***Local APIGA Guidebook*** ��

***Expanding the Asia Pacific Internet Governance Academy (APIGA)***

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**Background**

The Asia Pacific Internet Governance Academy (APIGA) is an annual capacity-development program focused on Internet governance targeted at youths aged 18-35 from the Asia Pacific (APAC) region. APIGA is co-hosted by the Internet Corporation for Assigned Names and Numbers (ICANN) and the Korea Internet & Security Agency (KISA). It is organized in partnership with regional organizations including the Asia Pacific Network Information Centre (APNIC), DotAsia Organisation, and the Internet Society (ISOC).

The program aims to develop youth leaders’ understanding of the Internet and its ecosystem, and to encourage ongoing participation in the Internet Governance (IG) ecosystem. APIGA focuses on immersive, hands-on learning activities, with dedicated mentoring by regional industry experts. Participants will also build a strong network with leading APAC Internet organizations, key APAC community leaders, other APIGA alumni and regional youth leaders.

To further expand the reach of APIGA, the program has expanded to the local level – Local APIGA – starting Aug 2024. Local APIGA will complement the annual APIGA in Korea, henceforth referred to as the Regional APIGA.

Local hosts conducting Local APIGA events can integrate local topics of interest into the base APIGA curriculum. Key highlights such as Local APIGA benefits and basic requirements are available on this slide deck.

This guidebook provides information on operational aspects of Local APIGA (i.e. how to organize a Local APIGA event), and relations to the annual Regional APIGA.

***Local APIGA Events & Regional APIGA Timeframe***

● All **Local APIGA** events– to qualify channeling participants for Regional APIGA2026– must be conducted during **Sep 2025-Mar 2026**.

○ All confirmed Local APIGA events will be listed on the APIGA website. ● **Regional APIGA**: Annual open applications for Regional APIGA (i.e. APIGA2026) will be conducted in Q2 2026. Regional APIGA will be conducted in Q3 2026.

○ Applicants from economies with Local APIGA events may still apply through the annual open applications. All applications will be reviewed based on merit.

***Event Naming & Use of APIGA Logo***

● **Event naming**: All Local APIGA events should be named similar to this format– “Local APIGA– [insert economy]” or “APIGA– [insert economy]”. Example: Local APIGA– Indonesia; APIGA– Australia.

○ Local APIGA events can include an additional local name alongside, such as IDIGA.

● **APIGA logo** (available here): Local hosts may use the APIGA logo, to be listed as a “Supporting Organization” of the event.

*○ Note:*

*■ The APIGA logo must be used in its original form– no changes or*

*additions can be made to the logo.*

*■ Local hosts must not use APIGA co-hosts and partners’ logos without consent.*

*■ Specifically for the use of ICANN’s logo, local hosts are required to submit a request through their engagement managers, and a multi-step*

*clearance will be conducted towards the signing of a Trademark License*

*Agreement.*

***Roles & Responsibilities***

(1) Regional **APIGA co-hosts**– KISA & ICANN:

● Share Local APIGA Guidebook with local hosts, and reference materials (e.g. past ICANN model conference info kit) where available.

● Provide guidance and mentoring to Local APIGA mentors and facilitators i.e. “train-the-facilitator” session.

○ This could include pre-event online training or a Day 0 on site training (e.g. a dry run on facilitating the ICANN model conference) at the 1st Local APIGA event for each economy.

● Where possible,

○ Participate as a mentor and/or speaker at Local APIGA events.

○ Provide support and recommendation on local mentors (e.g. ICANN community leaders), speakers, and youth leaders (e.g. APIGA alumni).

*● Note:*

*○ Local hosts to submit requests for participation and support required, co-hosts will review and decide based on resources available.*

*■ Requests to be submitted 3 months in advance of the event confirmed date.*

*○ For all 1st runnings of Local APIGA events, ICANN will provide pre-event planning guidance, as well as on site support (as far as travel is possible). ○ For all subsequent runnings (after the 1st), local hosts and organizers will fully assume the planning responsibilities, provide high level details to ICANN (including confirmed event dates, overall progress, block program, ICANN model conference topic, etc.). ICANN and other partners will only speak/attend on-site if there are other events happening at the same time and resources are available.*

(2) Regional **APIGA main partners**– APNIC, DotAsia Organization, ISOC: ● Provide input on the program as necessary.

● Where possible,

○ Participate as a mentor and/or speaker at Local APIGA events.

○ Provide support and recommendation on local mentors, speakers and youth leaders.

● *Note: Local hosts to submit requests for participation and support required, main partners will review and decide based on resources available.*

*○ Tip– It will be easier for partners to speak/attend on-site if the Local APIGA events happen concurrently with other IG events at the same time.*

(3) **Local APIGA organizer(s)/local host(s)**:

● Organize the Local APIGA event, and run all aspects below–

○ Program: Develop program agenda.

