



Guide for APNIC SIG Chairs at APNIC Open Policy Meetings

Introduction

APNIC hosts two Open Policy Meetings annually. The meetings are open for attendance and participation by anyone. One of the most important features of the APNIC Open Policy Meetings is the series of Special Interest Group (SIG) meetings.

SIGs are formed with a focus on a particular subject area. At the SIG meetings and throughout the year on the associated mailing lists, policy is created and refined through discussion and consensus-based decision making. The SIGs also provide a forum for operational status reports and information sharing. SIGs are an essential part of the open and transparent self-regulatory environment for developing Internet Resource management policies.

At each APNIC Member Meeting (AMM), SIG Chairs report the discussions, recommendations, and consensus items that arose in the SIGs during the preceding days. In many cases, the AMM will be asked to endorse by consensus the recommendations put forward by the SIG Chairs.

Issues not finalised at the AMM are discussed further on the SIG mailing lists, which are archived on the APNIC web site for future reference.

Much of the success of the SIG programme relies upon volunteer effort both from speakers, Chairs, and the attendees participating in the discussion. The role of the Chairs, in setting agendas, Chairing the sessions, promoting discussion on the mailing lists, and reporting to the AMM is vital. This document is prepared as a guide for SIG Chairs in carrying out this important and valuable work.

Pre-meeting preparations

Timelines and calls for SIG content

It is essential that planning for the content of a SIG session starts early. This is especially important for the SIGs that contain proposals for new or modified policy. Below are the recommended draft timelines for preparation for the meeting.

Two months before Meeting – Call for SIG content proposals

- APNIC will send a general call for content proposals to the *apnic-announce* mailing list.
- SIG Chairs should send specific calls for content proposals to the respective SIG mailing list.
- The call for content proposals should include the specific timelines for the upcoming meeting.

- See Appendix A for suggested text for the announcement.

Six to four weeks before meeting – Review papers

- SIG Chairs should review the content proposals for suitability to the respective SIG.
- If necessary, the Chair may recommend that the proposal either be submitted to a different SIG or worked on further before presented.

Four weeks before Meeting – Proposals published in summary form on the APNIC meeting web site

- This allows time for proper consideration of the issues proposed.
- It is also necessary to allow interested parties to translate the proposals.
- SIG Chairs should forward all proposals received to APNIC by this date. They should send reminders to all other intending participants who have not yet submitted proposals.

Four to two weeks before Meeting – Presentation slides should be available on the APNIC website

- This is vital to allow APNIC sufficient time to prepare meeting handouts.
- SIG Chairs should forward all presentations received to APNIC by this date. APNIC will send reminders to all other intending participants who have not yet submitted presentations.

Setting the agenda

On the basis of the proposals received from the calls for content, the SIG Chair should forward a draft agenda to APNIC for publication on the meeting web site. The Chair should try to ensure that the proposed content will fit into the time allocated for the SIG. If time appears to be a problem then the Chair should contact APNIC to seek alternatives.

Presentation templates

The AP region includes many different languages and cultures. For the majority of the participants at APNIC Open Policy meetings, English is not the first language, and it is important that presentations are clear, easy to follow, and concise.

With this in mind, APNIC has prepared a suggested template outline for SIG presentations involving policy proposals. It is not mandatory that this template be used, but in the interests of consistency and ease of understanding, it is recommended. Use of this standard template will also help in the fair allocation of time to each presenter.

See Appendix B for the suggested template outline.

Presentation style

Again bearing in mind the linguistic diversity of the audience and the varying experience of the presenters, SIG Chairs may wish to pass the following recommendations on to presenters:

- Speak slowly, even if English is your first language.

- Use simple sentence structure rather than long technically complex phrases.
- Try to pause after every slide to give people a chance to absorb the material on the slide.
- Remember to maintain eye contact with the audience – avoid speaking to the screen or the floor.
- Time your presentations before the Meeting – speak out loud when you do this.

On-site meeting responsibilities

Agenda slides

Chairs should prepare agenda slides which identify the names, organisations, and topics of the presenters in their SIG. If necessary, the Chair may also use one or two slides to summarise previous discussions which are to be expanded on at the present meeting.

