

**Charter**  
**ccNSO Guidelines Review Committee**  
**(GRC)**

Version 1

Adopted December 2014

**Background and Introduction**

In accordance with Article IX, Section 3.11 of the ICANN Bylaws, the ccNSO Council has over time developed and adopted a set of Rules and operating procedures. In December 2004 the ccNSO adopted the Rules of the ccNSO (<http://ccnso.icann.org/about/ccnso-rules-dec04-en.pdf>) . At it's meeting on 13 February 2008, during the New Delhi ICANN meeting, the ccNSO Council setup its Processes Working Group (see: <http://ccnso.icann.org/workinggroups/processeswg.htm>). The purpose of this group was to draft necessary processes needed within the ccNSO, in order to keep timelines and facilitate the ccNSO's work.

At its meeting on 25 June 2008, during the Paris ICANN meeting, the Council adopted the proposed set of guidelines (<http://ccnso.icann.org/about/ccnso-rules-and-guidelines-25jun08.pdf>) . At it meeting on 5 November 2008, during the Cairo ICANN meeting, the ccNSO Council adopted the second set of proposed Guidelines (<http://ccnso.icann.org/workinggroups/appointment-nomcom-delegate-05nov08.pdf>, <http://ccnso.icann.org/workinggroups/interaction-strat-plan-05nov08.pdf>, and <http://ccnso.icann.org/about/ccnso-travel-funding-04nov08.pdf>, (of which update was adopted in February 2013) and the Processes Working Group was closed.

In conjunction with the first Independent Organizational review Process of the ccNSO, the Council adopted the following Guidelines:

- Guideline ccNSO Statement ( <http://ccnso.icann.org/about/guidelines-ccnso-statements-procedures-jun11-en.pdf> )
- Guideline on assigning Roles and Responsibilities (<http://ccnso.icann.org/about/guideline-roles-responsibilities-07apr14-en.pdf>)
- Guideline on Maintaining, Updating and Reviewing the ccNSO Work plan, including guideline on Triage Process (<http://ccnso.icann.org/about/guideline-work-plan-17apr13-en.pdf>)

At its meeting on 15 October 2014 the Council noted that since adoption of the current guidelines the ccNSO membership has increased and working methods have evolved. The Council also noted that some of the guidelines show gaps i.e practices are not documented properly.

It is anticipated that the Organizational Independent review process of the ccNSO will start in February/March 2016.

**Purpose and scope of activities**

### *Purpose*

The purpose of the ccNSO Guidelines and Rules Review Committee (GRC) is to review the current guidelines whether they reflect current practices and working methods, assess potential gaps, and based on this analysis propose changes to the current guidelines to Council.

### *Scope of activities*

The Committee will undertake the following activities:

- Develop and maintain an overall schedule for review of guidelines in order to assist the Council and membership of the ccNSO to engage and provide timely input into the processes;
- Provide regular updates to Council and community on progress made and anticipated developments, by means of written updates, organizing designated sessions at ccNSO meetings and other means, such as - but not limited to – webinars;
- Provide the ccNSO Council at regular intervals and in accordance with the adopted work plan, proposed changes on a guideline by guideline basis.
- After completion of the review of the Guidelines, review the Rules of the ccNSO
- Provide the Council a Final report, which includes at a minimum an overview of the considerations and principles taking into account by the GRRC to conduct its analysis and proposed changes, an overview of the guidelines reviewed, and recommendations, if any, to change to Rules of the ccNSO.

### *Out of Scope*

The review and analysis of the following guidelines are excluded for the work of the GRC:

- ccNSO Guideline on voluntary Financial contribution to ICANN  
(<http://ccnso.icann.org/workinggroups/council-decision-cctld-contributions-20nov13-en.pdf>)
- cNSO Accountability Framework Guideline  
(<http://ccnso.icann.org/announcements/announcement-06jan06.htm>)

For avoidance of doubt: changes, if any, proposed by the GRRC to the Rules or to a Guideline only become effective, after the changes have been adopted in accordance with the rules to change the Rules or Guideline

### **Reporting on Activities**

The Chair of the GRC will regularly report on the activities undertaken and those expected to the ccNSO Council at Council meetings

On behalf of the WG, the chair of the Committee, or person(s) designated by him, will inform the ccNSO membership on activities undertaken and progress made by the GRRC regarding the review and recommended changes of the ccNSO Rules and Guidelines.

At the conclusion of its activities the GRRRC will submit to the ccNSO Council and make public its Final Report.

### **Participants and Support**

*Chair:* The Committee will be chaired by one of the vice-chairs of the Council.

#### *Membership:*

Two members of Council

Two members of the ccNSO Members

All members, including the chair, will be appointed by the ccNSO Council after a call for volunteers.

*Support:* ICANN will provide adequate staff support to the Committee.

The names of the members will be listed on the webpage of the committee.

### **Omission in or Unreasonable Impact of Charter**

In the event this charter does not provide guidance and/or the impact of the charter is unreasonable for conducting the business of the group, the Chair of the Working Group, after consulting the members of the WG, may ask the ccNSO Council for a review of the Working Group Charter, or an alternative course of action.

### **Closure**

After the ccNSO Council has adopted the final report of the GRC, the Committee will be closed, unless and at the suggestion of the chair of the GRC, the ccNSO Council extends the mandate of the Committee until such a time designated in the decision to extend the mandate.