COMPARISON CHART OF CWG-IG CHARTER AND CCWG CHARTER TEMPLATE

Charter CWG Internet Governance	Cross Community Working Group (CCWG) Charter Template
1. Introduction	Section I: Cross Community Working Group Identification
Each of the participating Supporting Organizations (SOs) and	Chartering Organization(s):
Advisory Committees (ACs) has adopted this Charter according to	Charter Approval Date:
its own rules and procedures, which is recorded in Annex A of	Name of CCWG
this Charter.	Chair(s):
Chartering Organization(s): GNSO, CCNSO, ALAC	CCWG Workspace URL:
Charter Approval Date:	CCWG Mailing List:
Name of CCWG: Cross-Community Working Group on Internet	Resolution adopting the charter:
Governance	Important Document Links:
Chair(s):	
CCWG Workspace URL:	
https://community.icann.org/pages/viewpage.action?pageId=43	
984275	
CCWG Mailing	
List:https://mm.icann.org/mailman/listinfo/ccwg-internet-gover	
nance	
Resolution adopting the charter:	
Important Document Links:	
2. Problem Statement, Goals & Objectives, and Scope	Section II: Problem Statement, Goals & Objectives, and Scope
Problem Statement:	Problem Statement:
ICANN is operating in a dynamic global Internet environment,	[This section should clearly articulate the problem that requires
which has a direct impact on the Domain Name System and,	resolution. Some elements that could be considered include:
therefore, on ICANN. As the Internet ecosystem evolves post	The current, or previous, situation
IANA transition and the scope of Internet governance issues	The circumstances that may have led to the issue under
broadens, ICANN should be able to identify and react to	consideration
challenges to its role and mission.	The potential consequences if the issue is not addressed

As a consequence, there is a need for the ICANN community to be able to cooperate and coordinate with ICANN the organisation and the ICANN Board on important Internet governance issues, and in particular on threats and opportunities that raise in various Internet governance fora, as they relate to the DNS.

The revised charter anticipates a 2 year mandate from March

The revised charter anticipates a 2 year mandate from March 2017 that will either expire or be renewed at that time.

•	Data or	other	evidence	to sur	port the	issue

Goals and Objectives:

The Internet Governance CCWG is established by the participating Supporting Organizations and Advisory Committees to build awareness in the ICANN community about specific Internet governance issues related to ICANN's mission and mandate and assist the effective participation of the ICANN community in Internet governance processes that relate to ICANN's mandate.

To achieve these goals the CCWG will:

- Increase awareness about relevant Internet governance and policy issues in the ICANN Community
- Enhance cooperation between the CCWG IG and the ICANN Government Engagement (GE) functions on Internet governance matters
- Increase coordination and collaboration with the Board Internet Governance Working Group
- Create more targeted and effective approaches to relevant Internet governance processes and issues.

Goals & Objectives:

This section should outline the anticipated goals from the CCWG effort, as well as specific objectives that may help achieve those goals.

Scope of Activities

To fulfill its goals and objectives, the CCWG will:

- Identify Internet governance and policy issues, relevant to ICANN and its mission
- Coordinate, facilitate, and increase the awareness of the ICANN community participation of the ICANN community on the in discussions and processes pertaining to Internet Governance, as appropriate and within ICANN's mission and mandate.
- Work with the ICANN Government Engagement Team (or other parts of organisation as appropriate) to identify appropriate Internet policy and governance related and fora and meetings in which ICANN should engage.
- Align the ICANN community approaches to IG issues within the ICANN mission and align with the strategies of the ICANN Board Internet Governance WG (see below)
- Draft Position Papers and Statements as deemed appropriate, within the goals and objectives and in accordance with the rules of this Charter.

With regards to working with the ICANN Board WG on Internet Governance and ICANN's GE team the CCWG IG shall undertake the following:

- 1. Coordinate with the Board IG WG on a monthly basis (or other periodicity as agreed) and invite the Board IG WG members to CCWG IG meetings, calls, etc.
- 2. Share updates (as appropriate) on key IG threats and opportunities, and initiate discussions on how to respond to such threats, including an assessment of the

Scope:

This section should define the work that the CCWG will undertake. Specific questions and topics expected to be considered by the CCWG should be identified here. If there are inter-related efforts that may have an impact on the work of the CCWG, or vice versa, they should be noted.

To the extent possible, elements that are defined as out of scope should be identified as well.

- appropriate level of Board and community resource allocation to do same,
- 3. Agree as appropriate levels and scope of representation at key in-mission IG for and processes, etc.

