Guideline: ccNSO Meetings

Date of review: March 2016

Date of adoption by the ccNSO Council: 30 March 2016

1   Introduction and Background

The ccNSO conducts face-to-face meetings at ICANN meetings. The ccNSO meetings are open to members and non-members of the ccNSO.

2   Purpose of the Guideline

The Guideline provides an orientation on how the ccNSO meetings are prepared and conducted. The Guideline also defines roles and responsibilities of those involved in the preparation and running the ccNSO meetings.

3   General Framework for Meetings

3.1   Agenda of the ccNSO Meeting Days

The Meetings Program Working Group (MPWG) is authorized by the ccNSO Council to draft and publish agendas for ccNSO Meetings, and do everything necessary to make the ccNSO meeting successful, in accordance with the Charter: Meetings Program Working Group.

3.2   Session Chairs

The ccNSO meetings will be opened and closed by the Chair of the ccNSO.

The MPWG is responsible for appointing the Session Chairs.

If deemed necessary, a Session Chair will chair a respective session of the ccNSO meeting.

If no Session Chair has been selected for a particular session, the Chair of the ccNSO, a vice-Chair of the ccNSO or the Chair of the MPWG will act as the Session Chair.

3.3   Participation in a ccNSO Meeting

3.3.1   Participation in Person

The ccNSO meetings are open for everyone.

Everyone is allowed to participate in discussions and to ask questions.

3.3.2   Remote Participation

The ccNSO meetings are open for remote participants.

All remote participants can take an active part in the discussions via the Adobe Connect Room or other platform. Questions asked in the room will be read out by the Secretariat.

3.3.3 Presentations

Presenters are expected to hand in the final version of their presentations 24 hours prior to their presentation at the latest, by sending it to the Secretariat: ccnso-secretariat@icann.org.

The Secretariat will ensure that the presentations are available on a meetings laptop, as well as in the Adobe Connect Room or in any other platform that is used.

The Secretariat is also responsible for ensuring that the presentations will be available online as soon as possible.

4   ccTLD Preferences at ccNSO Meetings

4.1   Sensing mood of ccTLDs

If the Chair of a session or a presenter consider it relevant and appropriate, the ccTLDs present at a meeting (in person and remotely) may be called to express on a specific topic their sentiment or the "mood of the room." An expression of sentiment or "mood" may neither be interpreted as, nor does it replace a formal vote or other formal expression of preference.

The Secretariat will hand out "temperature measuring cards" (red, yellow, and green sheets) to **one representative per ccTLD** and ensure the sense of remote participants are taken into account as well.

4.2   Formal expression of preference: voting

Voting on a specific issue can be undertaken at a ccNSO meeting. Such a vote needs to meet the necessary quorum requirements as defined in the Rules of the ccNSO. If a quorum is not met, a resolution voted upon at a ccNSO meeting, shall not be valid unless ratified by an electronic vote of the ccNSO membership.

Preferably, a resolution will be prepared in advance of the meeting in writing. If such a resolution is changed as a result of the discussion, the Chair of that session will ensure the correct wording of the resolution before the vote is taken. Before the resolution is put to a vote, the mover and seconder of the motion will be recorded.

4.3   Informing the ccNSO Council

If, as a result of either the sentiment of the ccTLDs present or a formal vote, further action of the ccNSO Council is required, the Chair of the session is responsible to ensure that the ccNSO Council is informed accordingly.

5 Post ccNSO Meetings

5.1 Recordings and Transcripts

The Secretariat will ensure that all recordings and transcripts (if any) of the meeting are posted on the relevant websites as soon as possible. The Secretariat will inform the ccTLD community that the recordings and transcripts are published.

5.2 Meeting Report

The Secretariat will write a short Meeting Report which will be posted on the ccNSO website no later than two weeks after the meeting.

5.3 Feedback on ccNSO Meetings

The MPWG is responsible for developing questions for a meeting survey, to be submitted to the ccTLD Community after each meeting.

The Secretariat is responsible for entering the questions in an appropriate survey tool and to collect responses.

The replies are to be shared with the ccTLD Community and posted on the ccNSO website, once the response period has closed.

6 Miscellaneous

6.1 ccNSO Internal Guideline

This Guideline is an internal rule of the ccNSO in accordance with Article IX section 3.11 and Article IX section 4.2 of the ICANN Bylaws.

6.2 Omission in or unreasonable impact of the Guideline

In the event that this Guideline does not provide guidance and/or the impact is unreasonable, the Chair of the ccNSO Council will decide upon any question or issue. The Charter of the MPWG however, once adopted by the ccNSO Council, is paramount.

6.3 Review of Guidelines

This Guideline will be reviewed every 3 years or when considered necessary at the suggestion of the chair of the MPWG or the Chair of the ccNSO. In order to become effective the updated guideline needs to be adopted by the Council, and published on the ccNSO website. Before publishing the updated guideline, the Secretariat will include the version number and insert the date of adoption.

5.2 Responsibility Assignment Matrix (to be filled in later)

	ccNSO Council	ccNSO Chair/ vice-	MPWG	Secretariat	ccNSO/ccTLD community	Chair of a session	Presenters

		chairs					
Setting up agenda	I		R				
Open and close a meeting		R					
Chairing a session		R/R	R			R	
Appoint chairs of sessions			R				
Read questions in AC				R			
Submit final presentation 24h in advance				I			R
Post presentations online				R			
Inform the ccNSO Council about the vote	I					R	
Post records and transcripts				R	I		
Writing and posting Meeting report				R			
Inform about							
Develop post-meeting survey			R				

				R			
Enter survey in a tool and collect responses				R			
Post results				R			

R – Responsible, A – Accountable, C – Consulted, I - Informed