MEAC Strategy Working Group Charter

Revision: June 2017 of the Charter June 2016

1. Background on the Middle East Strategy

The idea of the Internet Corporation for Assigned Names and Numbers (ICANN) formulating a regional strategy for the Middle East surfaced in late 2012. A group of more than 20 volunteers from various countries in the region[1] representing all stakeholder groups[2] came together to develop a strategy that defines regional needs in a bottom-up, multistakeholder fashion. The mandate of the strategy was for three years beginning on July 1, 2013, and ending on June 30, 2016.

The strategy document defined the strategic objectives of the region and the actions needed to fulfill those objectives. Additionally, annual strategy implementation plans were developed between 2013 and 2016. More information on the strategy document and the annual implementation plans as well as their respective reviews and assessments are available at: https://community.icann.org/display/MES/Documents.

2. Mission

The mission of the new Middle East and Adjoining Countries (MEAC) Strategy Working Group (MEAC-SWG) is to provide a multistakeholder, community-led venue for independent volunteers and experts from the region to work inclusively and transparently in order to devise and implement a three-year ICANN regional strategy extending between July 2016 and June 2019, catering to the needs of the diverse stakeholders in the MEAC region. The strategy is expected to understand the needs of the Internet ecosystem in the region as well as tackle the obstacles and challenges that hinder its development.

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[1] The region covered by the 2013-2016 Middle East Strategy included the 22 Arab States (as defined at: https://en.wikipedia.org/wiki/Arab_states), Iran, Afghanistan, and Pakistan.

[2] The stakeholders include but are not limited to: registries, registrars, resellers, country code top-level domains (ccTLDs), internationalized domain name (IDN) ccTLDs, generic top-level domains (gTLDs) applicants and owners, businesses, civil society, governments, the private sector, academia, and the technical community.

3. Scope

The work of the group and the developed strategy is to remain within ICANN's mandate as defined in the ICANN 2016-2020 strategic plan.

The scope of work of the MEAC-SWG is:

1. Limited to the MEAC region as defined by ICANN;[3]

2. To develop a three-year strategic plan for the period extending from July 2016 through June 2019;

3. To build on the past experience of the 2013-2016 Middle East Strategy, using the successes, lessons learned, future recommendations, and what worked well as examples;

4. To give special attention to countries that require more engagement, including countries experiencing political instability, conflicts, or wars;

5. To emphasize the progress and development of the domain name industry, local content development, Domain Name System (DNS) security and stability, and Internet governance ecosystem in the MEAC region; and

6. To establish a review mechanism to follow up on the implementation of the three-year strategic plan.

4. Working methods

A multistakeholder, bottom-up model: In achieving its mission, the MEAC-SWG will work in a bottom-up, community-driven, multistakeholder fashion, relying on the volunteer work of its community.

Work modality: The MEAC-SWG membership will organize their work through ICANN staff facilitation. The MEAC-SWG membership will also agree among themselves or by no formal opposition on logistical matters, such as the scheduling of meetings or other issues.

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[3] Turkey was not included in the initial 2013-2016 Middle East Strategy. It has since been incorporated into the regional grouping and is included in the 2016-2019 MEAC Strategy.

Decision-making process: The MEAC-SWG will endeavor to achieve consensus throughout its work. Where consensus is not possible, decisions will be taken through rough consensus building.[4] ICANN staff will also work to facilitate reaching consensus within the group. An exception to this is when voting is required for leadership positions.

Meetings: The MEAC-SWG will conduct most of its work online – maximizing the benefits of its mailing list as well as holding virtual meetings and conference calls as deemed necessary – and making use of online collaboration tools and resources. The MEAC-SWG may also hold face-to-face meetings as deemed necessary and appropriate. The SWG will operate openly and transparently, and all archives, meeting minutes, slideshows shared, and call recordings will be made publicly available online.

Timeframes: The MEAC-SWG members are expected to actively participate in the work. Participating volunteers should maintain momentum and be committed to handing the deliverables in accordance with the agreed upon timeframes.

Subgroup formation: As deemed necessary and as the need arises during the strategy development and/or implementation, subgroups may be formed among the MEAC-SWG membership with predefined objective. Subgroups are open to anyone from the SWG to join, both members and observers may follow and participate in any of the subgroups discussions. Only a member can lead the subgroup and recommended to only lead one. Each subgroup will, via internal consensus, determine, the work plan, work method, and agrees on its leader. Subgroups will exist and operate until its goal(s) are achieved. Ultimately, tasks achieved will feed into the overall work of the SWG through the reporting of the subgroup leader.

