Purpose:
- GNSO Council small teams can be created as an informal mechanism to advance the work of the Council. A small team shall *not* serve as a substitute for procedures/mechanisms identified in the ICANN Bylaws (e.g., PDP, EPDP, GGP).

Limitations:
- Small teams are not decision-making bodies. All outputs from small teams must undergo full Council consideration and/or adoption as applicable.
- Small teams should generally not last for an extended duration of time (e.g., more than 6 months), although there may be exceptions.

The informal nature of the mechanism is an indication that while the guidance below is the proposed standard practice, flexibility should remain.

Scope, Timeline, and expected Outputs:
- All small teams will usually be governed by an Assignment Form, which essentially operates as a "charter" for the small team's activities. The Assignment Form must include the assignment (i.e., scope of work), expected timing, and anticipated deliverables. If there is no Assignment Form, the small team should still identify and be governed by these elements.
- The Assignment Form should also include background information, supporting documentation, and anticipated next steps. See an example of an assignment form here.

Membership:
- Small team membership will generally consist of Council members, but the membership may be supplemented by the broader GNSO as warranted by the subject area. Care should be taken though that if membership extends beyond the GNSO Council that it does not fit within other existing processes or procedures (e.g., a working group that would benefit from the formality of a charter).
- *If known at the time of initiation, expectations related to membership should be included in the Assignment Form.*

Leadership:
- Small teams should generally identify a Lead, identified from amongst the Councilors on the small team. That Lead will be expected to help facilitate meetings, support questions and answers to and from the Council, provide updates to the Council, submit materials to the full Council, etc. The selection of the Lead may occur after the work has been initiated.
- Staff Support may be able to facilitate small teams on an interim basis until a Lead is identified or when a small team is particularly short-lived (e.g., 1-3 meetings).
- *If known at the time of initiation, expectations related to leadership should be included in the Assignment Form.*

Staff Support:
- ICANN policy staff member(s) and the GNSO Secretariat will be assigned to small teams to support the work. Note that given the ad hoc nature of small teams and the potential for resourcing constraints, the level of Staff support may be less than is typically provided for a PDP/EPDP.

Documentation of the Work:
- A public wiki subpage will be created for every small team and include at least the following elements: membership; relevant documents, including ones generated by the small team; meeting recordings.
- Unless the work will benefit greatly from frank dialogue, meetings will be recorded. If meetings are not recorded, transparency should be supported in some other manner (e.g., capturing high-level notes and outcomes, producing a summary output, any/all to be included in the wiki page in lieu of recordings).
- If the effort is expected to last for just a few weeks, a mailing list will likely not be created. If the expected duration of the small team is to extend for a month or longer, a mailing list may be created. If a mailing list is created, the list should be publicly archived on the Wiki. The mailing list may allow for Observers.
- *If known at the time of initiation, expectations related to the documentation of work should be included in the Assignment Form.*