Draft Annual Work plan
FY 16-18

High level description of ccNSO Work Plan 2016-2018

At its workshop meeting in Marrakesh (6 March 2016) , the ccNSo Council discussed and established the activities the ccNSO is expected to undertake and/or anticipated to be involved in over the next 2 (two) years, 2016-2018.

Clusters of activities

In order to allow easier oversight and administration of these activities by Council, all the envisioned activities have been categorised included into the following clusters:
- IANA Stewardship and Accountability
- ccNSO Policy and policy related work
- ICANN Focused work
- Administration of the ccNSO and ccNSO Council
- Outreach and Engagement

For each of these clusters the main activities are described in relation to ICANN/and or community processes or projects and the ccNSO groups, if any, involved. The clusters, activities etc. are listed in Table 1 (page 2-4).

In addition, and as further step in evolution of the roles of the chair and vice-chairs, each cluster has been assigned to a "cluster owner"(for lack of a better term) e.g. to the chair or one of the vice-chairs. This has been done to strengthen collective leadership, ease the workload for the chair and ensure continuity of activities on going basis in the different areas. A "cluster owner" will act as point of contact with respect to the ccNSO activities in the cluster, both internally and externally. The names associated with each of the clusters are also included in Table 1.

Another view of the content in Table 1 is included in Annex A: ccNSO Work plan 2016-2018, which is a mind map showing the clusters, cluster owners, main activities and relevant ccNSO (WG) groups.

Detailed view of ccNSO activities per cluster

Using the clustering of activities and projects, an overview of the main work items, related actions and milestones as foreseen is provided. In Table 2-6 for each of the cluster the following data points are provided:

- **Activity.** The term used to identify the activity or project
- **Description**. A brief description of the activity or projects
- **Launch date.** Date a project or activity is expected to be launched. If on-going it is either described as such or with starting date March 2016.
- **Target date.** Anticipated end-date / date of closure. Note that in some cases the activity may be on going (for example triaging request form other SOs or AC by yhe Triage committee.
- **Owner.** The ccNSO group or ccNSO appointed chair or person managing/administrating the project or activity
- **Priority.** Priority, if any, assigned to the project or activity by the ccNSO Council
- **Actions/Status/dependencies.** Additional remarks, which may be useful for management of the project or activity

Further, the list of projects and activities has been loaded in a project management tool, to provide overview in GANTT chart format (Annex B ccNSO Portfolio 2016-2018). The GANTT chart will also be used to allow Council to track progress of the activities and projects and plan the launch.

Table 1 Clusters, activities and "cluster owner"

ccNSO Portfolio: clusters of projects and activities					
Cluster	**Description**	**(ICANN) community processes/projects**	**(ccNSO) groups**	**Cluster Owner**	**Comments**
IANA Stewardship Transition and ICANN Accountability	All ccNSO related projects and activities around the IANA Stewardship Transition and enhancement of Accountability	Implementation of CWG-Stewardship & CCWG –Accountability CCWG – Accountability WS 2 Implementation WS 2	ISTACC ISTC CCWG – Accountability CWG-Stewardship Implementation Oversight Task Force	Byron Holland	
ccNSO Policy and policy related work	All on-going and new ccNSO policy development and policy related work, including implementation	IDN ccPDP completion Implementation of IDN ccPDP ccNSO PDP retirement & review mechanism Re-launch IDN PDP to include IDN variants Implementation FOI Internet Governance with ICANN	EPSRP WG ccNSO PDP WG 1 (review) ccNSO PDP WG 2 (retirement) FoI Advisory Team IDN ccPDP Implementation Advisory CCWG IG	Demi Getschko	Currently WG listed which could be closed, never active

		New gTLD realted work	CCWG CTN		
ICANN focused work	Review and Evaluation of ICANN Plans Operational aspects Post IANA Transition Groups Accountability processes and (virtual) groups Cross-community WG on Framework for use of CCWG's	Affirmation of Commitments reviews (ATRT, WHOIS, SSR) Review ICANN Strategic Plan, 5 years Ops Plan update and FY 17, 18 Ops plan and Budget IANA post transition group and procedures Accountability processes and (virtual) groups	SOPWG AoC Review Committees CSC RZERC IFRT Empowered Community CCWG2	Katrina Sataki	Includes new to be formed groups, that will interact with ccNSO post transition
Administration of ccNSO Council and ccNSO	Activities to manage and administer activities of the ccNSO and ccNSo Council	(s) Election & Nomination processes Council meetings Work plan Council Roles & responsibilities ccNSO Review	Triage Committee ccNSO Council GRC (non Stewardship related) CCWG Framework CCWGs ICANN NomCom	Katrina Sataki	

