

Dear ISOC Switzerland members,

The following pages are a first and probably incomplete attempt at defining an implementation plan to set-up a future Swiss ISOC chapter (ISOC-CH, ISOC stands for Internet Society, see URL ), if there is enough interest and willingness to participate. The document should highlight the thoughts and proposals made by the interim transition team which saw it as its main objective to prepare a framework for further ISOC activities in Switzerland, particularly for its first coordination body (Board).

As you probably know, the Geneva chapter ceased to exist in ISOC's list of chapters due to various reasons. But the past activities of those persons that were involved in the Geneva chapter are greatly appreciated; these persons have made very valuable contributions to the growing Internet of the recent years. The new chapter is intended to cover Switzerland in its name and it is planned to be created to serve the needs of the Swiss Internet Society. In addition, it should substantially contribute to national, regional and international organizations dealing with Internet issues such as the Swiss OFCOM, EuroDIG and the IETF. See part E below ("mission statement") for details.

Setting up a new ISOC chapter in Switzerland requires support from all sides and its final design should reflect the best knowledge and the suggestions and requirements of all parties, including guidelines provided by national and international ISOC organizations. The members of the transition team are therefore most grateful to all persons and institutions that have made valuable contributions to this transition plan.

It is now the task of the General Assembly and the coordination body (Board) to decide in detail how the ISOC Switzerland Chapter should be implemented and operate in the future.

For a list of all members of the transition team see this document below.

For the members of the transition team:

Marcel Schneider  
SWITCH

Zürich, 4 April 2011

**The transition team (TT) members as appointed at the first interim ISOC Switzerland Chapter board meeting, 22 March 2010, 1815 – 2000 h, at Webster University, Geneva, plus observers of the transition process and meeting agendas.**

The transition board is a coordination body of volunteers founded to establish a future Swiss ISOC chapter. It is based on function, not form, and will dissolve once its goals are met.

Updated Sn 16.11.2010 according to additional (ISOC) members joining the TT group and other minor changes. Updated Sn 22.11.2010 due to Alexandre's request to join the Resource Mgmt. team. Update 16.2.2011 to add Marc Betting, update 17.2.2011 to change Vincenzos e-mail address.

#### Management (interim board coordinator):

Tasks:

- Roles and leadership
- Quality assurance
- Project documentation

Vincenzo Pallotta <[vincenzo.pallotta@gmail.com](mailto:vincenzo.pallotta@gmail.com)>

#### Media PR and Outreach:

Tasks:

- Stakeholders identification
- Survey design
- Web communication

Corine Devanthéry <[contact@devanthery.com](mailto:contact@devanthery.com)>

Federico Galati <[FGalati@wmo.int](mailto:FGalati@wmo.int)>

Martin Labbé <[labbe@intracen.org](mailto:labbe@intracen.org)>

#### Resource Management:

Tasks:

- Assets assessment
- Collaborative tools management
- Interface with unchartered Geneva chapter
- Financial plan

Raphaël Dard (for collaborative space management) <[dard@intracen.org](mailto:dard@intracen.org)>

Alexandre Delage <[alexandre@delage.ch](mailto:alexandre@delage.ch)>

Federico Galati <[FGalati@wmo.int](mailto:FGalati@wmo.int)>

#### Content and Strategy:

Tasks:

- Mission and vision
- Stakeholder identification

Sathya Rao <[rao@telscom.ch](mailto:rao@telscom.ch)>

Thomas Ruddy <[thomas.ruddy@empa.ch](mailto:thomas.ruddy@empa.ch)>

Marcel Schneider <[marcel.schneider@switch.ch](mailto:marcel.schneider@switch.ch)>

Werner Staub <[werner.staub@axone.ch](mailto:werner.staub@axone.ch)>

#### Legal issues:

Tasks:

- Bylaws
- Compliance

Bernie Hoeneisen <[bernie@ietf.hoeneisen.ch](mailto:bernie@ietf.hoeneisen.ch)>  
Marcel Schneider <[marcel.schneider@switch.ch](mailto:marcel.schneider@switch.ch)>  
Werner Staub <[werner.staub@axone.ch](mailto:werner.staub@axone.ch)>

Unassigned to specific jobs:

Roque Gagliano <[rgaglian@gmail.com](mailto:rgaglian@gmail.com)>  
Marco Huggenberger <[marco.huggenberger@swissix.ch](mailto:marco.huggenberger@swissix.ch)>  
Marc Betting <[Marc.Betting@smile-suisse.com](mailto:Marc.Betting@smile-suisse.com)>

Observers:

Sabrina Wilmot <[wilmot@isoc.org](mailto:wilmot@isoc.org)>

First action items:

1. The Media and PR group will draft a survey for polling the current Swiss ISOC constituency (done, survey sent, answers received)
2. Raphael Dard will take care of setting up a Wikispace (done <http://isoc-ch-chapter-re-creation.wikispaces.com/>)
3. The Content and Strategy group will start identifying main stakeholders and work on a plan on how to get in touch with them (done, see Implementation Proposal, V4c)

Next TT group meeting:

- Date: Friday, 15.10.2010, WMO-OMM Geneva, ITD training room, 1700-2030 h
- Sathya Rao offered to host the next meeting in Bern
- Sabrina offered ISOC facilities for a meeting outside office hours
- Federico offered WMO - OMM Geneva to host an end of afternoon meeting session for free even remotely through webEx (not provided by WMO) or Skype
- Agenda proposal, initially by Vincenzo, additions by Marcel

Agenda:

Date: 15.10.2010

Time: 1700 - 2030 h

Location: WMO-OMM Geneva, ITD training room

Remote participation:

- Dial-In (Voice):
    - Telephone: +41 44 250 96 94
    - H.323 (GDS): 0041 44 250 96 94
    - SIP-URI: sip:94@mcu.switch.ch
  - Collaboration Room:
    - <http://collab.switch.ch/isoc-ch/>
- 1) Discussion of implementation proposal V.4c. In this context also: Decide whether to accept the offer from SwissMedia for sharing the secretariat. More details are needed in order to estimate the costs.
  - 2) Define the content for upcoming ISOC-CH websites (recommended: consult several other ISOC sites, e. g. isoc.fr, isoc.it and isoc.de, to get an overview of current chapter activities)
  - 3) Discuss Swiss-compliant chapter association statutes and procedure to establish an ISOC Chapter in Switzerland
  - 4) Develop a plan for an outreach campaign. Appointment of an interim Liaison Manager who will be responsible for coordination activities
  - 5) Discuss funding activities
  - 6) Work towards submitting a Chapter application to ISOC global
  - 7) AOB

## Proposal for a future ISOC-CH

### A) Organizational chart, version 1



Fig. 1

#### Description

- 1) The **General Assembly** (GA) consists of all Swiss ISOC members - actually those who registered to become a Swiss ISOC chapter member. Each member has one vote. The general assembly decides on long- and midterm objectives as proposed by the board and directly selects the members of the board. Major goals of the General Assembly are to preserve the continuity of the Swiss chapter and to ensure coordination with other relevant technical organizations within Switzerland. The General Assembly convenes periodically, at least two times per year.
- 2) The voluntary (and final) ISOC-CH **Board** consists of ca. seven elected members from the General Assembly and defines short term strategy and all operational aspects. It proposes mid- and long-term strategy to the General Assembly and supervises the liaison officers. The board members also interact directly with the members of the regional Contact Points. According to the latest recommendations by ISOC global to its chapters, the board should see its role basically as coordination body of volunteers, and not as positions that are "cast in stone".
- 3) At least two **liaison officers** are envisaged: One for outreach activities (see para. J, membership) and one as liaison with other Swiss organizations of interest to the Swiss ISOC chapter, e. g. TA Swiss, OFCOM, ITU, Swiss IGF, IEEE, ACM etc. Liaison officers are members of the General Assembly with special responsibilities and report directly to the board and periodically to the GA.
- 4) ISOC-CH **Contact Points** are designated regional focal points to hold conferences, presentations, and conventions etc., preferably located at universities. CoP's may have permanent local persons allocated, e g. Swiss ISOC members, or may have

institutionally agreed to offer facilities for Swiss ISOC chapter events. If possible, persons from CoP's should be able to recommend important activities to the Board and coordinate such activities with persons in their vicinity.