The CCWG IG, Board IG WG and ICANN GE should, as appropriate, coordinate written, verbal and other responses to consultations, messaging for external audiences on IG matters,.

For avoidance of doubt: The CCWG shall not act as a representative of the participating SOs and ACs collectively or individually, nor others, unless they have been explicitly asked to do so by all the participating SOs and ACs collectively or individually.

For each of the above activities there should be a clear articulation by the CCWG as to how the proposed activity is consistent with the mission and mandate of ICANN.

3. Deliverables and Reporting Deliverables:

Deliverables:

1. Position Papers and Statements

As part of its activities, the WG may prepare and propose a Position Paper or Statement. In order to inform the participating SO's and AC's collectively and individually, and others, in a timely manner that their endorsement or support for a Position Paper or Statement will be sought, the schedule for drafting and decision-making relating to a Position Paper or Statement should be included in the work plan.

Section III: Deliverables and Reporting Deliverables:

This section should list and define the deliverables that the CCWG anticipates producing. Any data or metrics expected to be created or relied upon by the CCWG or to be used in implementation or future review of the outcomes of this effort should also be noted here, as far as practicable.

2. Workshops and Reports of workshops at key Internet Governance Fora (organised and coordinated by the CCWG)	
3. Annual Reports	
summary of activities of the CCWG	
4. Progress Papers	
CCWG will report to the broader community on its activities and progress made at times set forth in the Work Plan	
Work Plan :	
The CCWG should establish and adopt an annual Work Plan and associated schedules. At a minimum the work plans and schedules should include the relevant schedule of activities of the WG related to the relevant Internet Governance events, and the methods for informing the participating SO's, AC's and broader community of progress made by the WG. The initial work plans and schedules should be published on the web page of the WG. The Co-Chairs will be responsible for maintaining and updating the work plan and schedule and for informing the Chairs of the participating SO's and AC's of changes made to the work plan and schedule.	
Report on Progress	Reporting:
The Co-Chairs of the CCWG shall update the participating SO's and	The Chair(s) of the CCWG will brief the Chartering Organizations
AC's at ICANN meetings on the activities of the WG, in addition to an annual report.	on a regular basis.
At appropriate times, as identified in the work plan, the WG shall produce a Progress paper to inform the broader community of its activities and progress made.	
CCWG members should liaise with and report to their respective	Where CCWG members are expected to brief and liaise with their respective appointing organizations (see Section IV below), this

appointing SO/ACs periodically.	should be noted as well.
4. Process for the launch of public consultations, development of position papers or statements	
The CCWG, at its own discretion, may publish for public consultation within the ICANN community position papers and other relevant documents for consideration by the community.	
Such a public consultation could include an Interim Paper, which will contain a review and analysis of the topics it considers relevant, and/or a draft Statement. This document will be published for public consultation at the time designated in the WG work plan.	
Review of CCWG Public Consultation	
After closure of the public consultation on the Interim Paper, the CCWG shall review and analyse the comments received and may, at its reasonable discretion, provide appropriate responses.	
CCWG Position Paper or Statement	
In considering a CCWG Position Paper or Statement the WG shall seek to act by consensus. The consensus view of the members of the WG shall be conveyed to the participating SO's and AC's. If a minority disagrees with a position, that minority position shall be included in the Paper or Statement. The WG Paper or Statement shall be published within seven days after adoption of this Paper or Statement by the WG and conveyed to the chairs of the participating SO's and AC's.	
Decision Making by the Chartering Organizations on the CCWG's [Final] Output	Decision Making by the Chartering Organizations on the CCWG's [Final] Output
After submission of the CCWG Position Paper or Statement, each of the participating SOs and ACs shall decide whether to support	Following the submission of the [final] CCWG output, each of the Chartering Organizations shall, in accordance with their own

or endorse the submitted draft, each in accordance with their own rules and procedures. The chair(s) of the participating SOs and ACs shall notify the Co-Chairs of the CCWG accordingly of the result of their deliberations as soon as feasible.

rules and procedures, review and discuss the output and decide whether to adopt the proposals and the recommendations contained within. The Chairs of the Chartering Organizations shall notify the Chair(s) of the CCWG of the result of their deliberations as soon as feasible.

In the event all participating SOs and ACs endorse and support the proposed Position Paper, the CCWG may publish it and submit it to the Internet Governance discussions and processes.

Supplemental Final Output

In the event that one or more of the participating SOs or ACs do(es) not support or endorse a Position Paper or Statement, the Co-Chairs of the CCWG shall be notified accordingly. This notification shall include at a minimum the reasons for the lack of support or endorsement. The CCWG may, through consensus, either:

- Reconsider, and submit a Supplemental Position Paper or Statement to all participating SOs and ACs to seek their support or endorsement, or
- Publish and submit the Position Paper or Statement, noting the part(s) of the Position Paper or Statement that are fully supported, and which SO or AC dissents from the CCWG view, or
- Refrain from submitting the (Supplemental) Position Paper or Statement, and making it public.

