
UA Comms WG Meeting

07 August 2023

Attendees

Anil Kumar Jain	Harsha Wijayawardhana
Amina Ramallan Nigeria	Henrietta Ampofo
Arinola Akinyemi	Mabel Asabea Ayita
Bernard Sackey	Raymond Mamattah
Bibek Silwal, Nepal	Regina Fushsova
Daniel Abusah	Richard Obiajulu King
Eliaz Z.Mane	Samwel Kariuki
Emmanuel Oruk	Stephen Kwakwa
Frankie Wolanyo	Seda Akbulut
Godsway Kubi	

Agenda

1. Welcome and roll-call
2. Review the Working Documents on [Comms WG Wiki](#)
 - a) UA Content Matrix
 - b) UA Events Schedule
3. To start working on one of the action items from the [FY24 Action Plan](#)
 - a) C3 Review [UA/EAI content](#) and its dissemination channels
 - b) C4 Update UASG.tech website
(list down what to update and how)
 - c) C5 Reach-out to the UASG/UA community to present in the national, regional international forums/events
(list down online/onsite forums related to UA, categorize theme: technical/awareness.)
 - d) C6 Promote and support annual UA Day for 2024
 - e) C7 Identify the case studies on EAI/UA implementations
(list down what type of case studies are needed, what UA success stories are not captured, contact person to get details)
 - f) C9 Planning and publishing the UASG Newsletter

(coordinate for the next issue)

Meeting recording

Meeting Notes

Anil started the meeting by updating on a recent Admin WG meeting. He introduced a long-term plan for the UASG, which will go from 3 years to 5 years. The UASG leadership is working on a plan and plans to share it with the community. Once that plan is in place, it will be reviewed with the community. What is expected out of UASG will be much clearer. He shared the importance of Comms WG. Comms WG is the face of all other WGs in the internet community. Comms WG takes the message to all community members and feed the other WGs.

Anil asked Seda to explain the agenda item on “Events Schedule”. Seda explained that the C5 action item requires the WG to list down prospect events happening at local/national/ regional/global levels where the participation of UASG would help promote UA. Anil asked members to make a research for future events in the next 6 months. It was decided that a Google form would be good for anyone to submit new upcoming events.

Anil clarified that it is not the organizer to fill out the form, but the members.

Bibek added that we should not limit this to IGF. Also we can contribute to software developers summits. Anil agreed.

Seda shared that in addition to the google form, at least one volunteer person should edit the response sheet directly and should notify the WG for the upcoming events, new entries. WG members need to search for the future events at national level, in their countries. It could be beyond the members’ countries. One person should be responsible for filling up the fields and start discussion for soon-to-be held events. Seda to add event schedule to regular meeting agenda.

Raymond added that there may be duplication. The response sheet document should be in comment mode for everyone. No one should be able to delete anything posted by someone else. Seda agreed.

Henriatta volunteered to take the responsibility. Anil said that anybody who wants to volunteer should connect Seda directly for compiling the events data. Persis also volunteered. Seda to provide google form link in the mailing list.

Raymond responded to a question in the chat that the collection is forever ongoing for the upcoming events, there is no time frame.

Regarding the “Content Matrix”, Anil asked how to get to know what other WGs are doing, what and how to communicate to the community.

Seda shared the outdated matrix document that includes fields such as

- “key message”,
- “audience/stakeholder” and
- “UASG material” to be distributed.

We should first form an up to date list of material with key messages related to the stakeholders and reiterate the message on a regular basis and disseminate the message continuously. This will also help us complete C2 action item: “Engage with a strategic comms writing partner”.

Anil said that information should automatically come from other WGs, rather than us finding the messages. There should be a regular process from each WG chair and vice chairs to provide whatever message they would like to disseminate. Anil to write all WG chairs to share information by filling out a standard format that will be produced as blank out of the outdated content matrix. Requirements for the format of the content will be defined by Comms WG. Seda to share the draft format in the mailing list. Comms WG to share comments on the content matrix, and suggest in the mailing list, finalize in the

next call.

Seda explained other action items. She explained that Comms WG should come up with some ideas on what the next case study to be about, whom we can contact to get details of the case study. We have survey questions that help us collect information to form a case study.

Anil requested everyone to go through uasg.tech websites to identify improvement areas.

Raymond provided updates about Newsletter action item. By the end of the month, we need to get inputs from UASG leaders for the next publication. Last time he reached out to WG chairs to request them to write some updates. And Raymond wrote something by his own. Sarata volunteered to help Raymond on newsletter. Anil asked if he can ask WG chairs their updates for newsletter. Raymond said it would be nice if we can get something from WGs that did not give updates last time.

Next meeting agenda items are set as:

- content matrix format discussion inputs, Finalize the content matrix format before sharing with other WG chairs. (regular meeting agenda)
- Review the events entered in the schedule. (regular meeting agenda)

Next Meeting: Monday 21 August 2023, 14:30 UTC

No	Action Item	Owner
1	Create Google Form for submitting the upcoming events, and create a blank events schedule for collecting responses .	Staff
2	Submit upcoming events to Google Form and follow up on how to promote UA in these events.	Comms WG

3	Merge duplicate entries in the Event Schedule, notify the WG for the upcoming events, new entries.	Comms WG volunteers (Henrietta, Persis)
4	Suggest a format, and finalize the requirement for the content matrix format that will be shared with the other WG chairs	Comms WG
5	Help Raymond in Newsletter work	Sarata
6	To reach out to the WG chairs and vice chairs to collect messages to be disseminated	Anil
7	Work on the Newsletter issue 2	Raymond