Planning Prioritization Group (PPG) Operating Procedures - May 2024

PPG Purpose and Deliverable

The Planning Prioritization Group (PPG) is a group of community members that will meet with the purpose of discussing and agreeing upon the prioritization of a list of activities within the scope of its work, as described in the Planning Prioritization Framework V4 that was shared with the community on May 2024 (Link).

Members

Members of the PPG were appointed by participating community groups in accordance with the process described in the Planning Prioritization Framework V4. Members are expected to actively engage in and attend all meetings. If a member cannot participate in a meeting, the secondary member is expected to attend on the member's behalf. In such cases, alternates have the full rights and responsibilities of a member for the duration of their participation on the member's behalf.

All PPG meetings are open to observers from the Community, Org and Board. Observers will not be able to speak or otherwise participate during the meeting, and the chat room function will be disabled for observers.

Transparency

The PPG shall work openly and transparently. The PPG mailing list is publicly archived. All PPG meetings will be recorded and publicly archived, including through publication on a relevant wiki space.

Resources and Support

ICANN org shall provide necessary resources and support staff for the PPG. The support staff are designated by ICANN org and report to ICANN org.

Meeting Procedures & Staff Support

The PPG is not expected to need a chair or any specific leadership mechanism. The ICANN org Planning team will facilitate the work of the PPG, including its use of the relevant prioritization techniques, and will prepare all necessary materials for each meeting. The ICANN org Planning team will provide all meeting agendas and materials to PPG members as much in advance as possible.

At its first meeting, the PPG is expected to discuss and agree on the timing and frequency of future meetings for the prioritization phase of the process. Ideally, to allow for participation by all PPG members, the PPG should consider rotating the meetings over different time zones.

Members are expected to observe the ICANN Expected Standards of Behavior and the ICANN Community Anti-Harassment Policy.

Decisions

The PPG shall operate on the basis of consensus. For the purposes of its deliverables and this Pilot, consensus shall mean general agreement without any formal objections.

Retirement of Non-Policy Recommendations Process

As part of ATRT3 Recommendation 5, ICANN org has designed a process for the retirement of Board-approved non-policy recommendations in exceptional cases and if they fall within a specific criteria. The Planning Prioritization Group will assist the process by reviewing the proposed issue paper to retire and drafting a determination. The determination will reflect the group's decision on the issue paper and if ICANN should retire or keep active the non-policy recommendation. The issue paper and the group's determination will be put forth for public comment before being submitted for Board consideration.