet governance matters.	November 2018, Ouagadougou, Burkina Faso
3	Burundi IGF	The Burundi IGF took place for the first time in 2009. The main objective is to build an inclusive multistakeholder ecosystem to share and discuss Internet and Internet Governance issues.	2013, Bujumbura, Burundi
4	Cameroon IGF	The Cameroon IGF was established in 2013. Its main objective is to create a multistakeholder platform for Cameroon to discuss Internet Governance matters.	Avril 2019, Douala, Cameroon
5	Chad IGF	The Chad IGF was created in 2015. Its main objective is to create an opportunity for a multistakeholder dialogue on Internet governance public policy issues.	December 2018, N'Djamena, Chad

[3]The initial information is from the IGF website. It was updated in June 2019 by PRIDA through email exchanges with the respective focal points

No.	Country	Purpose and date of establishment	Date and venue of last annual meeting
6	Democratic Republic of the Congo IGF	The DRC IGF was established in 2017. Its main objective is to create a multistakeholder platform for DRC to discuss Internet Governance matters.	August 2019, Goma, DRC
7	Egypt's Internet Masr	It was established in 2012. It serves as multistakeholder platform putting together Internet users, private sector, government entities, academia and civil society to exchange around high interest ICT/Internet issues.	Cairo, Egypt, September 2018
8	Gambia IGF	The national IGF of The Gambia was recognized in 2018. Through a multistakeholder approach, the national IGF creates a process for the respective communities to discuss issues pertaining to Internet governance.	July 2018, Kololi, The Gambia
9	Ghana IGF	The Ghana IGF was established in 2014. The overall goal is to provide a unique space for different stakeholders from their respective communities to share information, dialogue and provide recommendations on key Internet issues.	2019, Accra, Ghana
10	Kenya IGF	The Kenya IGF was created in 2011. It aims to serve as a national platform for policy dialogue on issues related to Internet governance.	2019, Nairobi, Kenya
11	Liberia IGF	The Liberia Internet Governance Forum was established in 2012. It was launched and coordinated by the late Abdullai Kamara. It will reconvene in 2019 as 'IGF-Liberia' focusing on regulation, trending issues of internet shutdown and other internet governance issues.	2012 in Monrovia, Liberia
12	Malawi IGF	The Malawi IGF was established in 2015. Its main objective is to create a discussion environment for all stakeholders from their respective communities to engage in work on Internet governance related issues.	2018, Lilongwe, Malawi

No.	Country	Purpose and date of establishment	Date and venue of last annual meeting
13	Mali IGF	The Mali IGF held its first meeting on October 2019. The aim of Mali IGF is to put together all the stakeholders to support the country in developing its Internet Infrastructure, systems and applications.	October 2019, Bamako, Mali
14	Mauritius IGF	The Mauritius IGF was established in 2017. It fosters policy dialogue among stakeholders on issues of Internet governance, and offers a unique space for an amazing range of people to share information and develop solutions on key Internet issues.	August 2018, Port Louis, Mauritius
15	Mozambique IGF	The Mozambique IGF was established in 2014. This IGF aims to increase the ability of different stakeholders in this respective country, to identify and discuss issues related to the Internet.	2018, Maputo, Mozambique
16	Namibia IGF	The Namibia IGF was established in 2017. It serves for its respective communities as a multistakeholder forum for discussing issues on Internet Governance.	September 2019, Windhoek, Namibia
17	Niger IGF	The IGF-Niger was established in 2013. Its main objective is to put together all stakeholders around a common platform to discuss Internet Governance matters.	November 2016, Niamey, Niger
18	Nigeria IGF	This IGF Initiative is aimed at providing a sustainable National Forum and structure that engages industries, Government, lawmakers, the academia, civil society and all other stakeholders, in a strategic national debate on Internet governance.	2019, Abuja, Nigeria
19	Rwanda IGF	The Rwanda national IGF (RWIGF) was established in 2014. It serves as a Forum for engaging all stakeholders into discussion on Internet governance related issues.	December 2018, Kigali, Rwanda

No.	Country	Purpose and date of establishment	Date and venue of last annual meeting
20	Senegal IGF	The Senegal national IGF was established in 2014. Its main objective is to serve the need of the entire community in organizing a multistakeholder forum for discussing Internet Governance matters that are of interest to Senegal.	October 2019 Dakar, Senegal
21	South Africa IGF	ZAIGF is aimed at strengthening linkages and collaboration among relevant stakeholders in South Africa as a means of maximizing the country's benefit from the ever-growing digital economy. The audience of the ZAIGF consists of government, ICT community, business, research, academia and civil society representatives.	October 2018, East London, South Africa
22	South Sudan IGF	The National IGF of South Sudan was established in 2019. This initiative serves as a multistakeholder forum for public policy dialogue on issues of Internet Governance in South Sudan.	March 2019 Juba, South Sudan
23	Sudan IGF	The National IGF of Sudan was established in 2018. Its main objective is to create a multistakeholder platform through which the respective communities can discuss matters pertaining to Internet governance.	November 2018 Khartoum, Sudan
24	Tanzania IGF	The Tanzania national IGF was established in 2017. Its main goal is to provide a multistakeholder discourse for discussing the Internet governance pertaining matters.	October 2019, Dar es Salaam, Tanzania
25	Togo IGF	The Togo national IGF was established in 2015. The mission of this IGF is to bring different national stakeholders to discuss Internet governance issues relevant to their respective communities.	December 2018, Lome, Togo
26	Tunisia IGF	The Tunisia national IGF was organized in 2012. It is a space for a multistakeholder and inclusive dialogue about relevant Internet issues in Tunisia as well as about global Internet issues.	October 2018, Tunis, Tunisia

No.	Country	Purpose and date of establishment	Date and venue of last annual meeting
27	Uganda IGF	The Uganda IGF was established in 2006. The objectives are firstly to recognize relevant Internet governance issues in Uganda and to build a consensus on national and regional positions around relevant issues, as well as to raise awareness about various Internet governance related issues, especially among vulnerable users.	October 2018, Kampala, Uganda
28	Zambia IGF	The Zambia IGF is launched in 2019 as an open and inclusive space for dialogue on Internet governance issues of relevance to people in Zambia.	October 2019, Lusaka
29	Zimbabwe IGF	The Zimbabwe national IGF was launched in 2015 as a multistakeholder forum for public policy dialogue on issues of Internet Governance in Zimbabwe. It brings together all stakeholders in the Internet governance debate, on an equal basis and through an open and inclusive process.	December 2018, Harare, Zimbabwe

34. The original table from the IGF website was sent to all IGF national focal points in Africa requesting for update. Some focal points provided an update as per table 7 above while others did not react.