○ Speakers, mentors, facilitators, youth leaders: Identify and invite speakers, mentors, facilitators, youth leaders as required by the program.

○ Logistic arrangements: Meals, interstate/city transportation, accommodation etc. Refer to the “Logistics” section for more details.

● Select participants.

● Identify and allocate staff/resources to support event planning.

● For 1st running of events, identify, train, and provide support to youth leader(s) for facilitating and running subsequent years’ Local APIGA events.

● After the 1st running of Local APIGA events, Local APIGA hosts and organizers to provide an overall update on progress and planning for all aspects above.

● Fund or source funding for the Local APIGA event.

(4) **Local APIGA facilitator(s)**:

● Key person (usually a youth leader) running and organizing the Local APIGA event. ● Key person facilitating the ICANN model conference.

*○ Note: ICANN will provide direct guidance and support in the 1st year for training of facilitator(s). Pre-event calls as well as on site day-0 training for youth facilitators, youth leaders, mentors can be requested as needed. Trained facilitator(s) will further train next-generation facilitator(s) in subsequent runnings.*

(5) **Local APIGA mentors**:

● Community leaders (local if possible) as subject matter experts to provide mentoring during sessions. This will especially be applicable for hands-on activities. ○ Examples:

■ For the ICANN model conference, community leaders participating in relevant Supporting Organizations (SOs) and Advisory Committees (ACs) will serve as mentors, directly sharing experiences and learnings.

■ APNIC community trainers or community leaders participating in APNIC can speak for the APNIC PDP overview session.

● Mentors can also serve as speakers for sessions at the Local APIGA event.

(6) **Local APIGA youth leaders**:

● Youth leaders help with running the Local APIGA event, and provide support to main facilitator(s).

● They are usually from the following groups, and local hosts may seek input from APIGA co-hosts and main partners for contacts of selected youth leaders from the respective economies:

○ APIGA alumni

○ Netmission Ambassadors (NMAs)/ Netmission+ group

○ Youth Internet Governance Forum (yIGF) representatives

○ ICANN Next-Gen and Fellowship Program alumni

○ APNIC Fellowship Program

○ ISOC Youth Ambassadors

○ Other IG capacity building program alumni

● Youth leaders can be trained as next-generation facilitator(s).

\* Reference: Proposed path for youths’ growth (potential to skip steps): Participant→ youth leader→ facilitator→ community leaders

❖ APIGA co-hosts and partners will further discuss the possibility of mentorship programs (e.g. pairing community leaders with youth leaders). More details will be shared when ready.

***Selecting Participants***

● Local hosts will select participants for the Local APIGA event. The suggested cohort size is **20-30 participants** as this capacity building program focuses heavily on hands-on and interactive elements.

○ Any larger cohort should cap at a maximum of 40 participants.

● For reference, see sample application form from past annual Regional APIGA applications. For Regional APIGA applications, responses under “Justification Details” are scored by our Fellowship Committee (FC) comprising members from each co-host and partner organization.

○ For the Regional APIGA, in addition to selecting high-scoring applications, FC also considers diversity components (e.g. gender, geographical).

● Local hosts may develop your own application form and questions, as well as use any application method/tool to conduct selections. Local hosts can also decide who to include as FC/selection panel.

*○ Note: The annual Regional APIGA uses APNIC’s application system. If a local host would like to use the same application system, kindly raise a request for review.*

***Program & Sample Agenda***

● Local hosts will develop the full program and agenda for the Local APIGA event. The suggested duration is **2-3 days**.

● **Topics**: Refer to the “Topics” section– the Local APIGA event must include mandatory topics. Local hosts can decide on other topics from the list of optional topics and/or include other current local topics of interest.

● **Co-locating Local APIGA event**: Local hosts can conduct the Local APIGA event in conjunction with other events, taking into consideration synergies of target participants (i.e. youths).

○ Any joint events can be conducted back-to-back, or with an integrated program. ● **Materials**: For reference, past presentation slides for previous annual Regional APIGA sessions are generally available on the APIGA website (linked to the session titles under each year’s program).

