

Proposed changes to the DC guidelines (v3 – 14 July 2020)

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Overview

This document seeks to update and clarify the current Guidelines for Dynamic Coalition (DC) Work outlined by the Secretariat of the Internet Governance Forum (IGF). Specifically, this document addresses the process that DCs coordinators must follow in order to secure a DC session slot at the annual global IGF as it relates to the requirement for each DC to submit an annual report.

Background

During the 6 May 2020 Dynamic Coalition Coordination Group (DCCG) [call](#), the IGF Secretariat updated participants regarding the number of received DC proposals for the 2020 IGF, and reminded all active DCs that, as per the [DCs guidelines](#), a yearly report is considered as the essential eligibility criterion for requesting an individual meeting slot at annual IGFs. The report underpins the status of a DC with the IGF Secretariat since it is an important way to hold the DCs accountable.

Not every DC operates the same way, however. Some focus on a rich, substantive output they worked on throughout the year, while others engage in targeted activities such as improving the accessibility of websites or working across sectors and stakeholder groups to gather policy advice and share with decision-makers. This means that for one DC, their annual report resembles an edited volume of research from an array of contributors, while another is akin to a more typical activity and event report detailing the progress made in that year.

Further exacerbating this is the lack of a clear timetable that the DCs can follow each year to submit their report. For instance, it was unclear in past years when a reporting year began and when one ended. As such, even though all DCs are expected to submit a final annual report in the period after the global IGF in order to secure a session slot at the next global IGF, some DCs needed to submit a mid-term report indicating the progress they had made during the year. As such, confusion has arisen that potentially stems from inconsistent messaging due to year-to-year changes, enforcement of existing DC guidelines, staff changes, the lack of clarity on what an annual report entails, and/or other factors. The result is that both existing DC coordinators, as well as new ones, are unsure of the exact process that they must follow in order to be considered in good standing.

During the 6 May meeting, some DCs indicated that throughout 2019, they submitted several documents, which were not listed in the [reporting page](#) as an annual report. As a result, Markus Kummer – a co-coordinator of the DCCG – requested that the DCs begin a bottom-up consultation process to update their guidelines to be more straightforward and include clear

language of an expected yearly timeline to submit reports. All DCs present at that meeting expressed their agreement to the idea and committed to amending the guidelines (in line with the duties expressed in the [DCCG Terms of Reference](#)).

Current Guidelines for Dynamic Coalition Work

The current guidelines outlining the DC's reporting requirements are detailed in two places: (1) on the [homepage](#) for the DCs, and (2) as outlined in the [2018 Dynamic Coalitions Briefing Doc](#).

Paragraph three on the homepage: "Coalitions will also be asked to submit a yearly report or thematic paper to the Secretariat as an update of their activities. Such a report is required to be considered eligible for an individual meeting slot at annual IGFs and to be listed as an active coalition."

Page 2 of the 2018 Briefing Doc: "Coalitions are also asked to submit a yearly report or thematic paper to the Secretariat as an update of their activities and to demonstrate they are active. If a DC cannot provide this, and if after a discussion with the Secretariat, it is determined they are no longer truly active, they are listed among the inactive coalitions. This report is also required to be considered eligible for an individual meeting slot at the annual IGF meeting..."

Proposed changes

1. Coalitions are also asked to submit a yearly report to the Secretariat as an update of their activities and to demonstrate they are active. This report is also required if the DC wishes to be considered eligible for a meeting slot at the annual IGF meeting.
2. The annual report should provide an overview of the DC's activities for the year, including any events organised/attended, DC meetings held, outcomes realised, and/or information about a substantive output for the annual IGF. Substantive outputs in the past have included an edited volume of research from an array of contributors pertaining to the DC's focus area(s), the creation of a charter that outlines the guiding principles, code of practice, and leadership structure of the DC, and any other work completed to improve the overall work of the IGF.
3. The annual report should not be confused with (1) the DC session report, which is submitted at the end of a DC session during the annual IGF summarising the discussion, nor (2) a substantive output that the DC collectively produces to realise its mission and objectives.
4. The yearly reporting period will **begin on 1 January** and **end on 31 December**. All DCs are expected to submit their annual report to the IGF Secretariat for the previous year by 31 January to be considered active. If a DC cannot provide this, and if after a discussion with the Secretariat, it is determined they are no longer truly active, they will be listed among the inactive coalitions.