		Guideline review and adherence Application ccNSO membership CRM ccNSO (maintenance email lists, contact details) ccNSO Voting tool ccNSO review			
Outreach and Engagement	Cluster of Projects and Activities to manage and administer Outreach and Engagement efforts focused on broader ccTLD community	Interaction with ICANN SO and AC ICANN leadership SO/AC meetings ccNSO meeting days TLDP-OPS mailing list SO/AC chairs meeting Review and revamp Web-site Social Media Update RO meetings	SOPWG Programme WG TLD-OPS Steering Committee SO/AC meeting and info list Travel Funding Committee	Katrina Sataki	

Table 2

Projects and Activities related to IANA Stewardship Transition and associated enhancement of ICANN's Accountability

Proposed owner of cluster: Byron Holland

IANA Stewardship Transition and ICANN Accountability (Byron Holland)						
Activity	**Description**	**Launch date**	**Target date**	**Owner**	**Priority**	**Actions/Status/dependencies**
Implementation of CWG-Stewardship	Interaction on behalf ccNSO with CWG, ICAN staff and leadership on Implementation of CWG –Stewardship Proposals

CWG internal oversight committee | March 2016 | First phase to be completed mid-August 2016, Consecutive phases Anticipated end date 2018 | ccNSO appointed members CWG | HIGH | All committees, procedures for post transition IANA need to be implemented. Sequence determined by required timeline as proposed by CWG-Stewardship

https://www.icann.org/stewardship-implementation

Implementation Oversight Task Force |
Implementation of IANA Stewardship related ccNSO specific processes and procedures	Implementation of set of processes and procedures that MUST be in place for Stewardship transition	August 2015	15 August 2016	Guideline Review Committee (GRC)	HIGH	Development of ccNSO specific processes and procedures, around
	Implementation of set of processes and procedures that follow from the Stewardship transition	August 2016		GRC		
Implementation of CCWG-Accountability	Interaction on behalf ccNSO with CWG, ICANN staff and leadership on Implementation of	March 2016	First phase to be completed mid August 2016, Consecutive	ccNSO appointed members CCWG	HIGH	All mechanisms, committees, procedures for post transition to meet requirements CCWG need to be implemented. Sequence determined by requirements and timeline

	CCWG –Accountability WS 1 Proposals		phases			as proposed by CCWG-Accountability
						https://www.icann.org/stewardship-implementation
Implementation of CCWG-Accountability specific ccNSO specific rules and procedures	Implementation of set of Accountability processes and procedures that MUST be in place for Stewardship transition	April 2016	30 September 2016 (?)	GRC	HIGH	What, if anything, needs to be in place still needs to be be determined
	Implementation of set of WS 1 Accountability processes and procedures that will be in place following Stewardship transition	30 September		GRC	HIGH	
CCWG – Accountability WS 2	Coordinate discussions and actions on CCWG – Accountability WS 2	March 2016	?	ccNSO appointed members and participants CCWG		
Implementation WS 2	Interaction on behalf ccNSO with CCWG, ICANN staff and leadership on Implementation of CCWG –Accountability WS 2 Proposals	2017		GRC		In schedule, if and when implementation will start not defiend.
Coordination Council, CWG and CCWG members	Coordination across ccNSO appointed members CWG, CCWG and ccNSO Council	On-going		Chair ISTACC		
Coordination CWG members	ccTLD community internal coordination	On going		Chair ISTC		Two out of 5 WG members are not involved engaged.