## B) Organizational chart, version 2

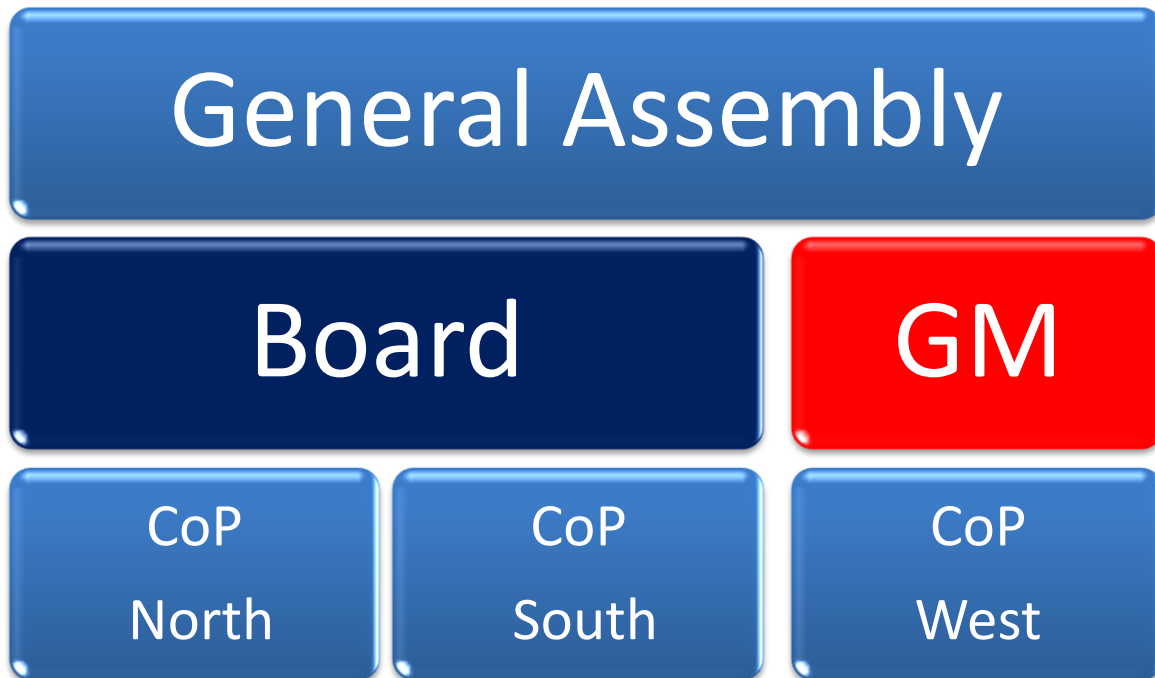


Fig. 2

### Description:

- 1) See Version 1 for **General Assembly** (GA). Addition: The GA approves the selection of the part time General Manager (GM) which is recruited by the Board members.
- 2) See Version 1 for the **Board**. Addition: The Board elects and works closely with the part time manager.
- 3) The part time **General Manager** (GM) is recruited by the Board members and approved or disapproved by the General Assembly. The GM, together with the Board, is responsible for short term strategy and for all operational aspects. The GM job is part time because it is not probable that a full time occupation is justified and because the financial issues regarding ISOC-CH have to stabilize in the beginning. Major goal of the GM's job description is to promote and support the Swiss ISOC chapter. The GM takes some of the workload from the Board members and this position is expected to have a positive impact on the continuity and efficiency of the Swiss ISOC chapter. Final decisions on important tasks and issues rest with the Board.
- 4) For the **Contact Points** see Version 1. Addition: The CoP's usually work closely with the General Manager. New ideas are discussed along the triangle Board - General Manager - Contact Point(s). All parties (also members from the General Assembly) may provide input.

For financial aspects regarding versions A, B and C above see para. M below on budget and funding.

### C) Organizational chart, version 3

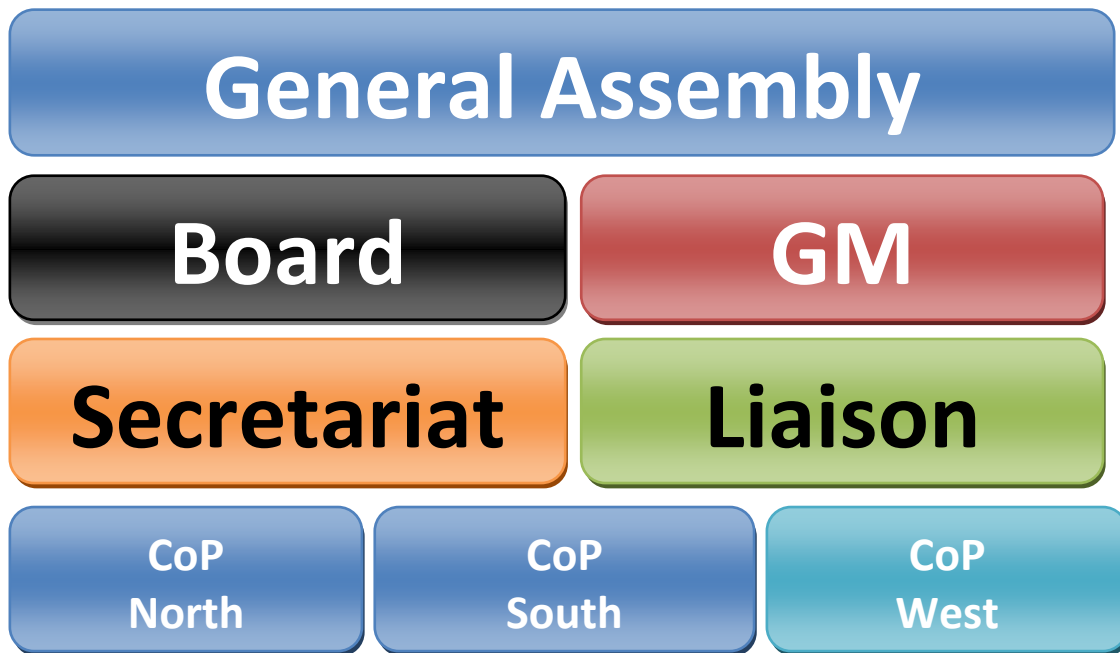


Fig. 3

#### Description:

- 1) See Version 1 for **General Assembly** (GA). Addition: The GA approves the selection of the part time General Manager (GM) which is recruited by the Board members.
- 2) See Version 1 for the **Board**. Addition: The Board elects and works closely with the part time manager.
- 3) See Version 2 for the **General Manager** (GM). Addition: The GM works closely with a) the Board, b) the Secretariat and c) the Liaison Officers. This version puts therefore strong emphasis on the GM although it would be possible to omit him and assign its duties to the Board alone. It is, however, assumed that the secretariat would finally end up doing most of the jobs a GM would normally do. Another possibility is to merge the positions of the GM and the Secretariat
- 4) The Secretariat does not necessarily “belong” to the Swiss ISOC Chapter but could be shared with another preferably similar organization, like SwissMedia as an example. This version actually builds on such an offer that was received in July 2010 from Mr, Roland Grunder, who is the secretary of Association Suisse des TI & du Multimédia, located in Vevey.
- 5) For the liaison see version 1. Addition: Liaison Officers in this context report directly to the GM and the General Assembly and not to the board. Their main tasks are to inform both of their knowledge about their liaisons, especially when the GA has to take decisions on certain actions.
- 6) For the **Contact Points** see Version 1. Addition: The CoP’s usually work closely with the General Manager. New ideas are discussed along the triangle Board - General Manager - Contact Point(s). All parties (also members from the General Assembly) may provide input.



