OISC EFFECTIVENESS REVIEW TEMPLATE

Version 02, 28 October 2022

1. Context

The ccNSO Outreach and Involvement Standing Committee (OISC) was established as a standing committee with a permanent nature, to ensure:

- A continued and ongoing coordinated approach regarding the existing and potential outreach and involvement efforts by and targeted at the ccNSO and ccTLD community
- ccTLDs awareness of and involvement in the aforementioned efforts.

For purposes of the OISC, it is understood that outreach is outbound and one-way, and involvement is two-ways, working collaboratively with and through groups of people affiliated by geography, special interest, or similar situations to address issues affecting the wellbeing of those people

In addition, members of the OISC are responsible for and have taken on the following tasks:

a) Overseeing and selection of funded travelers under the ccNSO Travel funding
b) Appointing mentor and mentees under the ccNSO Community Onboarding Program (COP)
c) Conducting ccNSO Newcomer webinars

The tasks under a) and b) were previously carried out by two separate committees, namely the ccNSO Travel Fund Committee and the ccNSO Community Onboarding Programme Selection Committee. Both committees were merged into OISC, at its creation.

Council adopted the current Terms of Reference of the OISC (version 2) on 7 June 2021. The Committee held its first meeting on 8 April 2021. To date, the committee met 13 times, the last meeting was 3 February 2022. The OISC travel funding sub-committee reconvened its meetings prior to ICANN74 in 2022.

2. Intent of the Review

The OISC Effectiveness Review is intended to consider the effectiveness of the committee in meeting its purpose and carrying out its tasks as defined in its Terms of Reference. The review team is expected to advise the ccNSO Council based on its findings whether:

- There is an ongoing need for the OISC i.e Does it have a continuing value for the ccNSO and ccTLD Community, specifically in enhancing the value of the ccNSO in the area of policy development, platform for ccTLDs or engaging with other stakeholders in the ICANN ecosystem?[1]
- If so, whether the expected value of the OISC and/or its effectiveness can be improved by changing the Terms of Reference, its structure and/or operations.

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[1] As detailed in the ccNSO Council strategy one-pager published here (add link)

3. **Method of assessing effectiveness**

   a. Metrics can be drawn from requirements contained in the OISC ToR as the basis for assessing whether the OISC performed its anticipated role. In addition, they can be drawn from the requirements on the OISC as a group and reporting requirements:
      i. Attendance of meetings
      ii. Meeting frequency and publication of meeting record
      iii. Regular updates to the ccNSO Council
      iv. Workplan and implementation of the work plan
   b. The performance indicators and related metrics are included in Annex A of the OISC ToR: Overview Metrics, Assessment and Outcome.
   c. The Review Team is also expected to consider whether and how to measure the impact of the work of the OISC i.e has outreach and involvement changed as an effect of the activities of the OISC?

In conducting the Review, the Review Team is encouraged to review the publicly available documents and OISC meeting records.

4. **Issues which are out of scope of the OISC effectiveness review**

If, in the process of the review, the OISC Effectiveness Review Team becomes aware of issues that are out of scope of this Review, but are considered relevant, it will inform the ccNSO Council accordingly.

5. **OISC Effectiveness Review Team**

Membership: the ccNSO Council will appoint three (3) members. Current and former members of the OISC are not eligible. The ccNSO secretariat will provide staff support. The review team is expected to appoint a spokesperson who will, when needed, represent the Review Team and speak on behalf of the Review Team.

6. **Proposed Review Process**

The role of the OISC Review Team is to:
- Conduct a review of the OISC Effectiveness in accordance with the elements identified above.
- If deemed valuable, interview members of the OISC and others to determine whether there is a need for a committee like the OISC, if so whether it is fit for purpose and effective and whether measures should be taken to enhance the effectiveness of the OISC from their perspective, going forward.
- Report on the outcome of the review. This report should also include: Whether there is a need for a committee with the purpose of the OISC, and if so, make recommendations, if

any, to improve the effectiveness of the OISC. The Report is expected to be submitted to the ccNSO Council for discussion and adoption at its meeting during ICANN76.

- Develop a workplan that would allow the review team to report to the Council by ICANN76.

7. **Omission in or unreasonable impact of the Template** If, in the process of conducting the Review, the Review Team determines that this Template does not provide sufficient guidance and/or the impact of one of the terms is found to be unreasonable for conducting the review, the Review Team has the authority to determine a proper course of action to mitigate the issue. Any proposed modification to the Template shall only be effective after approval by the ccNSO Council.

8. References

- OISC terms of Reference: https://ccnso.icann.org/sites/default/files/field-attached/ccnso-draft-oisc-07jun21-en.pdf

- OISC Webpage: https://ccnso.icann.org/en/workinggroups/oisc.htm

- OISC Wiki space: https://community.icann.org/pages/viewpage.action?pageId=161808618

Annex A: Metrics and assessment

Item	Metric	Description	Finding
1	Coordinate outreach & involvement	Coordinate the various aspects of the outreach, involvement and capacity building activities	
2	Communication on cire task OISC	communication around activities related to outreach, involvement and capacity building	
3	Coordinate planning	Coordinate the various aspects of the planning related ccNSO sessions when appropriate	
4	Outreach Strategy	Develop an outreach and involvement strategy, which balances the workload against the required efforts.	
5	Oversee execution of the strategy	Oversee the operation and execution of the strategy, which balances the work items against the capacity and capabilities	
6	ccNSO Travel Funding,	ccNSO Travel Funding, in accordance with the applicable ccNSO Guideline	
7	ccNSO Community Onboarding Programme	ccNSO Community Onboarding Programme, in accordance with the applicable ccNSO Guideline	
8	ICANN org Fellowship Programme	Act as ccNSO point of contact for ICANN Fellowship program	
9	ICANN org Leadership Programme	Act as ccNSO point of contact for ICANN org Leadership Programme	
10	ccNSO courses on ICANN Learn	Oversee and assist in development and maintenance of ccNSO courses on ICANN Learn on behalf of the ccNSO	
11	ccNSO newcomer webinars	Oversee organization and present at ccNSO newcomer webinars	
12	Quick Guide to the ccNSO	Oversee maintenance Quick Guide to the ccNSO	
13	Onboarding package for new Councillors	Oversee maintenance and present Onboarding package for new ccNSO Councillors	
14	Fact Sheets Working Groups and Committees	Oversee development and use of Fact Sheets Working Groups and Committees	
15	Tips & Tricks for presenters and session chairs	Oversee maintenance and use of Tips & Tricks for presenters and session chairs at the ccNSO Members Meeting	
16	Attendance meetings members OISC		
17	Adequacy meeting frequency OISC		
18	Adequacy membership composition		