RECOMMENDATIONS 13: WORKING GROUP PERFORMANCE	
STRATEGIC ALIGNMENT	
Part One – Which ICANN Objective does this meet	
Promote role clarity and establish mechanisms to increase trust within the ecosystem rooted in the public interest. Also, evolve policy development and governance processes, structures and meetings to be more accountable, inclusive, efficient, effective and responsive. See Strategic Plan main web page at: https://www.icann.org/resources/pages/strategic-engagement-2013-10-10-en.	
Alignment with Strategic Goals	
Goal	- Shared understanding by Board, staff and stakeholders of the allocation of responsibilities for design, development and implementation of policy and operational processes. - Shared understanding of the roles, responsibilities and accountability of the Board, staff and stakeholders. - Board, staff, and stakeholders use best practices and exercises appropriate behavioral norms.
Project/Recommendation	As strategic manager rather than a policy body the GNSO Council should continue to focus on ensuring that a Working Group has been properly constituted, has thoroughly fulfilled the terms of its charter and has followed due process.

SCOPE DESCRIPTION
Scope Statement
1. Staff to provide applicable guidance from the current Working Group Guidelines and as directed by the Working Group develop a suggested procedure for periodic review of Working Group constitution, membership, and activity. 2. The Working Group will determine whether this procedure will require changes to the GNSO Operating Procedures, and if so, direct staff to complete a revision for public comment and approval by the GNSO Council. 3. The GNSO Review Working Group to determine whether this recommendation has been implemented or whether further steps need to be taken to meet the intent of the recommendation.
Out of Scope
The above scope is sufficiently clear.
Assumptions
That applicable guidance exists in the Working Group Guidelines concerning procedures for reviewing Working Group constitution, membership, and activity.
Deliverables
Further guidance if the Working Group deems it is required.

OPTION ANALYSIS
None were considered or were necessary to be considered.
SOLUTION

Staff research found the following:

The current Working Group Guidelines include Section 7.0: Working Group Self-Assessment, as follows:

> "A WG Self-Assessment instrument has been developed as a means for Chartering Organizations to formally request feedback from a WG as part of its closure process. WG members are asked a series of questions about the team's inputs, processes (e.g., norms, decision-making, logistics), and outputs as well as other relevant dimensions and participant experiences. Screenshots of the questionnaire have been assembled into a PDF (see link below) so that WG participants can review, in advance, how it is designed and what specific information will be solicited.
>
> During the WG's closure process, coordinating with the Chair, Staff will provide a unique link (URL) to the online questionnaire along with open and close dates and any specific instructions. Staff will then perform the following actions:
> · Monitor the online process providing status updates to the WG Chair;
> · Provide technical assistance to WG members if requested;
> · Notify the Chair when all team members have completed the questionnaire; and, following the close date,
> · Summarize the feedback in a written report to the Chartering Organization."

In addition, as was noted by the GNSO Review Working Party and included in its assessment, "The GNSO Council, as the manager of policy development processes, oversees this ongoing effort. Updates of each PDP are given to the GNSO Council during each ICANN meeting. A post-PDP Working Group self-assessment is undertaken and the results are forwarded to the Council."

Working Group Determination:

The GNSO Review Working Group to determine whether this recommendation has been implemented or whether further steps need to be taken to meet the intent of the recommendation.

KEY DEPENDENCIES

Review of existing guidelines in the GNSO Working Group Guidelines as well as current procedures.

RISK IDENTIFICATION

None.

KEY PERFORMANCE INDICATORS

It is not clear to staff whether a KPI applies in the implementation of these recommendations.

NECESSARY TO PROCEED

Next Phase Activities/Resources

None.

REVIEWERS		
Name	**Title**	**Date Sent**
GNSO Review Working Group		

APPROVERS			
Name	**Title**	**Approval Status**	**Date**
GNSO Review Working Group			
GNSO Council			

REVISION HISTORY			
Date	**Version**	**Description**	**Author**
13 July 2017	V1	Original charter.	Julie Hedlund, Policy Director

Attachments:

None.

Excerpted From: https://en.wikipedia.org/wiki/Google_Drive.

Google Drive is a file storage and synchronization service developed by Google. Launched on April 24, 2012, Google Drive allows users to store files in the cloud, synchronize files across devices, and share files. In addition to a website, Google Drive offers apps with offline capabilities for Windows and macOS computers, and Android and iOS smartphones and tablets. Google Drive encompasses Google Docs, Sheets and Slides, an office suite that permits collaborative editing of documents, spreadsheets, presentations, drawings, forms, and more. Files created and edited through the office suite are saved in Google Drive.

Google Drive offers users 15 gigabytes of free storage, with 100 gigabytes, 1 terabyte, 2 terabytes, 10 terabytes, 20 terabytes, and 30 terabytes offered through optional paid plans. Files uploaded can be up to 5 terabytes in size. Users can change privacy settings for individual files and folders, including enabling sharing with other users or making content public. On the website, users can search for an image by describing its visuals, and use natural language to find specific files, such as "find my budget spreadsheet from last December". Along with a revamped computer app, Google Drive will, starting June 28, be able to upload any folder on the user's computer to Google. The website and Android app already offer a Backups section to see what Android devices have data backed up to the service. A Quick Access feature can intelligently predict the files users need.

Google Drive is a key component of G Suite, Google's monthly subscription offering for businesses and organizations. As part of select G Suite plans, Drive offers unlimited storage, advanced file audit reporting, enhanced administration controls, and greater collaboration tools for teams.

Following the launch of the service, Google Drive was heavily criticized by some members of the media for its privacy. Google has one set of Terms of Service and Privacy Policy agreements that cover all of its services, meaning that the language in the agreements grants the company broad rights to reproduce, use, and create derivative works from content stored on Google Drive. While the policies also confirm that users retain intellectual property rights, privacy advocates raised concerns that the licenses grant Google the rights to use the information and data to customize advertising and other services Google provides. In contrast, other members of the media noted that the agreements were no different from competing cloud storage services, but that the competition uses "more artful language" in the agreements, and also stated that Google needs the rights in order to "move files around on its servers, cache your data, or make image thumbnails".

As of March 2017, Google Drive has 800 million active users, and as of September 2015, it has over one million organizational paying users. As of May 2017, there are over two trillion files stored on the service.

Excerpted from: https://en.wikipedia.org/wiki/Microsoft_Word

Word contains rudimentary desktop publishing capabilities and is the most widely used word processing program on the market. Word files are commonly used as the format for sending text documents via e-mail because almost every user with a computer can read a Word document by using the Word application, a Word viewer or a word processor that imports the Word format (see Microsoft Word Viewer).