

# Guideline: ccNSO Statements

Date of review: November 2015

Date of adoption by the ccNSO Council: 30 March 2016

## 1 Introduction and Background

This Guideline looks at three (3) kinds of ccNSO responses or statements (hereafter: “Statement” or “Statements”):

- ccNSO Statement: a Statement supported/endorsed by the ccNSO members and Council
- ccNSO Council Statement: a Statement only supported/endorsed by the ccNSO Council
- ccNSO Critical Incident Statement: a written response/reaction on a statement or action by ICANN or other entity that may have a major impact on ccTLDs (a Critical Incident), and which merits a reaction/response in a very short time frame.

To the extent possible, statements issued should reflect the broadest achievable support of the ccNSO community. The following procedures are designed to ensure that broadest support wherever circumstances permit.

The overall timeline for this procedure is included in Annex A. The ccNSO Council may decide to adjust these timelines.

## 2 Purpose of the Guideline

The purpose of this Guideline is to document the processes and procedures used in developing statements that reflect the views of either the ccNSO or ccNSO Council. The Guideline, and in particular the specified timelines, are indicative and may be modified on a case by case basis by the Council when deemed necessary. This guideline does not address the manner in which a drafting team should conduct its business, which is to be determined by the relevant drafting team.

## 3 ccNSO Statements

### 3.1 Initiating Event

When the ccNSO Council is advised (by the Triage Committee) or is aware of a request for comments or another event meriting a response by the ccTLD community, the ccNSO Council will decide whether or not to initiate the process to develop a Statement. If the ccNSO Council supports development of a Statement, the Chair of the ccNSO will seek a volunteer from the ccNSO Council to lead a team to

draft the statement. The activities of drafting the statement will then be placed as an action item in the Work plan.

### **3.2 Formation of Drafting Team**

The ccNSO councillor designated to lead the effort will seek volunteers from the ccNSO community to participate in a drafting team. Ideally, drafting teams will consist of 4-6 members, including two persons with drafting experience and at least two with subject-matter expertise. Members of the ccNSO Council may also be asked to join the drafting team.

The ccNSO Council will appoint the members of the drafting team as soon as possible. Under normal circumstances, a drafting team should be in place within 7 days of the date a councillor is designated to lead the effort. The councillor responsible for leading the team will convene an initial briefing as part of the formation process, and will notify the ccNSO Council and the drafting team members.

The designated councillor will inform the ccNSO Council of any delay in this timeframe and, if needed, suggest appropriate steps to be taken by the ccNSO Council (for example requesting an extension of the deadline for a public comment).

### **3.3 Drafting Initial Statement**

The designated councillor will submit the draft Statement (an “Initial Draft Statement”) to the ccNSO Council no later than 14 days after the drafting team is formed. The designated councillor will inform the ccNSO Council in the event of any delay and, if needed, suggest appropriate steps to be taken by the ccNSO Council.

### **3.4 Council response and update of the Initial Draft Statement**

Unless otherwise specified, Councillors should provide feedback on the Initial Draft Statement no later than 7 days after it is circulated to the ccNSO Council.

The Councillors should submit feedback and comments via the ccNSO Council email list within the specified period. The drafting team will update the Initial Draft Statement within a further 7 days, taking into consideration all comments received.

### **3.5 Feedback and input from the ccNSO membership**

The designated councillor will circulate the updated draft (the “Draft Statement”) to all ccNSO members (including the Councillors), seeking feedback from membership. Unless otherwise specified, ccNSO members should provide feedback and comments via the ccNSO email list no later than 7 days after the Draft Statement is circulated.

Only if within 7 days or the time as specified, no feed-back or comments are received, the Draft Statement will be considered as the Proposed Statement and submitted to the ccNSO Council for adoption.

In other cases the drafting team will update the draft (“Final Draft Statement”), taking into consideration all of the comments and feed-back received.

### **3.6 Membership Adoption of ccNSO Final Draft Statement**

The designated councillor will submit the Final Draft Statement to the ccNSO members, seeking an indication of the members' support, e.g., non-objection, for the Final Draft Statement. If a small minority objects or disagrees with the Statement, they should be offered the opportunity to have their viewpoint included as a minority view. The designated Councillor will specify a timeframe within which the objecting or disagreeing members are required to provide their view.

### **3.7 Council Adoption Proposed ccNSO (Council) Statement**

The Final Draft, including the minority view(s) if any, will be submitted to the ccNSO Council as a Proposed ccNSO Statement. If due to circumstances neither a reasonable level of support nor objection/disagreement can be demonstrated, the document will be submitted to the Council as a Proposed ccNSO Council Statement.

Councillors will be asked to vote by email on the adoption of the Statement within 3 days after submission by the designated councillor.

### **3.8 Submission of ccNSO (Council) Statement**

After the Proposed Statement is adopted by the ccNSO Council, the Chair of the ccNSO will arrange for its submission to the appropriate forum. The membership of the ccNSO and the wider ccTLD community will be informed within 7 days of the adoption of the Statement by the ccNSO Council.

## **4 ccNSO Council Statements**

When a deadline for responding to a request makes it impracticable to secure the support of the ccNSO membership, the steps described in Section 3.5 and 3.6 may be omitted. In such a case the Initial Draft Statement will be considered the Proposed ccNSO Statement as described in section 3.7. Any statement or response issued using this procedure will be designated as a ccNSO Council Statement.

## **5 ccNSO Critical Incident Statements**

From time to time it may be necessary or desirable to issue a Statement in a very short timeframe (within one week). This is typically the case if ICANN and/or another entity issues a statement or takes an action that may have a major impact on ccTLDs (a Critical Incident), and which merits an immediate reaction/response. The following procedure will be used in those circumstances.

