Guideline: ccNSO Work Plan

Date of review: September 2015

Date of adoption by the ccNSO Council: 30 March 2016

1   Introduction and Background

As part of the ccNSO improvements, resulting from the ccNSO review in 2010, the ccNSO Council decided to develop and maintain a work plan. The Work plan is a dynamic outline of ccNSO activities.

2   Purpose of the Guideline

The Guideline defines the contents of the Work plan, including the list of activities that it must cover.

3   Levels of the Work Plan

The Work plan is developed at two levels:

1. Yearly Work plan

The yearly Work plan provides an overview of the main work items, and related actions and milestones as foreseen by the ccNSO and adopted by the ccNSO Council.

2. Monthly Work plan.

The monthly Work plan documents the activities/actions concluded since the previous update and add new actions/activities to be undertaken to achieve the forthcoming actions/ milestone for each work item included the yearly Work plan.

4   Work items and Actions of the Work Plan

4.1   Work Items

The following ccNSO activities/ work items are covered by the Work plan:

1. Administrative activities;
2. Recurring activities such as ICANN planning, ccNSO Council elections, ICANN Board selection;
3. Policy development and policy related activities;
4. ccTLD community related activities;
5. ccNSO responses and statements;
6. Joint activities (joint working groups);

7. Other activities as deemed appropriate by the ccNSO Council.

A brief description, starting date, anticipated end date, and chair/owner will be listed for each work item.

4.2 Actions/Milestones

For each work item in the Work plan the ccNSO Council will define one or several of the following actions/milestones:

1. No response/no action;
2. Informal response (for instance addressing the item at a face to face meeting);
3. Letter from the Chair of the ccNSO;
4. ccNSO statement or position paper (draft paper/statement, adoption paper);
5. Adopt the Charter of a (cross-community) working/study group or committee;
6. Milestones of any such (cross-Constituency) working study group (report, meeting, community presentation, adoption of report);
7. Milestones of the PDP (interim report, members vote, etc.).

5 Adoption, Review and Update of the Work Plan

5.1 Review and adoption of the yearly Work plan

The Secretariat will prepare a draft yearly Work plan for review by the ccNSO Council. In preparing the draft the Secretariat will include input from all chairs (and vice-chairs) of ccNSO working or study groups and committees.

The yearly Work plan will be reviewed by the ccNSO Council every year at its workshop at the first meeting of a calendar year, or if the Chair of the ccNSO requests, such a review may take place at another time (for example, when an unforeseen high priority or a substantial work item needs to be considered for inclusion, e.g., when the ccNSO Council decides to launch a country code policy development process).

The Chair of the ccNSO will present the draft yearly Work plan to the ccTLD community at the ccNSO meeting directly following the ccNSO Council workshop for discussion and input by the ccTLD community present.

After taking into account the input of the ccTLD community, the draft yearly Work plan will be updated and presented by the Chair of the ccNSO to the ccNSO Council for adoption.

The yearly (updated) Work plan becomes effective after adoption by the ccNSO Council and it will then be published on the ccNSO website.

5.2 Adding new work items to the yearly Work Plan

5.2.1 Selection of work items for the Work plan

The ccNSO Council will add an item to the Work plan if:

1) the anticipated item has a high priority as defined in section 5.2.2 below,

2) completion of the work item, excluding the call for volunteers, will take more than one month, and / or

3) substantial capacity of volunteers (from the ccTLD community or the ccNSO Council) is needed to complete the item.

The Triage Committee will advise the ccNSO Council to undertake a new activity, if any, in accordance with the method and procedure described in its charter.

If a new work item will not be included in the yearly Work plan, it will become part of the ccNSO Council action items list.

An overview of the prioritization process is included in Annex A.

5.2.2 Setting Priorities

To determine the priority of a work item the following aspects will be evaluated by the ccNSO Council:

1) urgency (how pressing is the matter, does it need to be resolved in short timeframe, what is the expected response time),

2) importance (potential impact on the ccNSO, ccTLD community, or group of ccTLDs, whereby impact could, for example, be political, operational or financial).

Based on this evaluation the ccNSO Council, taking into account the advice of the Triage Committee, will set the priority of the new work item as high, medium, or low.

5.2.3 Relative priority/resourcing

After such priority setting, the ccNSO Council compares the priority of the new item with those of other work items to ensure that at least all work items with the highest priority are adequately resourced (for example, with adequate volunteers). In comparing the relative priorities, capacity needed and already assigned will be taken into consideration.

