**LACIGF Charter**

This document seeks to describe the ongoing process that recognizes its origin in the repeated editions of the Regional Preparatory Meeting for the Internet Governance Forum (LACIGF) that have been held. Each edition of the Forum (the first edition was held in 2008) has helped the process gain stability and establish itself as a legitimate regional meeting space for multistakeholder political dialogue, one where government, private sector, technical community, academia and civil society representatives can share and discuss their various perspectives.

Initially promoted by just a few organizations, this process immediately began to attract new sponsors and gain the community's trust and attention. After nine editions, the region has made progress in understanding current Internet Governance challenges and created a space for debating and identifying regional priorities that has significantly broadened the region's participation in the Internet Governance Forum (IGF). It is important to note that the Internet Governance Forum increasingly recognizes and promotes regional dialogue and the outputs of these regional forums as inputs to be included in global IGF debates. In this sense, LACIGF is the regional space par excellence representing the multistakeholder values of openness, inclusion and debate in Latin America and the Caribbean. It has resulted in increased, enhanced collaboration and multistakeholder interactions within the region, while broadening the possibilities for regional representation in global dialogue.

This consolidation requires formalizing a coordination mechanism that will transcend the founding organizations, ensure representation of all sectors involved, and guarantee the continuity and sustainability of these efforts.

**LACIGF Structure**

The permanent structure of the forum comprises two bodies: the Multistakeholder Program Committee and the Technical Secretariat. In addition, a local entity (the Local Organizer) is appointed each year in the country chosen to host the Forum.

**Multistakeholder Program Committee**
The Multistakeholder Program Committee is the forum’s main coordination body.

**Composition:**

The Program Committee is made up by representatives of twelve (12) organizations, up to three (3) organizations for each of the four stakeholder groups recognized by the Regional Latin American and Caribbean Community:

- Private Sector: Regional or subregional organizations representing the private sector.
- Government Sector: Latin American and Caribbean government representatives, appointed according to the eLAC follow-up mechanism.
- Civil Society: Regional Civil Society organization representatives, annually appointed through their own coordination mechanisms.
- Technical Internet Community: Regional organizations representing the technical Internet community, annually appointed through their own coordination mechanisms.

Members of the Multistakeholder Program Committee are renewed annually.

**Equal Footing:**

A key feature of the Program Committee is that the various sectors are on an equal footing with each other, both when appointing their representatives to the Committee (each sector has the ability to adopt the most appropriate form of coordination and select its representatives according to its own criteria, without any other actor being able to influence said ability) as well as when deliberating and deciding within the Program Committee.

**Powers and Responsibilities of the Program Committee:**
The Program Committee is responsible for the General Coordination of the Forum and has full power to make strategic decisions by general consensus, including the decision to modify this Charter. The Program Committee has the following responsibilities:

- To ensure the availability of resources: The Program Committee is the main body responsible for ensuring the availability of the resources needed for the meeting to be held, guaranteeing that logistics costs are covered, as well as the existence of a fellowship program that will allow ample participation of the Regional Community in the event, managing a trust fund for this purpose. The Program Committee is also the main administrator of this fund, without prejudice to the functions specifically assigned to the Technical Secretariat regarding financial matters.

- To define the meeting date and venue: A venue will be selected each year through an open call for candidates wishing to host the regional meeting. Where possible, special consideration will be given to the city where the eLAC Ministerial Conference is to be held. Selection of a Local Organizer involves acceptance of the venue proposed by said organization, as well as the corresponding budgetary conditions.

- To define the event program and dynamics: The Program Committee shall implement the mechanisms it deems most appropriate for defining the event program, as well as its dynamics, methodologies and the effective achievement of its goals prior to –and especially during– the meeting, ensuring, in coordination with the Technical Secretariat and the Local Organizer, that results are obtained.

- To coordinate financial assistance for participants: Each year, in collaboration with the Technical Secretariat, the Program Committee shall determine how such financial assistance will be provided, taking advantage of the mechanisms it deems most convenient. Its powers include selecting the recipients of such financial assistance (fellows).

- To coordinate with the Technical Secretariat and the Local Organizer: The Program Committee is responsible for taking all necessary steps to maintain permanent coordination with the other bodies, and may assign one of its members as a liaison for this purpose.
**Technical Secretariat**

The Technical Secretariat supports the Program Committee. Its main goal is to support the process by collaborating with meeting logistics, in permanent consultation with the Program Committee.

The Technical Secretariat has been entrusted to the Internet Address Registry for Latin America and the Caribbean (LACNIC).

**Powers and Responsibilities of the Technical Secretariat:**

- To coordinate the selection of the venue: Each year, the Secretariat shall hold an open call for candidates, establishing and publishing the logistics, policy and technology requirements which applicants must meet. It shall also coordinate the deliberations of the Program Committee for the selection of the Local Organizer, including possible interviews with applicants, and facilitate internal discussions within the Committee.

- To provide assistance in financial matters and budget execution: Without prejudice to the main role in financial matters for which the Program Committee is responsible, the Secretariat has the duty to assist the Committee in obtaining resources for the trust fund, as well as in the formulation and execution of the annual budget, receiving and processing donations, as well as making any relevant expenditures, always accountable to the Program Committee.

- To coordinate with the Local Organizer: Without prejudice to the work of the Program Committee, the Secretariat shall contribute to any communication with the local organizer needed before, during and after the event.

- Representation, communication and dissemination of LACIGF: Without prejudice to the powers of the Program Committee, the Secretariat shall be responsible for coordinating communications and disseminating the event.
- Program Committee Facilitator: The Secretariat shall assist the Program Committee at all levels, promoting its establishment, renewal, deliberations, etc.

**Local Organizer:**

The Local Organizer is LACIGF’s partner for holding the forum each year in a different country within the LAC region. The Local Organizer is an organization selected by the Program Committee after an open call for candidates and holds this position from the day it is selected until the end of that year's event. The Program Committee oversees the actions of the Local Organizer in coordination with the Technical Secretariat.

At no time shall the powers of the Local Organizer exceed collaboration in event logistics, always under the supervision of the Program Committee and the Technical Secretariat.

The Local Organizer does not have the power to represent LACIGF, to make communications in its name, or to influence matters related to the Event Program. Neither does it have powers in budgetary matters, except those expressly conferred by the Program Committee.