

# Charter: ccNSO Council Triage Committee

Version number: 2.0

Date of review: April 2019

Date of adoption by the ccNSO Council: 23 May 2019

## 1. Introduction

The ccNSO receives various requests to provide input, comments or to participate in policy-related work. In order to document such requests and to help the ccNSO Council to make timely and deliberate decisions on them, the ccNSO Council has established its standing committee (Triage Committee). The Triage Committee is guided by this charter and by the latest version of the *Guideline: ccNSO Working Groups* as published on <https://ccnso.icann.org/en/about/guidelines.htm>, where appropriate. However, this charter takes precedence between the two.

## 2. Purpose of the Triage Committee

The Triage Committee is dedicated to quickly reviewing incoming requests for input and making a suggestion to the ccNSO Council on how to react on the requests.

## 3. Scope of activities, triaging process

The ccNSO receives various requests for input and comments, as well as invitations to participate in policy-related and other work. In order 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):

1. The Secretariat notes the request for input and fills in a template containing basic information on the request, including among others a short summary, the deadline for input, the draft recommended action and the impact on ccTLDs and the ccNSO.  
Criteria to be used to determine the impact assessment include, among others: operational, technical, financial, reputational impact and current workload.
2. The template is forwarded to the Triage Committee mailing list. (template: see annex B)
3. The Triage Committee has two (working) days to decide on the recommendation. If all triage committee members express their explicit approval for a triage recommendation prior to this 2-day deadline, the secretariat will immediately inform the ccNSO Council about the committee

recommendation. (template: see annex B) Alternatively, the template with the triage recommendation will be forwarded to the ccNSO Council after the 2-day deadline has passed.

4. The ccNSO Council has two (working) days to decide on the recommendation of the Triage Committee, via a silent approval process. Concerns or objections need to be raised within the 2-day deadline. In case of disagreement with the recommendation by the Triage Committee, a simple majority of the ccNSO Council may decide on an alternative way forward.
5. The ccNSO Secretariat ensures a follow-up of the recommended action. The recommendations of the Triage Committee and the ccNSO Council decisions shall be recorded at:

<http://ccnso.icann.org/about/council/decisions.htm>

## **4. Membership and staffing**

The Triage Committee shall have 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, with a maximum of 3 consecutive terms.

Support is provided by the Secretariat. The e-mail address used by the Triage Committee is ccnsotriage@icann.org.

## **5. Omission in or unreasonable impact of the charter**

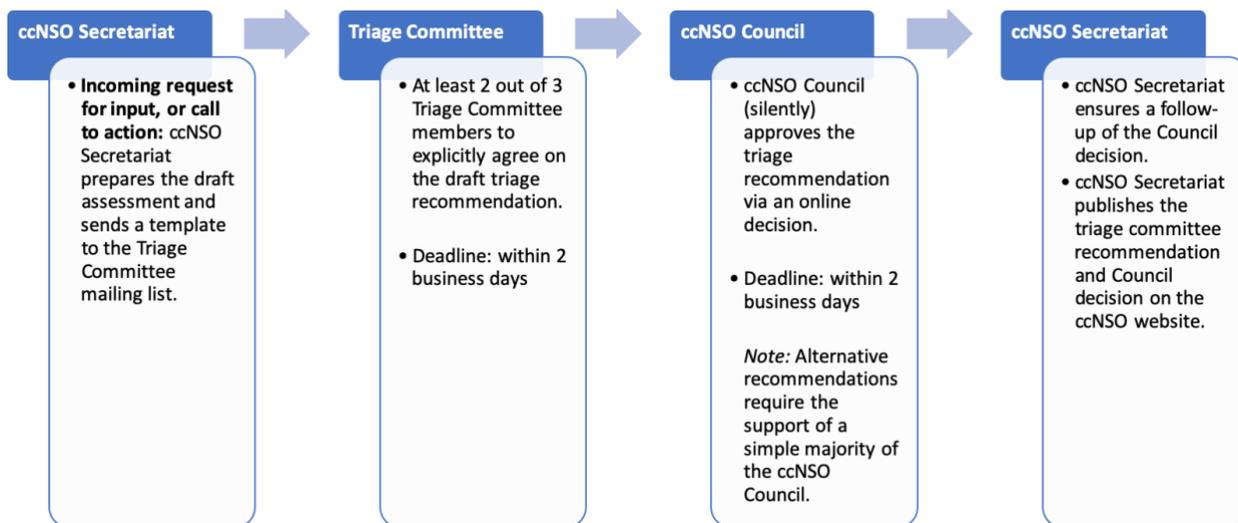
In the event this charter or the Guideline for setting up Working Groups, which also applies, does not provide guidance and/or the impact is unreasonable to conduct the business of the committee, the chair of the Triage Committee will decide, and inform the ccNSO Council accordingly.

## **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



# Annex B

Number:	<b>NN-YYYY</b>
Topic:	
Request from:	
Summary:	
Close date:	
Read more:	
Recommended action:	
Impact on ccNSO:	Choose from: <no impact, low, medium, high, very high>
Impact on ccTLDs:	Choose from: <no impact, low, medium, high, very high>
Deadline triage committee input: OR Deadline ccNSO Council input:	DD/MM/YYYY (23:59 UTC)