

# Strategic and Operational Planning Standing Committee (SOPC) Charter

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## 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 Planning Standing Committee (SOPC) to reflect its permanent nature and is referred to in this document as the 'Committee.'

The objective of the Committee is to provide input on the strategic and operational planning processes and related budgetary processes of ICANN and Public Technical Identifiers (PTI) that are relevant from a ccTLD and/or ccNSO perspective and to coordinate, facilitate, and encourage the involvement of ccTLD Managers in these processes.

In fulfilling its objective, the Committee should focus on topics relevant from a ccTLD and/or ccNSO perspective, as well as those issues that are of high importance to the ICANN community-

The Committee is mandated to submit a Rejection Action Petition, when appropriate, against the ICANN and IANA budgets, as well as their strategic and operating plans in accordance with:

1. The procedures in the ICANN Bylaws, Annex D, section 2.1: (f) ICANN budgets, (g) IANA budgets, (h) operating plans and (i) strategic plans, and
2. Guideline – ccNSO Rejection Action Procedure (February 2017, or later version)

## 2. Scope

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

- Organise ccTLD-focused strategy and operation sessions at ICANN events. These events shall be open to the public.

- If deemed necessary by the Committee, summarize and disseminate information relevant to ICANN's Strategic and Operating Plan.
- Comment on ICANN and PTI's Strategic and Operating Plans and Budgets.

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

The Committee is expected to engage with ccTLD managers in this area and provide regular updates to the ccNSO on the strategic and operational planning processes

### **3. Activities**

The Committee shall conduct its business in a manner it considers most appropriate and effective, to provide timely, consistent and relevant input and feedback on its input. 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 Committee 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). At least one of the Committee members should be a ccNSO Councillor.

Interested persons are encouraged to send their (self-) nominations to the Chair of the Committee or the ccNSO Secretariat.

The ccNSO Council appoints the members of the Committee, after the Chair requests the appointment and has consulted the membership.

ccTLD regional organisations may nominate a liaison 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 Committee may invite other ICANN supporting organisations (SO) and/or advisory committees (AC) or constituencies to appoint liaisons (maximum two per SO/AC).

Liaisons participate on an equal footing in the deliberations and sessions of the Committee, unless the Chair of the Committee, at their discretion, explicitly

requests the liaisons to refrain from actively participating. Liaisons shall not participate in the process of seeking out and fostering involvement and input from ccTLD managers and providing regular feedback to the ccNSO, nor in preparing a relevant Rejection Action Petition.

The Chair of the Committee may also allow ICANN Staff to participate in (part of) a meeting of the Committee as Observer. Observers shall have the same status as liaisons. Other community members may attend meetings of the Committee are designated as "open" as an attendee. However, Attendees are not expected to participate actively in the proceedings of the Committee.

The list of members, liaisons and observers is published on the relevant webpage by the ccNSO Secretariat. The members' archive is kept for five years.

**Chair and Vice-Chair of the Committee.** The Chair and Vice-Chair of the Committee are appointed by the ccNSO Council at the nomination of members of the Committee every three years. 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 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.

The Vice-Chair will take on responsibilities of the Chair in case of the Chair's absence.

**Duration of membership.** Every year, to be determined by the SOPC, the members of the Committee will be asked whether they want to continue to serve thereon. If considered necessary for the continuity of the work of the Committee, the Chair of the Committee may invite the ccNSO Council to request that the Secretariat publish a call for volunteers. The ccNSO Council will then appoint the proposed new members.

**Participation.** A member of the Committee commits to attend the meetings and participate actively in the work of the Committee. Where a Committee member does not participate in three consecutive calls/meetings, the Chair will reach out to the member to re-engage that person in the work of the Committee. If that member still does not participate in the following call/meeting, the Chair will advise the ccNSO Council to terminate the membership.

**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 Committee. This includes communicating with fellow members professionally and ensuring that the Committee remains inclusive and productive.

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

- Any concern regarding a participant's behaviour 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 Committee in the conducting of its business.
- Generally, a participant should first be warned privately and then publicly before such restriction is implemented. 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 a lack thereof), or should there be other matters regarding the complaint that cannot be resolved satisfactorily, the participant, complainant, or Chair of the Committee can raise the issue with the Chair and Vice-Chairs of the ccNSO Council or their designate(s). The Chair and Vice-Chairs of the ccNSO Council or their designate(s) will review the matter and then decide the case at hand. The ccNSO Council, Chair of the Committee, participant, and the complainant shall be informed accordingly and comply with the decision as an ultimate and unchallengeable one.

**Staff support.** ICANN's ccNSO Support staff provides support.

## 5. Reporting

The Chair or Vice-Chair of the Committee or Council liaison, in case both the Chair and Vice-chair are not members of the ccNSO Council, will report regularly and inform the ccNSO Council of the activities of the Committee. Upon request, the SOPC will report to the broader community.

## 6. Miscellaneous

**Review of Charter and activities of the Committee.**

A review of this Charter and activities will occur every three years or when the Committee or Council considers necessary.

**Update of the Charter.**

An updated charter of the Committee is effective after it has been adopted by the ccNSO Council and published on the ccNSO website. Before the Council adopts the amended Charter, the members of the Committee need to support changes.

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 according to the Charter, the Chair of the Committee, after consulting the SOPC membership, will decide on the most appropriate remedy.

**7. Closure**

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