ZIMBABWE INTERNET GOVERNANCE FORUM (ZIGF) TERMS OF REFERENCE

Version 2.0.1

Contents

1 Introduction

1.1 Launch of the ZIGF

The Zimbabwe Internet Governance Forum (ZIGF) was launched by the Secretary for Information Communication Technology, Postal and Courier Services, Dr. Eng. S. Kundishora at a Multi-stakeholder Workshop that was held at the Rainbow Towers Hotel, in Harare, on 17 June 2015. The workshop was attended by 159 representatives of different stakeholders groups including Government, Private Sector, Civil Society, Academia and Technical Communities. Among other things, the workshop resolved:
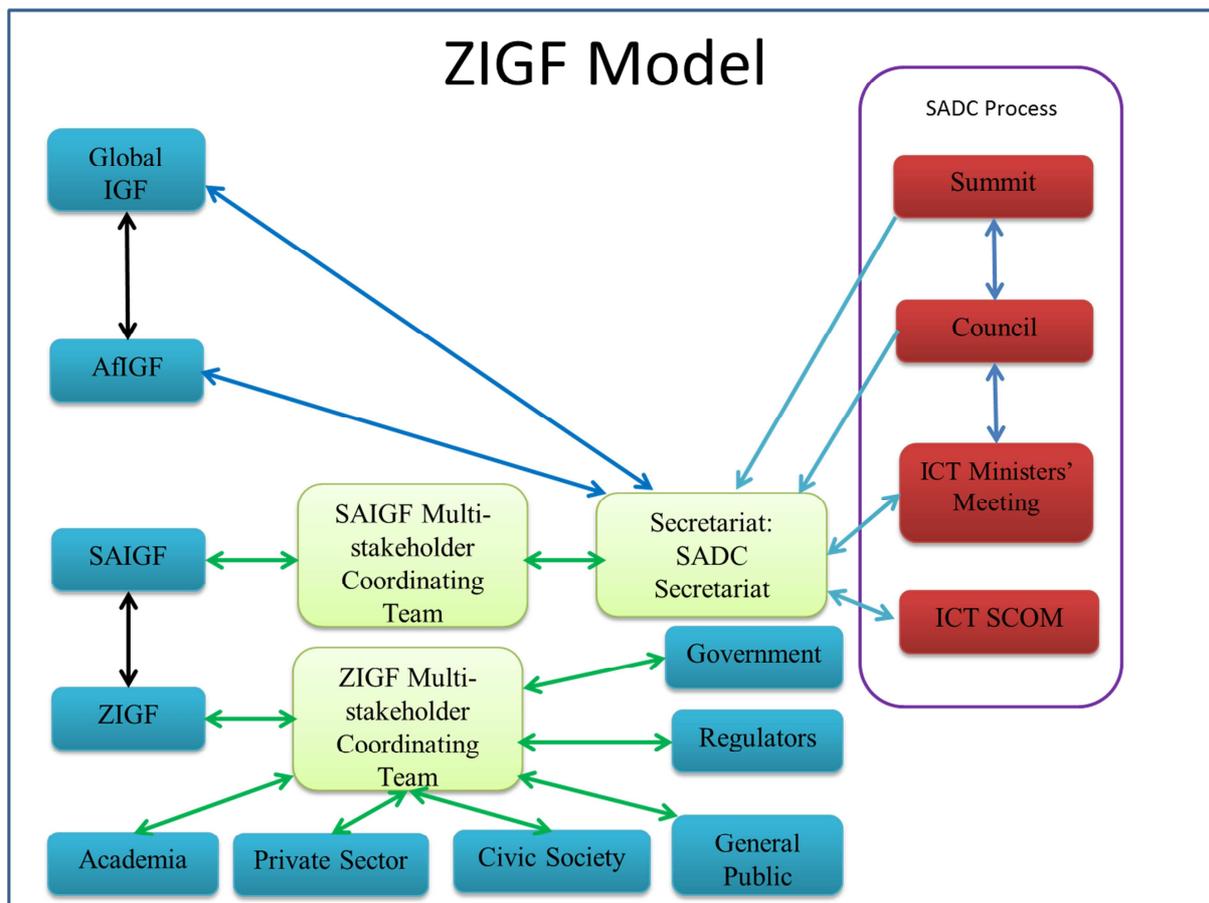
a) To establish the Zimbabwe Internet Governance Forum (ZIGF), effective 17th June 2015;
b) To set up a Multi-stakeholder Coordinating Team (MCT) with interim membership to facilitate the finalisation of the founding documents for the operationalization of the ZIGF; and
c) That POTRAZ serves as the secretariat and enabler for ZIGF.

