

Guideline: ccNSO Meetings

Date of review: December 2020

Date of adoption by the ccNSO Council:

1 Introduction and Background

The ccNSO conducts ccNSO Members Meetings at or in between ICANN meetings. The ccNSO meetings are open to members and non-members of the ccNSO. The meetings take place either face-to-face or in a virtual format. Remote participation options are provided in all circumstances.

2 Purpose of the Guideline

This Guideline provides an orientation on how the ccNSO meetings are prepared and conducted. The Guideline also defines roles and responsibilities of those involved in the preparation and running the ccNSO meetings.

3 General Framework for Meetings

3.1 Agenda of the ccNSO Meeting Days

The Meetings Program Committee (MPC) is authorized by the ccNSO Council to draft and publish agendas for ccNSO Meetings and do everything necessary to make the ccNSO meeting successful, in accordance with the Charter: Meetings Program Committee.

3.2 Presenters, Session Chairs and Moderators

The MPC is responsible for appointing the presenters, session Chair(s) and/or moderator(s), depending on the type of session. The MPC should also assist the parties involved in preparing for the session, including, but not limited to, informing them about the expectations, the flow of the session, the allocated time, and how to make it a valuable experience for all.

The role of the (virtual) presenter:

- Be subject-matter expert
- Have a non-neutral role and speak from own perspective

The role of the (virtual) chair:

- Keep the structure of the meeting on schedule
- Be a neutral voice in the session, as a Master of Ceremonies

- Keep all presenters on-time and manage the queue
- Ask clarifying or neutral, open-ended questions that seek to reveal more information (unless the moderator takes on this role)

The role of the (virtual) moderator:

- Facilitate the process
- Get conversations started
- Refocus the group if questions go off topic
- Circle back to panelists with a “summary” of what they’ve heard
- Summarize participants' questions if they need clarification or panelist answers if they are too technical: the moderator is the bridge between those with the expertise and the participants
- Maintain a conversational tone
- Prepare focused questions that will stimulate ideas and start a dialogue
- Drive conversations amongst a panel
- Ask targeted questions to pull the best information out of the speakers or panel
- Assist the audience in questioning a panel

3.3 Participation in a ccNSO Members Meeting

3.3.1 Participation

The ccNSO Members Meetings are open for everyone. Everyone is allowed to participate in discussions and to ask questions, depending on the type of session.

3.3.2 Remote Participation

The ccNSO meetings are open for remote participants.

3.3.3 Presentations

Presenters are expected to hand in the final version of their presentations in a timely manner, based on the instructions by the ccNSO Secretariat. The Secretariat will ensure that the presentations are displayed in the (virtual) meeting room. The Secretariat is also responsible for ensuring that the presentations will be available online as soon as possible.

4 ccTLD Preferences at ccNSO Meetings

4.1 Sensing the temperature of the room

If relevant and appropriate, the session chair, moderator or presenter may call the ccTLDs present at a meeting (in person and remotely) to express their sentiment on a specific topic. This is referred to as measuring the “temperature of the room.” An expression of sentiment may

neither be interpreted as, nor does it replace a formal vote or other formal expression of preference. During face-to-face meetings, the Secretariat may hand out “temperature measuring cards” (red, yellow, and green sheets) to one representative per ccTLD and ensures the sense of remote participants are taken into account as well. Other tools might be considered for virtual settings.

4.2 Informing the ccNSO Council

If, as a result of either the sentiment of the ccTLDs present or a formal vote, further action of the ccNSO Council is required, the Chair of the session is responsible to ensure that the ccNSO Council is informed accordingly.

5 Post ccNSO Meetings

5.1 Recordings and Transcripts

The Secretariat will ensure that all recordings and transcripts (if any) of the meeting are posted on the relevant websites as soon as possible. The Secretariat will inform the ccTLD community that the recordings and transcripts are published.

5.2 Feedback on ccNSO Meetings

The MPC is responsible for developing questions for a meeting satisfaction survey for the sessions as part of the ccNSO Members Meeting, to be submitted to the ccTLD Community after each meeting. The Secretariat is responsible for entering the questions in an appropriate survey tool and to collect responses. The replies are to be shared with the ccTLD Community and posted on the ccNSO website, once the response period has closed.

6 Miscellaneous

6.1 ccNSO Internal Guideline

This Guideline is an internal rule of the ccNSO in accordance with Article IX section 3.11 and Article IX section 4.2 of the ICANN Bylaws.

6.2 Omission in or unreasonable impact of the Guideline

In the event that this Guideline does not provide guidance and/or the impact is unreasonable, the Chair of the ccNSO Council will decide upon any question or issue. The Charter of the MPC however, once adopted by the ccNSO Council, is paramount.

6.3 Review of Guidelines

This Guideline will be reviewed every 3 years or when considered necessary at the suggestion of the chair of the MPC or the Chair of the ccNSO. In order to become effective, the updated guideline needs to be adopted by the Council and published on the ccNSO website. Before publishing the updated guideline, the Secretariat will include the version number and insert the date of adoption.