

Nigeria Internet Governance Multi-stakeholder Advisory Group (NIGF-MAG) **Operational Principles Document**

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Introduction

The Multi-stakeholder Advisory Group (MAG) of NIGF is a self-organised committee with members from around the Nigeria Internet Community (serving as a stakeholder which could be a recognised or registered entity) formed with the below objectives:

1. To support and ensure the proper conduct of the organisational work of the annual Nigerian National IGF,
2. To promote and encourage dialogue among all stakeholders involved with Internet governance related issues in Nigeria and
3. To act as an interface between Nigerian IGF community and the African & Global IGF community and report on the outcomes of the NIGF

The **key tasks of the NIGF-MAG** include the following:

1. Develop the comprehensive programme of the NIGF annual meeting, including the identification of themes & sub-themes, taking into account inputs of all relevant stakeholders;
2. Determine how best to plan, organise and facilitate the annual NIGF meeting;
3. Coordinate panels and provide support and guidance to panelists, moderators and speakers at the meeting;
4. Promote the work of the NIGF among all stakeholders and foster multi-stakeholder participation and collaboration;
5. Attend MAG meetings – virtual or in-person as and when the situation warrants);
6. Engage in outreach communication to the wider community and bring other networks related to Internet governance into the discussions and planning;
7. Explore new fund-raising opportunities for contributions to support the event;
8. Identify emerging Internet governance issues and other areas in need of discussion, research or recommendation; and,
9. Any other role as may be agreed upon by the MAG.

It's important to note that MAG members serve on a voluntary basis.

There is no remuneration for this position as it is considered a volunteer role.

Membership of the MAG is informal and open. It is an individual membership, while each member will be identified or be affiliated to a stakeholder group they are predominantly associated with.

The MAG will operate conscientiously and actively according to principles of openness, transparency, inclusivity, and multistakeholderism.

The MAG shall be composed of and open to the following recognised Internet stakeholder groups on equal basis:

1. Academia
2. Civil Society
3. Government
4. Private Sector
5. Technical Community
6. Youth

In order to be considered for purposes of diversity requirements (for quorum or other purposes), a MAG member must state an affiliation to only one of the recognised stakeholder groups.

Membership

The membership emphasises the inclusion of multi-stakeholders and so is open to any interested organisations/individuals from an identified stakeholder group within the Nigerian region who are committed to:

1. The Organisational Principles of openness, transparency and multi-stakeholder approach and cooperation.
2. Devote some time and effort in support of the NIGF processes and maintaining and demonstrating respect for all other members.
3. The Organisational Principles of openness, transparency, inclusivity and multistakeholderism.
4. Promote NIGF or associated activities among one's network.
5. When assigned, carry out their roles & responsibilities in any MAG Committees and Subcommittees within prescribed mandate and time-lines.

Responsibilities of a NIGF-MAG member

Responsibilities as a NIGF-MAG member includes (but not limited to):

- attend and participate in NIGF activities such as scheduled meetings, the annual conference, etc.

- make constructive contributions to discussions via mailing lists, shared documents, call meetings, etc.
- promote NIGF and raise awareness among their own organisations, sectors and local communities.

Equality of the MAG

Equal basis means that each stakeholder is accorded equal respect and no one stakeholder is hierarchically superior to another. Equal basis does not mean equal representation. However, the MAG shall strive to have equal representation.

Criteria to be Considered for membership

1. Any interested individual or Nominee who would like to join the MAG must read through all sections of the Operating Principles of the NIGF-MAG as well as acknowledging and accepting it.
2. Any interested individuals or Nominees must have attended at least 1 IG event at any level.
3. Any Interested nominee should be encouraged to attend the School of Internet Governance or a related-course(s) within 12 months of membership

Levels of Membership

There are two levels of membership: “Tenured Members” and “Observers”.

1. Tenured Members” of the MAG, shall agree in principle to the Responsibilities of the MAG members as stated above.
2. Participants who are not tenured and fulfil that level of commitment of being active are listed as “Observers.” Statutory Institutional members may delegate in the absence of the initial designee so as not to be listed as observers. Should the designee not also participate actively, the organisation will be relegated to an observer status subject to an appropriate due and consensus-based process in accordance with the membership guideline as below.
3. Past MAG members can also attend as observers (Once a MAG, always a MAG)

4. The clause of devoting time and effort in support of NIGF shall be defined as actively participating physically or remotely in MAG activities which includes calls/meetings for MAG or any MAG committees, contributing meaningfully to MAG mailing list, and joining NIGF remotely or in person, within the given calendar year.
5. Secretariat shall remind MAG members of their commitment to actively participate in MAG and NIGF activities in order to retain membership in the MAG. MAG members who have failed to meet the above criteria within a 6-month period should be considered as inactive and could be moved to “Observer” status.
6. Members who find that they are no longer in a position to participate may at any time notify the Secretariat that they wish to withdraw.
7. The Secretariat shall facilitate the MAG membership tracking process by sending renewal notices to all MAG members to confirm their commitment to continue with the MAG on a two-year basis. All members will be given a 1-month window to respond with 2 reminders in between. The respondents' eligibility will be cross verified against their level of participation as stated above. Members that have failed to respond to the confirmation notice in the given period shall be considered having automatically ceased their membership and be removed from the list.

