

## **Strategic and Operational Planning Interaction Committee Charter**

Adopted by ccNSO Council 1 November 2017  
Version 3

### **1. Description and Objective**

The Strategic and Operational Working Group (SOPWG) was created at the Cairo ICANN meeting in November 2008. In November 2017 it was renamed the Strategic and Operational Standing Committee (SOPC) to reflect its permanent nature.

The aim of the Committee is to coordinate, facilitate, and increase the participation of ccTLD managers in ICANN and PTI's strategic and operational planning processes and related budgetary processes.

The ccNSO Council and individual ccTLD managers, collectively or individually, will be invited to support the position or input of the Committee. Membership of the Committee is open to all ccTLD managers (whether members or non-members of the ccNSO).

The Committee may submit a relevant Rejection Action Petition against the ICANN and IANA budgets, as well as their Strategic and operating Plans as defined in the ICANN Bylaws, Annex D, section 2.1 (f), (g), (h) and (i) to the ccNSO as Decisional Participant.

### **2. Scope**

In achieving its objective, the Committee will undertake, but is not limited to, the following activities:

- Organising ccTLD-focused strategy and operation sessions at ICANN events. These events shall be open to the public;
- Disseminating and summarising information relevant to ICANN's Strategic and Operating Plan;
- Commenting on ICANN and PTI's Strategic and Operating Plans and Budgets;

The Committee may relate to and liaise with ICANN and/or other supporting organisations and advisory committees.

The Committee will proactively seek out and foster participation and input from ccTLD managers, and provide regular feedback to the ccNSO on the strategic and operational planning processes.

### 3. **Activities**

The SOPC shall conduct its business in the manner it considers most appropriate and effective. Face-to-face meetings will be open to the public unless otherwise decided by the Committee. Recordings of calls, transcripts, if provided, and documents produced by the group will be archived and available to the public.

### 4. **Participation and Support**

Membership of the Committee is open to all ccTLD managers (whether members of the ccNSO or not) who are encouraged to forward their (self-) nominations to the Committee Chair upon the placement of the ccNSO Council's call thereof.

The ccNSO Council appoints the members of the Committee at the nomination of the Chair of the Committee, who sends nominations to the ccNSO Council Chair by email. The membership will be listed on the relevant webpage. ccTLD regional organisations may nominate an observer to be appointed by the ccNSO Council. The Chair of the ccNSO, or a person designated by the Chair of the ccNSO, is appointed ex-officio.

The Chair of the SOPC may invite other supporting organisations and advisory committees or constituencies to appoint liaisons (maximum two per SO/AC), in accordance with their own rules and procedures. These liaisons participate on an equal footing in the deliberations and sessions of the SOPC. However, if explicitly requested by the Chair, liaisons shall not participate in the process of seeking out and fostering participation and input from ccTLD managers and providing regular feedback to the ccNSO on the strategic and operational planning processes, nor in preparing a relevant Rejection Action Petition.

**Chair of the SOPC.** The Chair of the SOPC is appointed by the ccNSO Council at the nomination of members of the Committee. The Chair will manage ongoing activities and ensure an appropriate working environment by:

- Promptly sharing the relevant information with the entire Committee;
- Planning the work of the Committee in order to achieve its purpose and lead the Committee through its discussions;

- Regularly assessing and reporting on progress towards the goals of the Committee;
- Keeping track of participation.

**Duration of membership.** The term of membership is two (2) years. Each year, starting with ICANN 63, half of the members will step down. The members of the Committee will determine whose term ends at ICANN 63, and whose at ICANN 66. The term of members stepping down at ICANN 63 is deemed to be the first two-year term.

Members of the Committee may be reappointed by the ccNSO Council at the nomination of the Chair of the Committee for a maximum of two (2) more subsequent periods [in total a maximum of three (3) terms in a row]. At least one of the members on the Committee should be a member of the ccNSO Council.

If considered necessary for the continuity of the work of the Committee, the Chair of the Committee may request that the ccNSO Secretariat publish 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 in order 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.

**Standards of Behaviour.** All Committee participants (members, observers, liaisons, and support staff) are expected to behave in a mature and professional manner when they participate in the SOPC. This includes communicating with fellow members professionally, and ensuring that the SOPC remains inclusive and productive.

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

- Any concern regarding the behaviour 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 SOPC 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 participant disagree with an imposed restriction, the complainant disagree with a restriction (or lack of one), or should there be other matters regarding the complaint that cannot be resolved satisfactorily, the participant, complainant, or Chair of the SOPC 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 SOPC, participant, and complainant shall be informed accordingly.

**Staff support.** Support is provided by ICANN's ccNSO Support staff.

## 5. Reporting

The Chair of the Committee will report regularly via email to the ccNSO Council and provide a full report at ccNSO meetings, held during the ICANN meetings, regarding the activities of the Committee.

## 6. Miscellaneous

**Review of charter and activities of the Committee.** A review of this charter and activities will take place every two years starting in 2019, or when considered necessary; for instance when the general ICANN process changes and affects the charter of the Committee.

**Update of the charter.** An updated charter of the SOPC 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.

**Omission or unreasonable impact of the charter.** If this charter does not provide guidance, and/or the impact of the charter is unreasonable on the conducting of activities undertaken under the charter, the Chair of the SOPC, after consulting the membership, will decide on the most appropriate remedy.

## **7. Closure**

On the suggestion of the SOPC, or if the ccNSO Council, after consulting with the Chair of the SOPC, determines that the Committee is inactive or cannot achieve its objectives, the SOPC may be closed by the ccNSO Council.