GIFCT Working Group
Principles and Guidelines

Contents

INTRODUCTION

Background

In July 2020, GIFCT launched a series of Working Groups to bring together experts from across sectors, geographies, and disciplines to offer advice in specific thematic areas and deliver on targeted, substantive projects to enhance and evolve counterterrorism and counter-extremism efforts online. Participation in Working Groups is voluntary and civil society participants leading Working Group projects and outputs receive funding from GIFCT to help further their group's aims. Participants work with GIFCT to prepare strategic work plans, outline objectives, set goals, identify strategies, produce deliverables, and meet timelines. Working Group outputs are made public on the GIFCT website to benefit the widest community. Each year, after GIFCT's Global Summit, groups are refreshed to update themes, focus areas, and participants.

Applications to join groups are open to the public and participants are chosen based on ensuring each group is populated with subject matter experts from across different sectors and geographies, with a range of perspectives to address the topic. Year 2 Working Group participants (in 2021–2022) came from civil society (57%), national and international government bodies (26%), and technology companies (17%).

Participant diversity does not mean that everyone always agrees on approaches. In many cases, the aim is not to force group unanimity, but to find value in highlighting differences of perspective and develop empathy and greater understanding about the various ways that each sector identifies problems and looks to build solutions. At the end of the day, everyone involved in addressing violent extremist exploitation of digital platforms is working toward the same goal: countering terrorism while respecting human rights.

Mission & Objectives of Working Groups

GIFCT's Working Groups aim to further GIFCT's mission of preventing terrorists and violent extremists from exploiting digital platforms. Working Group Outputs contribute to growing GIFCT's capacities to deliver guidance and solutions to technology companies and counterterrorism and counter-extremism practitioners.

GIFCT has three core strategic objectives for the organization for 2022-2024 that guide its efforts and initiatives, including GIFCT Working Groups:

- Objective 1: Be the premier global thought leader on the most important and complex issues at the intersection of terrorism and technology, demonstrating with concrete output that multi-stakeholderism can deliver genuine progress.

- Objective II: Create a global, diverse, and expansive community of GIFCT member companies reflective of the ever-evolving threat landscape.

- Objective III: Build the collective capacity and capability of the industry by offering cross-platform technology solutions, information sharing, and practical research for GIFCT members.

All Working Groups contribute to GIFCT's objective of providing a space for thought leadership and driving the conversation on salient issues related to countering terrorism and violent extremism online.

Criteria
Each Working Group theme must meet the following criteria:
1. It is at the nexus of terrorism/extremism and technology;
2. It would benefit from multi-stakeholder debate, inquiry, and input; and
3. It is globally relevant.

Terminology and Definitions
The following definitions outline GIFCT's understanding of the various sectors involved in GIFCT Working Groups:
- *Tech*: the technology sector is composed of companies involved in information technology research and development, computers, hardware, and software. The sector is comprised of businesses that produce and/or sell goods and services in electronics, software, computers, artificial intelligence, and other industries related to information technology.
- *Government*: the government sector encompasses all organizations of central, state, national, and intra-national government.
- *Civil Society:* while civil society is a heterogenous group, for the purposes of ensuring diverse expertise in Working Groups, civil society participation includes (1) academic experts, (2) practitioners working on P/CVE or counterterrorism initiatives, and (3) advocacy groups - including human rights and cultural institutions.

Roles and Responsibilities
The following outlines GIFCT's understanding of the various roles and responsibilities involved in GIFCT Working Groups:
- _GIFCT Lead:_ responsible for the overall management of the Working Group by setting the agenda, inviting speakers, moderating the conversations, following up

with participants, supervising the output production, and facilitating the output dissemination and presentation.

- *Sector Facilitator:* responsible for keeping the Working Group on track and ensuring the inclusion of various voices and perspectives by being in direct contact with the GIFCT Lead ahead of meetings to help set the agenda, invite speakers to present during the meetings, prompt their sector's participants for feedback to steer the conversation during the monthly meetings, and potentially follow up with WG participants between meetings.

- *Output Lead:* responsible for the overall management of the output by submitting the proposal, communicating progress updates to the Working Group Participants, soliciting feedback from participants, communicating with co-authors or outsourced production, dissemination (including presentation of output), as well as measurement and evaluation of output impact.

