

UA Comms WG Meeting

14 November 2022

Attendees

Anil Kumar Jain
Raymond Mamattah
Abdalmonem
Hadia El Miniawi
Carine L. Malor
Lavish Mawuena Mensah
Harsha Wijayawardhana
Amina Ramallan – Nigeria
Stephen Dakyi (DABY Foundation)
Mohammed Awal Alhassan
Arinola Akinyemi
Seda Akbulut

Agenda

1. Welcome and roll-call
2. [UASG Newsletter](#) Format and Content
3. AOB

Meeting Recording: https://icann.zoom.us/rec/share/j9mj87PSzsr96b81pjbJmi-GQj-SkY-S_MMOpzcKnbp7OziuvEvHAOJZfSqWJBx.dhHQ2WEfNekqDSyE

Meeting Notes

UASG Newsletter:

As per the action item assigned in the previous meeting, Raymond shared the template format for the UASG Newsletter, which was inspired from the AFRALO Newsletter.

Raymond walked the members through the Newsletter and explained each section and their purpose to include in the newsletter.

In the newsletter, each UASG WG has a separate chapter where they provide their own updates.

“About us” section gives ideas about who we are and what we do.

It includes links to join the UASG WGs, which is placed in the first parts of the newsletter to be able to reach more people.

Anil appreciated Raymond’s work on the newsletter, and said he liked the formatting. Then shared a few suggestions:

1. We should use more photographs in the newsletter
2. In addition to ICANN Updates, add a chapter about approvals from board of directors about At-Large, ccNSO etc.
3. Ask inputs from ICANN Comms
4. Add link to photo-gallery where people can see more photos in relation to the news
5. Add link to UASG videos

Raymond confirmed that this format allows adding pictures. He suggested not having too many columns in the newsletter.

Seda asked about the file format and ways of distributing the newsletter.

Raymond said that it will be in pdf format and will be sent via mailing list to ua-discuss list members. He suggested adding a section on uasg.tech website for newsletters, where people can download from.

Hadia and Stephen agreed on having more pictures in the newsletter.

Hadia appreciated the idea of having a welcoming section in the newsletter. She also suggested adding “Learn more” links that may direct to videos and pictures.

Anil asked Raymond when the next newsletter could be ready. Raymond said that he expects it to be ready by the end of November. Having said that, it is important to receive information from UASG members to fill it with some content. This is volunteer work, so contribution on content is essential.

Anil and Raymond asked Seda’s support on sharing the newsletter format and asking each WG chair to include their edits and updates in the newsletter document within a given deadline. Whatever we receive until that date, we will compile and then publish.

Hadia asked where the events fall into it. It may be covered under the Comms WG updates. But perhaps it should have a separate chapter. Seda agreed. Raymond suggested using the “Highlights” chapter in order not to add any more columns.

Seda suggested that chapters can be updated depending on the volume of the content. For instance, if we have only too many highlights, other than events, then those events might be overlooked. So, for events, it may be necessary to have a separate chapter.

Raymond suggested having the UASG WG chairs to use a shared folder dedicated to feed the content for the newsletter. Seda noted this as an action item. She added that we used to have [a Google form](#) for UA Ambassadors where they can submit their events. But this has not been used since the Covid19 pandemic started. Perhaps we can use it again for listing all events in a proper way.

Raymond asked comments about whether to have the newsletter on a monthly or quarterly basis.

Seda suggested having it on a monthly basis so that the news we will publish will be fresh and make sense in terms of timing. If we make it quarterly, it may be too late to highlight some news. And it may also be too long for anyone to read. She suggested skipping the WG updates from the monthly newsletter for some of the issues as the Working groups meet fortnightly basis, and there are not many updates every month. Instead, we can include the WG sections whenever they have any important updates or cover them under highlights.

Hadia agreed to Seda. She said that WGs updates might be done Quarterly basis. Of course, if the groups want to get their stuff out every month this would be good as well.

IGF 2022:

Anil opened IGF topic as the newsletter topic has been discussed fully. Raymond asked updates about the travel support. Seda shared that she is working with several ICANN teams to do the checking and will provide more information about the travel support coverage. To do so, she also inquired how many days of travel should be funded by UASG. At the moment, the travel fund is only for the UASG session day and plus two days to allow easy travel. The UASG session is on 29 November, so the fund starts from 28 November and ends on 30 November,

unless there are any other sessions on the other IGF dates in relation to UA where the panelists' interactions and outreach can add value.

Anil, Raymond and Hadia will get back to Seda about this after reviewing the other sessions on IGF. Anil said he will share his view tomorrow.

Anil asked how the coordination will be done at the IGF meeting, and if the slides from the panelists are ready, and whether we have a pre-IGF meeting organized to complete the flow and procedure.

Raymond responded that the session will be on a questions and answers format, so there will be no slides from the panelists. There will be only one intro slide in the beginning.

Seda responded that there is a dry run meeting on 25 November. It was decided to send a reminder to all panelists to get their confirmation. No additional meeting is required before the IGF. Just one preIGF meeting is sufficient, said Anil.

Seda added that Satish will manage the zoom meeting, read the questions from chat. On the other hand, Raymond will present slides. And she suggested Satish to run the slides if it makes it difficult for Raymond to do it simultaneously.

Seda shared the link for the session flow and action items. (This document is open to panelists only)

<https://docs.google.com/document/d/1yrok3kW9oGpwKzNTikf5n0BrwEQtBlnP/edit>

Seda suggested Raymond share the UA slides this week so that she can ask the ICANN Comms Team's input.

Next Meeting: Monday 28 November 2022 UTC 1600-1700

Action items

No.	Action Item	Owner
1	Make a version 2 of the newsletter template incorporating the inputs from this meeting and removing the AFRALO Content by converting them to instructions (e.g. [topic] by UASG WG, etc)	Raymond
2	Share the template with ICANN Comms and get it finalized	Seda
3	Ask the UASG WG Chairs to share their updates by filling out the monthly newsletter by	Seda



4	Create a GDrive folder (“ UASG Newsletter Contents ”) for the UASG WG chairs to share their updates for the newsletter	Seda
5	Review other IGF sessions to see if there are any UA related sessions that the panelists should attend and do outreach	Anil / Raymond / Hadia
6	Send a reminder to IGF panelists about the pre-IGF dry run meeting dates and ask their availability	Seda
7	Send the IGF slide deck to Seda	Raymond
8	Share the link of GDrive (“ UASG Newsletter Contents ”) and Google form with UA Ambassadors , Local Initiatives and WG chairs to add their updates for the newsletter	Seda