CORE PRINCIPLES OF A NATIONAL IGF

35. Every National Internet Governance Forum is grounded on the multistakeholder model and must comply with the five core IGF principles which are:

Open and transparent – A level playing field is put in place to give everyone the right to participate as an equal member. Rules and conditions apply to all stakeholder groups and individuals. Participants can work without fear of being blamed or marginalized.

Inclusive – Diversity of needs is taken into account and the contributions of all stakeholders, including disenfranchised groups are valued and fully considered. Inclusiveness promotes transparency and accountability while at the same time enhancing the results achieved through collaborative work.

Bottom-up – In contrast to top-down, nothing is imposed to stakeholders from top management, member States or lobbying groups. Ideas and input are sought at the lowest level of the pyramid, with the majority of stakeholders contributing in equal footing with other categories, before decisions are taken or consensus reached.

Multistakeholder – This brings together all stakeholders to cooperate and participate in a dialogue to find solutions to common problems and goals. All stakeholders have the ability to contribute meaningfully towards common results.

Non-commercial – A National IGF cannot be seen as a profit making mechanism or structure. Also its processes do not have a commercial objective and participation is free of charge for all stakeholders.

STEPS IN CONVENING A NATIONAL IGF

36. Organizing a national internet governance forum for the first time in a country could be a daunting task. It should be noted that there is one National IGF per country, which is recognized by the IGF secretariat and the African IGF. There are steps to be followed, which would not only bring clarity but empower the potential convener to organize the first national IGF.

- Be the Internet Governance Champion of your country with the enthusiasm and commitment to raise awareness of the benefits of Internet governance and explain to your office and all stakeholders the need to be part of the process.

- As it is impossible to gather all the stakeholders in the beginning, ensure that you put together interested individuals to initiate the process.

- Consult the "Manual for the Development of National and Regional IGFs in Africa" and the "NRIs toolkit": Both documents were developed to assist stakeholders put in place appropriate IGF initiatives The toolkit

was developed in 2017 by the worldwide IGF initiatives, including the African IGF secretariat while the Manual was developed at the African level with a solid anchor on the toolkit, at the same time providing detailed examples and steps on how to move forward taking into account specificity and needs of African stakeholder groups and initiatives.

- Contact the African IGF Secretariat to provide you with up to date information and guidelines: As there is constant evolution of the IGF process, in addition to consulting the Manual, there is need to liaise with the Secretariat focal points who will provide you with detailed up to date advice on how to improve and speed up the formation process and the convening of the first meeting.

If you are from Government

- Secure the approval of your supervisors by informing them through a memorandum about the actions you would like to take in relation with setting up the national IGF process

- Prepare a clear and concise briefing on paper and orally about the IGF process and why stakeholders need to get involved

- Prepare a list with a short description of the potential or actual leaders from Civil Society, Private Sector, Academia, Technical Community

- Using your briefing, take your phone and call the above stakeholders and inform them about the IGF process and the need to organize a national IGF

- Book individual appointments, to discuss, separately with each of the stakeholders listed above, at their respective offices or other venues of their choice

- Follow the phone call with an email message, thanking them of the time spent with you on the phone and providing them with more information on the issues discussed and what you expect to deal with at the meeting

- At the first face to face meeting, you should
  ◊ show that you are knowledgeable of the IGF issues by introducing them concisely but not forgetting any important element without taking too much of the time of your counterpart

  ◊ be decisive and at the same time show humility

  ◊ do not show power-hunger

  ◊ be ready to relinquish your potential convener role to others as long as this would facilitate establishing the National IGF

  ◊ secure from your host additional names, including from youth, of potential members of the multistakeholder mechanism to be set up

  ◊ request kindly your host to contact additional members of the

network to which she/he belongs

◊ discuss and agree on a time span and place to hold the first multistakeholder meeting, preferably in your office or another government venue

- Upon return from the first face to face meetings

  ◊ Inform your supervisor of the outcome and secure a date and room/venue with coffee, tea and water for the first multistakeholder meeting

  ◊ Call on phone the stakeholders you had met earlier to thank them and agree on a fixed date

  ◊ Prepare an email message and consult with a wider community of various groups, including youth, women caucus and international organizations, with information on the steps already taken towards the National IGF and inform them about a possible all-inclusive multistakeholder consultation meeting

  ◊ When you receive positive or negative feedback by email from stakeholders, reply to them politely and firmly to be followed by individual phone calls to reassure them of your availability, openness and willingness to cooperate with everyone

If you are from any other stakeholder group, including Civil Society, Private Sector, Academia, Technical Community, Youth, women caucus or others, you should:

- Follow all the above steps, and in addition you are strongly encouraged to:

- Consult further and closely with Government representatives

- Organize the first face to face multistakeholder consultation meeting, preferably in a Government office in order to secure high level political support and commitment of the political leadership at the beginning of the process. Government plays an essential role in the national IGF process from beginning to implementation of recommendations and its presence and support are mandatory if the national initiative has to succeed on the African continent.

37. **First multistakeholder consultation meeting** – It should:

- Be convened to start not earlier than 09H00 and later than 10H00 local time in order to enable participants to be on time and leave around mid-day, taking into account distances, traffic and time allocated for lunch break

- Start with coffee, tea and soft drinks to put participants at ease and facilitate peaceful interactions at a later stage

- Have an agenda of no more than two hours to cover:

  ◊ introduction of participants to know each other

◊ brief presentation of the global, regional and sub-regional IGF process

◊ presentation of the national IGF process with:

◊ draft timelines

◊ potential participants with contact information

◊ possible objectives

◊ expected outcome

◊ discussion on the creation of a provisional Multistakeholder Advisory Group (MAG) composed of a maximum of two persons per stakeholder group

◊ draft Charter of the MAG, which will be the ground rules for the process

◊ draft roadmap with:

  ○ timeline

  ○ stakeholders involved at various stages

  ○ key milestones of actions and tasks, etc.

◊ debate

◊ distribution of documents, preferably through electronic means

◊ discussion of the draft agenda of the first meeting of the MAG

◊ conclusion & closing

- Have a draft report, the latest three days after the meeting, to be circulated electronically to participants for review, amendment and approval.