GIFCT 2022-2023 Working Groups

From November 2022, GIFCT Working Groups will focus on the following themes:

1. **Refining Incident Response: Building Nuance and Evaluation Frameworks**
   - Previous GIFCT Crisis Response Working Groups found that further refinement is needed for government, tech, and GIFCT efforts to identify and define (1) what constitutes a terrorist or violent extremist attack, specifically regarding edge cases, and (2) what "Terrorist and Violent Extremist content" means in these contexts. This Working Group will continue questioning transparency, evaluation metrics, and data preservation protocols within wider crisis response efforts.

2. **Blue Teaming Alternative Platforms for Positive Intervention**
   - A gap in the online intervention space is that PVE/CVE practitioners tend to use only three to four larger platforms for all counter-extremism efforts and practitioner work. To counter the cross-platform threat and provide solutions for real change across a wider number of platforms, this GIFCT Working Group will focus on highlighting alternative platforms to discuss how their platform operates and Blue Team where positive interventions, risk mitigation tactics, and friction-building strategies could be implemented. The output will be a tailored playbook of approaches to further PVE/CVE efforts on a wider diversity of platforms. It will help activists in their own efforts to challenge hate and extremism online and foster wider CSO-Tech Company partnerships.

3. **Red Teaming: Assessing Threat and Safety by Design**

- ○ Looking at how the tech landscape is evolving in the next two to five years, this GIFCT Working Group aims to identify, understand, and scrutinize risk mitigation aspects of newer parts of the tech stack. Possible areas of focus include: Decentralized-Web, Dating Services, E-Pay, storage, 3D printing, and E2EE. The Red Teaming format will allow the Working Group to identify what expected threats in terrorism and violent extremism might look like and what solutions and mitigations could or should be put in place, with human rights as a primary consideration. The outputs will aim to identify design principles for key components of trust and safety systems that seek to prevent terrorist and violent extremists from exploiting platforms when developing new technology. The Working Group will explore questions around technical safeguards, oversight, and best-practices that are needed to ensure safety by design and protection of human rights while member companies carry out tools-based internal operations from a safety by design standpoint.

4. **Frameworks for Meaningful Transparency**
   - ○ Building off of the Working Group output on [global assessment frameworks](#) funded by GIFCT and produced by Dr. Courtney Radsch in 2022 as part of Year 2 of GIFCT Working Groups, this wider piece of multi-stakeholder work aims to establish a framework for transparency reporting. This includes a mapping of what meaningful transparency means to different key stakeholders on the topic of terrorism and violent extremism and what third party oversight models look like.

5. **Legal Frameworks: Animated Explainers on Definitions of Terrorism and Violent Extremism.**
   - ○ This Working Group has committed to developing a series of short explanatory animations to support the [research on applying terrorist definitions](#) led by Dr Katy Vaughn and the recently launched GIFCT [Definitions and Principles Framework Site.](#) This will provide other mediums for understanding the pros, cons, and risks around definitions and government lists.

ORGANIZATIONAL PARAMETERS

GIFCT Community Code of Conduct
2022

Purpose

These guidelines aim to support a community where all participants feel safe to participate, introduce new ideas, and inspire others. This code of conduct outlines our expectations for all those who participate in our community, as well as the consequences for unacceptable behavior.

GIFCT has an open-door policy with respect to constructive input and innovation in its various work streams and programs. Engaging with a wide array of voices and perspectives from across the globe is a core organizational value, and we are always seeking to expand and diversify our multi-stakeholder community. We do our best to recognize, appreciate, and respect the diversity of our global contributors.

As we seek to deliver GIFCT's mission–to prevent terrorists and violent extremists from exploiting digital platforms–any initiatives we develop must incorporate the expertise, perspective, and experience of a broad range of stakeholders, including civil society, human rights defenders, technical experts, academics, government representatives, and members of the tech industry. It is only with all of these perspectives at the table that we are able to meaningfully work towards solutions to the difficult problems GIFCT seeks to address while protecting and promoting human rights.

We are committed to providing a friendly, safe and welcoming environment for all, regardless of gender identity or expression, sexual orientation, ability, race or ethnicity, socio-economic status, age, level of experience, education, religion, national origin, or other dimensions of diversity.

Openness, collaboration and participation are core aspects of our work. We gain strength from diversity and actively seek participation from those who enhance it.

