

<b>RECOMMENDATION 34: ROTATION OF PDP WORKING GROUP MEETING START TIMES</b>	
<b>STRATEGIC ALIGNMENT</b>	
<b>Part One – Which ICANN Objective does this meet</b>	
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: <a href="https://www.icann.org/resources/pages/strategic-engagement-2013-10-10-en">https://www.icann.org/resources/pages/strategic-engagement-2013-10-10-en</a> .	
<b>Alignment with Strategic Objectives</b>	
<b>Goal</b>	<ul style="list-style-type: none"> <li>- Shared understanding by Board, staff and stakeholders of the allocation of responsibilities for design, development and implementation of policy and operational processes.</li> <li>- Shared understanding of the roles, responsibilities and accountability of the Board, staff and stakeholders.</li> <li>- Board, staff, and stakeholders use best practices and exercises appropriate behavioral norms.</li> </ul>
<b>Project/Recommendation</b>	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.

<b>SCOPE DESCRIPTION</b>
<b>Scope Statement</b>
<ol style="list-style-type: none"> <li>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.</li> <li>2. Staff to review GNSO Working Groups where rotations are used and provide indication of effectiveness.</li> <li>3. Staff to provide this review to the GNSO Review Working Group for its consideration.</li> </ol> <p>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.</p>
<b>Out of Scope</b>
The above scope is sufficiently clear.
<b>Assumptions</b>
None.
<b>Deliverables</b>
None.

<b>OPTION ANALYSIS</b>
None were considered or were necessary to be considered.
<b>SOLUTION</b>
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

WG 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.

Every Working Group is unique and each has different member needs and composition. 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 review is ongoing, 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
GNSO Review Working Group			

REVISION HISTORY			
Date	Version	Description	Author
20 November	V1	Original Draft.	Emily Barabas, Senior Policy Specialist

Insert	V2	Describe when modified.	Your name and title
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**Attachments, as applicable:**

- None