## **D) Description of ISOC-CH**

Internet Society Switzerland (ISOC-CH) is a non-governmental not-for-profit association incorporated in [Bern], Switzerland, in [2010]. ISOC-CH is recognized as chapter of the international Internet Society (ISOC), headquartered in Reston, Virginia, USA, and Geneva, Switzerland. ISOC is a nonprofit organization founded in 1992 to provide leadership in Internet related standards, education and policy and specifically is ISOC the organizational home for groups responsible for Internet infrastructure standards<sup>1</sup>, including the Internet Engineering Task Force (IETF) and the Internet Architecture Board (IAB).

## **E) Mission statement**

ISOC-CH considers itself as part of the international Internet community and therefore also commits itself to the global ISOC statement: “The Internet is for everyone”.

- Recognizing the constant evolution of technologies, applications and usages in the Internet,
- Recognizing the socio-political, cultural and economical implications and impact of the Internet,
- Recognizing the constant educational and consensus building aspects related to the Internet,

ISOC-CH, primarily a technologically oriented body, is dedicated at promoting, researching and developing the evolution of Information and Communication Technologies (ICT) in Switzerland, is open to multi-stakeholder membership and is abiding by open, democratic and consensus based principles.

It represents its members' interest on public policy issues and provides technically-grounded advice on the impact of policy on the Internet generally.

ISOC-CH also participates in the evolution and development of the Internet in a regional and an international collaboration context.

The Swiss ISOC Chapter should enable the self-organization of its members to contribute personally or via other organizations to the future of the Internet by education of its members about every aspect of the Internet and enable those to make their voices heard in the development of the Internet.

## **F) Action plans**

ISOC-CH is mainly concerned with discourses on Internet related matter as well as to promote the usage of the Internet within Switzerland and organizes conferences, congresses and fora to cover these purposes. Topoi in this respect currently (July 2010) are, inter alia, “Cyber-Citizenship”, the “Information Society”, the “Digital Society/Infrastructure”, “Digital Natives”, “Smart Culture/Systems/Growth”, “eCulture”, “Mass Collaboration”, “Digital

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<sup>1</sup> Most Internet standards are known as RFC's (Request for Comment) and are freely available from various sources, the complete list is originally located at URL <http://ietfreport.isoc.org/rfclist.html> (July 2010).

Politics and Government”, “Internet of Things”, “Next Generation Networks” (NGN), “The Cloud”, “The Immersive Web”, “The Semantic Web” and all actions to empower emerging economies.

**ISOC-CH action plans may include:**

- a) Information sharing in fora, roundtables etc.
- b) Education and training initiatives
- c) Exchange of experiences
- d) Public-private partnerships
- e) Consultation activities
- f) Building trust and stability in networks
- g) Internet and related standards
- h) Privacy
- i) Social networking
- j) New technologies
- k) Cooperation, collaboration and mediation with other private, public and civil society sectors

### G) List of possible stakeholders

It is necessary to identify the stakeholders in order to define the scope and objectives of a future Swiss ISOC chapter. The list of stakeholders below is aimed at Swiss natural and legal persons except for the development sector(s).

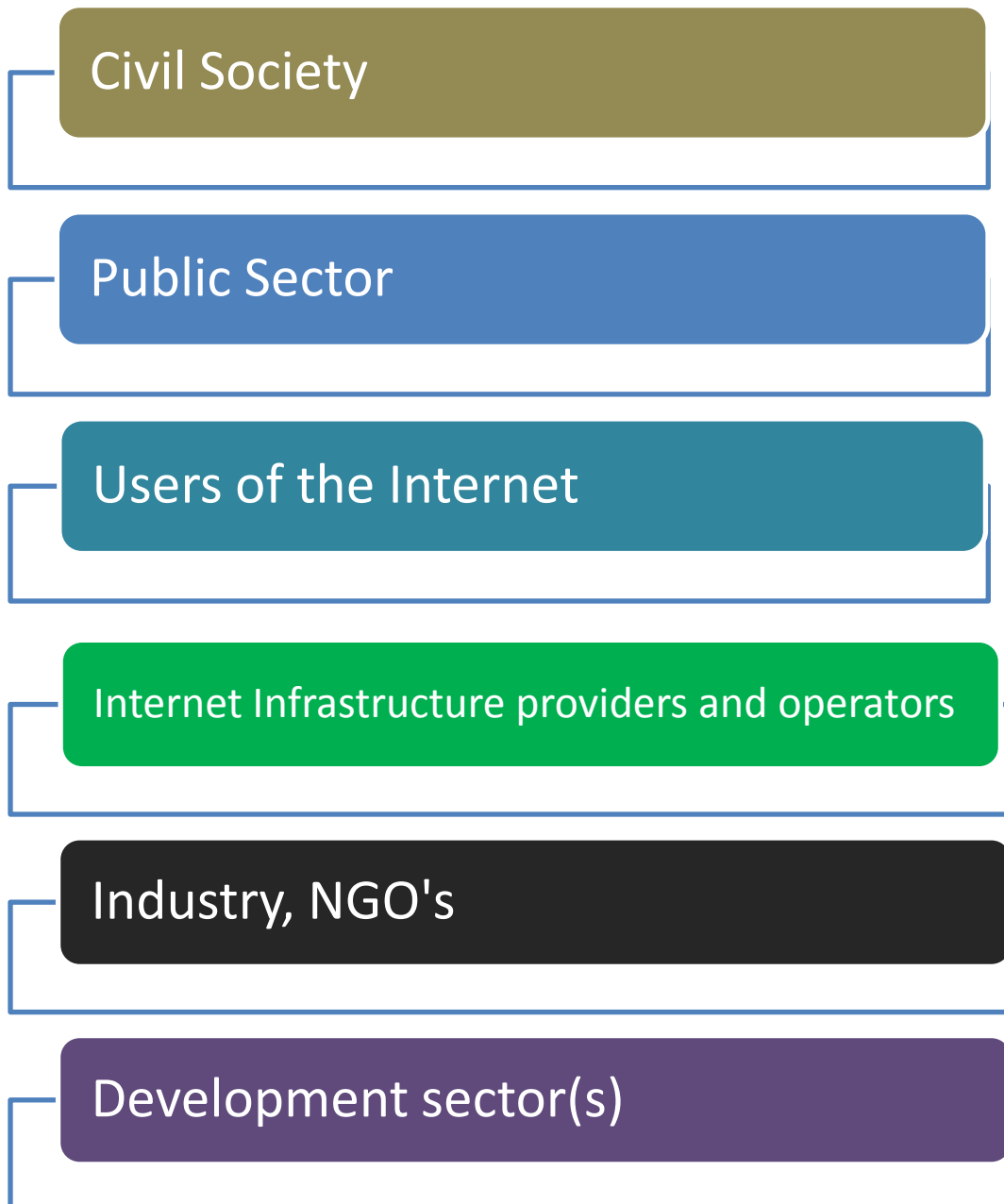


Fig. 4

## H) List of possible fields of involvement (activities)

Five major aspects are defined:

