RECOMMENDATION 34: ROTATION OF PDP WORKING GROUP MEETING START TIMES

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 Objectives

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	Recommendation 34: That PDP Working Groups rotate the start time of their meetings in order not to disadvantage people who wish to participate from anywhere in the world.

SCOPE DESCRIPTION

Scope Statement

1. The GNSO Review Working Group to develop a definition of effectiveness, taking into consideration such criteria as participation, time standardization (e.g. UTC), and regional neutrality.
2. Staff to review GNSO Working Groups where rotations are used and provide indication of effectiveness.
3. Staff to provide this review to the GNSO Review Working Group for its consideration.

The GNSO Review Working Group to determine whether this recommendation has been implemented or whether further work needs to be undertaken to meet the intent of this recommendation.

Out of Scope

The above scope is sufficiently clear.

Assumptions

None.

Deliverables

None.

OPTION ANALYSIS

None were considered or were necessary to be considered.

SOLUTION

For each GNSO PDP Working Group, the leadership team currently conducts an ongoing assessment of meeting times to ensure that the meeting schedule supports and promotes participation from all regions while not unduly burdening other members who want to participate. This is a continuous joint effort between staff and

Working Group chairs to assess the composition of the Working Group and the time zones of its members, attendance records for meetings, and feedback from Working Group members at regular intervals regarding the schedule. Based on this analysis, three PDP Working Groups have implemented a system of meeting time rotation – New gTLD Subsequent Procedures PDP Working Group, which rotates meetings for both the full group and sub-team calls; Next-Generation gTLD Registration Directory Services to Replace Whois PDP Working Group; and Review of all Rights Protection Mechanisms (RPMs) in all gTLDs PDP Working Group. The Working Groups have continuously sought to improve, making adjustments where appropriate to the schedule based on member feedback and analysis of participation data.

Staff notes that there is ongoing assessment by Working Groups and periodic assessments of attendance by leadership. Staff also notes that when leadership teams look at effectiveness it may be different for different Working Groups. Every Working Group is unique and each has different member needs and composition. A secondary goal may be to encourage participation from those who may not be participating from that time zone. Rotation, even if it loses attendance from other time zones may still be deemed valuable. Staff believes that the leadership team and support staff for each Working Group are best positioned to assess the most appropriate meeting schedule for the group and assess the effectiveness of this rotation based on principles discussed above.

As the review of the effectiveness of meeting times is ongoing, and may vary among Working Groups, Staff recommends that the GNSO Working Group consider this recommendation to be implemented.

Working Group Determination:

[staff suggestion] The GNSO Review Working Group has reviewed the current procedures for the rotation of meeting times and has determined that they address the recommendation that PDP Working Groups rotate the start time of their meetings in order not to disadvantage people who wish to participate from anywhere in the world. Thus, the Working Group determines that this recommendation is implemented.

KEY DEPENDENCIES
None.

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
Staff resources.

APPROVERS			
Name	Title	Approval Status	Date

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Deleted: Every Working Group is unique and each has different member needs and composition.

GNSO Review Working Group			

REVISION HISTORY

Date	Version	Description	Author
20 November 2017	V1	Original Draft.	Emily Barabas, Senior Policy Specialist
30 November 2017	V2	Revised based on the discussion during the meeting on 30 November 2017	Julie Hedlund, Policy Director

Attachments, as applicable:

- None