

# Meeting Programme Standing Committee Charter

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## 1 Introduction and Purpose

The Meetings Programme Working Group (MPWG) was created at ICANN34 in March 2009 by a decision of the ccNSO Council. In September 2018 it was renamed the Meeting Programme Standing Committee (MPC) to reflect its permanent nature.

The objective of the MPC is to coordinate and manage the high-level schedule of the ccNSO-related sessions, including the ccNSO Members Meeting agenda at ICANN public meetings, and related matters. Membership of the Committee is open to all ccTLD managers (whether members or non-members of the ccNSO).

## 2 Scope

In pursuing its objective, the Committee will undertake the following activities:

- Coordinate the high-level schedule of ccNSO related meetings at ICANN public meetings;
- Implement best practices on the organization of the ccNSO Members Meeting agenda, taking into account the ccNSO Guideline: ccNSO Meetings<sup>1</sup>;
- Liaise with the ccNSO Council and broader ccTLD community on topics to be covered during the ccNSO Members Meeting;
- Draft the ccNSO Members Meeting agenda, in accordance with the Guideline: ccNSO Meetings, so that the Secretariat can publish the agenda in a timely manner;
- Develop necessary additional information related to the ccNSO Members Meeting to be distributed to the ccTLDs;
- Ensure smooth running of the ccNSO Members Meetings;
- Collect feedback and measure the satisfaction on the ccNSO Members Meetings from participants via for instance an evaluation survey, and
- Any other activities that might support the achievement of the MPC's objective.

## 3 Activities

The MPC 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.

<sup>1</sup> <https://ccnso.icann.org/en/about/guidelines.htm>

## 4 Reporting

The Chair of the MPC will report regularly through email or in person to the ccNSO Council. In addition, at the start of every ccNSO Members Meeting, the MPC Chair will provide an overview of the ccNSO meeting schedule as well as other sessions at the ICANN meeting of interest to ccNSO members.

## 5 The Composition of the MPC

### 5.1 Membership

The MPC shall have a minimum of five members and a maximum as determined by the ccNSO Council, plus up to four representatives of the Regional Organizations (ROs). Membership of the MPC is open to all ccTLD managers (members and non-members of the ccNSO alike). In addition, one representative from each of the Regional Organisations, determined by that RO, will be invited to join the committee. Candidates for ccTLD members are encouraged to send their Expressions of Interest to the ccNSO Secretariat. At least one of the members on the Committee should be a member of the ccNSO Council.

The ccNSO Council will appoint the members of the committee. In appointing members, the Council should take into account the need for a broadly-based Committee membership, including regional diversity.

### 5.2 The Chair of the MPC

The Chair of the MPC is appointed by the ccNSO Council. 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;
- Supporting the ccNSO Chair with the high-level schedule of ccNSO related meetings at ICANN public meetings, by attending the SOAC Leaders ICANN Meeting Planning calls and face-to-face meetings.

### 5.3 Duration of Membership

The term of the MPC membership is two (2) years. Committee members may be reappointed by the ccNSO Council, for a maximum of two (2) more subsequent terms [in total a maximum of three (3) terms in a row].

An MPC member's term starts at the end of the Community Forum (first ICANN meeting of the year) and ends just after the Community Forum held two years later. In case the ccNSO Council appoints an interim MPC member at another time, her/his term ends just after (s)he passed the second Community Forum from the date of such appointment.

With the adoption of the current version of the charter, the start of the first term of service for the MPC members will be staggered and will take into account regional diversity and a balance between long-standing members and newcomers.

If considered necessary for the continuity of the work of the Committee, the Committee Chair may request the ccNSO Council that the ccNSO Secretariat publishes a call for volunteers. The proposed new members will then be appointed by the ccNSO Council.

Where a Committee member does not participate regularly, the Chair will reach out to the member to engage that person in the work of the group. If that member still does not participate regularly, the Chair will advise the ccNSO Council so that further steps can be taken to resolve the situation.

## 5.4 Staff Support

The ccNSO Secretariat Support Staff will provide adequate support for the work of the MPC.

## 6 Standards of Behaviour

All Committee participants (members, observers, liaisons, and support staff) are expected to behave maturely and professionally when they participate in the MPC. This includes communicating with fellow members professionally and ensuring that the MPC remains inclusive and productive.

The following steps are proposed to resolve incidents of unprofessional behaviour and communication:

- Any concern regarding the conduct of a participant should be raised with the participant first;
- If the issue is not satisfactorily resolved, a formal complaint should be raised with the Chair, who will attempt to mediate a resolution;
- If that is not possible, or if the complaint is deemed sufficiently serious in nature, the Chair is empowered to restrict the participation of the participant if their continued participation would not be appropriate and/or would significantly disrupt the MPC in the conducting of its business;
- Generally, a participant should first be warned privately, and then warned publicly before such restriction is put into effect. In extreme circumstances, this restriction may be put into effect immediately.

Should a sanctioned individual disagree with an imposed restriction, the complainant disagrees with a restriction (or lack of one), or should there be other matters regarding the complaint that cannot be resolved satisfactorily, any involved party including the Chair of the MPC can raise the issue with the Chair and Vice Chairs of the ccNSO Council or their designate(s). They will review the matter and then decide the case at hand. The ccNSO Council, Chair of the MPC, the sanctioned party, and the complainant shall be informed accordingly.

All Meeting Platform chat sessions are being archived and follow the ICANN Expected Standards of Behavior: <http://www.icann.org/en/news/in-focus/accountability/expected-standards>

## 7 Miscellaneous

### 7.1 Omission or unreasonable impact of the Charter

In the event this charter does not provide guidance and/or the impact is unreasonable, the Chair of the MPC will decide upon any questions or issues. In taking a decision the MPC Chair will take into account the Guidelines ccNSO Meetings and Working Groups, both of which will always remain paramount.

### 7.2 Review of the Charter and activities of the Committee

A review of this charter and the activities of the Committee will take place every two years, starting in 2022, or earlier when considered necessary.

Update of the charter. An updated charter of the MPC is effective after it has been adopted by the Committee and the ccNSO Council and has been published on the ccNSO website. Before publishing the updated charter, the ccNSO Secretariat will include the version number and insert the date of adoption.