

General Framework for ccNSO Guidelines

Structure

Each guideline should contain at least the following parts:

Title (Guideline: <subject>)

Version #

Dates of Reviews:

Date of adoption by the ccNSO Council:

A. Introduction & Background

- Summary and rationale for the Guideline

B. Goal/Purpose of the Guideline

What problem/issue does the guideline address

C. Body of the Guideline

Substantive part of the Guideline: how the problem/issue is addressed (the mechanics)

D. Institutional Elements of the Guideline (General)

- Status of the Guideline (internal rule in accordance with Article IX Section 3.11, and Article IX ,section 4.2)
Section 3.11. The ccNSO Council, subject to direction by the ccNSO members, shall adopt such rules and procedures for the ccNSO as it deems necessary, provided they are consistent with these Bylaws. Rules for ccNSO membership and operating procedures adopted by the ccNSO Council shall be published on the Website.

Section 4.2the ccTLD manager's agreement, for the duration of its membership in the ccNSO, (a) to adhere to rules of the ccNSO, including membership rules,

E. Miscellaneous

- Status of the Guideline
- Omission or unreasonable impact of the Guideline
- Review of and change mechanism for Guideline
- Publication and review of the Guideline
- Responsibility assignment matrix

Annex A: workflow and process description

Annex B: Change history + major changes

Content

The text of guidelines must be:

- Easy to read and understand
- Written in plain English
- Written using simple sentence structure

Responsibilities must be clearly defined.

The terminology throughout the document must be consistent.

The document must be formatted in a consistent way.

Checklist before publication of a guideline

- ✓ Update version number
- ✓ Update the list of reviews with the date of the latest review
- ✓ Add the date when the guideline was adopted by the Council
- ✓ Remove any references to “Draft”
- ✓ Update the footer (if any) accordingly