

Guideline: ccNSO Portfolio of Activities

Version #4

Date of review GRC: 3 July 2023

Date of review ccNSO Council: 10 July 2023

Date of community consultation: August 2023

Date of adoption by the ccNSO Council: August 2023

1 Introduction and Background

As part of the ccNSO improvements, resulting from the first ccNSO review in 2010, the ccNSO Council decided to develop, maintain and document a portfolio of activities. This Portfolio of Activities is a high-level living overview of the activities undertaken or planned by the ccNSO, with the flexibility to update it regularly.

2 Purpose of the Guideline

The Guideline describes the process to update and maintain the ccNSO two-year Portfolio of Activities and related quarterly report.

3. Portfolio of Activities

The Portfolio of Activities (the **Portfolio**) provides an overview of the main work items and related milestones as foreseen to be undertaken by the ccNSO on a two-year forward-looking basis starting every year on 1 July of the year (to align with ICANN's fiscal year planning).

The quarterly report documents the activities/actions concluded during the last quarter and adds new actions/activities to be undertaken in the upcoming quarter.

4. Activities and Milestones to be included in the Portfolio.

Only the following activities are expected to be included in the Portfolio:

- i. **ccNSO activities** – A ccNSO activity is marked as an activity to be included in the Portfolio by the ccNSO Triage Committee per its procedures and processes or when deemed necessary by the Triage Committee or ccNSO Council. These activities should be ongoing or take at least 3 months to complete, whether as part of a broader set of related activities or as a stand-alone activity. In addition an activity may be added when deemed necessary by the Triage Committee and/or ccNSO Council to keep track of progress

- ii. **Foundational (Administrative) activities** – Activities that are recurring, for example, ccNSO Council elections and ICANN Board Nominations.
- iii. **Milestones** – The date when (part of) an activity is expected to be completed or achieved.

For each of the activities listed above that will be included in the Portfolio a brief description, starting date, and the anticipated end date is expected to be included as well, to the extent they are known.

5. Process for Adoption, Review and Update of the Portfolio

The process overview for developing and updating the Portfolio of Activities is included in Annex A.

5.1 Developing, Review and adoption of the yearly Portfolio

The ccNSO Council Triage Committee¹ will develop a draft Portfolio annually. In developing the draft the Triage Committee will take input from the ccNSO Council, and all ccNSO working groups and committees, into account.

The draft Portfolio will be reviewed by the ccNSO Council every year prior to the presentation of the Portfolio to the ccTLD community, which will take place preferably during the second ICANN meeting of the calendar year. The goal is to have the Portfolio of Activities ready to start yearly on the 1st of July.

Taking into account the input of the ccTLD community, the draft Portfolio will be updated and presented to the ccNSO Council for adoption.

The yearly (updated) Portfolio becomes effective after adoption by the ccNSO Council and its publication on the ccNSO website.

5.2 Additional activities to be included in the Portfolio

In the course of a year (1 July – 30 June), the Triage Committee will – in accordance with its own procedures - add new activities to the Portfolio as the result of its quarterly review of the Portfolio. A new activity will be added if it:

- Is undertaken by a ccNSO working group or committee, has been suggested by the ccNSO Council or has been identified by the ccNSO Triage Committee
- Will take at least take 3 months to complete, and
- Requires Council and/or community participation

¹ The terms of Reference of the ccNSO Council have been recently updated and can be found at: <https://ccnso.icann.org/sites/default/files/field-attached/charter-triage-20apr23-en.pdf> . The webpage is available at: <https://ccnso.icann.org/en/about/council/triage>

If a new activity does not meet the criteria as described above, it will not be included, unless the ccNSO Triage Committee and/or the ccNSO Council deem it necessary to include the activity, because keeping track of progress on the activity is considered important.

5.3 Completed Activities

Activities that have been completed and/or are no longer relevant for the ccNSO will be recorded and marked as such in the Portfolio, and the Triage Committee will inform the ccNSO Council and broader community accordingly.

6. Regular Review and Reporting on the Progress of the Portfolio

The Triage Committee will regularly review the progress on activities set out in the Portfolio per its procedures, and inform the Council on progress made at a ccNSO Council meeting.

The information to Council will be presented in a format agreed upon between Council and the Triage Committee.

7. Version Control and Publication of the Portfolio

Each Portfolio will be numbered by calendar year, month of adoption and version number. After the yearly Portfolio has been adopted by the ccNSO Council, the Secretariat will post it on the ccNSO website directly after the ccNSO Council meeting at which it was presented.

Each regular review will be numbered by calendar year, month of review and version number (for example 2024, September, nr 3), and after discussion with the Council, posted on the ccNSO website.

Previous versions of the yearly Portfolio and quarterly updates will be archived.

8. Miscellaneous

8.1 ccNSO Internal Guideline

This Guideline is an internal rule of the ccNSO in accordance with Article 10 section 3.11 and Article 10 section 4.2 of the ICANN Bylaws.

8.2 Omission in or Unreasonable Impact of the Guideline

In the event the Guideline does not provide guidance and/or the impact is unreasonable to conduct the business of the ccNSO or the ccNSO Council, the Chair of the ccNSO will decide.

8.3 Publication and Review of the Guideline

The Guideline will be published as part of the rules and guidelines of the ccNSO after adoption by the ccNSO Council.

The Guideline will be reviewed annually at the time of review of the Work plan or adjusted when considered necessary. In order to become effective the updated Guideline needs to be adopted by the ccNSO Council and published on the ccNSO website.

Before publishing the updated Guideline, the Secretariat will adjust the version number and insert the date the Guideline was reviewed and adopted by the ccNSO Council.

Annex A