By joining and using this community, you agree that you have read and will follow these rules and guidelines. In order to preserve an environment that encourages both respectful and fruitful dialogue, we reserve the right to suspend or terminate participation in this community for anyone who violates these rules.

We invite all those who participate in the GIFCT community to help us create safe and positive experiences for everyone.

Our Pledge

We pledge to make participation in our community a friendly, safe and welcoming experience for everyone.

As such, we have developed and adopted the GIFCT Community Code of Conduct and require all those who participate to agree and adhere to it in order to help us create a safe and positive community experience for all.

We pledge to act and interact in ways that contribute to an open, welcoming, diverse, inclusive, and healthy community.

Scope

The GIFCT Community Code of Conduct applies within all community spaces provided by GIFCT and at all GIFCT-hosted events. This includes participation in GIFCT Working Group meetings and participation with affiliated documents and chat threads. It applies when an individual is officially representing GIFCT or GIFCT related efforts and outputs in public spaces. Examples of representing our community include acting as an appointed representative at an online or offline event, posting via an official social media account, or using an official email address.

Reporting Guidelines

Instances of abusive, harassing, or otherwise unacceptable behavior may be reported to outreach@gifct.org, along with the particular GIFCT staff member managing your Working Group. All complaints will be reviewed and investigated promptly and fairly. GIFCT is obligated to respect the privacy and security of the reporter of any incident. Once final action has been determined, GIFCT will contact the original reporter to let them know what action (if any) will be taken.[1] In one's report, please include contact information, names of individuals involved, an account of what occurred, and any additional context that may be relevant.

Enforcement

GIFCT leadership is responsible for clarifying and enforcing our standards of acceptable behavior and will take appropriate and fair corrective action in response to any behavior that they deem inappropriate, offensive, threatening, or harmful. GIFCT has the right and responsibility to remove, edit, or reject comments and other contributions that are not aligned to this Code of Conduct, and will communicate reasons for

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[1] If you are unsure whether the incident is a violation, or whether the space where it happened is covered by this Code of Conduct, we encourage you to report it. We would much rather have a few extra reports where we decide to take no action, than miss a report of an actual violation. We do not look negatively on you if we find the incident is not a violation; knowing about incidents that are not violations, or happen outside our spaces, can also help us to improve the Code of Conduct or the processes surrounding it.

moderation decisions as and when appropriate. Appeals to the enforcement decisions may be made to GIFCT leadership directly.

Expected Behavior

- **Treat others with respect, inclusivity, and consideration.** These meetings are a place for diversity of thought, organization, and individuals.
- **Observe Chatham House Rules.** You are free to use information from the discussion, but you are not allowed to reveal who shared the information nor that of any other participant. There might be occasions where guest speakers or Working Group participants prefer to share or disclose information in a more private context for the Group. This should be explicitly discussed with the Group.
- **Social Media.** You are welcome to share your Working Group affiliation on your personal social media platforms, but please do not reveal the identities of other participants who may wish to preserve their anonymity. Chatham House Rules extends to discussions on social platforms.
- **Respect participants' privacy and boundaries.** Keep front-of-mind the sensitivity of the subjects discussed in GIFCT Working Groups and respect requests for anonymity.
- **Communicate openly with respect for others.** Avoid personal attacks.
- **Be mindful of your surroundings and others.** Alert GIFCT staff if you notice any discriminatory, harassing, aggressive, or exclusionary behavior or speech as soon as possible.

Enforcement Guidelines

GIFCT leadership will follow these Enforcement Guidelines in determining the consequences for any action they deem in violation of this Code of Conduct:

1. Correction

Community Impact: Use of inappropriate language or other behavior deemed unprofessional or unwelcome in the community.

Consequence: A private, written notice from GIFCT, providing clarity around the nature of the violation and an explanation of why the behavior was inappropriate.

2. Warning

Community Impact: A violation through a single incident or series of actions.

Consequence: A warning with consequences for continued behavior. No interaction with the people involved, including unsolicited interaction with those enforcing the Code of Conduct, for a specified period of time. This includes barred interactions in GIFCT

community spaces as well as external channels, like social media. Violating these terms may lead to a temporary or permanent ban.

3. Temporary Ban

Community Impact: A serious violation of code of conduct, including sustained inappropriate behavior.