38. **First meeting of the Multistakeholder Advisory Group** – A provisional Advisory Committee was established during the multistakeholder consultation meeting. Its members will meet and brainstorm on all activities related to the convening of the first national IGF. Once the meeting date is known, the MAG should meet as often as needed and at least every two weeks to start the preparatory process. Preparatory in the context of internet governance forum consists of the various activities that precede the actual meeting. Bulk of the work of national IGF meetings is done at the preparatory stage. The MAG is therefore advised to place a high priority on their IGF preparatory process as that would set the tone for the outcome. During this process, the MAG meets to define and plan for the success of the National IGF based on the community interest and input. The MAG is expected to:

- Come up with a date
- Establish a comprehensive list of all stakeholders

- Discuss logistic issues such as venue, catering, etc.

- Discuss substantive issues such as current and emerging IG/ICT issues at stake in the country, regional and global issues, how to organize the sessions, etc.

- Propose a main theme and sub-themes

- Set up various Committees, which should elect their respective chairpersons, to report to the MAG, including the following:

  ◊ A Scientific Committee, to:

    ○ consult publicly with the wider community and receive their contribution on the theme and sub-themes. A bottom up approach is essential in the IGF process

    ○ deal with the program, meeting logo, meeting duration, sessions format

    ○ define criteria, review and select workshop, side-events and session proposals

    ○ coordinate selection of resource persons, moderators, speakers and rapporteurs

    ○ prepare outcome and reports

    ○ contribute to relevant speeches and statements, etc.

  ◊ A Logistics Committee, to deal with:

    ○ preparation of a budget

    ○ acquisition of stationery and other needed material

    ○ coordination of logistics issues such as venue, room setup, identification, badging and seating of participants

    ○ distribution of in-meeting documents

    ○ coordination of catering

    ○ payment of stipends, etc.

  ◊ An Outreach Committee, to:

    ○ engage the media before, during and after the meeting (radio, TV, print, online, etc.)

    ○ collect summaries of presentations

    ○ arrange photo sessions

    ○ prepare and display posters and banderoles of the meeting and sponsors

    ○ update the website, etc.

◊ A Sponsorship and Marketing Committee, to:

○ raise contributions, which can be monetary, in-kind and goods

○ solicit sponsorship from Government, the regulator, national and international private sector, regional and international organizations, foundations, NGOs, etc.

- Make sure that the Committees take into account issues such as:

◊ Holding regular committee meetings, as often as needed and at least once a week

◊ The meeting date does not coincide with a holiday or an event which would prevent its visibility

◊ Securing a suitable venue, which is accessible to all

◊ The list, number and rank of High Officials to speak at the opening and closing sessions

◊ Sending the invitation letters and emails on time, followed by reminders through email and phone when the meeting date is close

◊ Having a Youth pre-event and having Youth represented in the panels

◊ Ensuring women representation and aiming at gender balance

◊ Setting up a discussion list

◊ Developing a website

◊ Sharing all the background documents and presentations electronically, before, during and after the meeting

39. **Election of the Multistakeholder Advisory Group** – The MAG is composed of between two to three persons per stakeholder group, including Youth, taking into account gender balance. In addition to regular national IGF activities and outputs such as panel and group discussions on IG issues and the related recommendations geared to the national, regional and global levels, the first National IGF will:

- adopt a Charter that will guide its operations over the years. A draft charter was earlier discussed by the first multistakeholder consultation meeting, which was convened by the Champion

- elect a MAG, which will coordinate the national IGF process. A provisional MAG was established by the first multistakeholder consultation meeting. Current members can stand for election to get official endorsement by the National IGF

NB: Once your National IGF is recognized after holding its first meeting, you should open an official bank account in the name of the National IGF. This will facilitate fund raising, financial sustainability and enable transparency

and accountability in funds management, while avoiding ad hoc financial management. Opening of the account should follow the rules and regulations of the country.

STRENGTHEN- ING YOUR NATIONAL IGF

40. A national Internet Governance Forum bond is derived from inclusion and participation of all the stakeholder groups. In the absence of these elements, a national IGF may not have the desired outcome, its recommendations may be biased and its impact in the respective communities will be limited. Strengthening an operating National IGF can be done by following steps provided above in the chapter "Steps in Convening a national IGF". In addition you should consider the following elements:

- The National IGF must be in-line and in compliance with the principles of the IGF described above in the chapter "Core Principles of a National IGF"

- Make sure to involve all stakeholder groups, be inclusive and promote gender balance

- An operational Multistakeholder Advisory Group should be created if it does not exist

- The meeting agenda should be set using bottom up approach involving all stakeholders

- Make sure to organize your meeting on an annual basis and start preparations ahead of time

- Ensure that the meeting is a safe haven for public policy discussions on internet issues and development

- Ensure that decisions are the result of public consultation and is based on consensus

- Ensure adequate reporting of the meeting outcome to the respective stakeholders and also to the African and global IGF secretariats

- Be surrounded by diverse Internet Governance experts who can support and engage in constructive discussions on key internet related matters within the respective communities

- Participate in the various Internet Governance Forum network calls, meetings, consultations and effectively contribute to the regional, continental and global Internet Governance Forums

NATIONAL IGF OUTREACH PROCESSES

41. Outreach is a very important element of the internet governance forum as this ensures balance in stakeholder groups and reach of a larger audience to ensure rich national IGF discussions. Several national IGFs have adopted different outreach strategies to reach wider audience and enlist additional stakeholders and experts. It is important to avoid some stakeholder groups dominating the others in participation and in debate. Accordingly there may be need for capacity building or other incentive to bring on board under represented groups. Whatever outreach strategy that the national IGF adopts, it should be widely accessible to the various stakeholder groups and measurable for further assessment and strengthening.

42. National IGFs have the ability to attract and include new voices in discussing local internet governance issues, hence they should not rely on inviting same old folks but a mixture of old and new stakeholders. As long as representation is not comprehensive enough, it will be difficult to achieve inclusiveness and to produce acceptable results and outcomes that can feed into policy development or adopted for implementation of tailored solutions. Hence, it is necessary to carry out a stakeholder mapping exercise that will lead to proper identification of stakeholder groups and individuals that can contribute to the discussions. New actors might need training to be considered suitable for participation. Accordingly outreach should lead to identification of stakeholders who will represent the community's interest and not their own interest. The National IGF should devise outreach strategy to identify and educate the stakeholders overcome challenges of participation and contribute to the internet governance forum process. In this context the African Internet Governance Forum encourages setting up of national and regional Schools on Internet governance by using the African Union / PRIDA Modules on Internet Governance. This would assist in building capacity of the next leaders in internet governance across the continent. The on-going African School on Internet Governance[4] (AfriSIG) model, coordinated by APC and coupled with the African IGF has been successful over the years and is being tailored at both regional and national levels.

