

Internet Governance Forum Support Association (IGFSA)

6th meeting of the Executive Committee

21 January 2015

Summary Record

1. The Executive Committee held its sixth meeting on 21 January 2015 via WebEx. The following members and staff were present or participated remotely:

Raúl Echeberría, Chair; Virat Bhatia, Marilyn Cade, Subi Chaturvedi, Tarek Kamel, Cheryl Miller; Markus Kummer, Kyle Shulman.

2. The meeting noted that there was a majority of the Executive Committee members taking part in the call and that therefore, as required by the Articles of Association, there was a quorum for holding a regular meeting.

3. The following agenda had been circulated prior to the call:

- a) Adoption of the Agenda
- b) Allocation of IGFSA resources
- c) Reports of the Sub- Committees
 - a) Fundraising
 - b) Communications and Outreach
- d) IGFSA Budget for 2015
- e) Authorization for administrative backstopping of banking arrangements (email dated 16 December)
- f) Admission of new members
- g) Transparency
- h) Any Other Business

The agenda was adopted by the Executive Committee.

4. The allocation of financial resources was agreed upon and broken down into the following segments:

- 70% of the total intake is reserved for the support of the IGF Secretariat (60% go directly into the UN IGF Trust Fund and 10 % are reserved for support activities for the IGF Secretariat.)
- 15% are reserved for regional/national IGF initiatives and for fellowships (according to criteria for awarding fellowships/travel support that are to be developed.)
- 8% are reserved for contingency funds/administration (the exact wording for this category is still to be determined.)
- 7% are reserved for outreach/communication.

5. It was also decided that the 10% Secretariat support would be used to fund a fellowship to work with the Secretariat. The call for candidates has been posted on the IGFSa website: <http://www.igfsa.org/category/fellowships/>
7. The Sub-Committees reported on the work carried out so far:
 - a) Fundraising: the Sub-Committee has prepared a master list of potential donors, and is waiting for marketing materials from the Outreach and Communications Sub-Committee. Virat Bhatia noted it would be of value to produce a calendar of events list to target potential donors.
 - b) Outreach and Communications: the Sub-Committee is working on a revision of the marketing brochure to provide further continuity and also the inclusion of quotations of benefactors for the IGFSa. A letter of recruitment is being developed in collaboration with the Fundraising Sub-Committee. It was stressed that a joint call between both Committees would be crucial to move ahead. This call would be advertised to all IGFSa members to allow for transparency and inclusiveness. It was noted that Executive Committee members review the FAQ section on the website to ensure our messaging is succinct and coherent.
6. The Executive Committee requested the Secretariat to prepare a 2015 IGFSa budget, with the support of the ISOC accounting team.
7. The Executive Committee authorized three ISOC staff members, Marina Fortuna, Sabina Nabri and Donna Matthews, to provide for the administrative backstopping of IGFSa banking.
8. The Executive Committee admitted three new members to the IGFSa:
 - Flávio Rech Wagner
 - Bianca Caroline Ho
 - Desiree Zachariah.

The Secretariat was requested to vet new applications to ensure that they are fulfill the criteria for admission, as set out in the Articles of Association, namely that candidates “through their commitment or actions, have proved their attachments to the aims of the Association” (Article 5).

9. The Chair of IGFSa suggested finding ways to be as transparent as possible. This would be made through regular communication to the IGFSa membership via social media networks and elists. Opening up portions Executive Committee meetings for observation was mentioned as one possible measure for enhancing transparency.
10. It was agreed to hold the next call/physical meeting in the margins of the forthcoming ICANN meeting in Singapore on Wednesday 11 February 0730 local time (Tuesday 10 February 2330 UTC). Marketing materials will be made available at the ICANN meeting.