Consequence: A time period dependent ban from any sort of interaction or public communication with the GIFCT community for a specified period of time. No public or private interaction with the people involved, including unsolicited interaction with those enforcing the Code of Conduct, is allowed during this period. Violating these terms may lead to a permanent ban.

4. Permanent Ban

Community Impact: Demonstrating a pattern of violation of previously outlined expected behaviors, including sustained inappropriate behavior, harassment of an individual, or aggression toward or disparagement of classes of individuals.

Consequence: A permanent ban from any sort of public interaction within the GIFCT community.

OUTPUTS

Each Working Group will be expected, and funded, to produce one or two outputs to be shared at the conclusion of the Working Group cycle. Each output will have at least one participant lead working with GIFCT Working Group Leads to manage oversight of the project.

Proposals and Funding

- Output lead(s) will be required to submit a proposal to GIFCT outlining the project. The proposal should include the Working Group output lead along with one other Working Group participant who will be co-leading the output.
- Proposals need to include a summary of the project, a timeline, a deliverable criteria checklist, a budget highlighting the person or organization that is receiving the funding and who will be responsible for the output.
- Funding specifications:
  - GIFCT funding is only available to civil society organizations (individuals who are part of government bodies or tech companies are not eligible for funding).
  - Each Working Group can receive up to $20,000 to fund multiple outputs.
  - If the funding is only going towards one output/single author, the Working Group can receive up to $15,000.
- Leads will be contracted and paid half of the funding up front and the other half upon delivery of the output. Our Director of Operations will be the point of contact for contracting and funding.
- All contracts are formatted similarly and have gone through our legal review. If leads need to flag something particular for discussion due to how your organization operates please reach out to your GIFCT Working Group Lead .

Drafting, Deadlines and Review

- Working Group Output Leads must follow GIFCT's style guide for reference for formatting.
- In terms of submission process, the output will be reviewed as follows:
  - A first draft should be circulated amongst Working Group members allowing them a chance to include feedback.
  - Submission of the final output(s) to GIFCT
    - Output leads should include their full title, and affiliation. The affiliations of fellow participants will be listed in an introduction.
    - If there are one to three aspects of the output that leads would like to have visually enhanced through light graphic design work (statistics, metrics, a complex point that would benefit from a visual)

then please highlight those 1-3 areas and GIFCT will aim to have that worked on by the web formatter we work with.

- ○ GIFCT reviews outputs
    - ■ A GIFCT copy editor will review for spelling, grammar, and clarity.
    - ■ We will make grammar and spelling edits but might hand the output back to the output leads if certain areas need clarity.
- ○ Publication
    - ■ GIFCT ensures formatting and publication of outputs on GIFCT's website and its managed sites where applicable to further the impact of Working Group outputs. This takes different forms depending on the output and in coordination with the Working Group participants.
- Carryover projects
    - ○ If there is a piece of output that does not meet Working Group cycles or deadlines that is already underway, we will support the output through to completion either by launching it a-sync, or by rolling it over to the next cycle of GIFCT Working Groups.

Output, Launch, and Usage

- All outputs will be formatted and made live on the GIFCT Working Group webpage in a virtual PDF form or in the format relevant to the output (video, microsite, interactive engagement space).
- Outputs are open to public access and can be shared widely.
- GIFCT will look to have side events at our Global Summit that speak to Working Group efforts where leads will be invited to speak to the efforts of their group.
- If output leads would like to feature their work on their organization's website or personal website, that is fine but must remain in the final formatting from GIFCT. GIFCT aims for outputs to be the most useful for the widest audience that might benefit from it.

GIFCT Output Style Guide

Formatting Guide

GIFCT will take all papers and format them to ensure consistency. Please submit your paper as follows:

- As a Word document
- In Spartan font (size 10) with 1.15 line spacing
- With any tables and graphs clearly labeled

Citations Guide

GIFCT uses Chicago style footnotes for externally facing reports and outputs.

Journal References

Stephanie Watts, "Corporate Social Responsibility Reporting Platforms: Enabling Transparency for Accountability," *Information Technology and Management* 16, no. 1 (March 1, 2015): 19–35, https://doi.org/10.1007/s10799-014-0192-2.