**● Agenda:** For reference, below are some sample agendas for 2-day and 3-day Local APIGA events.

*Sample Agenda: 2-Day Event*

| Time | Day 1 | Day 2 |
| --- | --- | --- |
| 0900-0920 | Welcome/Self Introductions | ICANN Model Conference |
| 0920-1000 | IG 101– Governance of vs  on the Internet |
| 1000-1015 | Break |

| 1015-1045 | Numbers 101: IP Addresses |  |
| --- | --- | --- |
| 1045-1115 | Names 101: Domain Name System (DNS) |
| 1115-1130 | Break |
| 1130-1200 | Overview on IG Coordination Bodies– IETF, RIRs, ICANN |
| 1200-1300 | Lunch | |
| 1300-1430 | Impacts of Generative AI | ICANN Model Conference |
| 1445-1545 | APNIC Policy Development Process (PDP) Overview |
| 1545-1600 | Break |
| 1600-1700 | Hot Topics at ICANN & APNIC |
| 1700-1730 | Bridging Digital Divide | Way Forward: How to Participate |

*Sample Agenda: 2-Day Event (ICANN “Light” Model Conference)*

| Time | Day 1 | Day 2 |
| --- | --- | --- |
| 0900-0920 | Welcome/Self Introductions | Day 2 Sign In |
| 0920-1000 | IG 101– Governance of vs  on the Internet | Building Soft Skills: Navigating challenging conversations |
| 1000-1015 | Break | Break |
| 1015-1045 | Numbers 101: IP Addresses | Impacts of Generative AI |
| 1045-1115 | Names 101: DNS |
| 1115-1130 | Break |  |
| 1130-1200  1200-1300  1300-1430 | Overview on IG Coordination Bodies– IETF, RIRs, ICANN  Lunch  Cybersecurity Fundamentals | Routing Basics |
| 1445-1545 | APNIC PDP Overview |  |
| 1545-1600 | Break | ICANN “Light” Model Conference |
| 1600-1700 | Hot Topics at ICANN & APNIC |  |

| 1700-1730 | Bridging Digital Divide | Way Forward: How to Participate |
| --- | --- | --- |

*Sample Agenda: 3-Day Event (co-locating with other events)*

| Time | Day 1 | Day 2 | Day 3 |
| --- | --- | --- | --- |
| 0900-0920 | Welcome/Self Introductions | Day 2 Sign In | Day 3 Sign In |
| 0920-1000 | History of IG | Impacts of Generative AI | [Co-located event topic] |
| 1000-1020 | Break | [Co-located event topic] |
| 1020-1120 | 101: Numbers (IP  Addresses) and Names (DNS) | Overview on ICANN’s SO/ACs | ICANN Model Conference (Part 2-Prep Session) |
| 1120-1200 | Overview on IG  Coordination Bodies– IETF, RIRs, ICANN | [Co-located event topic] | APNIC PDP Overview |
| 1200-1300 | Lunch | | |
| 1300-1430 | IG 101– Governance of vs on the Internet | ICANN Model Conference (Part 1-Prep Session) | ICANN Model Conference (Roleplay) |
| 1445-1545 | [Co-located event topic] | [Co-located event topic] |
| 1545-1600 | Break | Break |
| 1600-1700 | Overview on Local,  Regional, and Global IGF | Hot Topics at ICANN & APNIC |
| 1700-1730 | [Co-located event topic] | Building Soft Skills:  Communicating in English | Way Forward: How to Participate |

***Topics***

● Local APIGA events must include the following **mandatory topics**:

○ Introduction to the Internet’s unique identifier systems (protocols, names,

numbers)

○ Governance of vs on the Internet/ Layers of Digital Governance

■ Three layers of digital governance (reference material)

○ Introduction on how unique identifier systems are managed/coordinated–

RIRs (APNIC for APAC), ICANN, IETF

○ APNIC Policy Development Process (PDP) Overview

○ Bridging Digital Divide (with more local focus)

○ ICANN multistakeholder model (overview) + model conference (refer to “ICANN Model Conference” section)

● Local APIGA events can also choose from the following **optional topics**: ○ History of IG

○ Cybersecurity fundamentals

○ Overview on IGF (local, regional, global)

○ Multistakeholder model for IG

○ ICANN’s SOs/ACs and PDP

○ Roleplay for APNIC PDP

○ Hot topics at IG organizations

○ Routing basics

○ Building soft skills

■ Communicating in a non-native language (i.e. English)

■ Public speaking

■ Navigating challenging conversations

● Local hosts can include other current local topics of interest, such as AI

***ICANN Model Conference***

● Local APIGA events must include an ICANN model conference component. Hosts can choose to do a “light version” or a “full version”. Recommended duration for each version is as follows–

○ ICANN “Light” Model Conference: 4 hours

○ ICANN Model Conference: Full day or more

● The ICANN “light” model conference will cover only 1 problem statement; or further narrowed to discuss a sub-question under a problem statement.

○ Example: For the topic of Applicant Support Program (ASP), a sub-question under the problem statement “who/what criteria should be eligible for applicant support?” would be– “Does your group agree that ‘underserved communities and developing economies’ should be eligible for the ASP? If so, what is your group’s agreed definition for ‘underserved communities and developing economies’?”

● Past model conference info kits are available here for reference. If a local host is circulating the info kit, kindly update the group list section with local participants’ names. ● Local hosts can also develop a new topic for the Local APIGA event.

