2020 Internet Society Chapters Training Program

Learn, Contribute, and Engage!

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Introduction

For the Internet Society, the role that each of our members plays in our community is vital and key to carrying our message of an open, globally-connected and secure Internet for all.

Members bring great value, experience and knowledge to our organization. For this reason, we are pleased to announce the Internet Society's 2020 Chapters Training Program. This will be our first engagement and learning program for Chapter members that focuses on **developing new community leaders who can work together with their respective Chapters and create local awareness of the work done as part of our** 2020 Action Plan and explore options for the members to become involved.

About the program

The program was born to satisfy the increasing need of our Chapter leaders to engage their members locally in an impactful and informed way about some of the Internet Society's main initiatives.

The program is thus based on important topics of our 2020 Action Plan projects:

- Shaping the Internet
- Securing Global Routing (MANRS)
- Building Community Networks
- Open Standards Everywhere
- Encryption

Each Chapter will have the opportunity to select one trainee per topic (with a maximum of five trainees per Chapter)

In 2020, the regional Chapter workshops/meetings will be an integral part of this training program. One of the eligibility criteria for participating in the 2020 Chapter workshops will be that representatives from the Chapter have attended the trainings.

The program has three stages:

Stage 1: Trainee selection done by Chapters
Stage 2: Selected trainees attend the training sessions
Stage 3: Development of local initiatives by the trainee based on the knowledge acquired

Objective

The objective of the program is to develop new community leaders who can work together with the local Chapter with a good understanding of the Internet Society's main 2020 initiatives for developing local activities in support of any of the five projects mentioned above.

Who may participate?

Requirements for Chapters

The program is open to **all Internet Society Chapters and SIGs worldwide***. However, **only the Chapters that explicitly express interest may participate. Please note that participation in this training program will be one of the eligibility criteria to be invited to the 2020 Regional Chapter Workshops**.

Chapters wishing to participate are required to comply with the following commitments:

- Express interest and designate a Chapter coordinator for the program to participate in this initiative before **February 9th** via this link
- Announce and promote the initiative to its Chapter members
- Define its Chapter internal selection criteria for the training program and announce the criteria to all members.
- Review applications and select one trainee per topic. A maximum of five trainees per Chapter.
- Assign a Chapter coordinator for the program (must understand and speak English) who will:
  - o **Must be a member of the board and be registered in the Chapter Portal**
  - o Select and inform the trainees that were nominated for the program.
  - o Ensure that trainees understand their obligations and responsibilities.
  - o Serve as the main contact for instructors and trainees.
  - o Follow up on trainees' progress on their local initiatives.
  - o Authorize and validate trainees' initiatives in coordination with the Chapter leadership team. (Authorization letter)
  - o Update all initiatives done by trainees in the Chapter Portal under Chapter 'Activities' tab (must upload proof of the work done by the trainee). These activities may qualify for the Chapter Performance evaluation as long as they are:
    - Listed in the Chapter Portal
    - Open to all members
    - Demonstrative of the work done by the trainee (video, photos, links, etc.)

* Note: Chapters in rejuvenation **cannot** participate.

Total trainees per Chapter

Each Chapter must select a maximum of five trainees (Minimum of 1 and a Maximum of 5):

- 1 trainee for Shaping the Internet
- 1 trainee for Securing Global Routing
- 1 trainee for Building Community Networks
- 1 trainee for Open Standards Everywhere
- 1 trainee for Encryption

Selection criteria

The selection of the trainees will be done by each Chapter. The Chapter must define their selection criteria and publish it to all members before the deadline for trainees´ selection.

Requirements for Chapter Members and Chapter leaders who want to apply to the program

All Individuals must:

- Belong to any Internet Society Chapter or Special Interest Group (SIG) (Internet Society membership must be up to date

- Fill out the form that will be sent to each Chapter & SIG member before **February 25th**
- Be willing to cooperate with and support the local Chapter
- Not have participated in any Internet Society learning program in the last two years, including programs such as Next Generation leaders, IGF or IGF Ambassadors
- Be willing to commit approx. 3-5 hours per week for 2.5 months (depending on the topic selected)
- **Commit to developing an initiative in coordination with the local Chapter and instructor** at the end of the course (This initiative must be approved by the Chapter and the instructor.)
- Be able to read and understand English - the trainings will be delivered in English, French and Spanish; however, some contents may be in English only.
- Have Internet access with a **minimum speed of 1.2 Mbps**
- Consent to use personal information
- Agree with the terms and conditions of the program (these will be linked from the application form)
- Complete the feedback survey at the end of the program

Training content and previous knowledge requirements

The content of the trainings will be available on this Internet Society web page. In addition, some complementary material will be provided by the instructors once the training has started.

The trainings will cover basic concepts. Below you will find the specifications per topic (be aware of the hyperlink in some titles):

- **Shaping the Internet:** This training is based on Internet Governance principles and main concepts. No previous knowledge is required.
- Securing Global Routing: This training is about routing security. It is recommended for network administrators, network engineers, or other technical persons with a working knowledge of routing and security. The training explains basic steps to improve a network's routing security. Technical background as listed above is mandatory for this training.
- Building Community Networks: This course provides a solid foundation on how to build wireless community networks, fostering collective and sustainable endeavors. It covers important topics such as wireless network standards, radio physics, practical network planning, IP network administration, radio device configuration, securing wireless networks, and more. This course is recommended for professionals with basic technical background.
- **Open Standards Everywhere:** This training is less than five hours length and it will cover best practices to secure web services. Technical background is mandatory. Basic knowledge in IPV6 and DNS is required. Trainee must have direct access to Chapter web server.
- **Encryption:** This training is less than five hours in length and it will cover basic concepts about encryption and our encryption toolkit.

