Draft charter ccWG Internet Governance

April 2014

Version 03
1 Introduction

Each of the participating SOs and ACs has adopted this charter according to its own rules and procedures, which is recorded in Annex A of this charter.

2 Objective and Scope

Objective
The Internet Governance CWG has been established by the participating SO's and AC's to coordinate, facilitate, and increase the participation of the ICANN community in Internet Governance Fora and processes. To this end the WG may, if deemed appropriate by the WG:

a) Advise ICANN, Supporting Organisations and/or Advisory Committees on issues pertaining to the multi-stakeholder model in the context of the Internet Governance discussions and processes.
b) Advise the participating Supporting Organisations and/or Advisory Committees on ensuring advise to ICANN as mentioned under a. above is reflected in ICANN's activities in Internet Governance Fora and processes.
c) Disseminate relevant information to the ICANN community through means of its tools and papers.
d) Develop and draft Position Papers or Statement as input to the public fora to advocate the multi-stakeholder model in the ICANN context,.

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

Scope
The scope of activities of the WG is to do whatever it deems relevant and necessary to facilitate and ensure engagement and participation of the ICANN community in the global Internet governance scene and multi-stakeholder decision-making processes.

The WG will take a proactive role in seeking and foster participation and input into the process and provide regular feedback to the SO's and AC's.
In achieving its objective the WG will undertake, but is not limited to, the following activities:

- Organizing SO and AC focused sessions at ICANN events;
- Disseminate and summarise information relevant and related to the Internet Governance events and processes defined before
- Draft Position Papers and Statements as deemed appropriate

All issues, processes and discussions regarding the Transition of NTIA's Stewardship of the IANA Functions, and/or current and future accountability and accountability mechanisms related to the aforementioned Transition, are deemed to be out of scope of the WG.

3. Deliverables and Timeframes

Work Plan
As a first step the WG should establish and adopt an initial work plan and an associated schedule. The work plan and schedule should include the relevant schedule of activities of the WG related to the relevant Internet Governance events, and schedule and methods for informing the participating SO's, AC's and broader community on progress made. The initial work plan and schedule 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.

Progress Paper
The Co-Chairs of the WG shall regularly update the participating SO's and AC's on the activities of the WG. At appropriate times, as identified in the work plan, the WG shall produce a Progress Paper on progress made and its activities to inform the broader community.

Position Papers and Statements
The WG may, as part of its activities and on its own behalf, take a position and provide input to the public fora through Position Papers or Statements and relate this position or statement to ICANN, the Supporting Organisations and Advisory Committees and external fora. The participating SO's and AC's collectively or individually, and others will be invited to endorse or support the position or statements of the WG.

4. Process for the development of a Position Paper or Statement

WG Interim Position Paper or draft Statement
The WG, at its own discretion, may publish for public consultation an Interim Paper, which will contain a review and analysis of the topics it considers relevant, or a draft Statement. If appropriate and feasible this document will be published for public consultation at the time designated in the WG work plan.

Review of Interim Paper or draft Statement
After closure of the public consultation on the Interim Paper, the WG shall review and analyse the comments received and may, at its reasonable discretion, provide appropriate responses. The WG shall, at its reasonable discretion, not be obligated to address all comments made during the comment period, nor shall the WG be obligated at its reasonable discretion to include all comments submitted by any one individual or organisation.

WG Position Paper or Statement
In considering a WG 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 consensus position, that minority position shall be included in the Paper or Statement. The Paper shall be published within seven days after adoption of the Paper by the WG and conveyed to the chairs of the participating SO's and AC's.

SO and AC support for the Position Paper or Statement
Only after all participating SO's and AC's support or endorse the Position paper or Statement, in accordance with their own rules end procedures and the chair(s) of the WG has/have been notified, the WG may use the proposed Position paper or Statement in Internet Governance Discussion Fora and Processes.