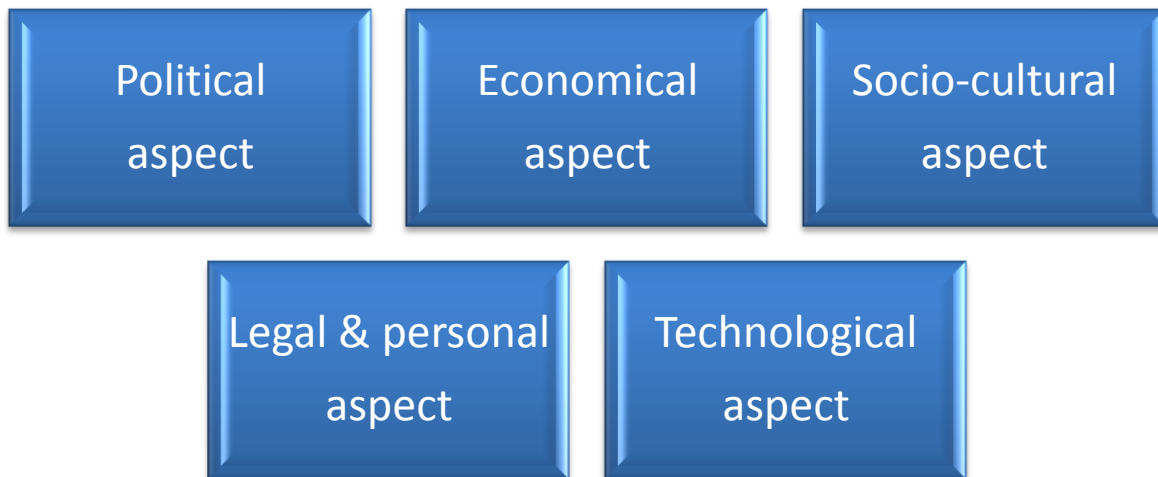


Fig. 5

### Non-conclusive dissemination of these five aspects:

- I. Political: Decision-taking, policies, Internet/Network governance, consensus building, processes, stakeholders, centralized functions, technical functions, legal aspects, democracy, free speech, constitutions, discrimination, e-exclusion, parties, societies, privileges, ...
- II. Economical: Electronic commerce, digital divide, net neutrality, policy, governance, trade, patents, copyright, new media, consumer interests, registries, registrars, accountability of networks and providers, ...
- III. Socio-cultural: Accessibility, woman's issues, multilingualism, traditions, forms, communities (local, regional, international), capacity building, know-how, education, training, free knowledge, civil society, private sector, democratic participation, digital gap between generations, human rights, ...
- IV. Legal and personal: Crime (law, justice, police, phishing, spam, cybercrime, abuse, illegal activities, protecting users), legal power on/in the Internet, accessibility, female issues, privacy (sharing information, communicating, personal addresses/information), intellectual property, trust and respect, Netiquette, codes of conduct, fair use, secure access to the Internet, user identification, anonymity, civil rights, human rights, surveillance, data protection, ...

- V. Technological: Speed/bandwidth, coherency, integrity, availability, resiliency, mobility, roaming, all kinds of applications, hardware, gadgets, standardization, critical infrastructure, information security, management of networks, risk assessment (vulnerabilities), ...

## I) Possible partners

One of the primary issues is to identify competent partners for the major activity aspects as outlined in G above – this certainly is also an ongoing activity for the coming years. Example: ETHZ has an excellent “Center for Security Studies” (CSS) that should be considered for future activities regarding security issues. SWITCH has vast know-how in the Domain Name System, in networking and in Internet applications especially for the academic community. The University of Zurich has, inter alia, a “Swiss Center for Studies on the Global Information Society” (SwissGIS) and an interdisciplinary Center for eDemocracy and eParticipation and probably many Swiss ISOC members follow IETF activities etc.

The idea is to identify and match competent partners to the five aspect areas above.

More pointers to other Swiss organizations/partners, in no particular order:

- SIUG and /CH/OPEN (Swiss Internet User Group and Swiss Open Systems User Group)
- Swiss Association for Standardization (SNV)
- Association Suisse des Télécommunications/Swiss Telecommunication Association (asut)
- Economiesuisse
- OFCOM/BAKOM
- Schweizer Informatik-Gesellschaft (SI)
- TA-SWISS, The Centre for Technology Assessment
- SWITCH, Teleinformatikdienste für Lehre und Forschung
- All Universities, Swiss Federal Institutes of Technology and Schools of Engineering
- Enterprises like Crypto AG, Google Switzerland GmbH, IBM Schweiz AG, Microsoft Schweiz GmbH, Schweizerische Bundesbahnen (SBB), Siemens Schweiz AG, Swiss Infosec AG
- Yinternet.org Institute Switzerland
- Wikimedia CH
- Association Suisse des TI & du Multimédia, SwissMedia
- Digitale Allmend
- Swislinux.org
- Swiss Engineering STV/UTS/ATS
- Swiss Academy of Engineering Sciences, SATW
- EMPA Academy, Zentrum für Wissenstransfer
- Institute for Computer Music and Sound Technology Zürich (ICST)
- Swiss Mechatronic Art Society, SMAS/SSAM/SGMK
- Schweizerische Gesellschaft für Tontechnik und Audiodesign, SGTA-SSTD
- ICT Switzerland, head association of the ICT industry in Switzerland
- Schweizer Informatik Gesellschaft, SI
- Information Security Society Switzerland, ISSS
- Swiss Internet Industry Association, simsa
- Schweizerischer Verein für Informatik in der Ausbildung, SVIA
- Swiss IT Leadership Forum
- Schweizerischer Verband der Informations- und Kommunikationstechnologie, SwissICT
- Verband der Wirtschaftsinformatik, VIW

## **J) International representation/liaison**

### **ICANN**

In many - at least European - countries the national ISOC Chapters represent their members in ICANN's At Large organization. ICANN, the Internet Corporation for Assigned Names and Numbers, headquartered in Marina del Rey, California, is according to its mission statement coordinating DNS (Domain Name System) issues, such as Domain Names, IP Addresses and protocol port and parameter numbers. Its core values are, inter alia, "preserving and enhancing the operational stability, reliability, security, and global interoperability of the Internet" and "respecting the creativity, innovation, and flow of information made possible by the Internet". ICANN's At Large group represents the community of individual Internet users who wish to participate in the policy development work of ICANN, are grouped in its At Large Advisory Committee (ALAC) from which EURALO is the group representing users from the European region. The ALAC can propose to ICANN's Nominating Committee interested members to ICANN's Nominating Committee and is permanently represented in ICANN's board by two of its members (currently Dennis Jennings, IE, and Jean-Jacques Subrenat, FR).

It is assumed that the national ISOC Chapters discuss ICANN matter in their meetings and advise a representative accordingly. Due to the fact that closely following ICANN's activities is nearly a full time job, it is recommended to appoint one member of the Swiss ISOC Chapter from the liaison group to follow ICANN's proceedings and inform the members periodically about them. Some form of open, transparent and democratic form to channel input from the members will still have to be found.

### **ISOC ECC**

The European Chapters Coordinating Council (ECC) for the Internet Society coordinates the work of the European Internet Society Chapters (see URL [uab](#)). Since Switzerland is not a member of the European Union and since this group regards itself as consisting of European Union members, it was offered to one transition team member (Marcel Schneider) at its 21 June 2010 Brussels meeting, that some form of official participation could be sought if there is interest (offer made at the AGM by its chair, Christopher Wilkinson, BE, Wallonia). The Swiss members would have to decide if such participation is desired.

Below: Mail excerpt from Christopher Wilkinson, current chair of the ECC group, received Wednesday, 26 January 2011:

"From my point of view, I would prefer that you re-join the ISOC-ECC Mailing List as Observers. ISOC-GE is/was a member of ISOC-ECC. I do not want to 'loose' you, nor have any issue about your reapplying for membership later. Also Switzerland is Europe. Formally, we use the Council of Europe definition. Regards, Christopher."

