Guideline Interaction Strategic and Operational Plan
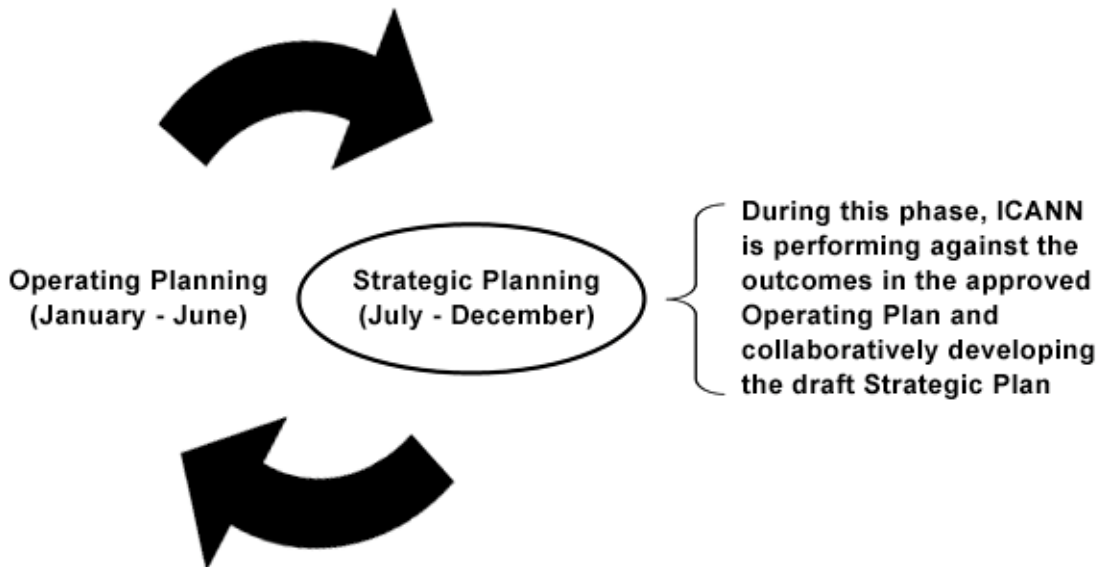
1. Introduction

Every year ICANN collaboratively with the ICANN community develops its Strategic Plan for the next 3 years and its Operational Plan & Budget for the upcoming Fiscal Year (1 July – 30 June). The ccNSO Council is of the view that it can not nor should not represent the view of ccTLD managers in these processes. However, it is of the view that the ccNSO may facilitate the participation of individual ccTLD managers in the process. In the balance of this note is a description of some of the mechanics of the ICANN processes and a manner in which participation of the ccTLD managers will be facilitated. Please note that a ccTLD manager can of course participate in the planning processes directly.

2. ICANN's Planning Cycle

Based on the experience in previous years, ICANN's planning cycle contains the strategic Planning process, which on a roll forward basis looks three years ahead, and the Operational Planning Process & Budget, which is a more detailed breakdown of the strategic plan into activities for the upcoming Fiscal Year and associated budget.

The Strategic Planning Process

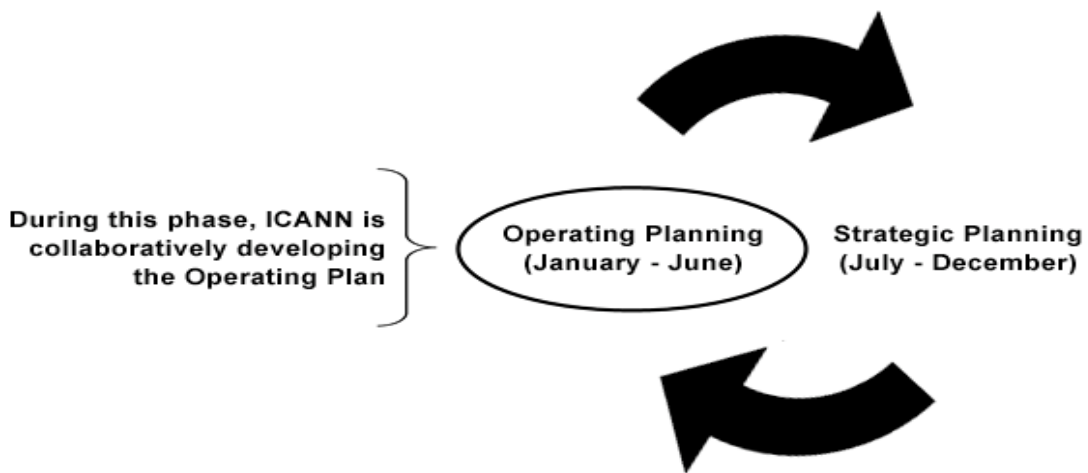The Strategic Plan is developed with the community between July and December.

