

Charter: Triage Committee

Version number: 3.3
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1. Introduction

The ccNSO receives various requests to provide input, comments or to participate in policy-related work. The Triage Committee is guided by this charter and by the latest version of the *Guideline: ccNSO Working Groups* as published on the ccNSO website the ccNSO website, where appropriate. For the Triage Committee, this charter takes precedence between the two.

2. Purpose of the Triage Committee

The role of the Triage Committee involves the following three principal activities:

- A. **Monitor and report on progress**
Monitor existing ccNSO work streams and commitments against deliverable dates and milestones and to report to the ccNSO Council periodically.
- B. **Triage incoming work requests**
To document incoming requests and advise the ccNSO Council as to actions that will be taken, or where required recommend decisions to Council; and
- C. **Lead the ccNSO's planning work**
To monitor the pipeline to upcoming future initiatives and inform the ccNSO Council as to any resource and planning requirements in order that ccNSO business may be conducted in a timely and professional manner.
This includes the strategic and annual work plans.

3. Scope of activities, triaging process

A. Monitor and report on progress

The Triage Committee will monitor and report on progress against agreed plans. Where appropriate, the Committee will work closely with other ccNSO Working Groups and Committees.

B. Triage incoming work requests

The ccNSO receives various requests for input and comments, as well as invitations to participate in policy-related and other work. Sometimes these are small items, e.g. calls for volunteers or requests to share information. Sometimes these are significant work items that may require Council decisions.

To document all requests and to ensure that the ccNSO Council makes timely and deliberate decisions on them, the Triage Committee will use the following process (graphically represented in Annex A):

- The Secretariat notes the request for input and fills in a template containing basic information on the request. The format of the template shall be determined by the Triage Committee and reviewed and updated from time to time.
- The Triage Committee has two (working) days to decide on the recommendation. In principle, the Triage Committee is mandated to take decisions on behalf of Council. Only if the majority of Triage Committee members believe a Council decision is required, the secretariat will immediately inform the ccNSO Council about the committee recommendation.
- If a Council decision is required, the ccNSO Council has two (working) days to decide on the recommendation of the Triage Committee.

If a recommendation does not require a decision by the ccNSO Council, it will be implemented after the decision by the Triage Committee.

- The ccNSO Secretariat ensures the follow-up of the recommended action, for example informing the requestor of the action and/or informing Council. The recommendations of the Triage Committee and the ccNSO Council decisions shall be recorded on the ccNSO website.

C. Lead the ccNSO planning work

The ccNSO Triage Committee is the lead point in preparing:

- the two-year Work Plan, to be approved by Council at the first or second ICANN meeting of the year (as long as it is approved by 30 June, to commence at the start of the financial year on 1 July)
- a Strategic Plan for the ccNSO, to guide prioritisation of its work, to be approved by Council at the first ICANN meeting of the year

Where appropriate, the Committee will work closely with other ccNSO Working Groups and Committees, in preparing the plans.

The Triage Committee is also expected to monitor progress on completion of work items against the work plan and inform Council on progress on a quarterly basis.

4. Membership, leadership and staffing

The Triage Committee shall have at least three (3) members, all ccNSO Councillors, including one (1) appointed by NomCom. Members of the Triage Committee are appointed by the ccNSO Council for a one (1) year term, support is provided by the Secretariat.

At the nomination of the Triage Committee members, the Chair of the Triage Committee will be appointed by the ccNSO Council. The Chair must be a member of the Triage Committee and

must represent a ccTLD manager. 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 to achieve its goals and lead the Committee through its discussions
- Regularly assessing and reporting on progress towards the goals of the Committee
- Keeping track of participation

5. Omission in or unreasonable impact of the charter

In the event this charter or the Guideline for setting up Working Groups, which also applies, does not provide guidance and/or the impact is unreasonable to conduct the business of the committee, the chair of the Triage Committee will decide, and inform the ccNSO Council accordingly.

6. Review of charter and activities of the Committee

A review of this charter and activities will take place every 2 years or when considered necessary. To become effective, the updated charter must be adopted by the ccNSO Council and published on the ccNSO website/wiki. Before publishing the updated charter, the Secretariat will adjust the version number and insert the date the charter was reviewed and adopted by the ccNSO Council.

ANNEX A

Graphical representation triage process