Below: Mail by Rosa Delgado, a former founding member of ISOC Geneva Chapter, received Wednesday, 26 January 2011:

“ISOC Geneva chapter was an ECC member since its inception. ISOC Geneva was one of the ECC founder members. I attended ECC meetings on behalf of the chapter and sometimes Stephan also attended. So, I suggest CH continue this direction too.

Regards,  
Rosa”

Current status: No registration of proposed new body (ISOC-CH) in ECC’s lists. Conveyed by e-mail (Marcel Schneider, 26 January 2011) a) that Christopher’s suggestion to join the ECC list will be considered and b) that until a decision to join the list is made, the status of observer is regarded as sufficient.

### **Other international organizations**

Candidates could be ITU-D (ITU’s development sector), ITU-T (ITU’s telecom sector) or ISO/SNV among others. Within ITU, the Swiss Chapter could become a sector member. The Swiss Association for Standardization (SNV) is the Swiss umbrella organization for standardization work within ISO. The Swiss ISOC chapter could participate in its technical standardization activities.



## **K) Lists outlining Swiss members interest and expectations in various ISOC activities according to Swiss transition team 2010 survey**

### **ISOC 2008 strategic initiatives and Swiss members interest according to 2010 survey:**

- i) Enabling access (Swiss ISOC members interest: ca. 30 %)
- ii) InterNetworks (Swiss ISOC members interest: ca. 30 %)
- iii) Trust & Identity (Swiss ISOC members interest: ca. 40 %)

### **Swiss members interest in the (previous) ISOC Geneva chapter (results from 2010 survey):**

- 1) Meeting people around Internet theme.
- 2) To overcome the digital divide at World Summit WSIS.
- 3) To learn more about the latest web technology development, to discuss major societal consequences of the Internet, to have lobbying activities for the Internet at the political level (national and local), to network with new Internet entrepreneurs.
- 4) Internet and telecommunications governance and development.
- 5) Update information, help in the process of development, networking.
- 6) I was member of ICANN At-Large and was basically assigned to the Geneva Chapter a couple of years ago. For distance reasons, I never attended any chapter meeting in Geneva though.
- 7) Networking, Learning and Community building.
- 8) Having an inside look at how this particular NGO works and how I can play a role in the achievement of its goals. - Meeting others that have somewhat the same interests
- 9) Join a community of people interested in the web at a local level (ideally with an emphasis on ICT4D in the Geneva context).
- 10) Became ISOC member during ITU Youth Forum in Geneva. Did not know about the (local) chapter until now.
- 11) To be part of the global discussion addressing global challenges. Get in touch with like-minded people.
- 12) On-going local activities post-INET98.
- 13) E-connectivity for developing countries.
- 14) What can ISOC do for young people...
- 15) Keep up to date with developments. Networking.
- 16) Some local presence and/or access to ISOC.
- 17) Promote the web more officially and feeling part of a common interest group.
- 18) To take part in its activities.
- 19) I live here and wouldn't mind seeing some activity. Attended a couple meetings of the old chapter and found them sort of closed cabal-ish, compounded by my terribly limited French abilities.
- 20) Contribute with the local community to fundamental issues of the current state internet society.

**Swiss members major expectations from a new Swiss ISOC chapter (results from 2010 survey):**

- 1) Networking
- 2) Identity and privacy
- 3) Networking
- 4) Lobbying to defend the interests of the Internet at the national and local level
- 5) Forum for Telecommunications and Internet governance
- 6) ISOC GVA be part in the process of ISOC development
- 7) Gather opinions and recommendations as input for ISOC initiatives and decisions
- 8) Focus on local issues
- 9) Having the possibility to play a role in the achievement of ISOC's goals
- 10) Meet and network with like-minded people
- 11) Conference
- 12) No expectations since not (yet) involved
- 13) Enabling collaborative intelligence
- 14) Presentations from international experts on visit to Switzerland
- 15) Internet in every high school
- 16) Information on current issues
- 17) Representation of Swiss based ISOC members
- 18) Platform for exchanging information
- 19) Promote Internet strategies
- 20) Information and education
- 21) Promote some sense of community among local Internauts
- 22) Help in enabling Internet access for and represent under-served (Swiss) communities

**Swiss members event expectations from a new Swiss ISOC chapter (results from 2010 survey):**

- 1) Evening discussions / conferences to realize the objectives of the Swiss chapter.
- 2) Pan-Swiss meeting in Biel/Bienne, Bern or Fribourg.
- 3) Sessions for networking and information exchange / education on Internet relevant topics.
- 4) Training on new web and mobile phone usages.
- 5) Debate on subjects of interest (the proposed orange-sunrise merger would have been a subject of debate). Presentation / demo of new products.
- 6) As in the past years, sujets d'actualité, WEB 2, P2P, Spam, etc.
- 7) Expert/opinion leader boards; workshops to work out answers to open questions from the initiatives.
- 8) Discussion meetings, experts, new members orientations.
- 9) Conferences / meeting with a (or some) speaker. We could cover different topics at each reunion. Maybe having a "End of the year" conference that reviews the whole year ...
- 10) ICT4D / > web 2.0 for business / > Connecting business, academia and UN on web standards & apps.
- 11) Conferences, meeting, website to be informed and inform non-members on internet.
- 12) Events on computer literacy.
- 13) TED or LIFT like presentations by IT leaders and thinkers.
- 14) What: Presentations with top speakers; why: to know the international opinion leaders personally.
- 15) Activities in schools, because young people are unaware of the consequence that can result of a bad use of Internet.
- 16) Conferences & debates / Training sessions.
- 17) Lectures/information sessions on relevant technical topics (awareness).
- 18) Free technology seminar, to learn, to be informed.

- 19) Mostly technical issues because it (ISOC) is a technical body.
- 20) Discussions, workshops, panels. Maybe even a Swiss IGF.
- 21) Educational programs / Conferences and panels / Development projects.

## **L) Membership**

It is assumed that the current (July 2010) and initial membership of a new Swiss chapter consists of approximately 25 to 30 persons. Comparing that to other European chapters this is a very low number, due presumably to the previously regionally focused chapter (explicitly named Geneva chapter), the current inability to join a chapter within Switzerland and the relatively low activity level over the last years.

For comparison here the number of members in two other European states of comparable size:

ISOC Finland: 113 members

ISOC The Netherlands: more than 800 members.

It will be a major goal to recruit new members as soon as possible. For this purpose a permanent liaison officer for all outreach activities is proposed in the organizational charts, paras. A, B and C. Outreach activities require new ideas to which every member is asked to provide suggestions and proposals.

## **M) Budget, funding**

From para. 4 of ISOC's "Policy for Establishing New Chapters" (URL: <http://www.isoc.org/isoc/chapters/policy/>) :

### „Funding of Chapters

Chapters are expected to establish their own source of funding. Permitted sources include the following:

- a. Chapters may establish a fee-based membership model, charging either or both individuals and organizations to participate in its activities. The fees may be structured according to the activities or paid according to a regular renewal schedule.
- b. Chapters may solicit funding or resources from local organizations or other sponsors to support its activities.”

And from ISOC's template for bylaws (URL: <http://www.isoc.org/isoc/chapters/guidelines/bylaws.shtml>):

### “Article X. - Disbursements and Dues

1. Disbursements from the Treasury for Chapter expenditures shall be made by the Treasurer with authorization of the Executive Council and shall be included in the minutes of its meetings.
2. Dues shall be fixed annually by the Executive Council.”

### **Income:**

It is proposed that the possible future Swiss ISOC chapter solicits its “funding or resources from local organizations or other sponsors to support its activities”. Funding may also be derived from events, where attendants are asked for a financial contribution to the Swiss ISOC chapter. It is emphasized that no annual dues are proposed to fund the new Swiss chapter.

