

Operating Principles of Youth Internet Governance Forum Nepal [yIGF Nepal]

1. **Name of the Forum:** Name of the forum shall be "Youth Internet Governance Forum Nepal"
2. **Definitions:**
 - a. **Multi-stakeholder Steering Group:** Multi-stakeholder Steering Group [Hereinafter referred to as "MSG"] is a group formed under the provision of this Formation Declaration.
 - b. **Advisory Council:** Advisory Council is a group of Internet Governance leaders and well wishers of Youth Internet Governance Forum Nepal who have contributed in Internet Governance issues.
 - c. **Asia Pacific Regional Internet Governance Forum:** Asia Pacific Regional Internet Governance Forum (Hereinafter referred as APriIGF) means a Regional Internet Governance Forum formed by the countries/economies covered by South and Central Asia; East and South East Asia; Oceania and Western Pacific Islands
 - d. **Internet Governance Forum:** Internet Governance Forum (hereinafter referred as IGF) means the Internet Governance Forum called under the auspicious of United Nations.
 - e. **Nepal Internet Governance Forum:** Nepal Internet Governance Forum (hereinafter referred as Nepal IGF) means the National Internet Governance Forum of Nepal.
 - f. **Youth Internet Governance Forum Nepal Cycle:** Youth Internet Governance Forum Nepal Cycle means the period between successive yIGF Nepal events, equaling approximately one calendar year.
 - g. **Youth Internet Governance Forum Nepal Website:** Youth Internet Governance Forum Nepal website means <http://www.yigf.org.np/> and
 - h. **Internet Governance:** Internet Governance means the to be interpreted according to the definition established by the Working Group on Internet Governance.
 - i. **Equal Basis:** 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.
3. **Objectives:** Youth Internet Governance Forum Nepal has been formed with the following objectives:
 - a. To promote and encourage open and inclusive dialogue and exchange of ideas among all stakeholders involved with Internet governance related issues in Nepal.
 - b. To support and ensure the proper conduct of the organizational work of the annual yIGF Nepal,
 - c. To act as an interface among Nepal IGF, the Asia Pacific IGF community and the global IGF community.
 - d. To raise awareness, build capacity and promote a better understanding of Internet governance related matters among the youth community
 - e. To Contribute to capacity building for Internet governance.
 - f. To Create opportunities to share best practices and experiences; identify emerging issues and bring them to the attention of the relevant bodies and the general public;
 - g. Facilitate a multi-stakeholder discussion and exchanges of ideas and opinions. They should seek to foster multi-stakeholder collaboration among the stakeholders from their respective community; and

- h. Bring the perspectives of the youth to the global IGF agenda and vice-versa.

4. Organizational Principles:

- a. MSG shall be the apex body to make any decision on behalf of Youth Internet Governance Forum Nepal and shall exercise its final authority on all the operational and policy matters based on open, transparent and accountable manner.
- b. Membership of the MSG is open, transparent, and determined only by voluntary participation in the designated public and open mailing list:msg@yigf.org.np
- c. The MSG will operate conscientiously and actively according to principles of Openness, Transparency, Inclusion, Bottom-up, Multi-stakeholderism and Non-Commercial.
- d. All meetings of the MSG will be open for any individual to participate. Minutes including any decisions shall be published to the MSG mailing list and to the yIGF Nepal Website, within 7 days of any meeting.
- e. The MSG shall be composed of [At least four Stakeholders] and open to the following stakeholder groups on equal basis:
 - i. Government,
 - ii. Civil Society,
 - iii. Private Sector,
 - iv. Technical Community,
 - v. Media Community, and
 - vi. Academia
- f. In order to be considered for purposes of diversity requirements (for voting, quorum or other purposes), an MSG member must state an affiliation to one (and only one) of the recognized stakeholder groups. The stated affiliation may be changed no more than once per year, and no less than one month prior to the event at which the affiliation is relevant.

5. Membership of MSG:

- a. Membership of yIGF MSG is open to interested individuals aged between 15 to 32 and who are committed to following principles:
 - i. Organizational Principles of Openness, Transparency, Inclusive and Multi-stakeholderism,
 - ii. Devote some time and effort in support of the yIGF Nepal, and
 - iii. Maintaining and demonstrating respect for all other members.
- b. MSG shall conduct a due diligence of applicant and adopt the membership based on the recommendation.
- c. Participants who demonstrate a lack of such commitment may be barred from participation in the MSG, subject to appropriate due and democratic process.
- d. All members are equal and have the same rights and duties to act in their personal capacity.

6. Function of the MSG:

- a. To ensure the yIGF Nepal is organized, and work conducted in line with the UN IGF principles;
- b. To coordinate the preparatory process for the annual meetings, especially in regards to planning the program, overall logistics and finances;

- c. To initiate and coordinate outreach toward the wider community, with goals of informing the community about the existence of the initiative, thus raising awareness on the importance of the YIGF Nepal and ways of engagement.
- d. In this regard, its task is to streamline the outreach activities toward bringing new stakeholders into the yIGF Nepal's process, either as members or as partners/supporters;
- e. To actively explore sponsorship opportunities for supporting the organization of the annual yIGF Nepal Meetings
- f. In regards to the yIGF Nepal program agenda and major decision making processes, to coordinate the public consultations, call for inputs and proper classification of received inputs
- g. To prepare an annual meeting report and to ensure the report is made publicly available and presented to the concerned stakeholders, at-large community, the regional and global IGF, and other organizations, fora, and processes within the global Internet governance ecosystem;
- h. To ensure consultation with concerned stakeholders on all important matters related to local and/or regional Internet governance processes, and that the input received is integrated into the yIGF Nepal's decision-making processes; and
- i. To represent the initiative at all relevant events, particularly the Nepal IGF, APrIGF and IGF.