43. It should be noted that outreaches should not commence at the point of organizing the Internet Governance meeting only but should be a continuous process of the multistakeholder committees. If the outreach strategy is properly incorporated in the IG process, potential stakeholders will have sufficient time to observe, understand and identify their niche for the upcoming meeting and for future engagements.

44. The following points would assist in the development of an inclusive Outreach Strategy:

- Define the purpose and the outcome of the outreach program

- Formation of a structure or outreach working group

- Identification of stakeholders and individuals including those with and without interest

- Develop a strategy of how to include the identified people or groups including role designing

- Develop an inclusive procedure that will ensure equality and representation is strictly followed and adhered to

- Develop a procedure that guide against one particular group or set of people dominating the process or preventing other groups and individuals from participating

- Invite selected stakeholders either to participate in the setting of the agenda or in the main event or for education purpose only.

---

[4] https://afrisig.org/

The invitation must include sufficient details such as descriptions, expectations, etc.

- Establish an onboarding program (school on internet governance) for those that are willing but do not have the skills or lack capacity to participate

- Use directly or customize the AU/PRIDA modules as local content and explore all ways for participation, face to face and remote, etc.

ORGANIZING AN EXHIBITION AT THE NATIONAL IGF

45. Are you seeking to showcase your initiative to a wider audience and receive a candid advice from experts from different background and stakeholder groups? If your answer is yes, then the National Internet Governance Forum is the right medium. A step further is to reach out to your national internet governance contact where you will be put through the stakeholders in charge of exhibition sub-committee.

HOW DOES A NATIONAL IGF CONTRIBUTE TO THE REGIONAL AND THE CONTINENTAL IGF

46. The national IGF feeds into the regional and continental internet governance forum when the prevalent internet issues at the national level are brought to the table for discussion at the regional and continental IGF. Moreover, this promotes sharing of best practices from the national level, strengthening of discussions at the regional and continental levels and ensuring learning for all stakeholders from different geographic set ups and professions.

REPORTING AND DISTRIBUTION OF NATIONAL IGF OUTCOME

47. Reporting and distributing the outcome of the national internet governance meeting is a key element in the internet governance forum process and should be treated as such. Quality reporting of stakeholder's concerns and discussions on internet governance issues strengthen the existence of the National IGF while its timely distribution informs and ensures public policy deliberation and corporation. The national internet governance Forum outcome should be adequately reported to stakeholders within and outside the region including the Africa and IGF secretariats. The National IGF should ensure outcome of the meetings is published on the website supporting the principle of ease of public access and replication, allowing debrief at the regional and continental IGF meetings. The outcome should also be disseminated to partner organizations and other relevant institutions as well as news agencies for wider audience coverage.

YOUTH INTERNET GOVERNANCE INITIATIVES

48. Youth are increasingly showing interest in the internet governance discussions. Youth are usually students of different backgrounds or self-employed or junior professionals and can be considered as individual stakeholder groups. Youth Internet Governance Initiatives are created with a goal of encouraging and involving young people in the debate and discussion on internet governance.

YOUTH AS PART OF NATIONAL IGF

49. Young people are the heavy users of the internet in Africa. They use it to try and find answers to most challenged questions in the society while building their internet dream, but yet there voices in the internet policy discussions are limited. It is with this reality that National IGFs continue to strengthen the participation of youth. In fact, the growth of National IGFs in Africa has seen

a substantive involvement of the youth leading to an increase in participation and development of different youth initiatives across the continent. There is an increasing recognition by the IGF community of the importance of engaging young people in its working processes – from understanding key issues, to planning events and actively participating. National Internet Governance forums would be a good ground to nurture and accommodate youth. In this regard, a variety of approaches have been undertaken to include the views and voices of youth in Internet policy discussions in the national IGF annual conferences and during the preparatory process. Youth should work in synergy with the national IGF to get an anchor then move to the other geographic levels of Internet Governance. Youth initiatives are included in the preparatory process and provided with space to participate and organize sessions.

INDEPENDENT YOUTH LED INTERNET GOVERNANCE FORUMS

50. They are organized as a separate initiative for the youth and coordinated by the youth. These initiatives are recognized when following the IGF principles of being open, inclusive, non-commercial with a multistakeholder participation during the whole preparatory phase and in the event itself. They can run as standalone process, but it is advised that they do not operate in silos. Indeed, National IGFs have created ample space for the youth to participate in the internet governance related discussions both separately and mainstreamed. They can participate in the National IGF running a parallel event or/and mainstreamed in the main forum.

INTRODUCTION

51. The African Internet Governance Forum (AfIGF) was created by the United Nations Economic Commission for Africa (UNECA), the African Union Commission (AUC), the New Partnership for African Development (NEPAD) and the African Regional Economic Communities (RECs) during the 6th global Internet Governance Forum held in Nairobi, Kenya, from 27 to 30 September 2011. The paragraphs below describe the African IGF process and modalities to facilitate the participation of stakeholders.

DOES THE AFRICAN INTERNET GOVERNANCE FORUM HAVE A SECRETARIAT?

52. The Secretariat is hosted by the African Union Commission (AUC) and supported by the United Nations Economic Commission for Africa (UNECA), in accordance with the Joint AUC and ECA Communiqué on the Secretariat of the African IGF, dated 3 September 2014. It is physically located at the AUC Headquarters in Addis Ababa, Ethiopia. The Forum's website is on http://afigf.africa/.

53. Some of the responsibilities of the secretariat include:

    a. provision of administrative, logistical and organizational support

    b. sourcing of funds

    c. promotion of AfIGF activities

    d. development of strategies on sustaining the AfIGF process

    e. maintaining active e-mail lists, website

    f. acting as a knowledge management hub

WHICH RULES GOVERN THE AFRICAN IGF?

54. The African IGF is a space for an inclusive multilateral, multi-stakeholder and multilingual discussion on issues pertinent to the Internet in Africa in general and Internet Governance issues in particular.

55. Up to 2018, the African IGF was governed by Terms of Reference (TORs) adopted by its first conference held in September 2012 in Cairo, Egypt. Its main objective was to support and promote the consolidation of the on-going sub-regional initiatives, reach out to continental and global stakeholders and guide in their engagement in continental, sub-regional and national initiatives. The African IGF specific objectives are outlined in the TORs.