### **Expenditures:**

Major expenditures are to be expected from:

- Disbursements of board members for their activities in favor of the Swiss chapter, details need to be defined
- Disbursement of a possible part time General Manager (in version 2), details to be defined
- Disbursement of a possible secretariat (in version 3), the secretariat could be shared with another organization, detail to be defined
- Disbursement of persons organizing and setting up events and of expenditures caused by Contact Points (CoP)
- Expenditures to keep the websites up to date
- Initial expenditures to write new ISO-CH bylaws and to set up the association in Switzerland

**Example for a possible annual budget, assumption five major events per year and one AGM, Swiss Chapter established:**

**Expenses:**

| Item  | CHF       | CHF |
|---|-----------|-----|
| Travel and accommodation for invited speakers, CHF 1000.00 /speaker, 5 events | 5'000.00  |     |
| Website and communication costs   | 3'000.00  |     |
| Part time external secretariat (as in organizational chart V3)                | 3'000.00  |     |
| Conference sites  | 2'000.00  |     |
| Lunch and coffee  | 2'000.00  |     |
| AGM dinner  | 1'500.00  |     |
|   |           |     |
| Subtotal 1  | 16'500.00 |     |

Note: Possible disbursement of board members and General Manager not included.

**Income:**

| Source                       | CHF       | CHF |
|------------------------------|-----------|-----|
| CH Internet Fund             | 5'000.00  |     |
| 4 x Gold Sponsor (2000.00)   | 8'000.00  |     |
| 2 x Silver Sponsor (1000.00) | 2'000.00  |     |
| 4 x Bronze Sponsor (500.00)  | 2'000.00  |     |
|                              |           |     |
| Subtotal 2                   | 17'000.00 |     |

**GOLD Sponsors (CHF 2'000.00/a)**

- Full-page advertisement in printed programs
- Company logo on all printed material and website
- Opportunity to give a welcome address at conferences
- Possibility for conference exhibition stand
- Company Flyers / give-aways in attendees' registration pack

**SILVER Sponsors (CHF 1'000.00/a)**

- Full-page advertisement in printed programs
- Company logo on all printed material and website
- Possibility for conference exhibition stand
- Company Flyers / give-aways in attendees' registration pack

**BRONZE Sponsors (CHF 500.00/a)**

- Half-page advertisement in printed programs
- Company logo on all printed material and website

## **N) Legal issues, bylaws**

The possible future Swiss ISOC chapter will be a new legal entity in Switzerland, probably an association. A new application has to be submitted to ISOC and ca. 20 members are required to create a new chapter. It could be possible to learn from the previous application of the Geneva chapter if such documents became available.

The new Swiss ISOC chapter should abide by the legal requirements defined by the international ISOC organization, namely ISOC's Policy for Establishing New Chapters (URL: <http://www.isoc.org/isoc/chapters/policy/>), the template for bylaws (URL: <http://www.isoc.org/isoc/chapters/guidelines/bylaws.shtml>) and finally submit an official application to ISOC, containing answers to points A to H in the chapter application form (URL: <http://www.isoc.org/isoc/chapters/application/appli.shtml>).

In addition, the new Swiss chapter has to agree on "The Strategic Operating Plan of The Internet Society", dated 5 August 2005 (URL: <http://www.isoc.org/isoc/SOP.pdf>).

The new bylaws of course have to comply with Swiss law and the chapter should be established at a suitable location within Switzerland, e. g. Bern, see para. D, "description of ISOC-CH" above.

The future Swiss ISOC chapter needs a new scope and mission (basically: promote a stable and safe Internet and an ISOC chapter in Switzerland), see para. E "mission statement" above.

Another organizational issue would be to create a new identity; the basic activity there is to publish new websites, if possible under the domain name isoc.ch, where this identity can be presented to the public.

For political issues we are advised from our Belgian colleagues to establish a close rapport with governmental bodies such as OFCOM/BAKOM in Biel, to be entitled to participate in Swiss epistemic communities dealing primarily with technological issues of the Internet and its users.

## O) Website ISOC.CH

An interesting and actual Website is of vital importance to a successful future of a possible Swiss ISOC Chapter. The Swiss Chapter could use the domain name "isoc.ch" for this purpose which is currently already assigned to ISOC Switzerland, represented by one transition group member. The website(s) can be maintained either by individual member(s) or by the secretariat (as proposed in version 2 of the organizational chart). Its content is probably far too early to discuss here, some formal guidelines may be mentioned below, however:

- a) ISOC is currently working on making the appearance of its organization (and Chapters) more coherent. There are many projects on the way and it will take some time before everything is implemented. This includes Webpages and logos (information by Sabrina Wilmot, ISOC, 12.8.2010)

It will therefore be necessary to keep in touch with ISOC and learn from their advice before attempting to create something independently.

- b) Logos are created by ISOC and distributed to active Chapters, see <http://www.isoc.org/isoc/general/identity/logos.php>.
- c) ISOC's Identity Guidelines are available online at: [http://www.isoc.org/isoc/general/identity/docs/identity\\_guidelines.pdf](http://www.isoc.org/isoc/general/identity/docs/identity_guidelines.pdf). They are valid not only for Websites but for all ISOC documents.

If the members of the future Swiss ISOC Chapter decide not to use the domain name "isoc.ch" it will be deleted from the data base of the registry.

Appearance of the Website: It should contain two different areas, one with dynamic content and one with static content. Dynamic content can change periodically and should be headed by labels

- Home (welcome, join ISOC, link to information about ISOC)
- News (latest relevant information nationally, regionally and internationally)
- Agenda (time table for meetings and events)
- Events (detailed information about events, attendance and registration)
- Chapter Formation (about TT proceedings, as long as the formation is in progress)
- Swiss Chapter (history, personnel of coordination body volunteer pool, major events and achievements, budget and financing)
- Membership (ISOC videos, form for registration)

Static content:

- About ISOC
  - About the Internet Society
  - ISOC Ecosystem
  - Factsheet User Centric Internet
  - Factsheet standards
  - Ambassadors to IGF
  - Fellowships to IETF
- Swiss Chapter
  - Organizational chart

- Description
- Mission statement
- Bylaws
- Coordination body members (volunteer pool)
- Action plan
- Stakeholders, partners
- Sponsors
- International representation
- Mailing list
  - SITT
  - Swiss Chapter
- ISOC Global
  - Home (of ISOC global)
  - IETF News
  - ISOC Newsletter

The Homepage should also display the logos of at least some of the main sponsors, copyright info and during the transition period the sentence “Internet Society Switzerland Chapter in Formation”.



## **P) Swiss ISOC Association (fundamentals, founding, bylaws and responsibilities)**

### **Reasons for founding a Swiss association:**

In order to provide a legal basis for the Switzerland Chapter it is regarded as advantageous by the majority of the TT members to set up a Swiss association to act as trustee mainly for monetary and legal purposes.

Another possibility would be to ask a major supporter of the ISOC Switzerland Chapter to act as a stable address to receive and distribute financial contributions and to be listed as the Swiss chapter's physical address.

The pros and cons of forming special-purpose a Swiss association:

+ the association can be the legal, financial and to some extent organizational home for the Swiss Chapter

- at least two persons are required to form the association and these individuals will more or less "stick" to the association

- to form a permanent association would be detrimental to ISOC's recommendation of a dynamic and less formal chapter coordination body (previously "the board").

It needs to be decided whether for Swiss chapter members to become members of the local association on either an opt-in or opt-out basis or not at all. Such an option would however complicate the membership application process and since this is handled primarily by ISOC global it is recommended that Swiss ISOC members do not become members of the special-purpose association by default.

