

# Charter: Meetings Programme Working Group

Version #2

Date of review: December 2015

Date of adoption by the ccNSO Council:

## 1 Introduction and Purpose

The Meeting Programme Working Group (MPWG) was created at ICANN 34 in March 2009 by decision of the ccNSO Council.

The goal of the MPWG is to coordinate and manage the ccNSO Meetings, including its agenda, at ICANN public meetings, and all matters related.

## 2 Scope

In achieving its goal the MPWG will undertake, but is not limited to, the following activities:

- Develop best practices on the ccNSO Meetings agendas, taking into account the Guideline: ccNSO Meetings
- Draft and publish ccNSO meeting agendas in a timely manner, in accordance with the Guideline: ccNSO Meetings and liaising with the ccNSO Council and ccNSO members on topics to be covered during the ccNSO meetings
  - Develop necessary additional information to be distributed to the ccTLDs
  - Ensure smooth running of meetings
  - Collect feedback on meetings from participants via an evaluation survey

## 3 Reporting

The Chair of the MPWG will report regularly through email or in person to the ccNSO Council and will provide a report, including highlighting the agenda at the start of every ccNSO meetings.

## 4 The Composition of the MPWG

### 4.1 Membership

Membership of the MPWG is open to all ccTLD managers (members and non-members of the ccNSO alike), as well as representatives of the Regional Organisations. The members of the WG are listed on the webpage of the MPWG on the ccNSO website. The ccTLD members are appointed by the ccNSO Council. Representatives of the Regional Organisations are members *ex-officio*.

At least one of the members on the MPWG will be a member of the ccNSO Council.

## **4.2 The Chair of the MPWG**

The Chair of the MPWG is appointed by the ccNSO Council, and is preferably one of the vice-chairs of the ccNSO.

## **4.3 Duration of Membership**

The term of the MPWG membership is two (2) years. A member of the WG may be reappointed, for a maximum of two (2) more subsequent terms (maximum of 3 terms).

## **4.4 Transitional term**

One year after adoption of this charter, half of the MPWG membership will step down and this will count as one term as defined above. The others will step down after two years. The members will determine themselves who will step down.

## **4.5 Staff Support**

The Secretariat will provide adequate support for the work of the MPWG.

# **5 Miscellaneous**

## **5.1 Omission in or unreasonable impact of the Charter**

In the event this charter does not provide guidance and/or the impact is unreasonable, the Chair of the MPWG will decide upon any questions or issues. In taking a decision the Chair will take into account the Guidelines ccNSO Meetings and Working Groups, both of which will always remain paramount.

## **5.2 Review of Charter**

This charter will be reviewed every 3 years or when considered necessary at the suggestion of the MPWG or by the Chair of the ccNSO. In order to become effective the updated charter needs to be approved by the ccNSO Council.