Organizational involvement: Representatives from organizations that work with ICANN may be invited to observe and provide feedback on the MEAC-SWG's activities. These may include but are not limited to United Nations (UN) agencies operating in the region, the regional Internet registries (RIRs) covering countries in the region, the Internet Society (ISOC), and other international organizations that have presence and/or a stake in some or all of the countries in the MEAC region.

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[4] For a detailed description of rough consensus, see: https://tools.ietf.org/html/rfc7282.

5. Deliverables

The MEAC-SWG is expected to deliver the following:

1. A three-year strategic plan for the 2016-2019 period that takes into consideration the evaluation of the strategy of the previous MEAC strategy working group;

2. Implementation plan(s), including a breakdown of activities, timeline, and focus areas;

3. A review mechanism for the implementation of the strategic plan that ensures a multistakeholder approach is followed, and identifying annual key performance indicators (KPI) to be able to align the stated strategy on annual basis;

4. A regularly updated wiki page with details about the actions taken by the MEAC-SWG, such as activities, meetings, correspondence, media coverage, etc.;

5. A framework for executing the strategy, which includes a timeline and action plan; and

6. A special matrix for keeping track of the activities in countries which, due to various reasons, are facing challenging situations for local communities to get engaged. Countries experiencing political instability, conflicts, or wars, and countries that need more attention in light of the MEAC DNS Report[5] fall under this category.

6. Membership

How to join: Individuals wishing to join the MEAC-SWG may become either members or observers. Both members and observers of the working group should come from across the MEAC region and beyond including those who have interest in the Internet ecosystem of the region. They preferably should represent all relevant stakeholder groups[6] in order to accommodate the different perspectives that exist. Those who would like to apply to become members of the MEAC-SWG are required to submit an Expression of Interest (EOI) detailing their interest.

Observers are welcome to join the MEAC-SWG at any stage of the strategy development and/or implementation. They are not required to submit an EOI to join the MEAC-SWG.

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[5] The document is available at: https://www.icann.org/en/system/files/files/meac-dns-study-26feb16-en.pdf.
[6] As outlined by the MEAC-SWG Strategy Document:
https://community.icann.org/pages/viewpage.action?pageId=59642230&preview=/59642230/63151867/MEAC%20Strategy%20Document%20FINAL.pdf.

Apart from the members who joined the MEAC-SWG during its inception, new members can join on an ongoing basis, but it is preferred that they start as observers to familiarize themselves with the work. If an observer wants to become a member, they can submit an EOI.

Meetings attendance: In order to have an effective and continuous follow-up review of the MEAC strategy, the MEAC-SWG members are expected to attend as many meetings per year as possible throughout the mandate of the MEAC strategy. Also, all members and observers are highly encouraged to attend at least one meeting per year.

Annual membership list updates: The MEAC-SWG membership list will be updated on an annual basis. ICANN staff will conduct a survey to check out who wants to continue being a member or observer, to change their status to observer (if they are a member), or leave the group altogether. Those who will not respond to the survey will be noted separately along the list until they provide their membership status update.

7. Role identification

The different roles that members of the MEAC-SWG may assume to support its success include but are not limited to the following:

Chair: Schedules and chairs meetings, develops action plans, ensures the effective operation of the MEAC-SWG as per the charter, oversees that the various volunteers conduct tasks as agreed or assigned, synthesizes views in order to reach consensus, and determines if rough consensus has been reached. The chair has to dedicate enough time to their mission and keep members engaged in working toward achieving the goals and objectives of the MEAC-SWG in collaboration with the vice chair(s) and facilitator. Depending on the workload and the need within the MEAC-SWG or strategy implementation, upon deliberation with the SWG members and ICANN staff, the chair may announce the opening of additional position for the role of vice chair or the formation of a new subgroup.

Vice Chair(s): Assists the chair in executing their roles, and chairs the meetings and calls in the absence of the chair.

Facilitator (ICANN staff): Helps the chair plan meetings, facilitates the internal interaction between members by managing logistics, setting up meeting times and virtual rooms, sending reminders and updates to members, fixing any technical issues that require attention, and assisting with travel arrangements for physical meetings. Additionally, the facilitator serves the role of secretary for the meeting by writing and distributing minutes

(and/or transcripts, recordings, etc.), facilitates the creation of subgroups and their outputs, and updates the relevant sections of the MEAC-SWG wiki page[7] with the latest information regarding the MEAC-SWG's meetings, news, and activities.