Project Cost Support Team	Initial effort to manage costs ICANN & community lead efforts, in particular if external expertise is hired (law-firms other)	March 2016	June 2016	Chair and vice-chair ccNSO (Debbie) Monitor the issue with SOP WG		Effort to be monitored to assess impact on broader work
ICG	ICG is in hibernation up & until coordination is needed between different IANA Function user communities to implement their proposals.	On going	October 2016	Keith Davidson, Martin Boyle, Mary Uduma, Xiuadong Lee		https://www.ianacg.org/

Table 3
Projects and Activities of policy development and policy related ccNSO efforts. Includes implementation efforts
Porposed owner of cluster: Demi Getschko

Policy and Policy related work (Demi Getschko)						
Activity	**Description**	**Launch date**	**Target date**	**Owner**	**Priority**	**Actions/Status/dependencies**
IDN ccPDP completion	Ensure closure of the IDN ccPDP	On-going	October 2016			Final Report submitted to Board. Awaiting closure test phase of Extended Process similarity review process (EPSRP).
	Develop Guidelines EPSRP		June 2016	EPSRP WG (Giovanni Seppia)	Middle	Series of Guidelines under development, at request Board. WG includes members GAC. SSAc has been informed
	Implementation team IDN ccPDP	October 2016			LOW	According to recommendations, create a advisory team, to monitor and advise staff on implementation
FoI Implementation	Monthly (regular) ccNOS Council meetings	On-going	Mid-August 2016	Advisory team (Becky Burr, Keith Davidson	HIGH	Advise and provide responses to questions IANA staff on implementation Framework of Interpretation
ccNSO PDP retirement & review mechanism	Develop framework for launch combined PDP	March 2016	June 2016	Chair ccNSO	HIGH	In preparation launch develop framework for launch and running PDP, Includes sense of community in Marrakesh. Include impact analyses one or two separate PDPs.
	Launch PDP, focus on Review mechanism for decisions on Delegation, revocation, and transfer	June 2016	October 2016	Issue manager	HiGH	ISSUE Report, Council decision
		WG 1 Phase,	June 2017	Issue	HIGH	Call for volunteers WG 1, Public comment,

	decisions	October 2018		Manager		substantial work on review mechanism. Note potential conflict with WS 2 Accoutability
	Launch Retirement ccTLD phase	Issue reporting July 2017	October 2017		HIGH	
		WG 2 Phase (October 2017	June 2018			
	Voting Phase combined PDP	July 2018	October 2018	Issue manager		Assumption of one PDP. And end-vote on full set of recommendations
Use of Country & Territory names as TLD	CCWG launched to assess feasibility of frasmework for use of names of country and territories listed on ISO 3166-1 as TLDs as (IDN) ccTLD and/or gTLD	On-going	March 2017	Annebeth Lange, Paul Szyndler		Cross-community Working group recommendations to feed into policy work of ccNSO and GNSO. To be completed by launch of policy work on second round new gTLDs
Internet Governance efforts	Cross-community WG to consolidate work community on Internet Governence issues	On-going		Young Eum Lee		CCWG was created to ensure efforts would be endorsed by Supporting organisation and advisory committees (in response to Netmundial community input). Question for community discussion: Is CCWG still right vehicle for effort (assumption no concrete output that could imply the ccNSO)

Table 4
Projects and Activities focused on providing input on ICANN plans (none policy related) with a potential impact on ccTLD community.
Proposed Cluster owner: Katrina Sataki

ICANN Focused work (Katrina Sataki)						
Activity	**Description**	**Launch date**	**Target date**	**Owner**	**Priority**	**Actions/Status/dependencies**
ICANN FY 17 Ops Plan & Budget process	Provide input to ICANN's FY 17 Ops Plan & Budget	March 2016	April 2016	SOPWG		Focus on Operational aspects http://ccnso.icann.org/workinggroups/sopiwg.htm
ICANN 5 year ops Plan update	Provide input to ICANN's FY 17-20 Ops Plan	March 2016	April 2016	SOPWG		Focus on Operational aspects http://ccnso.icann.org/workinggroups/sopiwg.htm
ICANN FY 18 Ops Plan & Budget process	Provide input to ICANN's FY 18 Ops Plan & Budget	March 2017	April 2017	SOPWG		Focus on Operational aspects http://ccnso.icann.org/workinggroups/sopiwg.htm
ICANN 5 year ops Plan update	Provide input to ICANN's FY 18-20 Ops Plan	March 2017	April 2018	SOPWG		Focus on Operational aspects http://ccnso.icann.org/workinggroups/sopiwg.htm
Interaction Post transition groups and committees	Interaction between ccNSO and CSC and other groups post transition of IANA Stewardship	1 October 2016	On going	GRC		Processes and procedures to be defined by GRC. Requirements/parameters included final Proposal ICG (assuming approval by NTIA)
Accountability processes and (virtual) groups	Interaction between ccNSO and Accountability processes and (virtual) groups (Empowered community)	January 2017	On-going			Processes and procedures to be defined. By GRC. Requirements/parameters included final Proposal CCWG-Accountability

