

CCWG-Accountability WS2

Rapporteur prep meeting

27 July 2016

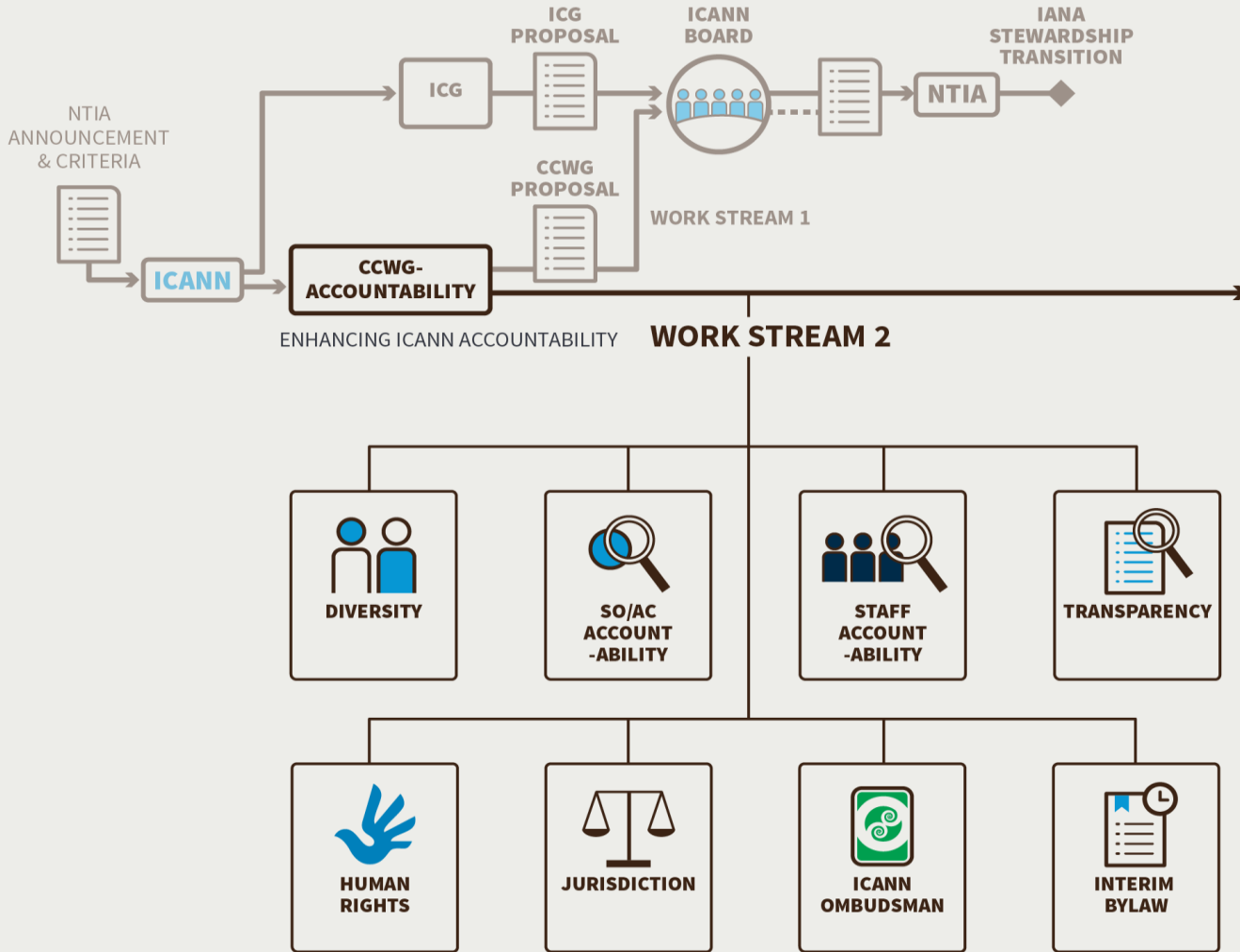


Agenda

- Welcome
- WS2 Subgroups
- Subgroup working methods
- Subgroup meeting slots
- Status Staff Papers for Subgroups
- CCWG Plenary Sessions Schedule and Subgroup Deliverables
- Draft CCWG Travel Support Process

Work stream 2

IANA STEWARDSHIP TRANSITION COORDINATION



Additional topics :

- Review of CEP
- Community guidelines for conduct during Board removal process

Rapporteurs

- Diversity - Fiona Asonga, Rafik Dammak
- Human Rights - Niels ten Oever, Nigel Roberts, Paul McGrady
- Jurisdiction - Greg Shatan, Vinay Kesari
- Ombudsman - Sebastien Bachollet
- SO/AC Acct - Cheryl Langdon-Orr, Farzaneh Badii, Steve DelBianco
- Staff Acct. - Avri Doria, Jordan Carter
- Transparency - Michael Karanicolas, Chris Wilson
- Reviewing CEP - Ed Morris
- Guidelines for standards of conduct presumed to be in good faith associated with exercising removal of individual ICANN Board Directors - Lori Schulman

WS2 subgroup deliverable – a common framework

Executive summary

Description of issue

- Current state of play
- Supplemental Report

Recommendations

- requirements for recommendation (no wordsmithing expected)
- Rationale for recommendation

Assessment of recommendations

- How do the recommendations meet the “NTIA criteria” ?
- Are the recommendations compliant with WS1 recommendations ?

