

Procedural documentation ccTLD World List

Version 2

Adopted: 14 February 2019

1. Purpose of the ccTLD World mailing list

The "ccTLD World List" is an Internet mailing list created to facilitate the exchange of information and general discussion on the IANA naming functions and related issues, including related reviews, accountability mechanisms and procedures.

It is an un-moderated forum, and robust discussion is encouraged. A light-touch administration policy is enforced.

2. Eligibility to the ccTLD World mailing list

The mailing list is open to:

- The administrative contact and/or technical contact of a ccTLD Managers, as specified in the IANA database;
- The primary contact of the ccTLD Manager, as specified in the ccNSO member database, or any alternative address as authorised by the primary contact of the ccTLD manager
- The secondary contact of the ccTLD Manager, as specified in the ccNSO member database
- Observers from Regional ccTLD registry organisations, as identified by their manager or board;
- The members of the ccNSO Council, with their individual e-mail addresses;
- The ccNSO secretariat;
- For the duration of their appointment, ccNSO appointed member(s) to the:
 - ICANN Board of Directors
 - Customer Standing Community (CSC)
 - Root Zone Evolution Review Committee (RZERC)
 - Empowered Community Administrative Committee (ECA)
 - Review Teams

3. Subscription details

Any requests to subscribe or unsubscribe should be directed to the ccNSO Secretariat, who will seek any relevant authorisations required for new subscriptions. By submitting its application, the applicant is required to agree to have its application publicly archived, and agrees that personal data will be processed in accordance with the ICANN Privacy Policy (<https://www.icann.org/privacy/policy>), as well as agrees to abide by the website Terms of Service (<https://www.icann.org/privacy/tos>).

The ccNSO secretariat will process unsubscribe-requests, that are authorised by either:

- The subscriber itself
- The primary contact of a ccTLD manager as specified in the ccNSO database
- The administrative contacts and technical contacts of ccTLDs, as specified in the IANA database

The ccNSO Secretariat will annually verify the list of subscribers, to ensure the subscription list is kept up to date.

4. List Guidelines

- The ccTLD World List is an un-moderated forum for discussing issues relating to the purpose of the list. There is no formal charter at this time. A light-touch administrative policy applies whereby subscribers will be removed if the ccNSO Council believes they seriously breach the harmony of the list.
- The ccTLD World list is not an official communications channel between individual ccTLDs, the ccNSO, ICANN, or any of the Committees. It is recommended if you seek comment from the ccNSO or ICANN (including the IANA) on particular issues in an official capacity, you should use the normal, appropriate channels of communication.
- Please do not reproduce material sent to this list. It discourages people from open and frank discussions if their postings are republished outside this closed forum. If you wish to use someone's post or quotes, then seek the author of the post or articles permission before doing so.

Subscribers are expected to behave in a mature and professional way when they communicate with fellow subscribers to ensure that the list remains inclusive and productive.

The following steps are proposed to resolve incidents of non-professional communication:

- Any concerns regarding the behavior of a subscriber should firstly be raised with that person.
- If the issue is not satisfactorily resolved, a formal complaint should be raised with the Chair of the Council, who will attempt to mediate a resolution.
- If that is not possible, or if the complaint is sufficiently serious in nature, the Chair of the ccNSO is empowered to restrict the participation of subscriber if in her/his view the continued participation of the subscriber would not be appropriate and/ or would seriously breach the harmony of the list and disrupt achieving the purpose of the list.
- Generally, a subscriber should first be warned privately, and then warned publicly before such the restriction is put into effect; in extreme circumstances, this restriction may be put in effect immediately

In the event that a subscriber disagrees with an imposed restriction, or the complainant disagrees with a restriction (or the lack of one), or there are other matters regarding the complaint that cannot be resolved satisfactorily, the participant, complainant, or the Chair of the ccNSO may raise the issue with the ccNSO Council or persons designated by Council, who will review the matter and then decide.

The subscriber and complainant shall be informed accordingly.