This concept paper spells out the Terms of Reference of the ZIGF and its main institutional bodies.

1.2 Definition of the ZIGF

The ZIGF is a multi-stakeholder forum for public policy dialogue on issues of Internet Governance in Zimbabwe. It brings together all stakeholders in the Internet governance debate, those representing the government, the private sector, the civil society, the technical community, and the academic community, on an equal basis and through an open and inclusive process. It is mandated to be a discussion forum for facilitating dialogue between the Forum's participants. The IGF may identify existing and emerging internet-related public policy issues, bring them to the attention of the relevant authorities and the general public, and, where appropriate, make recommendations to the relevant authorities. The IGF does not have any direct decision-making authority.

The ZIGF is part of the hierarchy of Internet Governance Forums (IGF) where at an International level there is the global IGF that was established by the United Nations in July 2006. At a continental level there is the African Internet Governance Forum (AfIGF), and at a regional level the ZIGF falls under the Southern Africa Internet Governance Forum (SAIGF). The relationship between the ZIGF and other international, continental and regional bodies is as shown below:

ZIGF Model

Global IGF

AfIGF

SAIGF

ZIGF

SAIGF Multi-stakeholder Coordinating Team

ZIGF Multi-stakeholder Coordinating Team

Academia

Private Sector

Civic Society

Secretariat: SADC Secretariat

Government

Regulators

General Public

SADC Process

Summit

Council

ICT Ministers' Meeting

ICT SCOM

1.3   Objectives of the Zimbabwe Internet Governance Forum

The objectives of ZIGF can be summarised as follows:

- To advance Internet Governance issues in Zimbabwe through a multi-stakeholder framework as well as facilitating partnerships and coalitions that deliver coordinated domestic responses, initiatives, and synergies that best promote and protect the nation's position on the internet ecosystem.
- To increase awareness and build capacity on Internet Governance issues in Zimbabwe so as to ensure informed dialogue on policy and related matters between all stakeholders;
- To establish a coordinated and coherent framework for dealing with Internet Governance issues in Zimbabwe;
- To facilitate the participation of a broad range of stakeholders in Internet Governance issue; and
- To ensure Zimbabwe's views are represented in the SAIGF, African Internet Governance Forum (AfIGF), ICANN and Global IGF.

1.4   ZIGF Vision

A sustainable, secure, stable, open and robust internet in Zimbabwe

1.5   ZIGF Mission

To be a Zimbabwean world-class platform for multi-stakeholder policy dialogue on prevailing and emerging issues on Internet Governance.

1.6   Structure of ZIGF

The ZIGF comprises of the Public Forum, with an Advisory Group (known as the Multi-stakeholder Coordinating Team, or MCT) and a Secretariat as the main institutional bodies of the ZIGF.

1.6.1   The Multi-stakeholder Coordinating Team (MCT)

The MCT draws its membership from the following stakeholder groups:
- Government
- Private Sector
- Civil Society
- Academia
- Technical Communities

Proposed stakeholder representation on the MCT will be as follows:

Proposed Stakeholder Representation Weighting on the MCT

Item	Stakeholder Group	Percentage Representation
1.	Government	20%
2.	Private Sector	20%
3.	Civil Society	20%
4.	Academia	20%
5.	Technical Communities	20%

1.6.2   Composition of each Stakeholder Group Representation

Representation of each stakeholder group will be determined as follows:

- Representation for government will be drawn from Government Ministries; Regulatory Authorities; Legislature; and Defence, Security and law enforcement agencies.

