

**ICANN**

**Moderator: Maryam Bakoshi**  
**February 21, 2016**  
**8:00 am CT**

Coordinator: Recordings have now been started.

Maryam Bakoshi: Thank you very much, Dale. Good morning, good afternoon, and good evening. This is the taskforce on NCUC Task Force on Procedural Rules planning meeting. On the call today we have Anna Loup, Huthaifa Albustanji, Rafik Dammak, Arshad Mohammed, Amal Al-saqqaf. We have apologies from Corrine Cath. And from staff we have myself, Maryam Bakoshi.

I would like to remind all participants to please state your name before speaking for transcription purposes. Thank you very much. Over to you, Ana.

Anna Loup: Thank you so much, Maryam. Hello everybody. I hope you all are doing well. Please let me know if you can't hear me. Unfortunately, my headphones did not make it back from Iceland in one piece so I'm just working with other ones here so let me know if you have trouble hearing me in the chat or just raise your hand.

So it looks like we don't have many people on the call today but I have been really excited about the participation on the Google Doc. I'm going to, again, link to the Google Doc in the chat so if anyone wants to follow along they can do that – the meeting.

So first let me start with our meeting agenda for today. Basic – so we're going to start with basic reminders. We're going to go over the scope of this group because some – of this taskforce because there have been some questions about what our scope is so just define that, take a moment to define that. Touch on some issues for discussion, some issues have been brought in the Google Doc and I just want to have – leave some space for us to discuss that and so if anyone has any questions or concerns they can feel free to discuss them on this call or on the Google Doc later if you're listening later, and then finally any other business. So let's get started.

So first, I want to start with some reminders, the schedule – I've noticed that we've had some trouble getting people involved so I'm going to resend the poll to see if we can have a better time because I know it's a crazy time for everyone as we approach Copenhagen. So I want to make sure that we have time to meet and have good discussion.

The next is involvement, I just want to let everyone know that on the Google Doc that's in the chat and I'll be circulating around with every update, you can edit and comment. So I would suggest, and encourage anyone who has a comment to maybe put a brief edit on the document itself to just give us an idea of maybe your concerns or how you'd like to see your concerns sort of take form in the Google Doc.

All right so moving onto the taskforce timeline, we only have a few weeks left in the process so I really, again, encourage circulation. I'm going to try and

keep reminding people through weekly updates. Was there – if there's anything I can do to sort of encourage more participation in these procedures please let me know. I really think that they're an important aspect of the NCUC and sort of really will help our ability to get some work done in the best way possible. So I think this is a great chance for new members, members who have been here for a while, to really work together on aspects of, you know, sort of NCUC processes that are really important.

All right so moving on to scope. There have been some concerns raised about the scope of this taskforce. And I think that – I really appreciate these concerns. I think on my part I should have probably had a scope at the beginning. But I have drafted a scope. It's nonbinding. Please comment and change what you – how you feel – please comment about how you feel about it. And I've attached it here as well in the Google Doc so I'm just going to read it out.

“This taskforce seeks to develop processes that enable the functionality of the NCUC. These recommended processes will result in a set that will be commented upon by NCUC membership and voted upon by NCUC EC.” Any issues related to the allocation and management of monies is outside the scope of this taskforce so this is sort of budgeting issues. I think also any issues relating to the NCSG are also outside the scope.

I would like to point out, though, that we are making recommendations as to the reporting of the funds by the Treasurer, not their allocation. Oh, Rafik, I see your hand is raised, go ahead.

Rafik Dammak: Hi. Can you hear me?

Anna Loup: Yes.

Rafik Dammak: Okay. Thanks. Thanks, Anna, for the work done. So I guess maybe with regard to this call, I think giving the context maybe help to explain where – what the procedure cover and not – I think it’s mostly about enacting some operating rule or process for NCUC Executive Committee to work. For those who maybe reviewed the – either the charter that we still have and the one to be approved by the Board, you can find there are several mention about that Executive Committee need to develop a procedure for several provision in the charter because the charter give kind of some guidance but doesn’t go deep on how to implement or execute them.