Below there is basic information around legal issues of ISOC, its chapters, proceedings to create a Swiss association and statutes for such an association.

### **Overview of the legal status of global ISOC and its membership**

Below information derived from an e-mail from Sabrina Wilmot, ISOC Geneva office, date 9.11.2010:

ISOC's Articles of Incorporation can be found at:

<http://www.isoc.org/isoc/general/trustees/incorp.shtml>

The bylaws are published here:

<http://www.isoc.org/isoc/general/trustees/bylaws.shtml>

ISOC is a publicly-supported charity, i.e. 509(a)(1) type of 501(c)(3).

The Sustaining Member level includes the additional benefit of allowing individuals to participate in the election of one ISOC Board of Trustee Member, once 500 sustaining members join together under the Organizational Membership plan.

(See also: <http://www.isoc.org/members/> )

I understand your considerations about the legal setup of a Chapter. However, being an independent entity could have advantages. For example for recognition by stakeholders

and legal bodies or the government, when receiving funds from other organization and sponsors, to prevent possible conflicts with the "umbrella" organization, etc.

A 509 organization is a public charity organization (like e. g. a church), a 501(c) organization or simply "a 501(c)" is an American tax-exempt nonprofit corporation or association [Wiki].

## Foundation of a Swiss ISOC association

Swiss legal fundamentals can be found in:

- Federal Constitution of the Swiss Confederation (Bundesverfassung, BV), [www.admin.ch](http://www.admin.ch), Art. 22: Freedom of assembly and Art. 23: Freedom of association.
- ZGB basics (Swiss Civil Code), Note: SR-number of ZGB is 210, see ZGB Art. 60 - 79
- OR (Swiss Code of Obligations), 23. Title, The simple Company, OR Art. 530 - 551

Further work:

- Prepare a draft document defining the statutes, at least the minimal content as specified by Swiss law is required, in our case include non-profit clause
- Organize a general assembly with the founders and write a protocol describing the founding process.

Tasks:

- a) Organize a well conducted general assembly with the founders (see d) below), including nomination of a chair for the day, of a person to write a protocol (scribe) and a person to count votes.
- b) Detect and list founding members (natural persons).
- c) Discuss and agree on agenda.
- d) Discuss the draft statutes in this general assembly session, edit if necessary.
- e) Cast a final vote on the final statutes document.
- f) The association is then legally founded, founding capital is not required.**
- g) Ask the persons present for board membership, at least two or three persons are required (some soured say two are sufficient, let's play it safe).
- h) Nominate (by vote) chair, (if possible) control instance or secretary and (if possible) treasurer. The associations' minimal requirement consists of chair and general assembly.
- i) The association is now able to perform duties.**
- j) Sign the original statutes (only by those members of the association entitled to sign).
- k) Write a protocol describing the founding process (abbreviated version of the founding process).
- l) In case the association is intended to do business (trade), an entry in the Swiss Commercial Register database is compulsory. Note: According to Swiss civil code the purpose of the association needs to be not-for-profit.
- m) Include all relevant documents and listings of persons in [www.isoc.ch](http://www.isoc.ch).

Note: According to Swiss Civil Code, Revision 2005, of Art. 75a, the limitation of liability to the assets of the association is now default. Previously it had to be defined explicitly in the statutes. Individual liability would have to be stated in the statutes.

## Legal definition for a Swiss „Simple Company“:

According to Meier-Hayoz/Forstmoser, Universität of Zürich, Gesellschaftsrecht 9. A., §12 N3: *Die einfache Gesellschaft ist eine personenbezogene Rechtsgemeinschaft, die - ohne ein*

kaufmännisches Unternehmen betreiben zu dürfen – wirtschaftliche oder nicht wirtschaftliche Zwecke verfolgt und deren Teilhaber mit ihrem ganzen Vermögen primär, unbeschränkt und solidarisch für die Verbindlichkeiten der Gesellschaft haften.

**Legal definition of a Swiss Association:**

According to Meier-Hayoz/Forstmoser, Gesellschaftsrecht 9. A., §20 N2: *Der Verein ist eine personenbezogene Körperschaft [legal person] zur Verfolgung nichtwirtschaftlicher Zwecke, die ein kaufmännisches Unternehmen betreiben kann und für deren Verbindlichkeiten vorbehaltlich einer anderen statutarischen Ordnung ausschliesslich das Körperschaftsvermögen haftet.*

Figure below: Relationship between global ISOC and its chapters

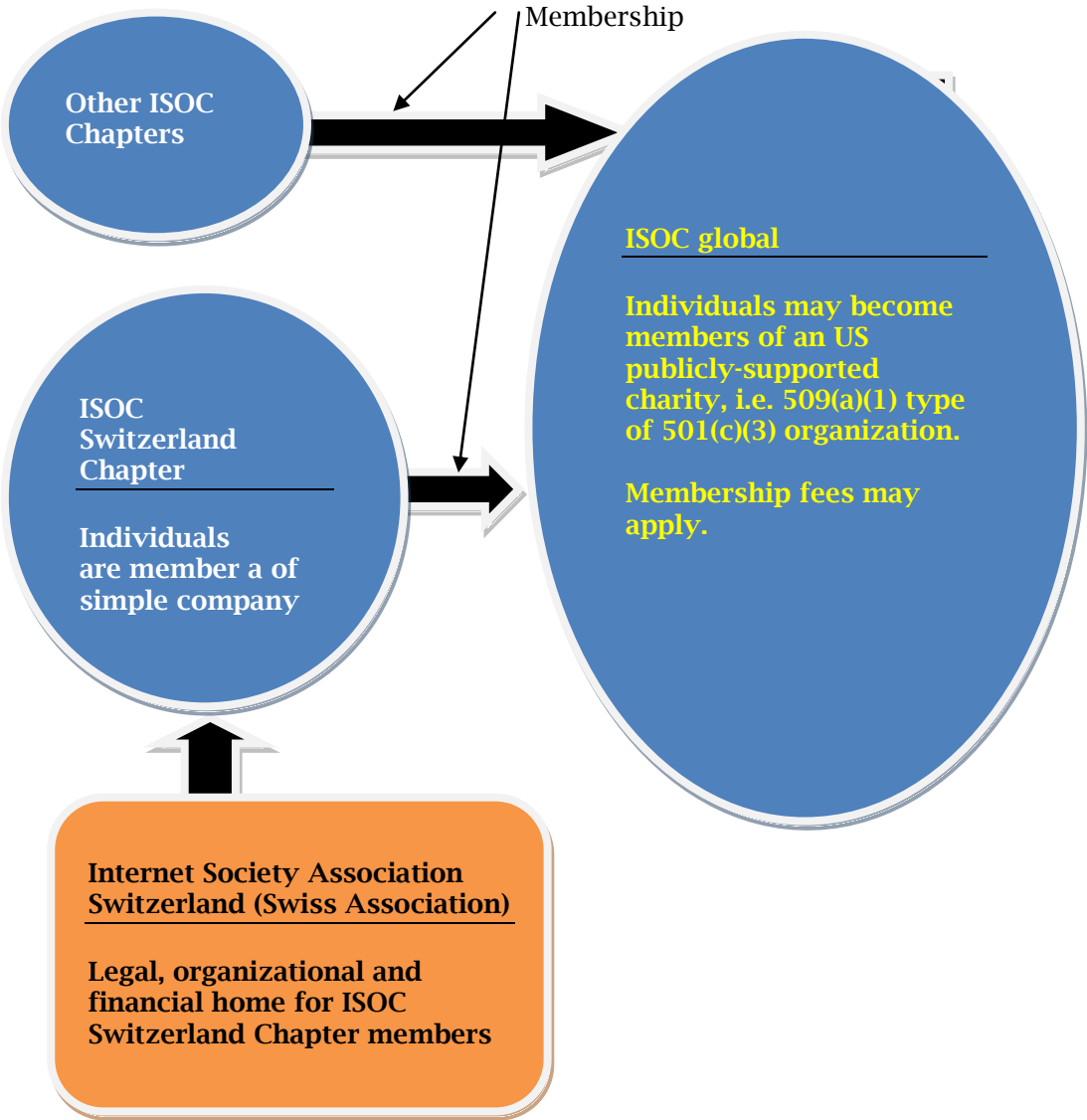


Fig. 6

Below: Draft statutes according to Swiss Vereinsstatuten (Sample), 15.3.2006, URL <http://www.kmu.admin.ch/themen/00614/00656/00690/index.html?lang=de>. Modified to the actual case and translated by Sn 3114.

