

Draft Reporting Structure for IGF 2019 Workshops

Using the pre-existing template, rapporteurs are to provide pre-session, short and long-form reports to reflect **key points or messages** and **qualify (if possible) points of agreement as well as points of divergence** in the session's discussions.

It is one template progressively completed in three phases as follows:

What	Content	When
1) Pre-synthesis	A limited number of fields, including projected key points or messages from the workshop	2 weeks before the IGF → by 11 November
2) Short Report	All fields in the template, including points of agreement and divergence, within word limit provided	within 12 hours after the session was held → 26-30 November
3) Long Report *OPTIONAL*	All fields in the template with no word limit	within 2 weeks after the IGF → by 13 December

Pre-synthesis and Short Reports are incorporated into the IGF Messages and Chair's Summary.

IGF 2018 Pre-Synthesis Template:

https://www.intgovforum.org/multilingual/index.php?q=filedepot_download/8216/1609

IGF 2018 Short Report Template:

https://www.intgovforum.org/multilingual/index.php?q=filedepot_download/8216/1610

IGF 2018 Long Report Template:

https://www.intgovforum.org/multilingual/index.php?q=filedepot_download/8216/1608