Accountability Processes ccNSO & others	Interaction between ccNSO and Accountability processes flowing from WS 2	January 2018	On-going	GRC		Operational ccNSO related processes and procedures flowing from WS 2. To be defined by GRC or its successor
Affirmation Reviews	ATRT, WHOIS Consumer protection and SSR reviews	Consumer choice review started in January 2017	March 2019			Timing of reviews not well defined. Review teams may request members from ccTLD community General overview: https://www.icann.org/resources/reviews/aoc
Cross-community WG on Framework for use of CCWG's	CCWG to develop framework and principles for the creation and use of CCWGs,	On-going	October 2016	CCWG2 (Becky Burr)		CCWG currently first public comment. Takes into account CCWG Accountability and others.

Table 5
Projects and Activities to manage and administer activities of the ccNSO and ccNSO Council
Proposed Cluster Owner: Katrina Sataki

Administration of ccNSO Council and ccNSO (Katrina Sataki)						
Activity	**Description**	**Launch date**	**Target date**	**Owner**	**Priority**	**Actions/Status/dependencies**
ccNSO Members application	Oversee and execute members application process	Ongoing		Abibu / Secretariat		Oversee and execute members application process.
ccNSO Council Meetings	Monthly (regular) ccNOS Council meetings	Ongoing (monthly)		Chair of the ccNSO Council		Scheduling, Agenda setting preparatory meetings. Oversight secretariat Include reference to ccNSO Council meetings once adopted
Oversight and appointment ccNSO WG	Oversee progress and progress WG and CCWG in which ccNSO is participating.	Ongoing				ccNSO Guideline WGs and possibly Include link Guideline when adopted
Annual Work Plan 16-18	Describe annual work plan, based on discussion at annual planning workshop	March 2016	March 2018	Chair ccNSO / secretariat		Describe annual work plan, based on annual discussion Include Guideline when adopted
Prep Annual Work Plan 17-19	Describe annual work plan, based on discussion at annual planning workshop	January 2017	March 2017	Chair ccNSO / secretariat		
Monthly Work plan	Provide overview and update at detailed level of recently completed and upcoming activities/events	April 2016	Ongoing	Chair ccNSO / Secretariat		
Triage/	Assess importance and	Ongoing		Triage		See: http://ccnso.icann.org/about/council/triage

prioritization	urgency for ccTLD to respond/participate in activities.			Committee		
Council Roles and Responsibilities	Assign(ed) roles and responsibilities to Councillors	March 2016	March 2017	Chair ccNSO		Include Guideline when adopted
Chair, vice-chair selection	Annual ccNSO chair and vice –chair selection by ccNSo Council	January 2017	March 2017	Chair ccNSO		Launch process for annual chair and vice-chairs election. Announce at January Council meeting
CSC members and liaisons appointment	Appointment by ccNSO of ccTLD members and approval of full slate of members and liaisons Customer Standing Committee	June 2016	15 August 2016	Appointed Selection manager		Procedure needs to be developed by GRC and approved by Council at meeting in Helsinki, after consultation community. Interaction with RySG and GNSO
RZERC member appointment	Appointment by ccNSO of ccTLD members on RZERC	June 2016	15 August 2016	Appointed Selection manager		Procedure needs to be developed by GRC and approved by Council at meeting in Helsinki, after consultation community
Appointment ccNSO member on NomCom	ccNSO needs to appoint member on NomCom 2017, by September 2016.	May 2016	July 2016	Appointed selection manager		Procedure needs to be updated by GRC and approved by Council before start of procedure
ccNSO Council Election 2017	Annual Council Elections	August 2016	January 2017 (in case of run-off elections)	Council election manager		Procedure needs to be updated by GRC and approved by Council before start of procedure. Elected Councillors will take seat in March 2017
Board Seat 11 (S)Election	ccNSO Selection for Board 11	October 2016?	March 2017 (Run-off needs to concluded in March 2017 (6 months before October 2017)	Board Seat Selection manager		Procedure needs to be updated by GRC and approved by Council before start of procedure. Selected Board member will take seat in March 2017
ccNSO Review	ICANN Bylaw required review ccNSO	(Not earlier then January 2017)				https://www.icann.org/resources/reviews/org/ccnso

