

Terms of Reference: Triage Committee

Version number: 3.2
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Date of adoption by the ccNSO Council: XXX 202X

1. Introduction

The ccNSO receives various requests to provide input, comments or to participate in policy-related work. The Triage Committee is guided by this charter and by the latest version of the *Guideline: ccNSO Working Groups* as published on the ccNSO website the ccNSO website, where appropriate. For the Triage Committee, this charter takes precedence between the two.

2. Purpose of the Triage Committee

The role of the Triage Committee involves the following three principal activities:

- A. **Monitor and report on progress**
Monitor existing ccNSO work streams and commitments against deliverable dates and milestones and to report to the ccNSO Council periodically.
- B. **Triage incoming work requests**
To document incoming requests and advise the ccNSO Council as to actions that will be taken, or where required recommend decisions to Council; and
- C. **Lead the ccNSO's planning work**
To monitor the pipeline to upcoming future initiatives and inform the ccNSO Council as to any resource and planning requirements in order that ccNSO business may be conducted in a timely and professional manner.
This includes the strategic and annual work plans.

3. Scope of activities, triaging process

A. Monitor and report on progress

The Triage Committee will monitor and report on progress against agreed plans. Where appropriate, the Committee will work closely with other ccNSO Working Groups and Committees.

B. Triage incoming work requests

The ccNSO receives various requests for input and comments, as well as invitations to participate in policy-related and other work. Sometimes these are small items, e.g. calls for volunteers or to share information. Sometimes these are significant items that require Council decisions to be made.

In order to document all requests and to ensure that the ccNSO Council makes timely and deliberate decisions on them the Triage Committee will use the following process (graphically represented in Annex A):

- The Secretariat notes the request for input and fills in a template containing basic information on the request, including among others a short summary, the deadline for input, the draft recommended action and the impact on ccTLDs and the ccNSO. Criteria to be used to determine the impact assessment include, among others: operational, technical, financial, reputational impact and current workload. This will also include whether the matter is significant enough that a ccNSO Council decision is required. The template is forwarded to the Triage Committee mailing list.
- The Triage Committee has two (working) days to decide on the recommendation. If all triage committee members express their explicit approval for a triage recommendation prior to this 2- day deadline, and a Council decision is required, the secretariat will immediately inform the ccNSO Council about the committee recommendation. (template: see annex B) Alternatively, the template with the triage recommendation will be forwarded to the ccNSO Council after the 2-day deadline has passed.
- The ccNSO Council has two (working) days to decide on the recommendation of the Triage Committee, via a silent approval process. Concerns or objections need to be raised within the 2- day deadline. In case of disagreement with the recommendation by the Triage Committee, a simple majority of the ccNSO Council may decide on an alternative way forward.
- Where a recommendation does not require a decision by the ccNSO Council, it will be implemented after the Triage Committee makes its decision. All such decisions will be included in the intersessional decisions record in the agenda for each Council meeting for clear information and sharing. If the decision has potential to generate questions for Council, Council will be informed at the time (as well as including in the intersessional record, for completeness).
- The ccNSO Secretariat ensures a follow-up of the recommended action. The recommendations of the Triage Committee and the ccNSO Council decisions shall be recorded on the ccNSO website.

C. Lead the ccNSO planning work

The ccNSO Triage Committee is the lead point in preparing:

- the two-year Work Plan, to be approved by Council at the first or second ICANN meeting of the year (as long as it is approved by 30 June, to commence at the start of the financial year on 1 July)
- a Strategic Plan for the ccNSO, to guide prioritisation of its work, to be approved by Council at the first ICANN meeting of the year

Where appropriate, the Committee will work closely with other ccNSO Working Groups and Committees, in preparing the aforementioned plans.

4. Membership and staffing

The Triage Committee shall have at least three (3) members, all ccNSO Councillors, including one (1) appointed by NomCom. Members of the Triage Committee are appointed by the ccNSO Council for a one (1) year term, Support is provided by the Secretariat.

5. Omission in or unreasonable impact of the charter

In the event this charter or the Guideline for setting up Working Groups, which also applies, does not provide guidance and/or the impact is unreasonable to conduct the business of the committee, the chair of the Triage Committee will decide, and inform the ccNSO Council accordingly.

6. Review of charter and activities of the Committee

A review of this charter and activities will take place every 2 years or when considered necessary. To become effective, the updated charter must be adopted by the ccNSO Council and published on the ccNSO website/wiki. Before publishing the updated charter, the Secretariat will adjust the version number and insert the date the charter was reviewed and adopted by the ccNSO Council.

ANNEX A

Graphical representation triage process

(To be updated if terms of Reference are adopted)