7. Decision Making:

- a. Except as specified herein, all decisions shall be made by consensus where possible. If a consensus cannot be reached then a formal vote may be held.
- b. Each person who is subscribed to the MSG mailing list (or a predecessor list) at least six (6) months before any election or voting event and has attended at least 2 MSG meetings will be considered as a "voting member" of the MSG, and entitled to vote. A list of voting members will be published prior to any formal vote, which is undertaken.
- c. Where a vote is undertaken, it may be carried out using such electronic and or online means (including web applications, email and/or video or tele-conferencing) as determined appropriate by the chairperson.
- d. Face-to-face meetings may be conducted as per the requirement or feasibility. The Chair of MSG or Vice Chairs in the absence of Chair shall call such meeting with at least 7 days notice in advance. The minutes and any decisions taken at such meetings must be reported to the MSG within 7 days of the meeting.
- e. The members of the advisory council can be invited to the MSG meetings as a invitee member and invitee members will not have voting rights in the decision making process

8. Management

- a. **Chairperson:** The Chairperson shall be elected by the MSG for a period of two yIGF Nepal cycles, and shall act as Chairperson at all MSG Meetings and shall represent the yIGF Nepal in its dealings with outside entities.
- b. **Vice-Chairperson:** Two vice-chairpersons shall be elected, each serving for a period of 2 yIGF Nepal Cycles (but with staggered terms).

- c. **Co-Ordinator:** Chairperson or a Member of MSG appointed by the chairperson will be the liaised to serve as a contact point between yIGF Nepal MSG and UN IGF Secretariat
- d. Chairperson and Vice-Chairpersons should be elected from different recognized stakeholders.
- e. **Advisory Council Members:** The chairperson can nominate an Internet Governance expert or a person who is a well wisher of yIGF Nepal as a Advisory Council Members and will be endorsed by the MSG. The past chairs of yIGF Nepal will be the by default members of Advisory Council.
- f. **Selection Process:**
 - i. The selection process of Chairperson of yIGF Nepal and Vice Chairpersons of yIGF Nepal shall be concluded by MM/DD of the relevant year of filling up the position.
 - ii. MSG shall form a three member Election Committee for the purpose of election of Chairperson or Vice-chairpersons, as the case may be.
 - iii. Election committee shall have power to lay down rules and regulations for the purpose of election.
 - iv. The decision of Election Committee shall be final on any matter related to the election.
 - v. Election committee shall be terminated automatically after election accomplished.
 - vi. Where terms are ending, chair and vice-chair positions are declared to be open at the conclusion of the yIGF Nepal event, until the next MSG meeting, where vacant positions will be filled, which can occur no less than 1 month later.
 - vii. A MSG member who has completed at least one yIGF Nepal Cycle is eligible for the post of Chairperson or Vice-Chairperson. However, this provision shall not be applicable for the first Ad Hoc Chairperson and Vice-Chairperson,
 - viii. If one fourth of MSG member are with the opinion that the behavior of Chairperson or Vice-Chairperson is against the principles laid down by this Standard Operation Procedure, they can submit a no confidence motion against such official.
 - ix. MSG shall for a Committee to hear the case of no Confidence Motion, when such motion is submitted.
 - x. The Special Committee shall give a due notice to the relevant official to defend the motion initiated against him/her.
 - xi. After the completion of presentation of vote of no confidence to the MSG, the Special Committee Chair shall propose for the decision.
 - xii. The vote of no confidence's proposal shall be passed by majority of two third (2/3) of total Active MSG members. If the proposal passes, the official shall be freed from post.
- g. **Ad Hoc Arrangement of MSG:**
 - i. All the signatories of this document shall form default *Ad Hoc* MSG for the purpose of convening First yIGF Nepal in the year 2021 AD.
 - ii. This *Ad Hoc* MSG shall elect its Ad Hoc Chairperson and Vice Chairpersons based on the principle adopted by this document.

9. yIGF Nepal site selection:

- a. The location of each annual YIGF Nepal will be determined by a decision of the MSG, which must be announced by the conclusion of the preceding annual yIGF Nepal, at the latest.
- b. The bidding process for the yIGF Nepal must be opened at least 3 months before the announcement of the decision, and must be closed at least 1 month before the announcement.

10. Secretariat:

- c. An organization or a member of MSG (co-ordinator) shall be appointed to function for the Secretariat of yIGF Nepal. The secretariat shall be responsible for maintaining the yIGF Nepal website and mailing lists, recording meetings, and performing administration functions.
- d. The Secretariat shall work together with the local host of yIGF Nepal meeting each year, if the host is out of Kathmandu.

11. Amendments to the Principles: The principles in this document may be amended by a decision the MSG as required. All proposals for changes shall be published for at least one month before any such decision.