Trainees initiatives

Initiatives will depend on each topic. Each instructor will provide more detail once the training is started. Some of the options trainees may choose include:

- Participating in an open consultation for the region (Conduct research about a specific topic and present results in an open consultation)
- A video about the training received. The video should be published in Chapter media or web page.
- A webinar about the training received. The webinar should be published in Chapter media or web page on should be open to the local Internet Community.
- Training for local members.
- Translation of topic related material into local language and the local promotion of the translated material.
- Research about the local situation on the topic selected. A blog of 1000 words minimum. The blog should be published via the Chapter's media channels or on the Chapter's website.
- Create a working group or committee for the Chapter on the topic selected and lead its work over the next 16-12 months.
- Implement toolkits or best practices from the training for local community benefit.

* For Shaping the Internet, trainees must participate in an open consultation in addition to completing any of the options chosen above.

Duration and Certificate of Completion

The program has a maximum duration of two months and two weeks (depending on the topic selected). As a result of the training, the trainee will share the knowledge acquired with their community through the development of a local initiative.

The trainee will only be able to receive a Certificate of Completion once the initiative is finalized and that they met all other program requirements and deadlines.

Instructors

The instructors for the five topics of this program will come from different regions and will have extensive experience in the topics.

Training format

All training sessions will be virtual through the online conferencing system ZOOM. Trainees must install the Zoom application on their device to attend virtual sessions.

Training Schedules

- Shaping the Internet: Starts the week of May 4th. Trainees must select **one session** per week according to the following availability:
    - English - Thursdays at 1 UTC
    - English -Thursdays at 18 UTC
    - English - Mondays at 12 UTC
    - Spanish - Mondays at 23 UTC
    - French - Mondays at 18 UTC
- Securing Global Routing: Starts the week of April 13th. Trainees must select **one session** per week according to the following availability:
    - English - Monday at 1 UTC
    - English - Monday at 18 UTC
    - English - Tuesday at 12 UTC
    - Spanish - Tuesday at 23 UTC
    - French - Tuesday at 18 UTC
    - Arabic - Schedules will be defined in a Doodle poll with the instructor and the selected trainees. Training is in Arabic. However, the material is in English. Trainees **must read and understand English** for this training.
- Building Community Networks: Starts the week of April 13th. Trainees must select **one session** per week according to the following availability:
    - English - Tuesday at 1 UTC
    - English- Tuesday at 18 UTC
    - English - Wednesday at 12 UTC
    - Spanish - Wednesday at 23 UTC
    - French - Wednesday at 18 UTC
- Open Standards Everywhere: Starts the week of May 4th. Schedules will be defined in a Doodle poll with the instructor and the selected trainees. Training will be delivered in English, Spanish and French.
- Encryption: Starts on the week of May 4th. Schedules will be defined in a Doodle poll with the instructor and the selected trainees. Training will be delivered in English, Spanish and French.

Important:

- All hours are given in UTC time. Use this time zone converter to make the conversion to your country time.
- A minimum of 20 trainees are required to open the course.

Evaluation

50% Chapter initiative successfully implemented

- Chapter approval is required
- Trainee must send proof of the execution of the initiative to their Chapter coordinator and instructor before **June 6th**

50% Participation and attendance

- This will depend on the number of total lessons

Trainees will fail the course if the attendee misses 40% of the sessions.
Minimum grade to pass: 70%

Info session

A general information session for Chapter Leaders in English will be held on January 27th at 14 UTC at this zoom link. Additionally, Community Engagement Managers will hold calls in their respective regions to explain the details of the program.

Deadlines for 2020

Program deadlines

Dates	Task
January 29th at 14 UTC	English info session for Chapters. Zoom link
From January 27th to February 9th (2 weeks)	Application period for **Chapters**
February 12th to February 25th (2 weeks)	Application period for **Chapter and SIGs members**
February 25th to February 29th (1 week)	Trainees selection and notification
February 25th to March 7th (1 week)	Selected trainees confirm their participation
April 13th	Training program starts
April 13th to June 6th	Initiatives implementation
June 6th	Feedback survey
June 6th	Trainees must send proof of their initiatives to their respective Chapter coordinators and instructors
June 30th	Certificates of completion to trainees

Chapter coordinators' deadlines

Dates	Tasks
From January 27th to February 25th	1. Announce the program to Chapter's Community. 2. Create a selection committee for the program 3. Design and publish Chapter criteria Selection in Chapter media or web page
February 25th to February 29th (1 week)	Select and notify trainees: Contact selected trainees and ensure they understand and agree with the conditions of the program.
February 25th to March 11th	Check that all trainees are listed and confirmed in their respective course.
March 12th	Publish selected trainees on the Chapter's social media channels or website
April 13th to June 6th	Provide trainees with an authorization letter for their initiatives
June 10th	Update all initiatives in Member Nova under ¨Activities¨ tab. (Access to Chapter system must be provided by the Chapter's AMS Administrator)

General Q&A

1. If my Chapter doesn't attract trainees for a topic, can I add more trainees to another topic?
   No, If the Chapter does not get trainees for a topic, they cannot transfer the slot to other trainings.

2. What happens if the trainee does not finish the initiative or fails the course?
   The trainee will not receive the Certificate of Completion and will not be eligible for other traineeships or fellowships with Internet Society **for two years.**

3. What happens if the coordinator of the Chapter does not answer the trainees' requests or questions according to timeline?
   The Chapter will not be eligible for 2021 program.

Questions

You can direct your questions to quiros@isoc.org.