So that give some room for Executive Committee to define or to set the procedure and develop them when needed. So I think as (unintelligible) is really about a procedure for the Executive Committee to work in term of making decision like appointment, election and so on. So that I think give kind of some limitation of what we should focus and also what to prioritize. So this kind of my interpretation from the last years when we tried to kind of work on them in the charter and then to prepare the ground for elaborating or developing the procedure.

Anna Loup: Thank you so much, Rafik. Yes, that’s completely correct. I’m going to include that in the scope and also I’ll go through and note where the charter specifically states sort of go through the proposed procedures, so procedural issues, and then note which ones are specifically mentioned in the charter. Does that sound like an okay idea? Is there anything else that I could do to really sort of provide that sort of level discussion between the charter and the work that we’re doing here just to make it completely clear sort of what, you know, why we're doing this? Does that sound like an okay plan? Cool.  
Thanks, Rafik.

All right, so moving on to issues for discussion, which I'm hoping we'll spend the most time here. I'm just going to go – quickly go through the issues for discussion and then I'll just – I'll open up the call. First I wanted to propose that maybe we chat about the idea of procedures versus guidelines. So I know that going back to what Rafik said, in the charter there are some sort of procedural sort of suggestions for NCUC EC. But there are also some suggestions of guidelines that I have put on here.

And this can – this includes, and I'm going to go down to a few points here, in looking at the formatting of emails for the EC. And this is just after some issues that have come up in locating emails and trying to keep track of sort of a lot of emails, finding a way to maybe have a set of guidelines that are recommended and not enforced at all, because I think when you talk about procedures there is a level of sort of projected accountability and enforcement at least for me, and I'd like to discuss those questions there at the top.

The next is appointment and voting. Looking at the case of the NCSG, as some of you have noticed, if you haven't you can search your email for call for volunteers, alternate councilor. I think it would be a good point for the – for this taskforce to maybe develop a set of procedures to deal with an issue that may come up because I know that there's been some question about sort of processes that the NCSG needs to follow just for consideration.

Development and voting on policy statements and public comments. I would urge everyone to take a look at the great work of Rafik. It's fantastic. They have a (trello) board and everything, so I think this would be something we could take a lot of cues from. I already talked about guidelines.

Treasurer reporting, I mentioned this earlier, there had been a comment about what is this. And this is more just a timeline or set of suggested timelines for

reporting of the sort of treasurer. And then trip slots and funding, so far – oh dear – that is something I'd really like to discuss especially because we have a lot of trips and a lot of outreach coming up and so I would like to discuss – anyone has any ideas about trip slots and funding. Oh it does? Oh dear.  
Okay.

Oh, Rafik, go ahead.

Rafik Dammak: Okay thanks, Anna. Yes, thanks for kind of highlighting the difference between procedure and guidelines. I think it's quite important. And in fact, the example you gave about the NCSG, it's quite good because the NCSG charter has a provision about appointing an alternate councilor in the case of vacancy and so on, and gives some guidance to the EC on what it should do but doesn't outline how exactly. So they have to work on that.

And just now, listening to the different cases, I was wondering if we can add a procedure to develop procedure at the end? Maybe kind of make a procedure but because I don't think we can, for now really, list all the possible cases but may need to think to provide the process or operating rules for the EC so the next time they can develop their own procedure and more kind of – we give them maybe some guidance, maybe we create kind of guidelines to extend what maybe should be the expectation or criteria to create procedure like a clear timeline, clear role about decision making and so on, some maybe kind of parameters or element that they will – they need to be defined for any procedure we have to set. So maybe this is kind of maybe we call it (middle) procedure or procedure to develop other procedure.

And I really encourage people to check the GNSO Operating Procedure or Operating Rules, it's quite long document for sure, but it's – it give us kind of an idea what the aspect that people really try to cover when they formalized a

process or a procedure and so on to really be sure to cover as much as possible and to not leave things really in kind of gray area that can create a lot of issue. And to be honest I don't – guys, I don't want really to go to monopolize the call, Anna, so I encourage everyone to participate and intervene here. Thanks.

