

**Strategic and Operational Planning Interaction
Committee Charter
Version 4
Adopted by the ccNSO Council:
June 2020**

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 and is referred to in this document as the ‘Committee’.

The aim of the Committee is to coordinate, facilitate, and increase the participation of ccTLD managers in the strategic and operational planning processes and related budgetary processes of ICANN and Public Technical Identifiers (PTI).

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 has the right to submit a Rejection Action Petition, where appropriate, against the ICANN and IANA budgets, as well as their strategic and operating plans under the procedure for exercise of the empowered community’s rights to reject specified actions defined in the ICANN Bylaws, Annex D, section 2.1 (f) ICANN budgets, (g) IANA budgets, (h) operating plans and (i) strategic plans to the ccNSO as Decisional Participant (as defined in section 6.1(a) of the ICANN Bylaws as amended 28 November 2019).

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 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 Committee 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 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). Interested persons are encouraged to send their (self-) nominations to the Committee Chair or ccNSO secretariat. At least one of the members should be a ccNSO Councillor.

The Chair of the Committee sends to the ccNSO Council Chair by email a list of the individuals nominated to be members of the Committee. The ccNSO Council appoints the members of the Committee.

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 supporting organisations and advisory committees or constituencies from the ICANN community to appoint liaisons (maximum two per SO/AC), in accordance with their own rules and procedures.

Liaisons participate on an equal footing in the deliberations and sessions of the Committee, unless the Chair of the Committee at her or his discretion explicitly requests the liaisons to refrain from actively participating. 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.

The Chair of the Committee may also allow for observers to listen in to meetings of the Committee. Observers 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 of the Committee. The Chair of the Committee is 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 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. Each year, starting with ICANN 69 in 2020, 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 proposed new members will then be appointed by the ccNSO Council.

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 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 Committee 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 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 complainant shall be informed accordingly and comply with the decision as an ultimate and unchallengeable one.

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 at least every two years since the last updated date on the head of the current version, or when considered

necessary, for instance when the general ICANN process changes and affects the mission, functions, and modus operandi of the Committee.

Update of the charter.

An updated charter of the Committee is effective after it has been adopted by the Committee as well as 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 according to the charter, the Chair of the Committee, after consulting the SOPC membership, will decide on the most appropriate remedy.

7. Closure

On 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, the Committee may be terminated by the ccNSO Council.