

# **Guidelines to maintain, update and review ccNSO work plan**

Adopted June 2011

## **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 ccNSO work plan. The Work Plan is envisioned as a high-level living document, with flexibility for change and reviewing at least once a year.

## **2. The ccNSO Work Plan**

### *Scope*

The ccNSO Work Plan provides an overview of the activities of the ccNSO on a rolling forward basis. A general overview, focused at the upcoming ICANN meetings is provided for the upcoming 9 ICANN meetings. A more detailed version is provided until (December 2012). The more detailed version is also represented in a project management tool.

### *Cluster of activities*

The activities of the ccNSO have been initially clustered into the following sets of activities:

1. ccNSO coordination
2. Administrative activities
3. Recurring Activities: ICANN Planning
4. Policy related activities
5. ccTLD community related activities
6. ccNSO related ICANN Activities
7. ccNSO related activity other SO or AC
8. ccNSO Response and Statements
9. Joint Activities (working groups)
10. Implementation ccNSO improvements

The sets of activities will be reviewed every year

## **3. Adoption and updating the work plan**

To become effective the ccNSO work plan and its updates need to be adopted by the ccNSO Council. The initial work plan and its reviews may only adopted after consultation and input from the ccTLD community.

### ***a. Maintenance of the work plan***

The ccNSO work plan will be maintained and updated by the ccNSO Council.

### *Adding activities to the work plan*

The ccNSO Council will add an activity to the ccNSO activities list if it:

- Decides to:

- Initiate or participate in a working group;
- Initiate a response or ccNSO Statement; or
- Becomes aware of an activity of ICANN or other Supporting Organisation or Advisory Committee that may affect the ccTLD community.

In the event the newly listed activity is initiated by the ccNSO Council, a high level overview of deliverables and the related timing will be included as soon as feasible. If a working group will undertake the newly added activities, the chair of that working group will be requested to provide the deliverables and dates and commit to it.

*Completion of activities*

Activities that have been completed and/or are no longer relevant will be deleted from any updated version.

***b. Review of the Work Plan***

The work plan will be reviewed by the ccNSO every year at its meeting during the ICANN annual meeting (last meeting of a calendar year) or in the event the ccNSO council decides to launch a country code policy development process (by requesting an Issue Report as defined in Section 1 of Annex B of the ICANN Bylaws) .

The ccNSO Council will prepare a draft work plan for review. In preparing this draft all chairs and vice-chairs of working groups will be requested by the ccNSO Council to provide and commit to high-level deliverables and their timing of the working group they are chairing.

The chair of the ccNSO will present and propose the draft work plan for review at the ccNSO meeting for discussion and input by the ccTLD community present.

Taking into account the input of the ccTLD community the draft work plan will be updated and presented by the chair of the ccNSO to the ccNSO Council for adoption at the next meeting of the council following the consultation.

**4. Version control and publication of Work Plan**

Each work plan will be numbered, by calendar year, month of adoption and version number. After any update following the month of adoption and the version number will be adjusted. After a work plan has been adopted by the ccNSO Council it will be posted on the ccNSO website.

**5. Omission in or unreasonable impact of Guidelines**

In the event these guidelines do not provide guidance and/or the impact is unreasonable to conduct the business of the ccNSO or its Council, the Chair of the ccNSO will decide.

## **6. Publication and Review of the Guidelines**

These guidelines will be published as part of the rules and guidelines of the ccNSO after adoption by the ccNSO Council. These guidelines 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 guidelines need to be adopted by the Council, and published on the ccNSO website. Before publishing the updated guidelines, the ccNSO secretariat will adjust the version number and insert the date the updated guidelines were adopted by the ccNSO Council.