

Meeting Programme Standing Committee (MPC) Charter

Version Number: 3

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Date of adoption by the ccNSO Council:

1. Introduction and Purpose

The Meetings Programme Working Group (MPWG) was created at ICANN34 in March 2009 by a decision of the ccNSO Council. In September 2018 it was renamed the Meeting Programme Standing Committee (MPC) to reflect its permanent nature.

The objective of the MPC is aligned with the platform function of the ccNSO: The MPC aims to enable information sharing for and by ccTLDs, focusing on topics relevant to ccTLD Managers. The MPC coordinates and manages the high-level schedule of the ccNSO-related sessions, including the ccNSO Members Meeting agenda at ICANN public meetings, and related matters. Membership of the MPC is open to all ccTLD managers (whether members or non-members of the ccNSO).

2. Scope

In pursuing its objective, the MPC will undertake, but is not limited to, the following activities:

- Coordinate the high-level schedule of ccNSO related meetings at ICANN public meetings;
- Implement best practices on the organization of the ccNSO Members Meeting agenda, taking into account the *ccNSO Guideline: ccNSO Meetings* as published on the ccNSO website;
- Liaise with the ccNSO Council and broader ccTLD community on topics covered during the ccNSO Members Meeting;
- Draft and share the ccNSO Members Meeting agenda, in accordance with the *Guideline: ccNSO Meetings*
- Develop and distribute necessary additional information related to the ccNSO Members Meeting to be distributed to the ccTLDs;
- Ensure smooth running of the ccNSO Members Meetings;
- Collect feedback and measure the satisfaction on the ccNSO Members Meetings from participants via for instance an evaluation survey, and
- Any other activities that might support the achievement of the MPC's objective.

3. Working Methods

The MPC will conduct its activities in the manner it considers most appropriate and effective. Recordings of calls, transcripts - if provided - and documents produced by the group will be archived and available to the public.

4. Reporting to ccNSO Council

The Chair of the MPC in collaboration with the MPC Liaison to Council will report regularly to the ccNSO Council, in writing or in person. In addition, at the start of every ccNSO Members Meeting, the MPC Chair

will provide an overview of the ccNSO meeting schedule as well as other sessions of interest to the broader ccTLD community.

5. Participation and Support

Membership

The MPC shall have a minimum of five members and a maximum as determined by the ccNSO Council. Observers to the MPC may include the leadership team of the ccNSO Tech Working Group, former MPC leaders, and plus up to four representatives of the Regional Organizations (ROs). Observers participate on an equal footing in the deliberations and sessions of the Committee, unless the Chair of the Committee, at their discretion, explicitly requests the observers to refrain from actively participating. Membership of the MPC is open to all individuals affiliated with ccTLD managers (members and non-members of the ccNSO alike). ccTLD representatives interested in becoming MPC members are encouraged to send their Expressions of Interest to the ccNSO Secretariat. At least one Councillor should be a member of the MPC.

The ccNSO Council will appoint the members of the MPC. In appointing members, the Council should take into account the need for a broadly-based MPC membership, including regional diversity.

Leadership Team

At the nomination of the MPC members, the Chair of the MPC will be appointed by the ccNSO Council. The Chair must be a member of the MPC, and must represent a ccTLD manager. The Chair will manage ongoing activities and ensure an appropriate working environment by:

- Promptly sharing relevant information with the entire Committee;
- Planning the work of the Committee in order to achieve its goals and lead the Committee through its discussions;
- Regularly assessing and reporting on progress towards the goals of the Committee;
- Keeping track of participation;
- Supporting the ccNSO Chair with the high-level schedule of ccNSO related meetings at ICANN public meetings, by attending the SOAC Leaders ICANN Meeting Planning calls and ICANN Public meetings.

At the nomination of the MPC members, at least one (1) and maximum two (2) Committee Vice Chairs will be appointed by the ccNSO Council. The Vice Chair(s) must be a member of the MPC, and must represent a ccTLD manager. The key roles of the Vice Chair(s) are to work with the MPC Chair and ccNSO staff in facilitation, coordination and communication – ensuring that committee members are actively engaged in the achievement of the MPC work.

Duration of Membership

Every year, timing to be determined by the MPC, the members of the Committee will be asked whether they want to continue to serve thereon. If considered necessary for the continuity of the work of the Committee, the MPC Chair may invite the ccNSO Council to request that the Secretariat publish a call for volunteers. The ccNSO Council will then appoint the proposed new members to the MPC.

Participation

Where an MPC member does not participate regularly, the Chair will reach out to the member to engage that person in the work of the group. If that member still does not participate regularly, the Chair will advise the ccNSO Council so that further steps can be taken to resolve the situation.

Staff Support

The ccNSO Secretariat Support Staff will provide adequate support for the work of the MPC.

6. Standards of Behaviour

All Committee participants (members, observers, liaisons, and support staff) are expected to behave in a mature and professional manner when they participate in the Committee. This includes communicating with fellow members professionally and ensuring that the Committee remains inclusive and productive. The following steps are proposed to resolve incidents of unprofessional behaviour and communication:

- Any concern regarding a participant's behaviour should be raised with the participant first.
- If the issue is not satisfactorily resolved, a formal complaint should be raised with the Chair, who will attempt to mediate a resolution.
- If that is not possible, or if the complaint is deemed sufficiently serious in nature, the Chair is empowered to restrict the participation of the participant if their continued participation would not be appropriate and/or would significantly disrupt the Committee in the conduct of its business.
- Generally, a participant should first be warned privately and then publicly before such restriction is implemented. In extreme circumstances, this restriction may be put into effect immediately. Should a participant disagree with an imposed restriction, the complainant disagree with a restriction (or a lack thereof), or should there be other matters regarding the complaint that cannot be resolved satisfactorily, the participant, complainant, or Chair of the Committee can raise the issue with the Chair and Vice-Chairs of the ccNSO Council or their designate(s). The Chair and Vice-Chairs of the ccNSO Council or their designate(s) will review the matter and then decide the case at hand. The ccNSO Council, Chair of the Committee, participant, and the complainant shall be informed accordingly and comply with the decision as an ultimate and unchallengeable one.

7. Miscellaneous

Review of Charter and activities of the Committee

A review of this Charter and activities will occur every three years or when the Committee or Council considers necessary.

Update of the Charter

An updated charter of the Committee is effective after it has been adopted by the ccNSO Council and published on the ccNSO website. Before the Council adopts the amended Charter, the members of the Committee need to support changes. Before publishing the updated Charter, the ccNSO Secretariat will include the version number and insert the date of adoption.

Omission or unreasonable impact of the Charter

If this Charter does not provide guidance and/or the impact of the Charter is unreasonable on the conducting of activities undertaken according to the Charter, the Chair of the Committee, after consulting the MPC membership, will decide on the most appropriate remedy.

8. Closure

Upon the suggestion of the Committee, or if the ccNSO Council, after consulting with the Chair of the Committee, determines that the Committee is inactive or cannot achieve its objectives anymore, the Committee may be terminated by the ccNSO Council.