Criteria of Activeness

Criteria of activeness include the following (but not limited to):

1. Meeting attendance
2. Meaningful responses to mailing lists
3. Taking responsibilities in committees
4. Contributions to reviewing or developing documentation, or any MAG work

Decision Making

Except as specified herein, all decisions shall be made by consensus where possible (see Appendix for definition of and more details on rough consensus).

Decisions may be made during MAG call meetings, or via mailing lists discussions. Meetings can also be conducted as face-to-face meetings during major events, with notice provided to the NIGF MAG at least 2 weeks in advance.

Structure of The NIGF-MAG

1. NIGF-MAG

- a. CHAIRMANSHIP
- b. MEMBERSHIP (Individuals/ Institutions/ Stakeholder Group)
 - Call for membership of MAG should be advertised in the Stakeholder Group. Such Openings would be advertised on the Official Website, Mailing Lists, Industry Stakeholder Organisations and/or Newsletter.
 - Nominees must have attended at least 1 Internet Governance (IG) event at any level
 - Including having gone through the School on Internet Governance
 - Numbers, 25 Members in total:
 - Government
 - Civil Society
 - Academia
 - Technical Community
 - Private sector (with Media)
 - Youth

2. SECRETARIAT

- a. Program Manager
- b. Desk Officer
- c. Secretariat is hosted by Nigeria Internet Registration Association

Quorum

Three stakeholder groups present in a meeting of the MAG serves as a quorum for the MAG.

Code of Conduct for NIGF-MAG Meetings

Please access the [code of conduct](#) document [here](#):

[CODE OF CONDUCT FOR NIGF-MAG MEETINGS.pdf](#)

Renewal of MAG Membership

MAG membership is renewed on a two-year basis contingent on their engagement and contributions and thereafter is rotated to enhance diversity and bring in new viewpoints. The entire process to be handled by the Secretariat.

Procedures to review MAG membership:

- Members will be asked to fill in a renewal form every two years around January. Membership will be renewed in February.
- At the same time, the Secretariat will review MAG members' engagement level based on a combination of the criteria, and will circulate a tentative list of active and inactive members and observers.
- MAG members who have failed to meet the above criteria for active participation may be ineligible to renew membership.

Amendments to the Principles

The principles in this document may be amended by a decision by the MAG as and when it deems necessary with a vote for such amendment.

Appendix

Definition of Rough Consensus:

Rough Consensus is a decision or assessment made by and on behalf of a Committee/WG which mirrors the "sense of the group" or "dominant view" concerning a particular matter within a group as determined by its Lead, or Chair(s) on consultation bases. Rough Consensus is not a "Majority Rule", or any decision to which all the group members need to agree, (or at least not register a formal *disagreement*); it is not a result of any 'Vote' or 'Polling' activity, either. The purpose of rough consensus is to form and implement even a flawed (or imperfect) solution rather than to delay until some measure of the 'perfect' can be achieved. This way, the group's assessment/decision can be reviewed and updated at some later stage where circumstances/situations change.

Rough Consensus Guideline:

When a group lead is assessing Rough Consensus, it may be useful to go through the following stages as a type of check list or flow, and it is important to consider the following questions if you get a NO to any of these then recheck as to why/what circumstance force the need to progress the assessment further until a YES can be achieved. If moving on with a NO then this may need to be justified or a rationale supplied with the assessment and outcome:

1. Do all involved in the group have at least a basic understanding of, or access to a working definition of Rough Consensus and its determination?
2. Has good opportunity been provided for thorough and sufficient discussion on the matter being taken?
3. Have all the various voices and opinions of the parties (members or those regularly engaged in the group's activities) been heard, if not debated or discussed by the group?
4. Have compromises (where applicable) been explored and discussed?
5. Has a 'Workable Solution Test' been done?

Sometimes it can be helpful to use established terms for Levels of Consensus when announcing an assessment or outcome. Common terms in use include:

1. Full Consensus - where no formal objections were raised. OR all parties agreed.
2. Consensus - where a super-majority or significant proportion but perhaps not all parties agreed.

3. Strong Support - where a majority or significant proportion but not all parties agreed, and agreement is from a diversity of the group members.
4. Support - where a majority but not all parties agreed, and where sectors or subgroups within the group raised concerns or objections.
5. No Consensus with Specific Diversity - this may apply when no agreement or a split along sub-groups stops compromise.
6. No Consensus or Significant Support - where insufficient support can be ascertained and or where only a minority support can be established.

End of Document.