WS2 Proposed Timeline

Simple/Lighter topics

- **June 2016: sub-groups agreed, commence work on docs for public input**
- **Aug 2016: first discussion with CCWG**
- Sep 2016: refining work
- Oct 2016: CCWG agrees for public input
- 20 Oct-30 Nov: Public Input comment period
- Dec 2016: Analyze public comment staff/subgroups
- Jan 2017: Sub-groups refines and revises output
- Feb 2017: CCWG agrees final Output for consideration by community FOR ADOPTION at Copenhagen

Complex Topics – Intermediate/Long Term

- **Jun 2016: sub-groups agreed**
- Sep-Oct 2016: first discussion with CCWG - identifies whether and how to update community at Hyderabad
- Nov-Dec 2016: second discussion with CCWG (first SUBSTANTIVE)
- Jan 2017: refining work
- Feb 2017: CCWG agrees docs for public input
- 1 Mar to 10 Apr: Public Input comment period
- Apr 2017: Analyze public comment staff/subgroups
- May 2017: Sub-groups refines and revises output
- May/Jun 2017: CCWG agrees final Output for consideration by community

WS2 Approach is based on subgroups

- Design Team / subgroups will do heavy lifting including drafting
- CCWG plenary remains in charge of:
 - Discussing, approving drafts (including public comment drafts)
 - Reviewing proposals and assessing consensus level
- Co chairs will monitor that:
 - Liaising with Chartering Orgs, the Board...
 - Subgroups are efficiently coordinating where needed
 - requests for extra support are handled efficiently and responsibly

Role of rapporteurs

- Coordinate work of the subgroup
- Ensure subgroup stays within its « mandate »
 - CCWG Supplemental Report has framed each issue (background papers will be provided)
- Provide regular, neutral reports on proceedings to the CCWG
- Liaise with co-chairs and other rapporteurs as appropriate
- Ensure requests for legal advice (if any) are adequately documented and necessary

Calls, prep and debriefs

- Monthly CCWG plenaries (every other week between mid Sept and Hyderabad to intensify preparation)
- Prep calls with all rapporteurs before these calls
 - refine agenda for plenary (including time allocation)
 - Identify key documents to be circulated in advance
 - No decision making on substance
- Debrief calls with all rapporteurs after the plenaries
 - ensure clarity of Action items and next steps
 - discuss how to adjust plans accordingly.

Subgroup Working Methods

Subgroup(s)

Given the small size of the subgroups and the specificity of the work each is undertaking its proposed that the subgroups meet via teleconference for one (1) hour on a weekly schedule. The majority of subgroup work is expected to be through written submissions using the subgroup mailing list.

Role of Staff Support

Staff support will participate on each subgroup's one (1) hour meeting to capture action items, however each group will need to be prepared to manage their own draft document development. Once the subgroup has submitted their agreed draft for CCWG Plenary consideration, staff support will assume document management on behalf of the CCWG.

Subgroup Working Methods con't

Reporting to the CCWG-ACCT

- Documents for consideration by a subgroup or the full CCWG-ACCT should be available at least 24 hours prior to a meeting to allow for proper consideration.
- It is requested that the rapporteurs for each subgroup prepare a written update for the full CCWG-ACCT to consider at its each of its meetings.
- Subgroups should be able to provide the CCWG-ACCT with a draft work plan and schedule within a month of the first subgroup meeting. This is necessary to ensure there are adequate resources available to meet the needs of the subgroups and the overall budget and timeline.
- If subgroups require legal advice that they will have to prepare a formal request clearly stating the question that needs to be answered and why legal advice is required. Once these are approved by the Legal Committee, and the Co-Chairs the request will be forwarded to the appropriate external legal counsel for a response.

Subgroup Working Methods con't

- The CCWG-ACCT as a whole (members and participants), as is current practice, will approve any of the subgroup recommendations.
 - As per its usual practice the CCWG-ACCT will not make any final decision on subgroup recommendations at a single meeting (two reading rule).
 - Most, if not all, CCWG-ACCT recommendations on these topics will also require at least one 40-day public consultation per topic. As such the subgroups are charged with providing written draft recommendations to the CCWG-ACCT for its consideration.
 - Only when the subgroup recommendations are approved by the CCWG-ACCT can they be posted for public consultation.
 - The CCWG-ACCT will consider the comments and decide if another public consultation is required before accepting any final recommendations.