Timing of ICANN activities related to Strategic Planning Process

TIME	ACTIVITY
September	ICANN announcement of posting of initial draft strategic plan for public consultation.
October	ccNSO Secretariat informs ccTLD community of posting
October	ICANN organises conference calls for initial feed-back and sets up email list to submit comments. Involvement ICANN executive staff
October/ November	A second draft of strategic plan is published for public comment.
October/November	At the November ICANN meeting workshops are conducted to solicit input.
November/December	ICANN Board to adopt Strategic plan

Operational Planning Process & Budget

The Operating Plan is developed with the community from January to June.

Timing of ICANN activities related to Operational Planning Process

TIME	ACTIVITY
January/February	General announcement of operating plan and budget activities for the upcoming fiscal year and publication of first rough draft of operating plan and associated budget.
February/March.	Workshops on operating plan and budget
April/May	ICANN publishes second draft of Operating Plan and Budget for Public consultation. Public consultation is organised through conference calls, submission of written comments, and participation in workshops conducted for this purpose.
May/June	Conference call(s) with cc's to discuss posted budget
June ICANN meeting	Final discussion of operating process and budget at the ICANN meeting
June	ICANN Board to adopt Operational Plan and Budget for next Fiscal year

3. Mechanics for interaction.

As stated, neither the ccNSO membership, nor the ccNSO Council should represent individual ccTLD managers in ICANNs planning process. However, the Council is of the opinion that it should facilitate the participation of ccTLD managers in the strategic and operational planning processes. For this purpose the ccNSO Council will set up a committee of 3 persons who are associated with a ccTLD manager.

The goal of the committee is to coordinate and organise participation of ccTLD managers in Strategic and Operational planning processes & budgetary process. The scope of activities of the committee is to do whatever it deems relevant and necessary to facilitate and improve participation of ccTLD managers in the fore mentioned processes. The committee shall not act as a representative of the ccNSO its Council, or individual ccTLD managers collectively or individually, unless they have been explicitly asked to do so. Membership of the committee is open to all ccTLD managers (members and non-members of the ccNSO). The term of the committee is one (1) year. A member of the committee may be reappointed, for a

maximum of two (2) more subsequent periods (a maximum of 3 terms). At least one of the members on the Committee will be a member of the ccNSO Council. The members of the Committee will be appointed at the ICANN June meeting. The first committee will be appointed until June 2010, which will be considered one term.

Procedure for interaction with Strategic Planning Process

TIME	ACTIVITY
September/ October	ICANN announcement of posting of initial draft strategic plan. The ccNSO Secretariat to announce publication for public comment. Committee will solicit comments from ccTLD managers.
September/October	Committee together with ICANN staff to organise ICANN conference calls for feed-back on first draft
October/ November	The ccNSO Secretariat to announce and provide link to second draft of strategic plan and the schedule for public consultations as planned by ICANN. The committee to invite ccTLD managers to participate in public comment period to provide comments directly or through committee.
November ICANN meeting	The Committee to organise and set up session on strategic plan at November session of the ccNSO ICANN meeting. Purpose of the meeting is to have ccTLD managers share views and discuss Strategic Planning with peers and seek support for input. At request of the ccTLD managers the committee may present result of meeting as input to the strategic planning workshops.

Procedure to interact with Operational Planning and Budgeting process

TIME	ACTIVITY
January/February	The ccNSO Secretariat announces upcoming cycle for operating planning process and budget activities for the upcoming fiscal year. The ccNSO Secretariat provides a link to publication of first draft of operating plan and associated budget and a schedule of public consultation on operational plan and budget
February/March	The Committee to organise first interaction with ICANN staff to provide input on initial operational plan and budget. The Committee to organise a meeting at ICANN meeting on operational plan and budget for discussion and input by ccTLD managers.
April/May/June	The ccNSO Secretariat announces publication of second draft of Operating Plan and Budget and provides a link and the schedule for public comments. The committee invites ccTLD managers for conference calls, submission of written comments, and participation in workshops conducted to provide input on the draft Operational Plan & Budget for this purpose.
June/July ICANN meeting	The committee to organise and set up session on operational plan at June/July session of the ccNSO at ICANN meeting. Purpose of the meeting is having ccTLD managers share their input on the Operational Plan and Budget with peers and seek support for input. At request of the ccTLD managers SOPP committee may present result of meeting as input at one of the Operational planning workshops.

4. Omission in Case of Unreasonable Impact of Guidelines

In the event that the guidelines do not provide guidance and/or the impact is unreasonable, the ccNSO chair will take final decision.

5. Review of Interaction Strategic and Operational plan Guidelines

A review of this guidelines will take place when considered necessary, for instance when the general ICANN process will change and affects these guidelines.

To be effective the updated guidelines needs to be adopted by the Council, after consultation of the ccNSO membership, and published on the ccNSO website. Before publishing the updated guidelines the version number of the guidelines and date of adoption will be adjusted by the ccNSO Secretariat.