In the event that one or more of the participating SO's or AC's do(es) not support or endorse a position paper or Statement, the chair(s) of the WG shall be notified accordingly. This notification shall include at a minimum the reasons for the lack of support or endorsement. The WG may, at its discretion, either:
- Reconsider, and submit a Supplemental Position Paper or Statement to all participating SO's and AC's to seek their support or endorsement, or
- Publish the Position Paper or Statement, noting the part(s) of the Position Paper or Statement, which are fully supported, and which SO or AC dissents from the WG view, or
- Refrain from submitting the (Supplemental) Position Paper or Statement, and making it public.

5 Members, Staffing, and Organization

A. Participants

The WG shall comprise Participants who may be either Members or Observers. Participation in the WG is open to community members from participating ICANN SOs and ACs. There shall be a minimum of two Members from each participating SO and AC and a maximum of five (5) Members from each participating SO and AC, with the maximum number of Members subject to review by the WG Co-Chairs

should they determine that the workload and progress of the WG would be facilitated by having additional Members.

In addition, all SOs and ACs may nominate Observers if permitted by and in accordance with their own rules and procedures. Such Observers are entitled to participate in WG deliberations on an equal footing with the Members except for formal voting, when called for by the Co-Chairs of the WG. Voting is limited only to Members. The number of Observers appointed by each SO and AC shall not exceed the number of Members appointed by that SO or AC.

Each of the participating SO's and Ac's shall appoint a Co-Chair..The Co-Chairs shall have primary leadership responsibilities for the WG. The Co-Chairs are encouraged to collaborate with one another and with ICANN support staff in leading the WG.

The Co-Chairs of the Working Group, in consultation with the Members of the WG, may also appoint experts to the Working Group. Experts are not considered Members or Observers, but otherwise are entitled to participate on equal footing. All WG Participants are expected to be able to:
- Demonstrate knowledge or expertise about aspects of the objectives of the WG; and
- Commit to actively participate in the activities of the WG on an ongoing basis.

All participants (i.e. Co-Chairs, Members, Observers, experts and support staff) will be listed on the WG's workspace.

B Support staff and Tools

ICANN is expected to provide adequate staff support to the WG.

In addition, the following communication tools have been established to aid the work of the WG:
- o WG Wiki Workspace at (URL TBD)
- o WG Email List Subscriptions (TBD); and
- o WG SOI Repository, if appropriate, at (URL TBD)

C Working Group Methodology

Making Decisions
In considering its work plan, Papers and Final Report the WG shall seek to act by consensus. If a minority opposes a consensus position, that minority position shall be incorporated in the related paper. The Co-Chairs shall be responsible for designating each position as having either attained "consensus" or "no consensus" in the WG.

Based upon the WG's needs and/or the Co-Chairs' direction, WG participants may request that their names are not associated explicitly with any view/position.

Consensus calls should always utilize best efforts to involve the entire WG, and include at least two WG readings of a Paper, Position or Statement to allow all Participants to state their views. It is the role of the Co-Chairs to designate whether consensus is reached and announce this designation to the WG. The Co-Chairs may call for a vote of the Members on proposed recommendations if they reasonably believe that this will facilitate the WG's deliberations.

6. Omission in or Unreasonable Impact of Charter

In the event this charter does not provide guidance and/or the impact of the charter is unreasonable for conducting the business of the WG, the Co-Chairs of the WG shall decide within reason.

In the event it is decided that the charter needs to be modified to address the omission or unreasonable impact, the Chairs may propose to modify the charter to the participating SO's and AC's. A modification shall only be effective after adoption of the adjusted charter by the participating SOs and ACs in accordance with their own rules and procedures.

7. Review of charter

At each ICANN Annual General Meeting, starting 2014, the charter and deliverables of the WG shall be reviewed by the particpating SO's and AC's to detemine whether the WG should continue, or, close and be dissolved. The WG will continue if at least two of the participating SO's or AC"s extend the charter 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 Annex A.

8. Charter Document History

This section records key changes to the WG 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 Group Co-Chairs and Members	TBD	TBD	Working Group Members & Co-Chairs
Adopt a Work Plan and Time Schedule	TBD	TBD	Work Plan and Time Schedule
Progress Papers	TBD	TBD	Progress Paper
Interim Paper	TBD	TBD	
Final Paper	TBD	TBD	Final Paper