

Draft Charter
ccNSO Guidelines Review Committee
Version 2.0

Date of adoption by Council : 24 February 2022

Date of Publication: 22 March 2022

1. Purpose, Scope of Activities & Working Methods

1.1 Purpose. The purpose of the ccNSO Guidelines Review Committee (GRC) is to review the Guidelines (Operational Procedures) against the practices and working methods of the ccNSO and whether they match and/or identify potential gaps in the Guidelines and/or practices and working methods. If based on this analysis changes are suggested, propose these changes to the Council of the guidelines and/or practices and working methods for their consideration.

In addition, the GRC should advise and assist the ccNSO in matters relating to governance of the ccNSO

1.2 Scope of Activities & Working Methods

The Committee will undertake the following activities:

- **Review Notes and minutes as standing item GRC.** GRC to review the Council meeting notes as a standing agenda item at every GRC meeting. To ensure being aware on upcoming work items, and ensure follow-up.
- **Monitor developments in community.** Council may not be aware of items ongoing in community, that may have an impact. If GRC is aware, GRC should make sure to bring them to attention of Council.
- **Identify areas of interest for GRC and ask members to monitor developments in these areas.** Based on the purpose statement, GRC to identify areas of interest, and identify individual GRC members to monitor those areas of interest.
- **Knowledge Elicitation.** GRC members are tasked to ask questions during a GRC meetings, or at other occasions for knowledge transfer purposes, to experienced individuals.
- **Subgroups GRC.** The GRC is advised to promote topic driven sub-committees of GRC members and others. However, running several sub-groups in parallel may become too overwhelming and the information flow between sub-groups, the GRC, Council and community needs to be ensured. The GRC is expected to identify those topics that could be best addressed by sub-groups, and/or the committee itself.
- **Schedule of review.** In addition the GRC is expected to develop and maintain an overall schedule for review of Operating Procedures to assist the Council and ccNSO membership to engage and provide timely input into the review processes and decision-making.

1.3 Out of Scope. The review and analysis of the following guidelines are excluded for the work of the GRC:

- ccNSO Guideline on voluntary Financial contribution to ICANN
(<http://ccnso.icann.org/workinggroups/council-decision-cctld-contributions-20nov13-en.pdf>)
- cNSO Accountability Framework Guideline
(<http://ccnso.icann.org/announcements/announcement-06jan06.htm>)

For avoidance of doubt: changes, if any, proposed by the GRC to the Rules or to an Operating Procedure will only become effective, after the proposed changes have been adopted in accordance with the applicable method to change the Rules or Operating Procedure.

1.4 Decision-making. In developing its output – guideline for operations, working method, work plan and any reports or papers - the WG shall seek to act by consensus. The Chair of the WG may make a call for consensus. In making such a call, the Chair should always make reasonable efforts to involve at a minimum all members of the WG. The Chair shall be responsible for designating each position as having one of the following designations:

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

Full Consensus is not required.

The Chair may decide to use of a poll to assess the level of support. However, care should be taken in using polls: they should not become votes, as there is often disagreement about the meaning of the poll questions or of the poll results. A poll shall be open for the full Committee membership, however the Chair may limit the poll to members only.

In rare cases, for example on the decision to submit a document or recommendation to the ccNSO Council for their consideration, the Chair may decide to ask for a vote by the Members.

2. Reporting

Reporting on Activities. The GRC is expected to provide regular updates to Council and community on progress made and anticipated developments, by means of written updates, organizing designated sessions at ccNSO meetings and other means, such as - but not limited to –webinars. Specifically:

- The Chair of the GRC or person(s) designated by the GRC or Council will regularly report on the activities undertaken to the ccNSO Council at Council meetings.

- The chair of the Committee, or person(s) designated by the Chair of the GRC, will inform the ccNSO membership on activities undertaken and progress made by the GRC.

At the conclusion of its activities the GRC will submit to the ccNSO Council its Final Report and make it public.

3 Membership of the GRC and Support

3.1 Membership of the GRC . Members of the Committee are representatives from ccTLD Managers. All members of the GRC will be appointed by the ccNSO Council. If it ever comes to a vote within the GRC, only the members of the GRC may participate in the vote.

Chair and Vice-Chair of the GRC. The Committee will be chaired by a person who is a member of the GRC and nominated by the other members of the GRC and appointed by the ccNSO Council. The GRC is also strongly advised to nominate a Vice-Chair, who is also a member of the GRC and shall be appointed by the ccNSO Council.

Council Liaison. If neither the Chair nor a Vice-chair is ccNSO Councillor, the ccNSO Council is expected to appoint a ccNSO Councillor as liaison to the GRC. The liaison will be ex-officio member of the GRC.

3.2 Participants, experts and observers. In addition to members, the Committee is open to participants, experts and observers. They shall not be considered members of the WG. Participants, Experts or Observers may apply to become participant, expert or observer or they may be invited by the Chair of the Committee or a Subgroup to become participant, expert or observer.

Participants and experts are entitled to participate on equal footing with members, unless the charter states otherwise. Observers, are expected not to participate actively to the deliberations of the group, but will be subscribed to the email list(s) and informed otherwise.

3.3 Subgroup membership. Members, participants, experts and observers of the GRC may - in addition to participating in the committee itself – participate in subgroups. In addition, the Chair of the GRC or a person designated by the chair may launch a call for volunteers to the community. Members, participants and experts of a GRC Subgroup are appointed by the Chair of the GRC. The support staff will maintain the roster of the subgroup.

Chair, Vice-Chair of Subgroups. The members on a subgroup will nominate the chair and vice-chair of the subgroup, who will then be appointed by the Chair of the GRC.