Table 6
Projects and Activities to manage and administer Outreach and Engagement efforts focused on broader ccTLD community
Proposed Cluster Owner: Katrina Sataki

Interaction and Engagement (Katrina Sataki)						
Activity	**Description**	**Launch date**	**Target date**	**Owner**	**Priority**	**Actions/Status/dependencies**
ccNSO Meetings Helsinki (ICANN 56)	Coordinate all aspects re ccTLD meeting Helsinki (27-30 June 2016	March 2016	July 2016	Programme WG		Includes Agenda, Scheduling, Survey and review. http://ccnso.icann.org/workinggroups/mpwg.htm Include reference to Guideline and charter Program WG when adopted
Tech Day ICANN 56	Coordinate Tech Day @ ICANN 56	March 2016	June 2016	Tech WG		http://ccnso.icann.org/workinggroups/techwg.htm
ccNSO Travel funding Helsinki		March 2016	June 2016	ccNSO Travel Funding Committee		http://ccnso.icann.org/about/travel-funding
ccNSO Meeting ICANN 57	Coordinate all aspects re ccTLD meeting ICANN 57(28 Oct – 3 Nov 2016)	August 2016	November 2016	Programme WG		http://ccnso.icann.org/workinggroups/mpwg.htm

						Include reference Guideline and charter Program WG when adopted
Tech Day ICANN 57	Coordinate Tech Day @ ICANN 57	August	November 2016	Tech WG		http://ccnso.icann.org/workinggroups/techwg.htm
ccNSO Travel funding ICANN 57		August 2016	November 2016	ccNSO Travel Funding Committee		http://ccnso.icann.org/about/travel-funding
ccNSO Meeting ICANN 58	Coordinate all aspects re ccTLD meeting ICANN 58 (11-16 March 2017)	December 2016	March 2017	Programme WG		http://ccnso.icann.org/workinggroups/mpwg.htm (Include Guideline, when adopted)
Tech Day ICANN 58	Coordinate Tech Day @ ICANN 58	January 2017	March 2017	Tech WG		http://ccnso.icann.org/workinggroups/techwg.htm
ccNSO Travel Funding ICANN 58		November 2016	March 2017	ccNSO Travel Funding Committee		http://ccnso.icann.org/about/travel-funding
SO/AC chairs meeting	Formal meeting with chairs other SA/ACs	March 2016	March 2017	?		Part of ICANN meeting
Meeting with gNSO Council, GAC and ALC	Formal meeting with other SO and ACs	March 2016	March 2017	?		No structure in place (ad-hoc agenda setting committees. Formalise to ensure broad support?
TLD-OPS mailing list	All aspects relating to incident response mailing list	Ongoing		TLD-OPS Standing Committee		Re-appointment of Steering committee March 2017. Extension of list to information sharing and inclusion other TLDs

Review and Revamp ccNSO Website	ccNSO web-site will be redesigned	October 2016	June 2017	?/Secretariat		Create user group to under auspices secretariat. Define user requirements and provide feed-back to ICANN communication
Social Media	User of twitter, Facebook and other channels	March 2016	March 2017	? / Secretariat		Create support group which together with secretariat will maintain and use social media for and from community
Update Regional Org meetings	Provide basic updates to ccTLD at Regional Organisations meetings	March 2016	March 2017	? / Secretariat		Provide basis slide set to Councillors who will inform ccTLD at Regional Organisations. Set up pool of Councillors, and basic template