# ISAS - Internet Society Association Switzerland

## Statutes, V1

### 1. Internet Society Association Switzerland (ISAS), Bern

Under the name „Internet Society Association Switzerland“ (ISAS) a Swiss not-for-profit association according to Swiss Civil Code, Art. 60 to 79, exists. Its seat is at the legal address of its Head Office.

The term not-for-profit is defined as follows: The association does not hold any profit it may earn; it reinvests it primarily in the activities of the ISOC Switzerland Chapter and to a certain extent in the activities of the association itself. The association does not distribute a profit to individuals at the end of the year. Otherwise it is defined similar to a nonprofit organization or association.

### 2. Purpose

The purposes of the association are:

- a) To support the general objectives of the global nonprofit Internet Society (ISOC), i. e., inter alia, to promote the open development, evolution and use of the Internet for the benefit of all people throughout the world.
- b) To support ISOC's Switzerland Chapter and its objectives and functions.
- c) To manage the financial resources of ISOC's Switzerland Chapter and to create and maintain the membership data base of ISOC's Switzerland Chapter.
- d) To provide a formal, stable and reliable legal address for any communication between ISOC's Switzerland Chapter and other parties.

### 3. Financial resources

In order to pursue the purposes of the association as outlined above, the association will have to deal with financial resources from various resources – sponsoring contributions, donations, fees, charges etc. – all are intended for the benefit of activities planned by ISOC's Switzerland Chapter. It is at the time of founding this association not known if the ISOC Switzerland Chapter will charge application or membership fees, this remains subject to decisions made by ISOC's Switzerland Chapter membership and may be subject to periodic revision.

ISAS does not charge membership fees but is entitled to receive financial contributions for the purposes outlined in para. 2 above.

### 4. Membership

Active membership with the right to vote is open to every natural or legal person interested in supporting the purposes of the association and of ISOC's Switzerland Chapter. Legal entities and organizations shall nominate a representative to execute their rights at general assembly meetings.

ISAS does not have any passive members (usually members without the right to vote).

Applications to become members of ISAS should be submitted to the chair or president of ISAS who also decides together with the board members about admission.

Note 1: Membership relationship between ISOC Switzerland Chapter and ISAS: ISOC Switzerland Chapter members do not become members of ISAS by default. They, however, can apply for membership in ISAS.

Note 2: Relationship between the management of ISOC Switzerland Chapter, performed by its coordination body or board, and the management of ISAS, performed by its board: These two bodies can be entirely independent but need to coordinate their activities with each other.

## **5. Expiration of membership**

Membership in ISAS expires

- for natural persons through withdrawal, exclusion or death.
- for legal persons through withdrawal, exclusion or death.

## **6. Withdrawal or exclusion**

Withdrawal from Membership of ISAS is always possible. Notification of withdrawal shall be sent in writing to the Head Office, for the attention of the Board. The earliest withdrawal date is the end of the financial year.

Members can be excluded from ISAS at all times without provision of additional explanations or reasons. Decisions for exclusion are being taken by the Board; the member concerned can apply the exclusion to the General Assembly.

## **7. Organs of the association**

The organs of the association are:

- a) The General Assembly
- b) The Board
- c) The Treasurer

## **8. The General Assembly**

The primary organ of the association is the General Assembly. It normally meets annually during the first half of the year.

Invitations to General Assembly meetings will be sent three weeks in advance by writing, the agenda will be included in the posting. Extraordinary meetings of the General Assembly may be held by order of the Board or if ten percent of the members request such a meeting and indicate the issues to be addressed. In such a case, the extraordinary meeting is to be held within two months of receiving the request. The General Assembly may decide at its meeting to hold another meeting of the General Assembly.

The General Assembly is responsible for:

- a) Electing Board and Treasurer

- b) Any changes to the statutes
- c) Approving the annual report and the financial statement
- d) Approving the budget
- e) Dealing with motions and inquiries.

Motions will be dealt with by the General Assembly meeting only if they were either submitted by the Board or if they were submitted to Head Office in writing two months in advance of the meeting of the General Assembly by at least 5 members.

Each active member, be they a legal entity, an organization or an individual, has one vote at the General Assembly. Decisions will be based on a simple majority of the votes cast. The General Assembly meeting can make decisions irrespective of the number of members being present at the meeting.

For changes to the statutes, a majority of two thirds of the votes is necessary.

The decision-making process is open unless the General Assembly decides upon a secret ballot.

The Chair or President and the members of the Board are entitled to vote.

In the event of a tie, the Chair or President has the casting vote.

## **9. The Board**

The Board consists at least of the Chair or President and Treasurer. The Board represents ISAS in external matter and conducts normal business of the association.

## **10. Auditors**

To audit the financial statement, the General Assembly elects two Auditors, non of whom may be members of the Board. Their term of office is two years, re-election is possible. Instead of electing three individuals, the General Assembly may elect a trust company to audit the Association

## **11. Head Office**

Head Office is responsible for carrying out the Association's administrative tasks. Its location is determined by the General Assembly.

## **12. Authority to Sign**

The members of the Board have joint authority to sign, with two signatures being required.

## **13. Liability**

Personal liability of the members is excluded.

**14. Termination**

Terminating the Association requires an extraordinary meeting of the General Assembly which shall be convened for this purpose. Termination requires a majority of three quarters of the votes cast.

The General Assembly decides with a simple majority on the disposal of the Association's assets.

**15. Effective Date**

These statutes become effective with the approval of the General Assembly meeting on 8 April 2011.

**16. Legally binding text**

The legally binding text for the Statutes of ISAS is contained the English language document.

Chairperson:

Scribe:

.....

W. X.

.....

Y. Z.

Changes and dates:

- xxx



## Founding protocol, process and protocol template:

General task: Organize a general assembly with the founders and write a protocol describing the founding process.

Detailed tasks:

- a) Organize a well conducted general assembly with the founders (see d) below), including nomination of a chair for the day, of a person to write a protocol (scribe) and a person to count votes.
- b) Detect and list founding members (natural persons).
- c) Discuss and agree on agenda.
- d) Discuss the draft statutes in this general assembly session, edit if necessary.
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- l) In case the association is intended to do business (trade), an entry in the Swiss Commercial Register database is compulsory. Note: According to Swiss civil code the purpose of the association needs to be not-for-profit.
- m) Include all relevant documents and listings of persons in [www.isoc.ch](http://www.isoc.ch).



As physical location of the Internet Society Association Switzerland, ISAS, was determined:

Xxx

Xxxx

Xxxx

It was further stated that further communication of the Internet Society Association Switzerland, ISAS, will be conveyed via website of the ISOC Switzerland website (URL <http://www.isoc.ch>).

## **6. List of participants**

A log of all names of the participants of this Internet Society Association Switzerland, ISAS, first General Assembly is provided on a separate paper (see appendix).

Geneva, 8 April 2011

[Signatures]

## **Appendix:**

List of participants.