- Private sector representation will come from the ICT Industry Groups, Commerce, Manufacturing Industry Groups, banker associations, and SMEs.

- Civil Society representation will come from Consumer Groups; Representatives of the disabled, youth, women, religious, legal, media, children, rights Groups, etc.

- Academia representation will come from Scholars and Research Scientists.

- Technical representation will come from Mobile Network Operators; Fixed Network Operators; Internet Access Providers; Internet Service Providers; Domain Name System (DNS) Managers; and Internet Exchange Point (IXP) Operators.

1.6.3   Structure of the MCT

Each stakeholder group will nominate its representatives to the MCT based on the above stakeholder weighting guidelines. Members of the MCT shall elect a chairperson and a vice chairperson from amongst themselves.

Membership posts are limited to a three (3) year cycle of the ZIGF and can be re-appointed for one extra term.

A member of the MCT who misses three (3) consecutive meetings without an apology shall cease to be a member.

ZIGF Secretariat and the Office of the President and Cabinet (OPC) shall be ex-officio.

The membership number, including the Chair shall not exceed fifteen (15) Members.

The MCT may invite representatives of relevant special interest groups to its meetings as observers.

1.6.3.1   Working Groups

The MCT shall nominate, from its membership, individuals to serve in the following committees of the MCT:

- Logistics
- Capacity Building and Stakeholder Engagement
- Resource Mobilisation and Finance
- Management

The MCT chairperson cannot be a member of any working group.

1.6.4   Decision Making Process and Frequency of Meetings

There shall be at least one (1) ZIGF meeting convened in one (1) year cycle of the ZIGF. The Chair may call extra-ordinary meetings as may be required.

The MCT shall hold at least one meeting every quarter.

All decisions shall be reached by consensus. If a consensus cannot be reached, then a formal vote may be held.

All voting shall be done by secret ballot. The Chair will also have a casting vote (in the event of a tie).

For MCT meetings, 5 MCT members shall constitute a quorum. Quorum is called for on time and the chairman can adjourn the meeting if there is no quorum on time.

In the event that the chairperson is not present, the vice-chairperson shall chair the meeting. Where both the chairperson and the vice-chairperson are not present, the present members shall elect a chairperson amongst themselves.

1.6.5 ZIGF Multi-stakeholder Coordinating Team Functions

Functions of the MCT can be summarised as follows:

- To oversee, facilitate, coordinate and ensure smooth and effective organization, convening and follow up of all activities related to the ZIGF.
- To promote, encourage and strengthen dialogue and communication between all Internet Stakeholders in Zimbabwe;
- To explore the mobilization of resources necessary to promote participation in and convening of the ZIGF;
- To promote awareness of the ZIGF;
- To prepare, publish and disseminate the proceedings of the ZIGF and maintain good flow of information among all parties;
- To be the vital link between the ZIGF, SAIGF, AfIGF, the Global IGF and other relevant regional, continental and international structures;
- To establish and maintain good working relations with other National IGFs and regional actors;
- To facilitate participation by Zimbabweans in the Regional, international and Global IGF activities;
- To review the TOR of the ZIGF Multi-Stakeholder Coordinating Team every two (2) year cycle of the ZIGF and as and when it may be required.
- Convene ZIGF meetings; and develop and maintain active email lists and website to provide updated ZIGF related information.
- To set up a dispute resolution mechanism.

1.6.6 ZIGF Secretariat and its Functions

There shall be a secretariat with the following functions:

- Provide administrative, logistical and organisational support to the ZIGF;
- Assisting the MCT to develop strategies on sustaining the ZIGF process;
- Act as a knowledge management hub of the ZIGF experiences, best practices, knowledge, expertise, needs and resources; and
- Convene ZIGF meetings; and develop and maintain active email lists and website to provide updated ZIGF related information.

1.7 Possible Funding Options for ZIGF

- Government
- Regulatory agencies
- Private sector (local and international)
- Grants from organisations active in the internet space
- Individuals

Where funds are sourced through donations from well-wishers, it is important to ensure that such funds do not come with strings attached, especially in cases where the funds are sourced through foreign donations.