56. Starting from 2019, the activities of the African IGF are governed by the ***African IGF Charter*** superseding the TORs which were valid up to 2018. The Charter was adopted by the 7th African Internet Governance Forum held in December 2017 in Sharm El-Sheikh, Egypt. It provides the background information on IGF in general and AfIGF in particular, and prescribes the actions and steps to be taken by the African Internet Governance Multistakeholder Advisory Group (MAG) to organize the annual conference.

HOW TO JOIN THE AFRICAN IGF?

57. Membership to AfIGF is open to all stakeholder groups and individuals on the continent. Members shall be conveners from the Sub-Regional IGFs of the five African sub-regions, individuals from Relevant African Government Institutions, African Civil Society, academic and technical communities, African Private Sector, and African based Regional and international organizations. Members serve in their personal capacity, but are expected to have extensive linkages with their respective stakeholder groups. There are no registration or/and participation fees to AfIGF.

HOW TO BECOME A MAG MEMBER?

58. The African IGF secretariat prepares an "Application for membership to the African IGF Mulstistakeholder Advisory Group (AfIGF-MAG)" form to be completed by candidates willing to serve as MAG members according to paragraph 4.3.1 (a) of the Charter. Individuals representing relevant African Government Institutions, Civil Society, Academia and Technical community, Private Sector and Youth send their application forms to the secretariat which forwards them to the Nominating Committee (NOMCOM).

WHO ARE MAG MEMBERS?

59. Membership of the AfIGF-MAG is drawn from individuals representing relevant African Government Institutions, Civil Society, Academia and Technical community, Private Sector and Youth. A nominating Committee appoint the seventeen MAG members who after each election are composed of: (i) The conveners of the five African sub-regional IGFs; (ii) Ten (10) members elected among candidates from (all) African countries, by the Nominating Committee for a mandate of two years. (iii) One (1) member designated by the Africa Union Commission ; and (iv) One (1) member designated by an African Regional Intergovernmental Organization. It should also be noted that regional African organizations and Africa based international organizations may participate in the activities of AfIGF-MAG. MAG members serve in their personal capacity but are expected to have extensive linkages with their respective stakeholder groups. MAG members serve on a voluntary and pro-bono basis. The duration of the MAG mandate is meant normally for two years.

HOW DOES THE MAG OPERATE?

60. The MAG meets physically in face to face gatherings and virtually through video conferences and other on-line tools as well as via exchange of emails to organize the annual AfIGF conference. To facilitate the annual AfIGF preparation, the MAG will put in place the following four (4) specialized committees:

a. Program Committee

b. Fellowship & Sponsorship Committee

c. Communication and Outreach Committee

d. Exhibition Committee

61. The MAG may create other committees and working groups led by AfIGF-MAG members and may co-opt volunteers from the community. Committees and working groups would further be established based on needs in accordance with the requirements of the annual AfIGF preparatory process.

Such Committees and Working Groups are setup on ad-hoc basis.

WHAT ARE THE PROCEDURES FOR HOSTING THE AFRICAN IGF?

62. It is important to note that the African IGF takes place each year usually between end of June and end of November for three (3) days, and in any case the latest one month prior to the global IGF. The process is as follows:

    a. The Secretariat prepares mid-January of each year a bid to host the African IGF of the current year.

    b. The bid, which is in Arabic, English and French is sent by email to all stakeholders and uploaded at www.afigf.africa/.

    c. Any African country, which meets the criteria listed in the bid can host the African IGF.

    d. Only African Governments or their institutions are allowed to submit a bid.

    e. When a country is ready to be a host, a Government institution will submit its bid by email to the Commissioner for Infrastructure and Energy of the African Union and designate a focal point with whom the African Union Commission will liaise.

    f. In return, a list of precise criteria will be prepared by the African IGF Secretariat and sent to the country.

    g. Once a country is selected, an agreement will be signed between the government institution in charge of organizing the event and the African Union.

HAS MY COUNTRY HOSTED THE AFRICAN INTERNET GOVERNANCE FORUM?

63. Any African country can be a host. Only seven African countries have hosted the African IGF so far. If your country is not in the list below, it has not been yet the host of an African IGF. The list is below on chronological order:

    a. Cairo, Egypt, from 2 - 4 October 2012;

    b. Nairobi, Kenya, from 24 - 26 September 2013;

    c. Abuja, Nigeria, from 10-12 July 2014;

    d. Addis Ababa, Ethiopia, from 6-8 September 2015;

    e. Durban, South Africa, from 16 – 18 October 2016;

    f. Sharm El-Sheikh, Egypt, from 4 – 6 December 2017; and

    g. Khartoum, Sudan, from 4-6 November 2018.

64. In principle, the African IGF rotates taking into account geographic and language diversity. However, from the list above, it transpires that:

a. Egypt has been the host twice

b. Arabophone countries have hosted twice

c. Francophone countries did not host

d. No country from Central African region has been the host

65. At the beginning of each conference, a Rapporteur General and Session Rapporteurs are designated by the secretariat based on competencies and experience. In order to have a harmonious and homogenous report, guidelines for rapporteurs are put in place by the secretariat in the form of a template to be followed and completed by all the rapporteurs. The template includes:

a. Session name

b. Date and time of session

c. Name of moderator

d. Name of rapporteur

e. Summary of all presentations

f. Key issues raised

g. Recommended actions (with implementers and timeframe)

h. Other discussion points

i. Any other relevant Remarks

66. At the last but one session of the conference, a summary of recommendations and conclusions are extracted from the report to form an outcome document to be presented and distributed to participants. The Rapporteur General continues to liaise with session rapporteurs and the secretariat to work on the report finalization. The report is finalized between February and March of the next year, uploaded on www.afigf.africa and sent to the IGF secretariat in Geneva for uploading on the NRIs web page.

67. During the first three conferences, UNECA and the host countries have been the main sponsors of the African Internet Governance Forum. Starting from the fourth conference, the main sponsors are the African Union and the host countries. Once a host country is identified and conference dates set and in order to attract additional funding for organizing the African IGF, the secretariat prepares a list of potential sponsors and sends out by email letters signed by the Head of the Information Society Division of the AU. Sponsors are usually private companies, intergovernmental organizations, Development and aid institutions, and NGOs active in the field of Information and Communication Technologies.   Once you become a sponsor, you can transfer sponsorship funds to any institution appointed by the African IGF secretariat for managing the funds. Alternatively the sponsor can execute directly the expenses such as purchasing tickets for participants and resource persons, paying hotel rooms, local transportation, gala-diner, meals, coffee break, cocktail, Knowledge Management platforms, etc. Up to now the most

regular sponsors of the African IGF are below:

a. The Internet Corporation for Assigned Names and Numbers (ICANN) https://www.icann.org/

b. The Internet Society (ISOC) https://www.internetsociety.org/

c. The Association for Progressive Communication (APC) https://www.apc.org/

d. The Internet Governance Forum Support Association (IGFSA) https://igfsa.org/

e. The African Network Information Centre (AFRINIC) https://www.afrinic.net/

AFRICAN IGF SWOT ANALYSIS

68. After holding the African IGF for 07 years, it was necessary to carry out a SWOT analysis to better guide continuation of the African IGF process as below.

