Charter
ccNSO Guidelines Review Committee
(GRC)
Adopted December 2014

Background and Introduction
In accordance with Article IX, Section 3.11 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 proposed set of guidelines (http://ccnso.icann.org/about/ccnso-rules-and-guidelines-25jun08.pdf). At its meeting on 5 November 2008, during the Cairo ICANN meeting, the ccNSO Council adopted the second set of proposed guidelines (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, of which update was adopted in February 2013) 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 procedures for ccNSO Statements (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-mar11-en.pdf)
- Guideline to maintaining and update ccNSO workplan, 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.

It is anticipated that the Organizational Independent review process of the ccNSO will start in February/March 2016.

Purpose and scope of activities

Purpose
The purpose of the ccNSO Guidelines Review Committee (GRC) is to review the current guidelines and to ascertain whether they reflect current practices and working methods, identify potential gaps, and based on this analysis propose changes to the current guidelines to the Council.

Scope of activities
The Committee will undertake the following activities:
- Develop and maintain an overall schedule for review of guidelines in order to assist the Council and membership of the ccNSO to engage and provide timely input into the processes;
- Develop a set of general principles for ccNSO guidelines;
- Provide regular updates to the Council and community on the progress and anticipated developments via written updates, designated sessions at ccNSO meetings and other means, such as - but not limited to – webinars;
- Propose the changes on a guideline by guideline basis to the ccNSO Council at regular intervals and in accordance with the adopted work plan;
- After completion of the review of the Guidelines, review the Rules of the ccNSO;
- Prepare and submit the Final Report to the Council. The Final Report should include at a minimum:
    o an overview of the considerations and principles taken into account by the GRC to conduct its analysis and proposed changes,
    o an overview of the guidelines reviewed,
    o recommendations, if any, to change the Rules of the ccNSO.

Out of Scope
The review and analysis of the following guidelines are excluded from the work of the GRC:
- ccNSO Guideline for Voluntary Contribution of ccTLDs to ICANN (http://ccnso.icann.org/workinggroups/council-decision-cctld-contributions-20nov13-en.pdf)
- cNSO Accountability Framework Guidelines (http://ccnso.icann.org/announcements/announcement-06jan06.htm)

For avoidance of doubt: changes, if any, proposed by the GRC to the Rules or to a guideline only become effective, after the changes have been adopted in accordance with the rules to change the Rules or a guideline.

Reporting on Activities
The Chair of the GRC will regularly report on the activities undertaken and those expected to the ccNSO Council at Council meetings.

On behalf of the WG, the chair of the GRC, or person(s) designated by the chair, will inform the ccNSO membership on activities undertaken and progress made by the GRC regarding the review and recommended changes of the ccNSO Rules and Guidelines.

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

Participants and Support
Chair: The Committee will be chaired by one of the vice-chairs of the Council.

Membership:
Two members of the Council
Two-to - five members of the ccNSO Membership

All members, including the chair, will be appointed by the ccNSO Council after a call for volunteers.

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

The names of the members will be listed on the webpage of the GRC.

Omission in or Unreasonable Impact of the 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 GRC, after consulting the members of the Committee, may ask the ccNSO Council for a review of the Working Group Charter, or an alternative course of action.

Closure
After the ccNSO Council has adopted the Final Report of the GRC, the group will be closed, unless and at the suggestion of the Chair of the GRC, the ccNSO Council extends the mandate of the GRC.