Supplemental Final Output

In the event that one or more of the Chartering Organizations object to, or cannot approve, adopt or support one or more of the recommendations contained in the [final] output, the Chairs of the CCWG shall be notified accordingly. This notification shall include at a minimum the reasons and a suggested alternative that would be acceptable, if any. The CCWG may, at its discretion, reconsider its recommendations, post them for public comments, and/or develop and submit to the Chartering Organizations a Supplemental Final Proposal, which takes into account the concerns that have been raised.

Following submission of the Supplemental Final Proposal, the Chartering Organizations shall discuss and decide (each in accordance with its own rules and procedures) whether to adopt, approve, support or at a minimum not object to the final recommendations contained in the Supplemental Final Proposal. The Chairs of the Chartering Organizations shall notify the Chairs of the CCWG of the result of these deliberations as soon as feasible. [This section may also include a description of the role the ICANN Board may play in decision-making, where this is applicable for any specific CWG. For instance:

Submission of a Board Report

Submission of a Board Report

The CCWG will regularly report to Board Working Group on IG as stated in Paragraph 2 above.

https://features.icann.org/board-working-group-internet-govern ance-bwg-ig

As appropriate and subject to the process referred to in the Section (2) of this Charter (ie 2 years from March 2017), after receiving the relevant notifications from all Chartering Organizations as described above, the Chair(s) of the CCWG shall, within a reasonable time after receiving the last notification, submit the CCWG- Board Report to the Chair of the ICANN Board of Directors and the Chairs of all the Chartering Organizations the report shall include at a minimum:

- a) The (supplemental) final output as adopted by the CCWG;
- b) The notifications of the decisions from the Chartering Organizations; and
- c) Documentation of the process that was followed, including but not limited to documenting the process of reaching consensus within the CCWG and any public consultations that were held.

The Report could include a request that the mandate of the CCWG be extended for another period.

In the event one or more of the Chartering Organizations do(es) not support (parts of) the (supplemental) final output, the Board Report shall clearly indicate which part(s) of the (supplemental) final output are fully supported and the parts that are not, as well as which of the Chartering Organizations dissents, to the extent this is feasible.

5. Membership, Staffing, and Organization

After receiving the relevant notifications from all Chartering Organizations as described above, the Chair(s) of the CCWG shall, within a reasonable time after receiving the last notification, submit to the Chair of the ICANN Board of Directors and the Chairs of all the Chartering Organizations the CCWG- Board Report, which shall include at a minimum:

- a) The (supplemental) final output as adopted by the CCWG;
- b) The notifications of the decisions from the Chartering Organizations; and
- c) Documentation of the process that was followed, including but not limited to documenting the process of building consensus within the CCWG and any public consultations that were held.

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Section IV: Membership, Staffing, and Organization

Membership Criteria:	Membership Criteria:
Membership in the CCWG, and its sub-working groups should these be created, is open to Members, Participants, and others as noted in the Charter. Members are appointed by the Chartering Organizations in accordance with their own rules and procedures. Volunteer Chair(s) will guide CCWG deliberations and ensure that the process is bottom-up, consensus-based and has balanced	Membership in the CCWG, and its sub-working groups should these be created, is open to Members, Participants, and others as noted in the Charter. Members are appointed by the Chartering Organizations in accordance with their own rules and procedures. Volunteer Chair(s) will guide CCWG deliberations and ensure that the process is bottom-up, consensus-based and has balanced
multi stakeholder participation.	multistakeholder participation.
The chair(s) shall be appointed by the Chartering Organizations, should a Chartering Organization decide to appoint a co-chair to the CCWG.	Appointment of chair(s): Alternative 1. The chair(s) shall be appointed by the Chartering Organizations, should a Chartering Organization decide to appoint a co-chair to the CCWG.
	Alternative 2. The CCWG will nominate and appoint chair(s) from among its Members.
Each Chartering Organization shall appoint a minimum of 2 and a maximum of 5 Members.	Each Chartering Organization shall appoint a minimum of [optional: 2] and a maximum of [optional: 5] Members.
In addition, the CCWG will be open to any interested person as a Participant or Observer. Participants may be from a Chartering Organization, from a stakeholder group not represented in the CCWG, or may be self-appointed. Participants will be able to actively participate in and attend all CCWG meetings, work groups and sub-work groups.	In addition, the CCWG will be open to any interested person as a Participant or Observer. Participants may be from a Chartering Organization, from a stakeholder group not represented in the CCWG, or may be self-appointed. Participants will be able to actively participate in and attend all CCWG meetings, work groups and sub-work groups.
Where Board/staff liaisons or advisors are to be appointed to a CCWG, this should be specified in the Charter.	Where Board/staff liaisons or advisors are to be appointed to a CCWG, this should be specified in the Charter.
Expert Advisors:	Expert Advisors:
If expert Advisors are expected to be needed, guidelines	If expert Advisors are expected to be needed, guidelines

for their involvement should be included here. For instance, the following elements may be considered:

