

Terms of Reference (ToR): ccNSO Internet Governance Liaison Committee (IGLC)

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1 Introduction

In November 2018, the ccNSO Council decided not to support the CCEG Charter and to rescind the CCWG IG / CCEG. Moreover, the ccNSO Council decided to appoint an IG Liaison Committee to further liaise with the members of the CCWG IG / CCEG, ICANN staff and other active participants from the broader ICANN community.

2 Purpose of the ToR

The Terms of Reference document the processes and procedures pertaining to the ccNSO Internet Governance Liaison Committee.

3 Objective and scope of activities of the IGLC

3.1. Objective

The IGLC has been established to coordinate, facilitate, and increase the participation of ccTLD managers in discussions and processes pertaining to Internet Governance.

The ccNSO Council and individual ccTLD Managers, collectively or individually, will be invited to support the position or input of the IGLC. The Committee will take a proactive role in seeking and fostering participation and input into the processes and provide regular feedback to the ccNSO Council, ccNSO members and broader ccTLD community.

3.2. Scope of activities

In achieving its objective, the Committee will undertake, but is not limited to, the following activities:

- Provide input to the ccNSO and share information on issues pertaining to Internet Governance discussions, events and processes.
- Ensure that such input as mentioned above is reflected in the ccNSO activities in discussions and processes pertaining to Internet Governance.

The Committee may relate to and liaise with ICANN and/or other supporting organisations and advisory committees.

The IGLC shall conduct its business in the manner it considers most appropriate and effective. IGLC Meetings as part of ICANN public meetings will be open to the public unless otherwise decided by the Committee. Recordings of calls, transcripts, if provided, and documents produced by the group will be archived and available to the public.

3 The composition of the IGLC

3.1. Membership

The IGLC shall have a minimum of five members and a maximum as determined by the ccNSO Council. Membership of the Committee is open to all ccTLD managers (whether members of the ccNSO or not) who are encouraged to forward their (self-)nominations to the ccNSO Secretariat upon the placement of the ccNSO Council's call thereof. At least two (2) ccNSO Councillors shall be members of the IGLC. ccTLD regional organisations may nominate an observer to be appointed by the ccNSO Council. The Chair of the ccNSO, or a person designated by the Chair of the ccNSO, is appointed ex-officio. The membership will be listed on the relevant page on the ccNSO website.

3.2. The Chair of the IGLC

At the nomination of the IGLC members, the Chair of the Committee will be appointed by the ccNSO Council. The Chair must be a member of the IGLC, and must represent a ccTLD manager.

The Chair will manage ongoing activities and ensure an appropriate working environment by:

- Promptly sharing relevant information with the entire Committee;
- Planning the work of the Committee in order to achieve its goals and lead the Committee through its discussions;
- Regularly assessing and reporting on progress towards the goals of the Committee;
- Keeping track of participation.

3.3. IGLC Vice Chairs

At the nomination of the IGLC members, at least one (1) and maximum two (2) Committee Vice Chairs will be appointed by the ccNSO Council. The Vice Chair(s) must be a member of the IGLC, and must represent a ccTLD manager.

The key roles of the Vice Chair(s) are to work with the IGLC Chair and ccNSO staff in facilitation, coordination and communication – ensuring that committee members are actively engaged in the achievement of the IGLC work.

3.4. Terms of Service & participation

Neither members, nor observers to the IGLC have a term-end.

If considered necessary for the continuity of the work of the Committee, the Chair of the Committee may request that the ccNSO Secretariat publish a call for volunteers. The proposed new members will then be appointed by the ccNSO Council. Where a Committee member does not participate regularly, the Chair will reach out to the member in order to engage that person in the work of the group. If that member still does not participate regularly, the Chair will advise the ccNSO Council so that further steps can be taken to resolve the situation.

4 Reporting

The Chair of the Committee will report regularly to the ccNSO Council, either via written updates and/or at ccNSO Member Meetings, held during the ICANN public meetings, regarding the activities of the Committee.

5 Staff support

The ccNSO Secretariat Support Staff will provide adequate support for the work of the IGLC.

6 Standards of behaviour

All Committee participants (members, observers, liaisons, and support staff) are expected to behave maturely and professionally when they participate in the IGLC. This includes communicating with fellow members professionally and ensuring that the IGLC remains inclusive and productive.

The following steps are proposed to resolve incidents of unprofessional behaviour and communication:

- Any concern regarding the conduct of a participant should be raised with the participant first
- If the issue is not satisfactorily resolved, a formal complaint should be raised with the Chair, who will attempt to mediate a resolution
- If that is not possible, or if the complaint is deemed sufficiently serious in nature, the Chair is empowered to restrict the participation of the participant if their continued participation would not be appropriate and/or would significantly disrupt the IGLC in the conducting of its business
- Generally, a participant should first be warned privately, and then warned publicly before such restriction is put into effect. In extreme circumstances, this restriction may be put into effect immediately

Should a sanctioned individual disagree with an imposed restriction, the complainant disagrees with a restriction (or lack of one), or should there be other matters regarding the complaint that cannot be resolved satisfactorily, any involved party including the Chair of the IGLC can raise the issue with the Chair and Vice Chairs of the ccNSO Council or their designate(s). They will review the matter and then decide the case at hand. The ccNSO Council, Chair of the IGLC, the sanctioned party, and the complainant shall be informed accordingly.

All Meeting Platform chat sessions are being archived and follow the ICANN Expected Standards of Behavior: <http://www.icann.org/en/news/in-focus/accountability/expected-standards>

6.1. Conflict of Interest

A Committee member should declare a conflict of interest at any stage. After such a declaration, the Committee member ceases to be involved. The ccNSO Council Chair and Vice Chairs will make the final decision in this case.

7 Miscellaneous

7.1 Omission or unreasonable impact of the ToR

In the event these ToR not provide guidance and/or the impact is unreasonable, the Chair of the IGLC will decide upon any questions or issues.

7.2 Review of the Charter and activities of the Committee

A review of these ToR and the activities of the Committee will take place initially after one year, and then every two years, or earlier when considered necessary. Updated ToR of the IGLC are effective after they have been adopted by the Committee and the ccNSO Council and have been published on the ccNSO website. Before publishing the updated ToR, the ccNSO Secretariat will include the version number and insert the date of adoption.