*○ Note: Local hosts to share information with ICANN during planning stages for any new topic proposed.*

***Inviting Other Entities to Participate***

● Local hosts can invite entities from the wider Internet community (such as private sector/businesses, ISPs, academia, dispute resolution providers) to speak and/or participate in the Local APIGA events.

○ Example: A Local APIGA event can cover the topic of online intellectual property protection, and may want to invite a speaker from a relevant organization (e.g. International Trademark Association (INTA)).

● In addition to being speakers, these entities may also provide other support such as in-kind or financial sponsorship.

***Pre-Event Online Learning***

● Local hosts can decide whether to include a mandatory pre-event online learning component.

● The annual Regional APIGA event includes a prep month learning component, in which completion of selected online courses (usually from ICANN, APNIC, ISOC online learning platforms) and reading materials are required.

○ Online courses completion is tracked for the Regional APIGA. Participants who fail to complete the online courses will be ineligible to participate in the in-person event.

● To track completion, local hosts can request for participants to share online course completion certificates.

○ For discrepancies (i.e. participants claim to have completed but the system did not generate a completion certificate), local hosts can reach out to relevant organizations (e.g. ICANN for ICANN Learn courses) to conduct exceptional checks through the system. *[Note: We are unable to provide checks for all participants across all local events due to limited manpower resources]*

● Past Regional APIGA prep month info kits are available here for reference.

***Other “Homework” Components***

● Local hosts can decide whether to include a “homework” component within the program. This usually happens during the program, and is usually on Day 1 after the program ends.

○ The usual topic for “homework” would be to research on roles and start discussions on positions for the ICANN model conference. But other topics can be considered by local hosts as well.

○ If a “homework” component is included, accommodation for all participants at a same venue is recommended (and ideally a venue allowing participants to gather for discussions at a common space).

***Logistics***

● Local hosts are responsible for all logistic arrangements for Local APIGA events. This usually includes:

○ Meals– minimally lunch, and simple tea breaks. Dinner is optional.

○ Interprovincial/state/city transportation– Applicable if participants are attending from other provinces/states/cities.

○ Accommodation– Applicable if participants are attending from other

provinces/states/cities; or if the local host decides to have all participants staying in the event venue for the event duration.

● For reference, local hosts may refer to this past information note document used for the annual Regional APIGA, containing details on logistical information.

***Certificates***

● Local hosts may issue certificates for Local APIGA events.

*○ Note: For use of any APIGA co-hosts and partners’ logos in the certificates, local hosts are required to seek written consent from the relevant party.*

● For the annual Regional APIGA, certificates are usually issued for

○ Attendance– To all participants completing the APIGA program

○ Appreciation– For mentors and youth leaders

○ Outstanding award– For outstanding participants

■ For reference, some guiding points for selecting outstanding participants can be a combination of characteristics described here.

***Next Steps***

● **Local APIGA to Regional APIGA**: One (1) top participant selected from each Local APIGA event will be directly eligible for the regional APIGA2026. All costs will be covered by APIGA co-hosts for this selected participant.

○ Local hosts must include main mentors and youth facilitators/leaders in the selection process. Other speakers can be optional in providing input.

○ Local hosts are encouraged to select 2-3 “back-up” outstanding participants in case the top participant is unable to attend APIGA2026.

○ Local APIGA participants who are not selected as top participants may still apply for the regional APIGA2026 during the annual open application period (targeted to open in Q2 2026).

*○ Note:*

*■ The direct admissions from Local APIGA to Regional APIGA is subjected to change based on yearly funding available– updates will be shared*

*accordingly.*

*■ For APIGA2026, local hosts may choose to fund additional outstanding participants to attend the Regional APIGA event. Co-hosts are currently*

*deciding if this will be capped at an additional 1 or 2 participants from*

*each economy, and more information will be shared when ready.*

● **Regional APIGA Curriculum**: The regional APIGA2026 will be conducted as “masterclass” program. Curriculum will cover more advanced topics, increased hands-on activities, and added content to encourage networking and future participation in the IG ecosystem.

○ Refer to Regional APIGA2025 program as reference. Co-hosts and partners will further adjust the program based on feedback from 2025.

● **Hosting Future Regional APIGA**: Local hosts are welcome to raise interest for hosting future regional APIGA events.

● **Talent Retention**: Local hosts can consider the following paths to retain local talent– ○ Support for ongoing participation in the IG ecosystem– Local hosts can provide direct support (financial or mentoring) for selected youths to participate in local, regional, and international IG activities (e.g. ICANN fellowship program).

■ APIGA co-hosts and partners will continue discussions on how we can provide more support to participation and retention. More details will be

shared once available.

○ Job opportunities– Local hosts and/or local participating entities can identify local talent and offer job opportunities where applicable.