Members: Are expected to show strong commitment to and be actively engaged in the work of the MEAC-SWG. They will support the work of the MEAC-SWG in accordance with the criteria defined in Section 4 by actively participating in the mailing list discussions as well as attend as many meetings as possible to provide feedback, and assist in any capacity they can to improve the overall work of the MEAC-SWG so it can achieve its goals. Members are also expected to respond to the call of the chair and/or vice chair(s) if volunteers are requested to perform specific task(s), such as:

- Leading a call;
- Conducting a performance review;
- Creating, disseminating, and/or analyzing a survey;
- Coordinating with ICANN staff; and
- Other duties as deemed necessary.

Observers: Are free to join public mailing lists to observe and participate in the discussions of MEAC-SWG's activities if they wish. They can comment on the work done by the MEAC-SWG through the mailing lists. Observers are not expected to share the load in actual work activities of the MEAC-SWG, not be included in any voting processes, and cannot take leadership roles in the MEAC-SWG, including within a subgroup, unless they become members.

Subgroup leader(s): Must be a member of the MEAC SWG, and they are the representative(s) of a subgroup who is nominated by its members to lead their work. The subgroup leader(s) will ensure progress on the mandated tasks, and report to MEAC-SWG on the progress at regular intervals.

Members of the MEAC-SWG can be nominated to any of the leadership roles. If there are multiple nominees for chair and/or vice chair(s), a voting procedure for a period of two weeks will be held to appoint the chair and vice chair(s), and only members are eligible to vote. For all other leadership roles, such as subgroup leaders, the decision will be taken among the specific subgroup members in a professional and collegial manner. If no agreement is reached, they can go through a voting process.

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[7] ICANN will maintain a working space for the MEAC-SWG at:
https://community.icann.org/display/MES/Middle+East+Working+Group.

8. Performance review

The MEAC-SWG will issue a report on the performance of the working group against the requirements of the charter every six months.

The MEAC-SWG charter may undergo an annual review, which could necessitate some amendments. All members should agree to review the charter, and the reason for the review must be documented clearly. Changes made to the charter must be deemed absolutely necessary to make the charter more effective, practical, and necessary to improve the MEAC-SWG's performance. Those changes must also be documented clearly and meticulously, and garner the approval of all MEAC-SWG members before adoption.

9. Members of the Charter Drafting Group

9.1 The members of the Charter Drafting Group included the following:

1. Michael J. Oghia	20. Wafa Dahmani
2. Zied Fakhfakh	21. Ahlem Ismail
3. Nadira Alaraj	22. Abdelhamid Al Abbadi
4. Hafedh Alyahmadi	23. Malek BG
5. Mohammad Zeidan	24. Zahr Bou Ghanem
6. Walid Al-Saqaf	25. Oussama Hamal
7. Mustapha Ben Jemaa	26. Ahmed Bakhat Masood
8. Amr Elsadr	27. Zied Dridi
9. Ridha Guellouz	28. Rafik Dammak
10. Rao Naveed Bin Rais	29. Chokri Ben Romdhane
11. Zakir Bin Rehman	30. Mohamed Benyahia
12. Fouad Bajwa	31. Mohamed Najeh Issaoui
13. Mohamed ElGohary	32. Houda Belkassem
14. Manal Ismail	33. Mohamed Majdoubi
15. Wael Nasr	34. Ali Almeshal
16. Hadia El Miniawi	35. Mahmoud Lattouf
17. Nabil Bukhalid	36. Baher Esmat (ICANN Staff)
18. Omer Mohamed Fadul	37. Fahd Batayneh (ICANN Staff)
19. Said Marjan Zazai	

9.2 The members and observers revised the Charter on May 2017:

1. Walid Al-Saqaf (SWG Chair)	12. Sogand Ghorbani (Observer)
2. Chokri Ben Romdhane (Subgroup leader)	13. Khouloud Dawahi (Observer)
3. Nadira Al-Araj	14. Fahd Batayneh (ICANN Staff)
4. Zakir Bin Rehman	
5. Manal Ismail	
6. Michael J. Oghia	
7. Hadia El Miniawi	
8. Farzaneh Badii	
9. Hosein Badran	
10. Rim Hayat	
11. Hanan Khatib (Observer)	