• Define the expertise needed, anticipated cost, selection process/methodology, and allotted budget.

The role of Advisors – for instance, they may or may not be expected to contribute to the dialogue similar to CCWG Participants, though if there is a need for any consensus call(s), the Advisors should not participate in such a call.

Where applicable, all participants in this process shall submit a Statement of Interest (SOI) following the procedures of their Chartering Organization or at minimum a statement listing his/her SO/AC affiliation (if applicable), and relevant expertise, skills and interest.

Chartering Organizations should make reasonable efforts that individual Members:

- Have sufficient expertise to participate in the CCWG on the applicable subject matter;
- Commit to actively participate in the activities of the CCWG on an ongoing basis;
- Where appropriate, solicit and communicate the views and concerns of individuals in the organization that appoints them; and
- Commit to abide to the Charter when participating in the CCWG.

All Members, Participants, Observers, advisors and liaisons will be listed on the CCWG's Wiki [https://community.icann.org/pages/viewpage.action?pageId=4 3984275]. The mailing list of the CCWG will be publicly archived [https://mm.icann.org/mailman/listinfo/ccwg-internet-governa

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Chartering Organizations should make reasonable efforts that individual Members:

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nce].	
Chartering Organizations are encouraged to use open and inclusive processes when selecting their members for this CCWG, and are expected both individually and in consultation with the other Chartering Organizations to take reasonable efforts to ensure that the final membership of the CCWG-IG is sufficiently diverse to the extent feasible (including but not limited to geographical region, stakeholder representation, and needed skill sets).	Chartering Organizations are encouraged to use open and inclusive processes when selecting their members for a CCWG, and are expected both individually and in consultation with the other Chartering Organizations to take reasonable efforts to ensure that the final membership of the CCWG is sufficiently diverse to the extent feasible (including but not limited to geographical region, stakeholder representation, and needed skill sets).
	[Optional] Include a list of dependencies and special circumstances that would result in ending the effort and closure of the CCWG (see, e.g. Section 3.4 of the Final Framework for Future CCWGs).
Support Staff and Tools	
ICANN will provide sufficient staff support to support the activities of the CCWG. The ICANN staff assigned to the CCWG will fully support the work of the CCWG as requested by the Chair(s), including providing meeting support, document drafting, editing and distribution as well as making substantive contributions. ICANN staff, in a coordinated effort with the CCWG, will facilitate outreach to ensure that the global multistakeholder community is aware of and able as much as possible to participate in the work of the CCWG. To the extent possible, any additional resources (beyond the assigned ICANN staff) that may be needed should be identified at the earliest opportunity, to ensure that such resources can be obtained and planned for.	ICANN will provide sufficient staff support to support the activities of the CCWG. The ICANN staff assigned to the CCWG will fully support the work of the CCWG as requested by the Chair(s), including providing meeting support, document drafting, editing and distribution as well as making substantive contributions. ICANN staff, in a coordinated effort with the CCWG, will facilitate outreach to ensure that the global multistakeholder community is aware of and able as much as possible to participate in the work of the CCWG. To the extent possible, any additional resources (beyond the assigned ICANN staff) that may be needed should be identified at the earliest opportunity, to ensure that such resources can be obtained and planned for.
6. Rules of Engagement	Section V: Rules of Engagement
Decision-Making Methodologies	Decision-Making Methodologies:

In developing its output, work plan and any reports, the CCWG shall seek to act by consensus. The Chair(s) may make a call for Consensus. In making such a call, a Chair(s) should always make reasonable efforts to involve at a minimum all Members of the CCWG (or sub-working groups, if applicable).

The Chair(s) shall be responsible for designating each position as having one of the following designations:

- a) Full Consensus a position where no minority disagrees; identified by an absence of objection
- b) Consensus a position where a small minority disagrees, but most agree

In the absence of Full Consensus, the Chair(s) should allow for the submission of minority viewpoint(s) and these, along with the consensus view, shall be included in the report or relevant deliverable.