Chairs should provide a copy of the agenda slide to APNIC for publication on the meeting web site.

Attendance sheets

APNIC will provide attendance sheets. Chairs should ask the participants to sign the attendance sheet and indicate whether they wish to be included on the SIG mailing list.

Preparation of SIG report

SIG Chairs are required to present a brief summary of their SIG session to the APNIC Member Meeting at the end of the week. The report (preferably done as a brief presentation) should include the following:

- A general indication of the attendance and level of participation.
- A copy of the agenda slide.
- A brief summary of each of the topics discussed.
- Recommendations to APNIC arising from any consensus items at the SIG.
- General comments about the future direction of the SIG.

After the meeting

Publishing minutes

APNIC staff will take minutes at the SIG session and will forward a copy of the draft minutes to each SIG Chair. The Chair should check the minutes and suggest any necessary amendments.

APNIC will publish the minutes on the meeting web site as soon as possible after the meeting.

Identify action points

Chairs should send a summary of the Meeting discussions and results to list, identifying any action items and initiating any ongoing discussions.

Appendix A

Sample Call for SIG content proposals

Forwarded on behalf of [name of SIG Chair]:

APNIC Open Policy Meeting
August 28th-31st 2001

Call For Presentations for the IPv6 SIG

Jun Murai
IPv6 SIG Chair

The IPv6 SIG meeting will be held in Taipei on August 30th, 2001 during the APNIC Open Policy Meeting. This SIG is an open forum to discuss the technical aspects relating to the development of IPv6 within the Asia Pacific region. Please note: IPv6 addressing policy will be discussed in a special joint session with the Address Policy SIG.

This e-mail is a request for contributions. I am seeking presentations of relevance from anyone who is interested in technical IPv6 issues in the Asia Pacific region.

If you would like to take part in this SIG with a presentation, please send your proposal to <jun@wide.ad.jp>, cc'ing <sig@apnic.net>. Proposals should be sent no later than the 25th of June, 2001.

Requirements

The proposal should:

- be relevant to this special interest group,
- be no more than 1000 words,
- describe your perspective on the topic including its pros/cons from various aspects
- indicate the time required (I expect a time limit of 15 minutes per presentation will be set)

The tentative schedule is

Monday	25 June 2001	- Submission of proposals closes
Friday	29 June 2001	- Notification of acceptance of proposals by SIG Chairs
Monday	23 July 2001	- Submission of papers closes
Friday	27 July 2001	- Posting of papers on the web site
Tuesday	28 August 2001	- Open Policy Meeting commences

Appendix B

Suggested presentation outline

Proposals should contain approximately 10 slides, including title and summary slides.

Slides should contain maximum 4 points, or 6-8 lines. Do not overburden slides with too much content as this is difficult to understand. If including tables or diagrams, use large fonts and colours with good contrast on VGA projectors.

The suggested outline of the slides is as follows:

- **Title (1 slide)**
 - State the purpose of the proposal. APNIC recommends using words like “A proposal for changing xxx”.
 - State the author’s name.
 - State the date and location of the meeting.
- **Introduction (1 slide)**
 - Summarise the background information necessary to understand this proposal.
- **Current Problems (1-2 slides)**
 - Summarise the current status of APNIC policy in this area.
- **Position in other regions (1 slide)**
 - If relevant, summarise the current status of policy in this area in the other RIRs.
- **Proposal (1-2 slides)**
 - Briefly state the actual proposal.
 - Explain the reasons for the proposed change.
- **Benefits/Disadvantages (1 slide)**
 - Summarise the benefits of adopting the new policy and indicate to whom those benefits apply.
 - Summarise any disadvantages.
- **Implementation schedule (1 slide)**
 - Outline the proposed timeframe for implementation (this is usually 3 months from acceptance of the proposal).
 - Identify any documents, forms, or procedures that need to be amended or modified.
 - Identify any potential impact on NIRs.
- **Summary (1 slide)**
 - Summarise previous slides. Try to describe the main gain to be made from changing the policy.
 - This slide may be used for translation into other languages and posting on the web site.