Strengths – What does the African Internet Governance Forum possess or has done that ensure its continuity

Weaknesses – What are the deficiencies that limit the growth of the African IGF?

Opportunities – What are the potential factors that can contribute to the growth of the African IGF?

Threats – What are the external factors that can potential stifle the growth of the African IGF?

STRENGTHS	WEAKNESSES
• Established Secretariat • Strong Network • Availability of Knowledge • Skilled personnel • Stakeholder Inclusiveness • Awareness and strong Influence • Access to support and finance • Trusted outcome	• Short term partnership • Low Representation • Multistakeholder nature • Knowledge and skill Gap • Access to Finance • Low visibility of outcome • Remote participation
OPPORTUNITIES	THREATS
• Growing IG Interest • Digital economy trend • Accessibility and digital right • ICTs policy concern and development • Support readiness • African Union program priorities	• Political Impact • Low priority of IGF • Structure and representation • Multistakeholderism • Financing

69. In Africa, the Internet governance forum is well established at the continental level. The same can be said in some countries with strong influence, awareness and skilled manpower, but other countries are still limited due to knowledge gap, and capacity to convene the relevant stakeholders and to annually host the national IGF. Some regions do not have the political commitment necessary to support the IGF process. The growing interest, representation and participation of stakeholders account for few governments, technical and business sectors. This poses a significant risk to the sustainability of internet governance in Africa. The growth and relevance of IGF in Africa has been linked to the fast development of the ICT industry, the digital economy, accessibility, awareness as regards digital rights and concerns for digital policy development. In addition, the growing interest for dialogue on digital policy and implementation is a positive outlook for the African IGF. Civil Society has played a major role in the IGF process on the continent through its awareness raising and promotional activities towards other stakeholder groups. It is considered that African IGF constraints may stem from politics, influence, finance and insecurity, all linked to countries hesitating to be the annual host, political instability and lack of funding for participants. Moreover, the fragile nature of the multistakeholder approach at the country level still is questioned by some African states as an effective model to deal with internet governance issues.

STRUCTURE OF SUB-REGIONAL IGFS

70. Africa is a large continent with 54 countries grouped into five regions: Central Africa, East Africa, North Africa, Southern Africa and West Africa. These regions have put in place IG forums in order to consolidate national initiatives and to create a unique space of unified voice where technical and policy internet issues of the region can be discussed. Each of the regions has a multistakeholder organizing team that facilitates the regional internet governance forum process. This multistakeholder organizing team reflects the values that underpin the IGF and diversity of national initiatives.

71. Each sub-regional African IGF has its own history summarized below.

CENTRAL AFRICA INTERNET GOVERNANCE FORUM (CAIGF)

72. The Central African IGF known as « Forum sur la Gouvernance de l'Internet en Afrique Centrale » inaugurated its first meeting in 2010 in Brazzaville, Republic of Congo. It is intended to be a sub-regional continuum of the African IGF as a multilateral and multistakeholder platform for discussion of relevant issues related to the Internet in Central Africa in general, and Internet governance in particular to build capacity on Internet governance for users and ensure that all stakeholders are well prepared for better contributions and interactions. It covers all countries of the Economic Community of Central African States (ECCAS) space as follows: Angola, Burundi, Cameroun, Central African Republic, Chad, Congo, Democratic Republic of Congo, Equatorial Guinea, Gabon, Rwanda, Tomé and Principe. CAIGF was held respectively in:

- Congo-Brazzaville (2010)
- Congo-Brazzaville (2011)
- Cameroun, (2012)
- Equatorial Guinea (2015)
- Congo-Brazzaville (2016)
- Gabon (2017)
- Congo-Brazzaville (2018)

THE EAST AFRICAN INTERNET GOVERNANCE FORUM (EAIGF)

73. It was established in 2008 with the objectives of creating a community of practice that will in the long term, become a sustaining foundation for meaningful participation of East African stakeholders in the internet public policy debate at the national, regional and international level. The East African Internet Governance Forum allows for the informed participation, contribution and engagement of community members through research, sharing of experience, skills sharing, problem solving and addressing common challenges and the creation of new knowledge. The forum follows a bottom up multistakehoklder approach which begins at the national level through mailing list discussions in all the East African countries, followed by national face to face IGFs, which continue the discussions and debate and go further to validate the issue identified through mailing list discussions and explore recommendations and solutions. The national IGFs, stemming from Kenya, Uganda, Tanzania, Rwanda, Burundi and South Sudan form the building block

for the regional East African IGF. EAIGF was held respectively in:

- Kenya (2008)
- Kenya (2009)
- Uganda (2010)
- Rwanda (2011)
- Kenya (2012)
- Uganda (2015)
- Tanzania (2019)

THE NORTH AFRICA INTERNET GOVERNANCE FORUM (NAIGF)

74. It was established in Hammamet, Tunisia on 17 September 2012. Its objective is to enhance users awareness and capacities in the area of Internet governance to ensure good preparation for stakeholders to contribute, hence ensuring that North African concerns are taken into account in the work of the Internet Governance Forum at the African level and internationally, and to develop a coordinated regional action plan, facilitate international exchanges and participation in specialized regional Internet governance forums. NAIGF is a space for multilateral political dialogue aimed at further promoting sustainable development, security and stability. In accordance with the Tunis Agenda, the North Africa Internet Governance Forum adheres to the principles of openness, pluralism and transparency. The NAIGF activities were launched in April 2016 in Marrakech, Morocco, where the NAIGF charter was adopted, with participants from Egypt, Mauritania, Morocco, Sudan and Tunisia.

