Terms of Reference:
ccNSO Outreach & Involvement Standing Committee (OISC)

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1.   Introduction and Purpose

The Terms of Reference (ToR) documents processes and procedures pertaining to the ccNSO OISC and defines roles and responsibilities of those involved in the communication, application, assessment and decision-making processes regarding the ccNSO OISC.

2.   Objective

The ccNSO OISC is established as a standing committee and will have a permanent nature, to ensure:
- A continued and ongoing coordinated approach regarding the existing and potential outreach and involvement efforts by and targeted at the ccNSO and ccTLD community
- ccTLDs awareness of and involvement in the aforementioned efforts.

For purposes of the OISC, it is understood that outreach is outbound and one-way, and involvement is two-ways, working collaboratively with and through groups of people affiliated by geography, special interest or similar situations to address issues affecting the wellbeing of those people.

3.   Scope & Activities

In pursuing its objective, the Committee will undertake the following activities:
1. Coordinate the various aspects of the outreach, involvement and capacity building activities undertaken by the ccNSO, including:
   a. communication around those activities
   b. planning related ccNSO sessions when appropriate
2. Develop an outreach and involvement strategy, which balances the workload against the required efforts.
3. Oversee the operation and execution of the strategy, which balances the work items against the capacity and capabilities.
4. Perform operational tasks, including, but not limited to the efforts listed in Annex A of this document.

The OISC will conduct its business in the manner it considers most appropriate and effective. Recordings of calls, transcripts - if provided - and documents produced by the group will be archived and available to the public.

4.   Reporting

The Chair of the OISC will report regularly through email or in person to the ccNSO Council and the ccNSO membership.

5.   Composition of the OISC

The OISC shall have minimum five (5) and maximum eight (8) members, plus up to four (4) representatives of the Regional Organizations (ROs). Membership of the OISC is open to all ccTLD managers (members and non-members of the ccNSO alike). At least four (4) of the members on the Committee should be members of the ccNSO Council, including one NomCom appointed Councillor. The ccNSO Meetings Programme Committee (MPC) Chair should be a member as well.
The ccNSO Council will appoint the members of the committee. In appointing members, the Council should take into account the need for a diverse Committee membership, including regional diversity.

5.1.   The Chair of the OISC

The Chair of the OISC is appointed by the ccNSO Council upon nomination by the committee members. The Chair will manage ongoing activities and ensure an appropriate working environment by:
- Promptly sharing relevant information with the entire Committee
- Planning the work of the Committee in order to achieve its goals and lead the Committee through its discussions

5.2.   Term of appointment

The term for the initially appointed members is for either one (1) year; two (2) years; or three (3) years. The ccNSO Council decides on the terms of the initially appointed members.
After the initial appointment the regular term of appointment shall be three (3) years. Committee members are not eligible for re-appointment. Members may resign at any time if circumstances arise that prevent them from effectively performing their function. If a member resigns, the ccNSO Council may appoint a replacement, who will serve for the remainder of the period.

6.   Miscellaneous

6.1.   Conflict of Interest

A Committee member should declare a conflict of interest at any stage if the member or someone employed by the same entity has an interest in or is impacted by a decision of the Committee, for example whether or not to receive travel funding. After such a declaration, the Committee member ceases to be involved in the specific OISC-related decision process. The ccNSO Council chair and vice-chairs will make the final decision in this case.

6.2.   Omission in or Unreasonable Impact of the ToR

In the event the ToR does not provide guidance, and/or the impact is unreasonable to conduct the business of the ccNSO COP, the ccNSO Council, or the Chair of the ccNSO, may decide to override these ToR.

6.3.   Review and change of the ToR

The ToR will be reviewed two (2) years after adoption by Council, with a view on whether to continue the programme. The ToR will also be reviewed after any changes to the relevant sections in the related procedures or otherwise adjusted when considered necessary. Any amendment becomes effective after adoption by Council and publication on the ccNSO website. Before publishing the updated ToR, the Secretariat will update the version number and insert the date the ToR was reviewed and amended by the ccNSO Council.

6.4.   Transitional Arrangement

Once the OISC is created, specific tasks such as those by the travel funding committee, by the ccNSO Community Onboarding Committee, etc., will be transferred to the OISC, after the relevant guidelines and charters have been updated and published on the ccNSO website.

ANNEX A

The outreach, involvement and capacity building activities referred to in this document may include - but are not limited to - the following examples:

1. ccNSO Travel Funding, in accordance with the applicable ccNSO Guideline
2. ccNSO Community Onboarding Programme, in accordance with the applicable ccNSO Guideline
3. ICANN org Fellowship Programme
4. ICANN org Leadership Programme
5. ccNSO courses on ICANN Learn
6. ccNSO newcomer webinars
7. Quick Guide to the ccNSO
8. Onboarding package for new ccNSO Councillors
9. Fact Sheets Working Groups and Committees
10. Tips & Tricks for presenters and session chairs at the ccNSO Members Meeting