In a rare case, the Chair(s) may decide that the use of a poll is reasonable to assess the level of support for a recommendation. However, care should be taken in using polls: they should not become votes, as there are often disagreements about the meanings of the poll questions or of the poll results.

Any Member who disagrees with the consensus-level designation made by the Chair(s), or believes that his/her contributions are being systematically ignored or discounted, should first discuss the circumstances with the Chair(s). In the event that the matter cannot be resolved satisfactorily, the Member should request an opportunity to discuss the situation with the Chairs of the Chartering Organizations or their designated representatives.

In the event that no consensus is reached by the CCWG, the Chair(s) of the CCWG will submit a Chair(s)' Report to the Chartering Organizations. In this Report the Chair(s) shall

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document the issues that are considered contentious, the process that was followed and any suggestions to mitigate those issues that may be affecting consensus-building. If, after implementation of the mitigating measures, consensus can still not be reached the Chair(s) shall prepare a Final Chair(s)' Report documenting the processes that were followed to reach consensus. The Chair(s) may request that the Chartering Organizations provide recommendations on additional means for mitigating the issues that are preventing consensus.

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7. Modification of the Charter

In the event this charter does not provide sufficient guidance and/or the impact of the Charter is found to be unreasonable for conducting the business of the CCWG, the Chair(s) have the authority to determine the proper actions to be taken. Such action may, for example, consist of a modification to the Charter in order to address the omission or its unreasonable impact, in which case the Chair(s) may propose such modification to the Chartering Organizations. A modification shall only be effective after adoption of the amended Charter by all Chartering Organizations, in accordance with their own rules and procedures, and publication of the amended Charter. Problem/Issue Escalation & Resolution Process: Members and Participants of the CCWG are expected to abide by the ICANN Expected Standards of Behavior. If a Member or Participant feels that these standards are being abused, the affected party should appeal first to the Chair(s) of the CCWG and, if unsatisfactorily resolved, to the Chair(s) of the Chartering Organizations or their designated representative. It is important to emphasize that expressed disagreement is not, by itself, grounds for abusive behavior. It should also be taken into account that, as a result of cultural differences and language barriers, statements may appear disrespectful or inappropriate to

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The Chair(s) are empowered to restrict the participation of someone who seriously disrupts the group. Generally, the participant should first be warned privately and then warned publicly before such a restriction is put into place; in extreme circumstances, this requirement may be bypassed. This restriction is subject to the right of appeal as outlined below. Any CCWG Member or Participant who believes that his/her contributions are being systematically ignored or discounted, or who wishes to appeal a decision of the CCWG, should first discuss the circumstances with the CCWG Chair(s). In the event that the matter cannot be resolved satisfactorily, the affected party should request an opportunity to discuss the situation with the Chair(s) of the Chartering Organizations or their designated representatives. In addition, if any CCWG Member or Participant is of the opinion that someone is not performing their role according to the criteria outlined in this Charter, the same appeals process may be invoked.

Working Group Self Assessment

At each ICANN Annual General Meeting, the Charter and deliverables of the CCWG shall be reviewed by the participating SOs and ACs to determine whether the CCWG should continue, or, close and be dissolved. Consistent with ICANN community practices, the CCWG will continue if at least two of the participating SOs or ACs extend the mandate of the WG and notify the other participating SO's and AC's accordingly one month after the annual review date. The notifications will be included in

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Closure & Working Group Self-Assessment:

The CCWG will consult with their Chartering Organizations to determine when it can consider its work completed. The CCWG and all sub-working groups shall be dissolved upon receipt of notification from the Chair(s) of the Chartering Organizations or their designated representatives. See, further, Section 3.4 of the Final Framework for Future CCWGs.

Annex A.	
	Implementation
	This section of the charter should consider the role of the CCWG in implementation, as well as a possible post-implementation role to analyse the effectiveness of implemented recommendations. See, further, Section 3.5 of the Final Framework for Future CCWGs.
8. Charter Document History	
This section records key changes to the CCWG Charter that take place after the adoption of the Charter.	

Annex A Record of Adoption and Extension of the Charter

Annex B Schedule

Milestone Event	Start Date	End Date	Deliverables
Draft WG Charter	TBD	TBD	Charter
Invite and Establish Working	TBD	TBD	Working Group
Group Co-Chairs and Members			Members & Co-Chairs
Adopt a Work Plan and Time	TBD	TBD	Work Plan and Time
Schedule			Schedule
Progress Papers	TBD	TBD	Progress Paper
Interim Paper	TBD	TBD	
Final Paper	TBD	TBD	Final Paper