Subgroup time slots

CCWG WS2 Plenary and Subgroup meeting schedules August 2016

	August-2016																														
Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
CCWG PLENARY																															
Diversity																															
Human Rights																															
Jurisdiction																															
SO/AC Accountability																															
Ombudsman																															
Transparency																															
Staff Accountability																															
Guidelines for standards of conduct presumed to be in good faith associated with exercising removal of individual ICANN Board Directors																															
Reviewing the CEP																															
Additional Meetings																															
IRP Phase 2																															
Rapporteurs Briefing																															
Legal Subcommittee																															

Time slots supported for CCWG-ACCT and Subgroups

- 9 one hour slots per week
- 3 UTC time zones 600 UTC, 1200 UTC and 1900 UTC

CCWG plenary schedule up to Hyderabad

Need to determine schedule and dates for Plenary meetings

Month	CCWG Plenary Meeting Frequency	Date(s)
August	Once	9 August
September	Twice	? and ?
October	Twice	? and ?
November	Twice	2 November and ?
December	Twice	? and ?

Update on background papers

WS2 Topic	Status
Diversity	Final Drafting
Human Rights	Completed and posted
Jurisdiction	Final Drafting
SO/AC Accountability	Final Drafting
Ombudsman	Completed and posted
Transparency	Final Drafting
Staff Accountability	Final Drafting
Guidelines for standards of conduct presumed to be in good faith associated with exercising removal of individual ICANN Board Directors	Completed and posted
Reviewing the CEP	Final Drafting

Draft travel support process

- The current budgeted amount to support the work of CCWG WS2 members allocates support (travel, hotel and per diem) for an amount equivalent to 20 appointed members to attend a CCWG face-to-face meeting associated with an ICANN meeting for a maximum of 7 days.
- The Co-Chairs have the authority to re-allocate this amount – this could include supporting requests for partial funding to allow them to maximize the number of members attending (*e.g. if someone only needs a few additional days of hotel this could be acceptable*).
- If you are an officially appointed member of WS2 from a chartering SO or AC you are eligible for travel support from the CCWG.

Travel support arrangements will follow [Constituency Travel Guidelines](#)

CCWG-ACCT Draft Travel Support Application

CCWG Supported Travel Request Form

You are eligible for travel support from the CCWG if you are an officially appointed member of WS2 from a chartering SO or AC.

The CCWG Co-Chairs will review the applications received, including the requests for partial support, and determine the list of approved CCWG members who will receive travel funding.

The CCWG approved travel support list will be submitted to ICANN Constituency Travel for processing according to community travel guidelines

Travel support arrangements will follow Constituency travel guidelines located at:
<https://community.icann.org/display/trvlconstit/Constituency+Travel+Home>

CCWG appointed Members requesting consideration by the Co-Chairs for travel support to attend a face-to-face meeting must complete the travel request form three (3) months in advance of the date of the CCWG face-to-face meeting in order to be considered for funding.

Name	<input type="text"/>
Chartering Organization	<input type="text"/>
E-mail address	<input type="text"/>
Date of Request	<input type="text"/>

Please indicate if you are receiving travel support from another organization to attend the ICANN meeting

Name of the organization

Indicate type of support and how many days the support is provided

Airfare

Hotel

Per Diem

Please indicate the type of travel support you are seeking from the CCWG for WS2

CCWG appointed Members requesting consideration by the Co-Chairs for travel support to attend a face-to-face meeting must complete the travel request form three (3) months in advance of the date of the CCWG face-to-face meeting in order to be considered for funding.

Completed forms can be sent to Acct-Staff@icann.org for submission to the Co-Chairs for review and approval.

CCWG-ACCT Draft Travel Support Application con't

Travel Support Requested Airfare
 Hotel
 Per Diem

If Hotel and Per Diem are indicated above please provide the days you are requesting support

Number of days Hotel support requested

Number of days Per Diem support requested

- The Co-Chairs will review the applications received, including the requests for partial support, and determine the list of approved CCWG members who will receive travel funding.
- All applicants for CCWG WS2 travel support will be posted on the CCWG WS2 wiki under Travel Support. Names will be listed under Requested and then once approved will be listed under approved for travel support including the type of support that is approved.
- The CCWG approved travel support list will be submitted to ICANN Constituency Travel for processing according to community travel guidelines.
- The approved list of funded CCWG members will be posted on the [WS2 wiki](#)

AOB