

# Terms of Reference: review of the ccNSO Meeting Strategy

Version 1.2, 21 November 2017

These Terms of Reference are drafted by the members of the drafting team appointed by the ccNSO Council.

## 1. Scope of the review and topics to be addressed

The intent of the ccNSO meeting strategy review is to consider whether the current meeting strategy, under the overall framework of the ICANN meeting strategy, is adequate and provides a sound basis for the ccNSO to perform its work as envisioned.

### 1.1. Scope of the review:

This review is limited to the ccNSO meeting strategy only. The overall ICANN meeting strategy is not part of this review.

Specifically, it focuses on:

1. Review goals and formats of the ICANN public Meetings, and review how the ccNSO sessions fit in.
2. Consider other formats for the ccNSO members meetings
3. Establish the need, or lack thereof, to have a ccNSO members meeting in every ICANN Meeting.
4. Consider how best to encourage sharing of ideas and developing relationships between ccNSO members and participants

## 2. Review

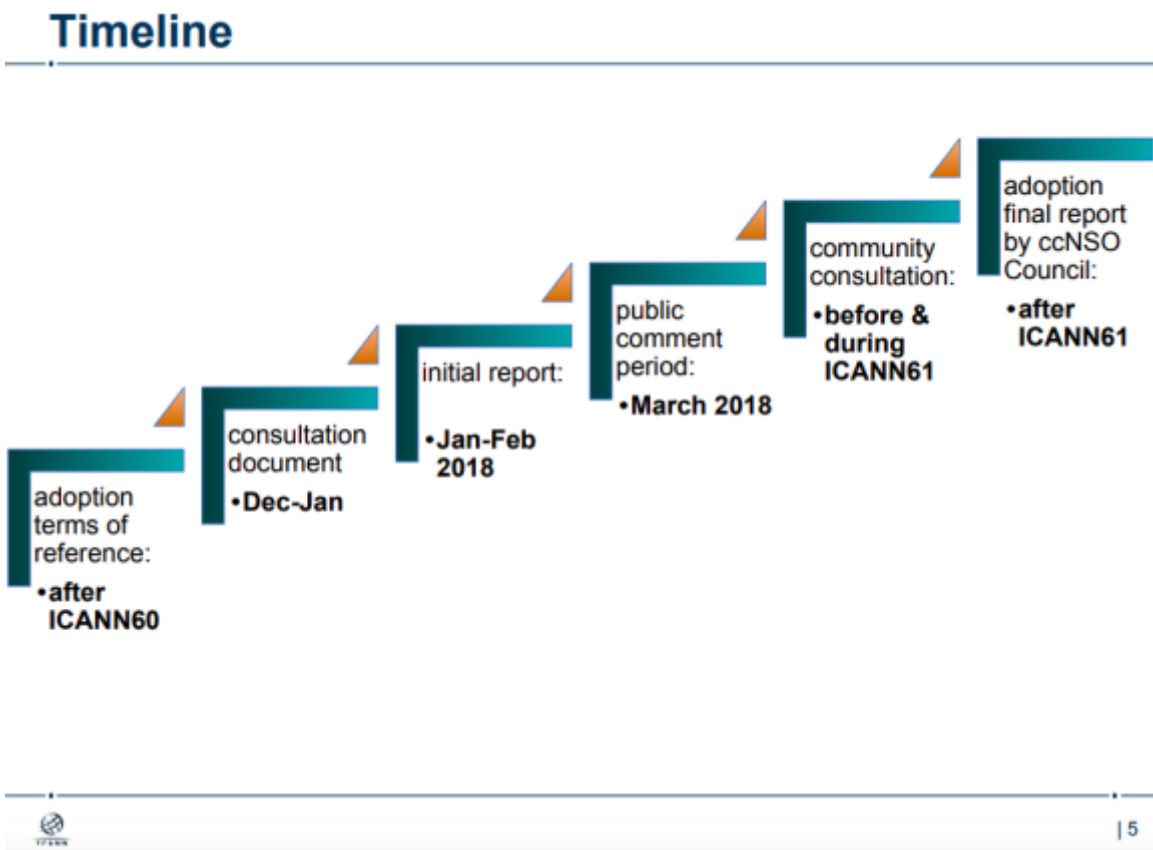
### 2.1. roles, process and timeline

The role of the review team:

- Based on the Terms of Reference, the review team will detail the list of topics to be covered by the review

- The review team will prepare a consultation document to provide a framework for wider input to the review
- The review team will conduct the review, including interviews and a consultation with the ccTLD community at ICANN61
- The review team will produce an initial report on the outcome of the review, addressing the topics in the consultation document. This document should also include the suggested changes to the ccNSO meeting strategy, if any.
- The review team will launch a public comment period on the initial report , starting before and during ICANN61.
- The review team will finalise the report after the ICANN61 meeting, and will submit it to the ccNSO Council for adoption after ICANN61. This will allow for changes suggested during the ICANN61 consultation to be taken into account.

**Timeline:**



- Adoption Terms of Reference
  - propose the Terms of Reference for the review to the ccNSO, the broader ccTLD community and the ccNSO Council: October 2017, ICANN60
  - Adoption of the Terms of Reference by the ccNSO council: shortly after ICANN60

- Review kick off
  - Preparation consultation document: December 2017-January 2018
- Report on findings and suggested changes
  - Preparation initial report, including proposed changes to the meeting strategy, if any: January-February 2018
  - Public comment period: March 2018
- Consultation and review
  - Consultation with the community: before and during ICANN61
- Finalisation and Closure
  - Update the initial report as required, and submit to the ccNSO Council for adoption: March/April 2018, after ICANN61
  - Adoption of the final report by the ccNSO Council: after ICANN61
  - Following the adoption of the report and of potential changes to the ccNSO meeting strategy, the mandate of the review team ends.

## 2.2. Organisation

After adoption of the Terms of Reference by the ccNSO Council, the members of the drafting team will become part of the review team, that will manage and conduct the review. The ccNSO Secretariat will provide the necessary support to the review team.

The review team will be dissolved after it has submitted its final report to the ccNSO Council.

## 2.3. Method

- Consultation with the ccTLD community prior and at ICANN61, including:
  - An interactive discussion and consultation at the ccNSO Members Meeting. Suggested is to have a 90-minute slot during the ccNSO Members Meeting, where those present will discuss in smaller groups and in an interactive manner, the impact of the proposed reviewed ccNSO Meeting Strategy.
  - An online survey
  - Interviews with community members at ICANN61
- Identify areas, if any, where the meeting strategy should be amended, based on input from the ccNSO members and broader ccTLD community.