Charter: ccNSO Council Triage Committee

Draft Version #1

Date of review: July 2015

Date of adoption by the ccNSO Council:

1. Introduction

The ccNSO receives various requests to provide input, comments or to participate in policy (related) work. In order to document all requests and to help the ccNSO Council to take a timely and deliberate decisions on all these requests, the ccNSO Council has established its standing committee (Triage Committee), to identify new work items and advise the Council whether to undertake a new activity.

The Triage Committee is also guided by the (revised) *Guideline: ccNSO Working Groups*, where appropriate. However, this charter always remains paramount.

2. Purpose of the Triage Committee

The purpose of the Triage Committee is to identify new work items from the incoming requests and advise the ccNSO Council whether to undertake a new activity, if any, in accordance with the Triaging process.

3. Scope of activities, triaging process

The ccNSO receives various requests for input and comments, as well as invitations to participate in policy (related) and other work. In order to document all requests and to ensure that the ccNSO Council takes timely and deliberate decisions on all these requests the Triage Committee will use the following process (graphically represented in Annex A):

1) The Secretariat notes the request for input and fills in a special template containing basic information on the request (the suggested template is available in Annex B).
2) The template is forwarded to the designated members of the Triage Committee.
3) 2 out of the 3 Triage Committee members have to agree within two (working) days with the advice of the Secretariat. In case only one member of the Triage Committee is available, the Chair, or one of the vice-Chairs, will be asked to step in.
4) The Secretariat informs the Council about the recommendation of the Triage Committee. Councillors have two (working) days to decide on the recommendation of the Triage Committee.

If the ccNSO Council is advised to take an action, a simple majority of the ccNSO Council may decide no action is needed or suggest an alternative.

If advice is not to take an action and the ccNSO Council is informed accordingly, a simple majority of the ccNSO Council may decide otherwise, suggesting a course of action at the same time.

Step 1-4 of should not take more than five working days

The recommendations of the Triage Committee and the ccNSO Council decision shall be recorded at:

http://ccnso.icann.org/about/council/decisions.htm

4. Membership and staffing

The Triage Committee shall have a minimum of 3 ccNSO Council members, including one NomCom appointed Councillor. Members of the Triage Committee are appointed by the ccNSO Council yearly, with a maximum of 3 consecutive terms.

The members of the Triage Committee elect a chair. It is recommended that the chair of the Triage Committee is one of the vice-chairs of the ccNSO Council.

Support is provided by the Secretariat. The e-mail address used by the Triage Committee is ccnso-triage@icann.org.

5. Omission in or unreasonable impact of the charter

In the event this charter or the Guideline for setting up Working Groups, which also applies, does not provide guidance and/or the impact is unreasonable to conduct the business of the committee, the chair of the Triage Committee will decide, and inform the ccNSO Council accordingly.
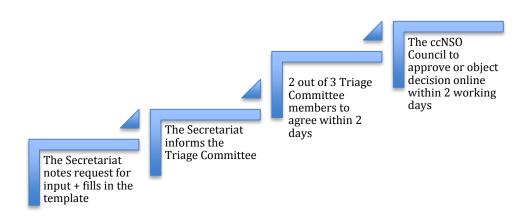
6. Review of charter and activities of the Committee

A review of this charter and activities will take place every 2 years or when considered necessary.

7. Reporting

The Chair of the Triage Committee will report regularly through email to the ccNSO Council and provide a full report at the ccNSO meetings held during the ICANN meetings regarding the activities of the Working Group.

Annex A Graphical representation triage process

The ccNSO Council to approve or object decision online within 2 working days

2 out of 3 Triage Committee members to agree within 2 days

The Secretariat informs the Triage Committee

The Secretariat notes request for input + fills in the template

Annex B Basic information on the incoming request

Date of completion template

Topic:

Originator:

Summary of request:

Date received:

Last day for Comments/ input/response, if any:

Recommended action, if any: (alternatives: None, letter from Chair/ Council, ccNSO statement/position paper, WG, PDP)

Expertise needed, if any:

Date of submission to Council:

Last date of Council decision:

Impact on ccNSO/ccTLDs: