

Tool Kit Services Recommendations for GNSO Organizations

Draft 2, 20 August 2009

References

1. REPORT OF THE BOARD GOVERNANCE COMMITTEE GNSO REVIEW WORKING GROUP ON GNSO IMPROVEMENTS, 3 February 2008 (BGC GNSO Improvements Report) located at <http://www.icann.org/en/topics/gnso-improvements/gnso-improvements-report-03feb08.pdf>
2. GNSO Improvements wiki (https://st.icann.org/gnso_transition/index.cgi?gnso_improvements)
3. [*GNSO Survey Final Report, 28 January 2009*](#)

Introduction

The purpose of this document is to provide implementation recommendations in response to the following action item contained in the BGC GNSO Improvements Report: “The Board tasks Staff with developing, within six months, in consultation with the Council, a “tool kit” of basic services that would be made available to all constituencies.” (See reference 1 above, bottom of page 46.) At the time the report was drafted, constituencies were deemed to be the main organizational units of the GNSO. Since that time another organizational unit has been introduced: Stakeholder Groups (SGs). Therefore the recommendations that follow are intended to apply more broadly than just to constituencies so that they can potentially meet the needs of key GNSO organizational units as appropriate.

Background

On 26 June 2008, the ICANN Board endorsed the BGC GNSO Improvements Report. In response to that report, the GNSO Council formed two steering committees that were tasked with overseeing and coordinating the implementation of the GNSO improvement recommendations. (See reference 2 above.) The Operations Steering Committee (OSC) formed three implementation work teams (WTs), one of which is the GNSO Constituency and Stakeholder Group Operations WT (CSG WT). As one of its several areas of focus, the CSG WT was tasked with developing recommendations for possible services that could possibly be offered to GNSO organizational units.

First, the CSG WT reviewed the results of a survey performed by ICANN Staff at the end of 2008 in which respondents were asked to indicate the relative importance of providing 12 individual services to all officially recognized ICANN constituencies. As shown in the table below (ranked high to low by percentage), of the 12 Staff services presented, 1-

11 were scored either "4-Moderate" or "5-High" importance by a majority of the respondents. (See pages 7-8 of reference 3 above.)

Rank	Total Number of Respondents to This Question: 29	Votes	Pct.
1	Assembling background and reference materials for Working Groups	26	90%
2	Support for organizing face-to-face meetings (e.g. date/time, location, equipment, telephone bridge and, in certain venues, arranging accommodations)	25	86%
3	Support for organizing teleconferences (schedule, announce, monitor)	25	86%
4	Support for the Policy Development Process (PDP) by drafting materials, under constituency direction and for constituency consideration (e.g. statements), tracking deadlines, summarizing policy debates	24	83%
5	Preparing minutes of formal constituency meetings and teleconferences	18	62%
5	Assisting volunteer leaders by identifying/scheduling liaison contacts within ICANN	18	62%
5	Constituency web site hosting and content maintenance (i.e. keeping site up to date with relevant documents and information)	18	62%
8	Provide grants/funding for constituencies to provide their own support	17	61%
9	Organizational record keeping (e.g. statements of interest, archives)	16	55%
9	Maintaining up-to-date member contact info, mailing/discussion lists	16	55%
9	MP3 recordings of meetings	16	55%
12	Assisting in conducting elections for constituency officers	11	38%

On 3 June 2009 the CSG WT sent a request for additional input to GNSO community members. In particular, the CSG WT asked for answers to the following questions:

1. Are there any tool kit services that you would add to those listed in the table?
2. How would you rank any additional tool kit services relative to those listed in the table?

No additional services or changes to priorities were suggested so the CSG WT decided to focus on the services in the above table that relate to GNSO organizational support, i.e., those services that may be of value to constituencies and SGs.

CSG WT Recommendations

The CSG WT recommends the following:

1. As soon as funds are available and any prerequisite actions can be taken, a tool kit of the optional services as listed below be offered to GNSO organizations:
 - a. Assembling background and reference materials for Working Groups
 - b. Support for organizing face-to-face meetings (e.g. date/time, location, equipment, telephone bridge and, in certain venues, arranging accommodations)
 - c. Support for organizing teleconferences (schedule, announce, monitor)
 - d. Preparing minutes of formal meetings and teleconferences
 - e. Assisting volunteer leaders by identifying/scheduling liaison contacts within ICANN
 - f. Web site hosting and content maintenance (i.e., keeping site up to date with relevant documents and information)
 - g. Organizational record keeping (e.g., statements of interest, archives)
 - h. Maintaining up-to-date member contact info, mailing/discussion lists
 - i. Producing MP3 recordings of meetings

- j. Assisting in conducting elections for officers
2. To the extent that the entire package of the above listed services cannot be implemented in a timely manner, they should be prioritized in the order listed; if lower prioritized services can readily be implemented before higher prioritized services without causing delays for any higher prioritized services, that should happen.
 3. SGs and Constituencies with ICANN Board approved charters are eligible for any or all services in the tool kit.
 4. Budget permitting, all services in the tool kit should be provided free of charge to eligible GNSO organizations; if funds are insufficient to do this, some services may be offered on a cost-based fee basis provided that is done in an equitable manner across all eligible organizations.
 5. Eligible organizations may opt to receive any, all or none of the services as they see fit provided that they provide sufficient notice as to be defined by ICANN Staff.
 6. Prior to the availability of any tool kit services, ICANN Staff should develop and inform GNSO organizations of the following:
 - a. What services are available
 - b. General specifications of each service
 - c. Any requirements for using the service (initial and ongoing)
 - d. Procedures for requesting each service
 - e. Procedures for cancelling or modifying a service
 - f. Process for evaluating services
 - g. Process for adding or deleting services.