5.2.4 Adding Additional Information/Administrative checks

If a new work item is initiated by the ccNSO Council, the Secretariat will propose a high level overview of actions/milestones and related timelines. The yearly Work plan will be updated accordingly as soon as the ccNSO Council accepts the proposal by email vote or during a ccNSO Council meeting.

If a work item is undertaken by a working group, the chair of that working group will be requested to commit to the proposed deliverables and related timeline. If additional activities need to be undertaken to achieve the goal, the chair of the working group will update the list of deliverables and related timeline accordingly and inform the ccNSO Council.

5.3 Completed Work Items

Work items that have been completed and/or are no longer relevant for the ccNSO will be listed and marked as such and in the following version they will no longer be included.

6 Review of the monthly Work Plan

The Secretariat sends the monthly Work plan to the ccNSO Council at least four working days before the ccNSO Council meeting.

The ccNSO Council will review the list of activities and milestones on the monthly Work plan at each meeting.

7 Version Control and Publication of the Work Plan

Each yearly Work plan will be numbered by calendar year, month of adoption and version number. After the yearly Work plan has been adopted by the ccNSO Council, the Secretariat will post it on the ccNSO website directly after the ccNSO Council meeting at which it was presented.

8 Miscellaneous

8.1 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.

8.2 Omission in or Unreasonable Impact of the Guideline

In the event the Guideline does not provide guidance and/or the impact is unreasonable to conduct the business of the ccNSO or the ccNSO Council, the Chair of the ccNSO will decide.

8.3 Publication and Review of the Guideline

The Guideline will be published as part of the rules and guidelines of the ccNSO after adoption by the ccNSO Council.

The Guideline will be reviewed annually at the time of review of the Work plan, or adjusted when considered necessary. In order to become effective the updated Guideline must be adopted by the ccNSO Council and published on the ccNSO

website.

Before publishing the updated Guideline, the Secretariat will adjust the version number and insert the date the Guideline was reviewed and adopted by the ccNSO Council.

8.4 Responsibility Assignment Matrix

	ccNSO Council	ccNSO Chair	Triage Committee	Secretariat	ccNSO community	WG Chairs
Develop yearly WP				R		
Review the yearly WP	R					
Present and propose the WP		R			C	
Update the WP				R		
Present the updated WP	I	R				
Adopt the yearly WP	R					
Publish the yearly WP				R		
Advise new activity	I		R			
Set priorities	R					
Propose high level overview of new items	I			R		
Review proposed	R					

overview						
Update the WP				R		
Develop WG deliverables and timeline	I					R
Remove completed tasks				R		
Send the monthly WP	I			R		
Review the monthly WP	R					
Publish the monthly WP				R		
Omission in the Guideline		R				
Adoption of the Guideline	R					
Publication of the Guideline				R		
Review of the Guideline	R					
Publish reviewed Guideline				R		

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

Annex A: ccNSO PRIORITISATION – Decision Making

(High/Medium/Low)

		Alternative Modes of Action							
		No response	Informal response	Letter from Chair	ccNSO Statement	Study Group	Working Group	Cross Constituency Working Group	PDP
Priority	Assess Importance (Relevancy for or impact on ccNSO/ccTLD)								
	Assess Urgency (Expected response time, if any)								
	Priority								
Relative priority Resourcing	Priority in comparison to other activities								
	Capacity needed								
	Assign capacity matched to priority								
Administrative checks	Initiate Work								
	Final Go								
	Include in								

	Work Plan								

In the vertical column the prioritisation criteria are presented that should be considered. Especially the "Capacity" criteria should be taken into consideration, as whilst a topic can be both important and urgent, if there is no capacity available to address the issue:

- Importance (impact on ccNSO/ccTLDs)
- Urgency (expected response time)

The ccNSO Council decision

- Priority
- Priority in comparison to other activities

The Secretariat has to consider the following aspects:

- Initiate Work
- Final Go
- Include in Work Plan

The top row presents the possible alternatives for actions the ccNSO has at is disposal:

- No Response
- Informal Response
- Letter from Chair
- ccNSO Statement
- Set up Study Group
- Set up Working Group
- Set up Cross-community Working Group
- Launch PDP

These options are listed in order of capacity needed and anticipated duration ("No response" being least time consuming, versus "PDP" being most time consuming and resources consuming).

The ccNSO Council is expected to keep these criteria in mind, when taking a decision. However, it is anticipated that the Chair of the ccNSO will primarily be responsible (overseeing) the process and ensure this prioritisation model is followed, with the assistance of the Secretariat.