For discussion

Include general procedures and practices on:
- Creation of specific (WG lists)
  - When a WG is created a corresponding email address shall be created.
  - Procedure on which members of the Secretariat need to be included in a WG mailing list.
- Maintenance of email lists
  - Specific (limited in time)
    - All appointed members of the WG shall be added to the mailing list, by the member of the Secretariat appointed to that WG.
    - Once a person of the WG is no longer is a member of the WG, he or she shall be removed from the mailing list, by the member of the Secretariat appointed to that WG.
    - When the WG is closed, the mailing list shall be archived for future reference.
  - Dedicated to a purpose (ccTLD World, ccTLD community, ccNSO Council and ccNSO Members email lists)
    - ccNSO Council
      - When a Councillor is appointed to the Council he or she should be added to the mailing list by the Secretariat.
      - When a person is no longer a member of the Council he or she shall be removed from the mailing list by the Secretariat.
    - ccTLD World – Described below
    - ccTLD Community – Described below
    - ccNSO Members
      - Manager of the ccTLD request for people to be added to this list.
      - The list should be updated once a year (before Council elections) ?? By the Secretariat.
- Subscription on and un-subscription of a list:
  - Eligibility and change in status
  - Breach Standard of behavior
  - Procedure for observers?
- Closure of lists
  - Who decides
    - Specific mailing list, shall be closed and archived for future reference, when the WG closes. The Council makes this decision.
    - The dedicated mailing list don't expire ??
  - Archiving
    - Who has access
      - Should be public? Transparency.
      - Any sensitive material that needs to be kept private?
    - Where to archive
      - Mailman server?

Procedural documentation

CCTLD World List

(New, to replace existing ccTLD world list)

Purpose of the list

The "ccTLD World List" is an Internet mailing list created to facilitate the exchange of information and general discussion on IANA naming functions, and related issues, including realted review and accountability mechanisms and procedures . It is an un-moderated forum, and robust discussion is encouraged. A light-touch administration policy is enforced.

Eligibility for the list

The list is only open to the following groups:

- ccTLD Managers: administrative contacts and technical contacts of ccTLDs;
- Observers from Regional ccTLD registry organisations, identified by their manager or board;
- The members of ccNSO Council;
- The ccNSO secretariat;
- ccNSO appointed member(s) to:
    - o the ICANN Board,
    - o Customer Standing Community,
    - o Root Zone Evolution Review Committee,
    - o Empowered Community Administrative Committee

A list of subscribers and their affiliation will be published, and publicly available, however it will not include contact details.

Subscription details

Initially, all parties that meet the eligibility criteria will be subscribed and invited to participate. If a subscriber declines to participate, this subscriber should be enabled to unsubscribe. If a subscriber intends to appoint or include another person, the ccNSO Secretariat should be informed accordingly.

After the initial subscription process (after 3 months), any requests to subscribe or unsubscribe should be directed to the ccNSO Secretariat, who will seek any relevant authorisations required for new subscriptions.

The ccNSO Secretariat will also consult annually to ensure the subscription list is kept up to date.

List Guidelines

- The ccTLD World List is an un-moderated forum for discussing issues relating to the purpose of the list. There is no formal charter at this time. A light-touch administrative policy applies whereby subscribers will be removed if the ccNSO Council believes they seriously breach the harmony of the list. The ccTLD World list is not an official communications channel between individual ccTLD, the ccNSO, ICANN, or any of the Committees. It is recommended if you seek comment from the ccNSO or ICANN (including the IANA) on particular issues in an official capacity, you should use the normal, appropriate channels of communication.
- Please do not reproduce material sent to this list. It discourages people from open and frank discussions if their postings are republished outside this closed forum. If you wish to use someone's post or quotes, then seek the author of the post or articles permission before doing so.

Subscribers are expected to behave in a mature and professional way when they communicate with fellow subscribers to ensure that the list remains inclusive and productive.

The following steps are proposed to resolve incidents of non-professional communication:
- Any concerns regarding the behaviour of a subscriber should firstly be raised with that person.
- If the issue is not satisfactorily resolved, a formal complaint should be raised with the Chair of the Council, who will attempt to mediate a resolution.
- If that is not possible, or if the complaint is sufficiently serious in nature, the Chair of the ccNSO is empowered to restrict the participation of subscriber if in her/his view the continued participation of the subscriber would not be appropriate and/ or would seriously breach the harmony of the list and disrupt achieving the purpose of the list.
- Generally, a subscriber should first be warned privately, and then warned publicly before such the restriction is put into effect; in extreme circumstances, this restriction may be put in effect immediately

In the event that a subscriber disagrees with an imposed restriction, or the complainant disagrees with a restriction (or the lack of one), or there are other matters regarding the complaint that cannot be resolved satisfactorily, the participant, complainant, or the Chair of the ccNSO may raise the issue with the ccNSO Council or persons designated by Council, who will review the matter and then decide.
The subscriber and complainant shall
be informed accordingly.

List Archive

The archives are updated in real time and are available at:

The archives are only available to the subscribers of the list

ccTLD Community List
(https://ccnso.icann.org/resources/cctld-community-list.htm)

The ccTLD Community Email List

Purpose of the list

The "ccTLD Community List" is an Internet mailing list created to facilitate the exchange of information and general discussion on ccTLD related issues. It is an un-moderated forum, and robust discussion is encouraged. A light-touch administration policy is enforced.

Eligibility for the list

The list is only open to the following groups:

- ccTLD Managers, administrative contacts and technical contacts of ccTLDs;
- Staff and board members of ccTLD registries, as approved by the ccTLD Manager or administrative contact;
- Observers from Regional ccTLD registry organisations, identified by their manager or board;
- The ccNSO secretariat, the ICANN ccNSO Policy Support Officer and the IANA ccTLD Liaison Officer.

A list of subscribers and their affiliation will be published, and publicly available, however it will not include contact details.

Subscription details

All parties that meet the eligibility criteria are invited to participate. The ccNSO Secretariat will advertise the availability of the list to these groups. Any requests to subscribe or unsubscribe should be directed to the ccNSO Secretariat, who will seek any relevant authorisations required for new subscriptions.

The Secretariat will also consult annually to ensure the subscription list is kept up to date.

List Guidelines

- The ccTLD Community List is an un-moderated forum for discussing issues relating to ccTLDs. There is no formal charter at this time. A light-touch administrative policy applies whereby subscribers will be removed if the ccNSO Council believes they seriously breach the harmony of the list. The ccTLD community list is not an official communications channel between individual ccTLD and the ccNSO or ICANN. It is recommended if you seek comment from the ccNSO, ICANN (including the IANA) on particular issues in an official capacity, you should use the normal, appropriate contacts.
- Please do not reproduce material sent to this list. It discourages people from open and frank discussions if their postings are republished outside this closed forum. If

you wish to use someone's post or quotes, then seek the author of the post or articles permission before doing so.

List Archive

The archives are updated in real time and are available at: http://www.lists.cctld-managers.org/mailman/private/cctldcommunity/

The archives are only available to the subscribers of the list.