75. The North Africa Internet Governance Forum is organized through a plenary and committees that are tasked with the responsibilities of defining the content of the annual forum, its structure, format and activities; and communicate with the North African Internet governance community and with the Internet Governance community worldwide. The following countries are members of NAIGF: Algeria, Egypt, Libya, Mauritania, Morocco, Sudan and Tunisia. The North African IGF was held twice, respectively in:

- Egypt (2017)
- Tunisia (2018)

THE SOUTHERN AFRICAN INTERNET GOVERNANCE FORUM (SAIGF)

76. It was launched in Sandton, Johnnesburg, South Africa in 2011 with endorsement of the SADC Secretariat; and support of the Southern African NGO Network (SANGONeT), the Association for Progressive Communications (APC) and New Partnership for Africa's Development (NEPAD). The objectives of the Southern African Internet Governance Forum is to increase awareness and build capacity on Internet Governance issues in the SADC Region so as to ensure informed dialogue on policy and related matters between all stakeholders, ensure the views of the SADC Region are represented in the African IGF (AfIGF) and Global IGF, establish a coordinated and coherent

framework for dealing with Internet Governance issues in the SADC Region and facilitate the participation of a broad range of SADC stakeholders in SAIGF. In addition, SAIGF aims at ensuring that SADC Member States establish their National IGF and form part of the AfIGF and Global IGF processes.

77. The Southern Internet governance forum is composed of civil society, government, intergovernmental organizations, technical communities, private sector and academia with deliberate inclusion of the youth. The region's fifteen countries (Angola, Botswana, Comoros, Democratic republic of congo, Eswatini, Lesotho, Madagascar, Malawi, Mauritius, Mozambique Namibia, Seychelles, South Africa, united republic of Tanzania, Zambia and zimbabwe) takes full part in the internet governance discussions. Since its inception, the Southern African Internet Governance Forum was held five times, successively in:

- South Africa (2011)
- Angola (2013)
- Malawi (2014)
- Zimbabwe (2015)
- South Africa (2018)

THE WEST AFRICAN INTERNET GOVERNANCE FORUM (WAIGF)

78. It was established in Accra, Ghana in 2008 with the objective to contribute towards educating and informing the stakeholders within the internet ecosystem on Internet Governance. The specific objectives are to educate West African stakeholders on the essence of IG, encourage them to participate effectively in the public policy issues that the Internet Governance focusses on and groom the next generation of internet governance experts for West Africa. The WAIGF is composed of the following stakeholders: government, academia, media, technical community, internet activists, civil society, private sector, inter-governmental and non-governmental organizations. As a regional mechanism for the fifteen countries of the Economic Community of West African States (ECOWAS), the member states, which are Benin, Burkina Faso, Cabo Verde, Cote d'Ivoire, The Gambia, Ghana, Guinea, Guinea Bissau, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone and Togo, have automatically the privilege to fully participate in this forum and they have been doing so since its inception. Since its creation, the West African IGF has been held in the following countries:

- Ghana (2008)
- Ghana (2009)
- Sénégal (2010)
- Nigeria (2011)
- Sierra Leone (2012)
- Cote d'Ivoire (2013)
- Nigeria (2015)

- Niger (2016)
- Benin (2017)
- Burkina Faso (2018)
- The Gambia (2019)

79. It should be noted that Sierra Leone has planned to be the host for WAIGF 2020.

HOW ARE SUB-REGIONAL IGFS COORDINATED?

80. Aside the multistakeholder organizing committee, which bears a different name in each region, there is either a permanent secretariat or a rotating secretariat depending on the involvement of the Regional Economic Community in Internet Governance issues. There is in addition, usually a dedicated point of contact, in most cases the initiative's champion who acts as a liaison between the initiative and other relevant groups. The list of points of contact for the African region are available on the African IGF website. The coordination modalities for some of the sub regions are below. Most of the champions are from the Civil Society stakeholder group.

   a. Central Africa:

      ◊ From its inception to 2018, coordination was done through an ad hoc organizing committee in which the civil society and host government played a major role

      ◊ The 2018 conference held in Brazzaville elected a MAG of 10 members and an Executive Secretary to coordinate the sub-regional activities

   b. East Africa: Coordination is done through a MAG coordinated by a Chairperson

      ◊ A MAG consisting of a team of 5 members

      ◊ Coordinator: The chairperson appointed by the MAG

   c. North Africa:

      ◊ A MAG composed of a maximum of 23 members for 2 years term renewable, appointed by a NomCom

      ◊ Coordinator: The Chairperson who is selected among MAG members by consensus

   d. Southern Africa: Multistakeholder Coordinating team composed of:

      ◊ SADC secretariat as ex-officio and Chairperson

      ◊ NEPAD

      ◊ Civil Society

      ◊ Private Sector

      ◊ Technical Community

◊ Academia

◊ Host and immediate past host Governments

◊ The host Government is Vice-Chairperson

e. West Africa: Coordination is done through a mechanism involving all national IGFs through an advisory committee composed of:

◊ WAIGF secretariat, hosted by the ECOWAS Commission

◊ Coordination

◊ Planning Committee

◊ Resource Mobilization Committee

HAS MY COUNTRY HOSTED A SUB-REGIONAL AFRICAN IGF? IF NOT, WHY?

81. To know if your country has hosted a sub-regional IGF, the first step would be to contact your region's focal point to assist with necessary information. The list of focal points of sub regional IGFs are available on the African IGF website. To host a sub-regional meeting, there are processes and procedures that must be followed and criteria that should be met. These are core IGF principles and specific conditions set by the regional multistakeholder organizing committee. If your country is not in the list, may be it has never shown interest towards the internet governance debate as there are many African countries that do not have a national initiative, or your country was not able to meet the defined criteria. Any country willing to organize a sub-regional meeting should send a letter of intent to the secretariat of the regional IGF or to the African IGF secretariat, the later has been facilitating negotiations for the convening of the Central African IGF over the years. Accordingly, any group of stakeholders may request the African IGF secretariat to send a written request to countries which are potentially ready to host a sub-regional IGF.

PROCESS AND PROCEDURES FOR HOSTING SUB-REGIONAL AFRICAN IGF

82. At this stage, you either have been convinced of the need to bring the sub-regional meeting in your country or has developed the interest and wants to know the process to host a sub-regional IGF. Below are the steps that could get you started:

- Contact either the African IGF Secretariat or the sub regional focal point which would assist you with information on how to get started

- Secure the buy-in of one or more conveners/secretariats of National IGFs

- Discuss with Government officials in your country and secure their support in terms of politics, logistics and financing

- Put together the maximum number of stakeholder groups within your country to support the process

- Lobby the Regulator for its substantive and financial support

GUIDELINES FOR HOSTING A SUCCESSFUL SUB-REGIONAL IGF

83. Hosting a successful sub regional internet governance forum could be tasking and overwhelming as it involves lot of planning, negotiation and partnership arrangements. Remember that it is an annual gathering and

takes place usually prior to the African IGF and the global IGF. The Sub Regional IGF must adhere to the IGF principles and ground its activities on collaborative efforts. The Sub Regional IGF should be committed to the IGF principles. A set of minimum criteria are below to guide potential candidates:

- Existence of a Multistakeholder Steering Committee that would
  ◊ engage all stakeholders
  ◊ coordinate resource mobilization
  ◊ plan for follow up activities
- Availability of a coordinator who:
  ◊ acts as a Champion
  ◊ serves as a liaison with other stakeholder groups
  ◊ becomes the entry point of external IG communities
- Development of a dedicated website were the process is highlighted and meeting information is published
- Establishment of an email lists for information exchange, planning, evaluation purposes, etc.