### **5.1 Initiating Event**

The Chair of the ccNSO will notify the ccNSO Council and membership of the occurrence of a Critical Incident, and request immediate input from the ccNSO Council as to whether or not to initiate the Critical Incident response procedure. The Chair will simultaneously seek volunteers from the ccNSO Council and membership

to participate in a drafting team. The Chair of the ccNSO will notify the ccNSO Council and membership in the event the majority of the ccNSO Council agrees to initiate the Critical Incident response procedure.

## **5.2 Drafting Initial Statement**

The Chair of the ccNSO will arrange for circulation to the ccNSO Council the Initial Draft Statement as soon as possible. Unless the nature of the Critical Incident warrants a shorter period, councillors will be asked to respond within 12 hours of circulation. At the end of that period, the Chair of the ccNSO will make arrangements to modify the Initial Draft Statement, taking into consideration all of the comments received.

## **5.3 Council Feedback**

The Chair of the ccNSO will arrange for circulation of the Revised Draft Statement to the ccNSO Council for review and input, seeking support from the councillors. Where practicable, the Revised Draft Statement will be circulated to the ccNSO membership.

Unless the nature of the Critical Incident warrants a shorter period, councillors will be asked to respond within 12 hours of the circulation. At the end of that period, the Chair of the ccNSO will make arrangements to modify the Revised Draft Statement, taking into consideration all of the comments received.

## **5.4 Adoption of ccNSO Statement**

The Chair of the ccNSO will submit the Final Statement to the ccNSO Council for adoption. The ccNSO Council will vote by email on the adoption of the Final Statement within 2 hours after submission.

## **5.5 Presenting the Statement**

After the Statement has been adopted by the ccNSO Council, the Chair of the ccNSO will submit or present the Statement to or at the appropriate forum, and notify the ccNSO Council and members and the wider ccTLD community that the ccNSO Statement has been issued.

# **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 this guideline does not provide guidance and/or the impact is unreasonable, the Chair of the ccNSO Council will decide upon any questions or issues.

## 6.3 Review of Guidelines

This Guideline will be reviewed every 3 years or when considered necessary by the Chair of the ccNSO. In order to become effective the updated guideline needs to be adopted by the ccNSO 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.

## 6.4 Responsibility Assignment Matrix

	ccNSO Council	ccNSO Chair	Triage Committee	Secretariat	ccNSO community	Designated Councillor	Drafting team
Advise development of a Statement	R		R				
Initiate the process	R						
Seek Councillor to lead the effort		R					
Seek volunteers						R	
Initial briefing	I					R	I
Adopt the drafting team	R					I	I
Draft Initial Draft Statement	C					R	R
Feedback on	R					I	I

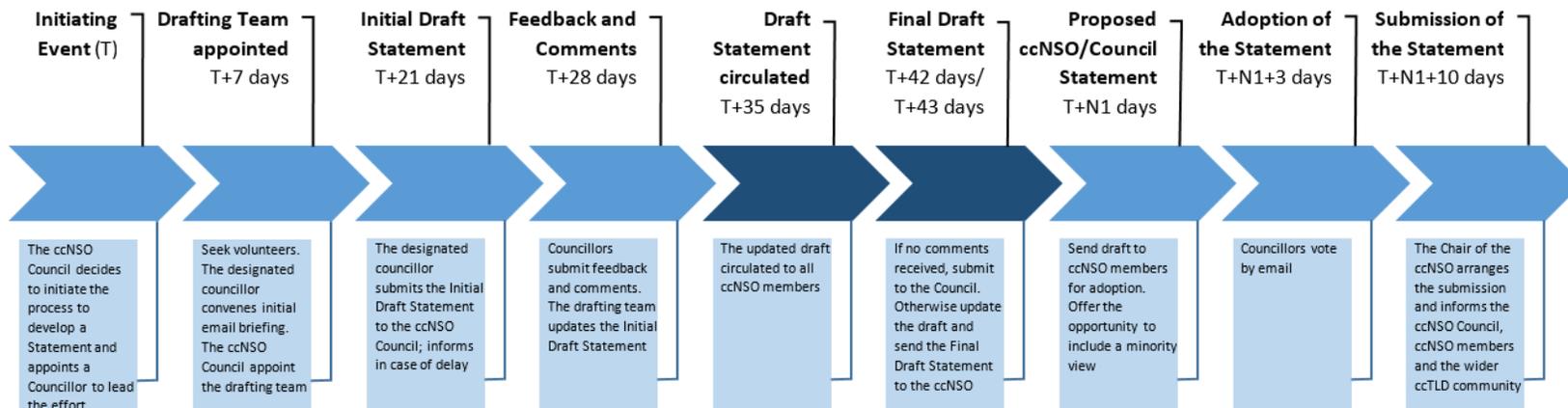
Initial Draft Statement							
Draft and circulate Draft Statement					C	R	R
Provide feedback					R	I	I
Develop Final Draft Statement					C	R	R
Feedback of the Final Draft Statement					R	I	I
Adoption of the Proposed ccNSO Statement	R				I		
Submit the Statement	I	R			I		
Initiate ccNSO Critical Incident Statement	R, I	R			I		
Seek volunteers	I	R			I		
Initial Draft Statement	C	R					R
Prompt feedback from Council	R						
Revised Draft	C	R			C		R

Statement							
Adoption of the Statement	R						
Presenting the Statement	I	R			I		

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

## Annex A: Timelines

### Timeline: ccNSO Statements



## Timeline: ccNSO Critical Incident Statements