3.4 Expected attendance. Members, Participants and experts are expected to attend committee and/or subgroup meetings regularly (every 3 out of 4 meetings) to ensure continuity of the activities. If a member, participant or expert is not attending regularly, the Chair of a person designated by the Chair is strongly advised to contact that person, to understand if there are any issues. If the Chair of the Committee or a subgroup is of the view that the lack of attendance may become a risk to continuity, the member, participant or expert may be designated as an observer.

Support: ICANN will provide adequate staff support to the Committee.

The names and affiliation of the members, participants, experts and observers will be listed on the webpage of the Committee and /or Subgroup.

3.5 Term limits. Neither members, nor participants, experts nor observers to the GRC have a term-end. If considered necessary for the continuity of the work of the Committee, the Chair of the Committee may request that the ccNSO Secretariat publish a call for volunteers.

3.6 Staff Support. The ccNSO Secretariat will provide adequate staff support to the WG.

4. Standards of behaviour

All Committee participants (members, participants, experts and observers, and support staff) are expected to behave maturely and professionally when they participate in the GRC. This includes communicating with others on the Committee or in a Subgroup professionally and ensuring that the GRC and its subgroups remain inclusive and productive.

The following steps are proposed to resolve incidents of unprofessional behaviour and communication:

- Any concern regarding the conduct of a participant should be raised with the participant first
- If the issue is not satisfactorily resolved, a formal complaint should be raised with the GRC Chair, who will attempt to mediate a resolution
- If that is not possible, or if the complaint is deemed sufficiently serious in nature, the Chair is empowered to restrict the participation of the participant if their continued participation would not be appropriate and/or would significantly disrupt the GRC in the conducting of its business

- Generally, a participant should first be warned privately, and then warned publicly before such restriction is put into effect. In extreme circumstances, this restriction may be put into effect immediately

Should a sanctioned individual disagree with an imposed restriction, the complainant disagrees with a restriction (or lack of one), or should there be other matters regarding the complaint that cannot be resolved satisfactorily, any involved party including the Chair of the GRC can raise the issue with the Chair and Vice Chairs of the ccNSO Council or their designate(s). They will review the matter and then decide the case at hand. The ccNSO Council, Chair of the GRC, the sanctioned party, and the complainant shall be informed accordingly.

All Meeting Platform chat sessions are being archived and follow the ICANN Expected Standards of Behavior: <http://www.icann.org/en/news/in-focus/accountability/expected-standards>

5. Conflict of Interest

Members and others should declare a conflict of interest at any stage. After such a declaration, the Committee member ceases to be involved. The ccNSO Council Chair and Vice Chairs will make the final decision in this case.

6. Miscellaneous

6.1 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 group, the Chair of the Working Group, after consulting the members of the WG, may ask the ccNSO Council for a review of the Working Group Charter, or an alternative course of action.

6.2 Review of the Charter and activities of the Committee. A review of this Charter and the activities of the Committee will take place every two years, or earlier when considered necessary. An update of the Charter will only become effective after it has been adopted by the Committee and the ccNSO Council and has been published on the ccNSO website. Before publishing the updated Charter, the ccNSO Secretariat will include the version number and insert the date of adoption.

6.3 Closure. After the ccNSO Council has adopted the Final Report of the GRC, the Committee will be closed, unless and at the suggestion of the chair of the GRC, the ccNSO Council extends the mandate of the Committee until such a time designated in the decision to extend the mandate.

7. Background

In accordance with Article 10, section 3.(k) of the ICANN Bylaws, the ccNSO Council has over time developed and adopted a set of Rules and Operating Procedures. In December 2004 the ccNSO adopted the Rules of the ccNSO (<http://ccnso.icann.org/about/ccnso-rules-dec04-en.pdf>) . At its meeting on 13 February 2008, during the New Delhi ICANN meeting, the ccNSO Council setup its Processes Working Group (see: <http://ccnso.icann.org/workinggroups/processeswg.htm>). The purpose of this group was to draft necessary processes needed within the ccNSO, in order to keep timelines and facilitate the ccNSO's work.

At its meeting on 25 June 2008, during the Paris ICANN meeting, the Council adopted the initial set of Operating Procedures or Guidelines (<http://ccnso.icann.org/about/ccnso-rules-and-guidelines-25jun08.pdf>), and on 5 November 2008, during the Cairo ICANN meeting, the ccNSO Council adopted the second set (<http://ccnso.icann.org/workinggroups/appointment-nomcom-delegate-05nov08.pdf>, <http://ccnso.icann.org/workinggroups/interaction-strat-plan-05nov08.pdf>, and <http://ccnso.icann.org/about/ccnso-travel-funding-04nov08.pdf> and the Processes Working Group was closed.

In conjunction with the first Independent Organizational review Process of the ccNSO, the Council adopted the following Guidelines:

- Guideline ccNSO Statement (<http://ccnso.icann.org/about/guidelines-ccnso-statements-procedures-jun11-en.pdf>)
- Guideline on assigning Roles and Responsibilities (<http://ccnso.icann.org/about/guideline-roles-responsibilities-07apr14-en.pdf>)
- Guideline on Maintaining, Updating and Reviewing the ccNSO Work plan, including guideline on Triage Process (<http://ccnso.icann.org/about/guideline-work-plan-17apr13-en.pdf>)

At its meeting on 15 October 2014 the Council noted that since adoption of the current Guidelines the ccNSO membership has increased and working methods have evolved. The Council also noted that some of the Guidelines show gaps i.e practices are not documented properly. The Council therefore constituted the Guideline Review Committee (8 December 2014). This Committee was tasked to review the current guidelines whether they reflect current practices and working methods, assess potential gaps, and based on this analysis propose changes to the current guidelines to Council.