

# Guideline: Roles and Responsibilities

Draft Version #34

Date of review: ~~October~~September 2015

Date of adoption by the ccNSO Council:

## 1 Introduction ~~and Background~~

This guideline ~~describes how roles and responsibilities are assigned and~~ applies to ~~and guides~~ all ccNSO working and administration processes. ~~It also details the current assignment of responsibilities. in the area of assigning roles and responsibilities.~~

## 2 Purpose of the Guideline

The purpose of this Guideline is to assist ~~and guide~~ members of the ccTLD community and the ccNSO Council in ~~order to plan how the~~ allocating ccNSO Council work ~~within the Council can be allocate~~ between ~~among~~ Council ~~members~~ councillors so as to reduce the demands on any single member or group of members.

## 3 Assigning roles and responsibilities

Chair, vice-chairs and ~~eCouncil members~~ councillors are responsible for allocating and agreeing ~~creating a structure to allocate~~ the workload among Council members councillors equitably in order to ~~distribute it a more equally and~~ ensure sustainability.

Based on ~~experience the review~~ and taking into account the guiding documents for the ccNSO,<sup>1</sup> ~~and the evolution of activities and tasks~~ the following ~~model to assign the responsibilities~~ tasks will apply ~~be in use~~:

1. ~~Representation and Engagement~~ With respect to r ~~Relational aspect of the ccNSO:~~
  - a. ~~Council Members~~ councillors may be assigned r ~~Representational roles, where they r;~~ Represent (institutional/informal) the ccNSO (i.e., ccNSO Council and/or membership) in both institutional and informal settings and endeavors.
  - b. ~~Council Members~~ Councillors may be assigned e ~~Engagement roles, where they;~~ eEngage and encourage the involvement of involve others on behalf of the ccNSO (Council and /-or membership) in ccNSO or ccNSO's related activities.

<sup>1</sup> Article IX of the ICANN Bylaws and Rules and Guidelines for the ccNSO.

Commented [KS1]: I propose to remove this part

2. ~~With respect to the a~~Administration of the ccNSO:
  - a. ~~Council Members~~Councillors may ~~p~~Perform ~~m~~Management & oversight (~~formal/informal~~) of activities related to the ccNSO (~~C~~council, membership, working groups).
  - b. ~~Council Members~~Councillors may ~~p~~Perform ~~c~~Coordination of activities (~~formal/informal~~).

## 4 Miscellaneous

### 4.1 ccNSO Internal Guideline

This Guideline is an internal rule of the ccNSO in accordance with Article IX section 3.11 and Article IX section 4.2 of the ICANN Bylaws.

### 4.2 Omission in or unreasonable impact of the Guideline

In the event this guideline does not provide guidance and/or the impact is unreasonable, the Chair of the ccNSO Council will decide upon any questions or issues. However the Charter of a WG, once adopted by the ccNSO Council, always remains paramount.

### 4.3 Review of Guidelines

This guideline will be reviewed each year at the same meeting the Chair and vice-chairs of the ccNSO are elected. Roles and Responsibilities Assignments will be reviewed at the same meeting.

## 4 Review of Roles and Responsibilities

The ccNSO Council will review the Roles and Responsibilities Guideline and Assignment Matrix schedule each year, at the same meeting the Chair and vice-chairs of the ccNSO are elected.

## ~~5~~ Roles and Responsibilities Assignment Matrix

### 5

Task	Chair	Vice Chair	Council Member or {WG}
Chair Council	X		

**Commented [MD2]:** It is my assumption that the more significant work for the R&R guideline review team is to assess the current status of the matrix and make (1) adjustments where deemed appropriate and (2) entries where none exist now – and perhaps suggest additional line items (e.g., it seems some oversight of ccNSO involvement of cross-community working groups might be warranted).

The team will also need to decide whether to recommend that line items can have two or more “X”s as some do here.

Do we want to include all of the line items from this version: <http://ccnso.icann.org/about/guideline-roles-responsibilities-07apr14-en.pdf>

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meetings			
Chair ccNSO meetings	X		
Formal liaison with staff on members' meeting agendas and logistics		X	<a href="#">Programme WG</a>
Formal liaison with staff on council meeting agendas and logistics	X	X	
Formal liaison with staff on meeting minutes	X		
Managing formal approval of new membership applications			<a href="#">Council Member</a>
Liaison with staff on general management issues	X	X	
Management of ccNSO framework of roles and responsibilities	<del>xx</del>		
Manage/oversight ccNSO 2-3 year workplan	<del>xx</del>		
Formal oversight of cc-PDPs	<del>x</del>		<a href="#">Relevant PDP WG</a>
Formal oversight and management of working groups			<a href="#">WG Chairs</a>

Formal oversight of Board selection and Council election process	x		
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