Chapters in Books

Peter Micek and Deniz Duru Aydin, "Non-Financial Disclosures in the Tech Sector: Furthering the Trend," in *The Responsibilities of Online Service Providers*, eds. Mariarosaria Taddeo and Luciano Floridi (Cham: Springer International Publishing, 2017), 241–61, https://doi.org/10.1007/978-3-319-47852-4_13.

Websites

Chloë Poynton, "Five Best Practices in Human Rights Reporting," BSR: Our Insights (blog), June 29, 2012, https://www.bsr.org/en/our-insights/ blog-view/five-best-practices.

Books

J.M. Berger, *Extremism* (Cambridge, MA: The MIT Press, 2018), 46.

For any citation on their second and subsequent appearance you can use the short citation form (n.b. Chicago style footnotes no longer employ *ibid.*):

Watts, "Corporate Social Responsibility Reporting Platforms."
Poynton, "Five Best Practices."

Four or more authors would be listed as:

Luca Belli et al., "Platform Regulations: How Platforms Are Regulated and How They Regulate Us," *FGV Direito Rio*, 2017, https://bibliotecadigital.fgv.br/dspace/handle.

In-Text
Please use Arabic numerals to make in-text citations (1, 2, 3, …).

Quick Reference Guide

- **File Naming Convention**: save files starting with YYMMDD

- **Numbers**: spell out one through nine, use digits for 10+

- **Time**: 5:00 p.m. EDT

- **Titles**: when referring to an employee of GIFCT before mentioning their title, do not capitalize their title. When referring to an employee of GIFCT after mentioning their title, do capitalize their title.
    - Example 1: Sarah Kenny, executive assistant
    - Example 2: Executive Assistant, Sarah Kenny

- **Common terms with GIFCT spelling**
    - Multi-stakeholder (DO use the hyphen)
    - When referring to the 'Global Internet Forum to Counter Terrorism' by its acronym 'GIFCT', do not include the definite article before the acronym; "GIFCT not "the GIFCT"
    - Hash sharing (two separate words)
    - Hash-sharing database (use a hyphen to describe the database; no longer "consortium")

- **Spacing**: 1 space after every sentence

- **Oxford Comma**: Consistent use throughout memo (we usually use)

- **Comma**: Use a comma to separate two independent clauses (can the second half be a standalone sentence? If not, you probably don't need the comma). Always put a comma within quotation marks.

- **"United States" vs. "U.S."**: "U.S." only used as a modifier (i.e. U.S. troops; U.S. innovation) and not as a standalone (the United States and China entered into a Phase 1 trade deal)

- **Dates**: Err on including the year (Month date, year)

- **Contractions**: Do not use them

- **Bullets**: Make sure they're consistent at all levels. And don't be afraid to adjust/reduce the indent; ensure they end in consistent punctuation or lack of punctuation

- **Hyphen**: Use consistently. I usually err on *space* *one dash* *space* (i.e. hello – goodbye). Don't forget to make a space after the second word to make the hyphen appear

- **Consistency**: Make sure you are spelling things and using the same grammatical style uniformly throughout the document (i.e. cyberattack vs. cyber-attack). We use U.S. English.

- **Font size/style**: double check everything is the same

- **Pronouns**: Try to avoid first person plural or singular in formal documents

- **Verb tense**: Err on the side of active voice whenever possible; use consistent tense in lists or bullets (i.e. identifying new opportunities (yes!), codifying past efforts (yes!); explore additional options (NO!))

- **Spelling**: always run a quick spell check

- **Abbreviations**: always spell out the first mention

- **Other style points**: spell out the word rather than using (%) unless it is in parentheses. Spell out millions/billions unless it is in parentheses.

- **Briefing Papers:** use Spartan for title, header, and normal font. Normal font size 10, with 1.5 line spacing. Utilize the Chicago Stylebook, and citation reference below. Also refer to [our previous publications](#) for examples.

License and Attribution

This document builds off of existing frameworks, such as:

1) Contributor Covenant, version 2.1, available at: https://www.contributor-covenant.org/version/2/1/code_of_conduct.html
2) Citizen Code of Conduct (a project of Stumptown Syndicate) available at: https://web.archive.org/web/20200330154000/http://citizencodeofconduct.org/
3) Mozilla Community Participation Guidelines Version 3.1, available at: https://www.mozilla.org/en-US/about/governance/policies/participation/
4) Django, specifically Reporting Guidelines, available at: https://www.djangoproject.com/conduct/reporting/