Anna Loup: Thanks, Rafik. And, yes, that was totally (unintelligible) but that's okay because it's really important to have a procedure for procedures, in my opinion. And as Rafik said, I would really like to open it up to any – honestly any questions or concerns. I know we had a lot of newer members who had joined the first call the first day so if you have any questions about any of the procedures, please feel free to raise your hand or put a – or ask a question in the chat because this is also a space for you to ask questions as well. So don't be shy, please feel free to participate.

All right, so Rashid. All right, “I see that over the years the NCUC membership has grown and that's a good thing. I don't know if this comes under the scope of this taskforce, but is there some provision which defines active members? I mean, people who become active might not participate actively in that process. Perhaps membership based on renewal.”

All right, so this is actually not a procedural question; this is more looking at bylaws and charter which we're actually going to be working on very soon. So if you have an interest in looking at sort of the definition of active members, this would be something I would definitely take a look at, should be coming on the ListServe. What we're really doing, like Rafik said earlier, is we're looking at sort of procedures for the EC, the Executive Committee of the NCUC. But that's more of a by-laws, from my understanding of it. Rafik or Renata, anyone who's been there a little bit longer might – do you want to chime in as well?

Rafik Dammak: Yes, thanks Anna. So, yes, so we had that discussion like few months ago about active and inactive because there was some confusion. And I think people kind of get maybe worried that they will be removed because they are not active in the mailing list, which is not the reality. Is that we have a kind of practice within the NCUC is to do the checking before the election to create a voter list and that's kind of also a way for the EC to reach the members and to kind of – I mean, to check at least to update information and so on.

In the new bylaws or a charter, we tried really to cover the definition of active and inactive and to be eligible for the voting. And this getting kind of – how say – inspiration if I say so I can say that – from the NCSG charter. So I think it's quite important (unintelligible) to be kind of active from NCUC or NCSG standpoint, which is mean that you are eligible to vote. And other thing is to be kind of active in term of participation. We don't have that kind of (unintelligible).

However, for the EC, NCUC EC, there is possibility to work and how to kind of update the membership list in how to say, in annual basis particularly before election because sometimes what it happens like you get a bounced email or, you know, I mean, you cannot reach that person anymore and it's like for years. So it's quite important to find out what are the procedure and the way either to get them back maybe to update their records, or just to remove them for kind of long inactivity because I mean, they are not even – they are not subscribed to the mailing list and so on. So this is possibility to work on that in particular – how to say – to the voting list.

If I can respond to (Benjamin), yes, it can be confusing. And the NCUC use the term “bylaws” but I think we tend to use kind of invariably both charter or bylaws but it just like let's say the constitution of NCUC defining the mission, what is – are the eligibility criteria for membership and so on so.



Anna Loup: Thank you, Rafik. Yes, this is really helpful. So for newer members, I'm also sort of newer myself, so those are actually really great ways for me working with the bylaws, you know, hopefully for you it can be working within the procedures as a really great way to sort of ask questions that are a bit confusing so thank you, I always appreciate it.

All right, so are there any other questions, issues for discussion, questions about the Google Doc?

Woman: (Unintelligible).

Anna Loup: Okay, hearing none, I'm going to move on – oh sorry about that. Okay, I'm going to move onto the any other business task and the next meeting. So on the slide I have that the next meeting is on Tuesday, February 28 at 1300 UTC. As – oh thank you, Rafik, yes, I wasn't sure about sharing those yet but I wanted to make sure. I have here that the next meeting is going to be on February 28 but I'm actually going to send out another poll tomorrow with the list reminder and call for participation so – send that out to everyone as a reminder about what we did during the meeting and, you know, again remind people to participate.

And so in that I'm also going to send out a poll so please all of you who are on this call, fill that out. I just want to see – I want to make sure – I want to make sure we can get as many people as possible participating. And again, by next meeting, please begin to finalize your procedures so we can discuss smaller more granular issues that you have encountered. So any other questions, concerns?

All right, seeing none, I think we can end the meeting early. I like these meetings because they're really short. So hopefully I will see you all commenting, editing on the Google Doc and I look forward to speaking with you all next week. All right, I think we're good to end the call, Maryam. Thank you so much, guys.

Maryam Bakoshi: Thank you all for attending the meeting. Dale, you may stop the recording and disconnect all lines. Thank you very much. Bye-bye, everyone.

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