SPONSORING AND PARTNERING WITH SUB-REGIONAL IGFS

84. The sub regional IGFs look for sponsors to run their initiatives. Generally, sponsoring these forums is a joint effort complemented by the host country. It is important to note that the partnership is a viable means for sustaining the sub regional initiative. It is therefore advisable that the sub regional IGFs partner with relevant stakeholders such as the Regional Economic Communities that would enable the continuity of the regional IGF. Relevant partnership should cut across all the IG stakeholders. Each of the sub regional initiatives has their sponsors listed on their website. At the Southern African and West African regions, the two RECs, namely SADC and ECOWAS provide substantial financial resources for the annual meetings of SAIGF and WAIGF respectively. Following the model of the African IGF which is hosted by the African Union, the regional IGFs should be anchored to the RECs for viability, sustainability and political support. In addition, for each annual conference, the host country provides free of charge, meeting venue, coffee break, lunch, etc. Some of the private sector companies, IGOs and NGOs provide some type of support; however they are urged to step up their support on a continuous and more substantive manner as they are among the direct beneficiaries of the output stemming from the conferences.

CONCLUSION

85. Evolution of the Internet Governance Forum process in Africa is taking a good shape and at the same time fast changing. The Internet Governance space has introduced new lines of interaction and participation that are contrary to traditional mode of engagement in ensuring stakeholders provide input towards solving the current Internet and technological issues through a consensus driven approach. However, despite African involvement in the Internet Governance Forum process, there are still unfilled needs such as sufficient, concrete knowledge, and skills that are required to successfully navigate through the multistakeholder model of Internet Governance and strengthening it. As this is relatively new on our continent, many stakeholders and countries are struggling to understand the interplay of the Internet Governance Forum, its structure and how to establish one. The complexity of the process and its sustainability seem to be daunting.

86. The manual explains to the stakeholders, issues and mechanisms that should be mastered in order to participate successfully in the Internet Governance Forum process. The manual is written in a way to enable constructive participation of stakeholders in the three geographic contexts of the Internet Governance Forum in Africa at the national, regional and continental levels.

87. Emphasis is put in key common principles and concepts at the early part of the manual to make sure that the reader understands properly the ideas underpinning the Internet Governance Forum process.

88. The IGF process at the national level being the most challenging part and the one which involves more stakeholders, the Manual deals with it with details and recipe type guidelines, which if followed will enable all African countries to be successful in setting up and operationalizing their National Internet Governance Forum.

89. While aiming at improving and enhancing the Internet Governance Forum process in Africa and inclusion of various stakeholders groups, it is essential to adhere to appropriate behavioral norms; therefore, the manual presents guidelines that look at the communication and ethical standards that are expected to guide stakeholder participation in the IGF in Africa regardless of the background. It further highlights process and procedures that should be followed in reporting abuse or complaints during Internet Governance conferences in Africa.

90. Moving the Internet Governance Forum process forward in the five regions of Africa addresses several challenges and provides best practices that would be good examples.

91. The assessment concerns have been neglected in the national and regional initiatives in Africa; hence in order to help strengthening each national or regional initiative, the manual looks at set of processes that could be followed.

92. The Manual is complemented with reading references to be used, when different issues arise, as means to further secure useful advices in moving forward successfully in the Internet Governance Forum process at national, regional, continental and global levels.

93. Finally, the Manual would be valuable to further research and development of national and regional initiatives in Africa, and should be used as a living document to be updated regularly taking into account evolution of the Internet Governance process in Africa and worldwide.

FURTHER READING

1. African Internet Governance Forum. Terms of Reference. Cairo; 2011.

2. Association for Progressive Communications. Internet governance from the edges: National and regional IGFs in their own words. Global Information Society Watch. Special Ed, 2017.

3. Dzidonu Clement. The Internet Governance Space: Exploring the Core Issues from Africa's Perspective. 2005.

4. Economic Commission for Africa. WSIS Implementation Guidebook: The NICI development and implementation process. 2007.

5. Economic Commission for Africa. Internet Governance Module. 2010.

6. IGF Academy. Transfer Guide: Sharing Learning and Experience from Year One. 2016

7. The Internet Governance Forum Secretariat. A Toolkit to assist communities in establishing the IGF initiatives - National, Sub-Regional, Regional and Youth IGF initiatives – Ed 1, 2017.

8. The Top Eight Things to Know When Attending Your First IGF. ISOC, 2016.

9. UNCTAD. Report on the Implementation of the Outcomes of the WSIS. CSTD, 2015.

10. World Summit on the Information Society. Tunis Commitment. Document WSIS-05/TUNIS/DOC/7, 2005.

11. World Summit on the Information Society. Tunis Agenda for the Information Society. Document: WSIS-05/TUNIS/DOC/6(Rev.1), 2005.

12. World Summit on the Information Society. Plan of Action. Document WSIS-03/GENEVA/DOC/5, 2003.

13. https://2017.aprigf.asia/

14. https://afigf.africa/

15. https://afigf.africa/sites/default/files/2017/Draft%20charter%20of%20the%20African%20%20%20Internet%20Governance%20Forum%20rev-%2005Decam.pdf

16. https://au.int/

17. https://au.int/sites/default/files/documents/30938-doc-african_internet_governance_forum_rev1_0.pdf

18. http://content.netmundial.br/files/265.pdf

19. https://iccwbo.org/publication/improving-the-igf-how-can-we-get-the-most-out-of-igf-improvements-processes/

20. https://igf2018.fr/

21. https://www.intgovforum.org/multilingual/

22. https://knowledge.afigf.africa/

23. http://nasig2018.northamericansig.org/images/nasig/2018/presentations/Internet%20Governance%20by%20Judith%20Hellerstein.pdf

24. http://unidep.org/

25. https://www.uneca.org/

26. http://www.waigf.org/

27. http://www.wgig.org