

ccNSO Secretariat Working Group
Presentation to ccNSO Members
Cape Town

2nd December 2004

Chris Disspain

introduction

At the KL-meeting the ccNSO Council agreed to set up a working group on the ccNSO Secretariat and ccNSO fees

Main purpose:

- a) to propose models for the ccNSO secretariat and
- b) to examine the funding requirements of the ccNSO and to develop (for approval) funding models

WG formation: 8 ccNSO members of all regions:

- | | |
|-------------------------------|-------------------------|
| – David Farrar (.nz) | – Mike Silber (.za) |
| – Dave Archbold (.ky) | – Bart Vastenburg (.nl) |
| – Ian Chiang (.tw) | – Jaeyoun Kim (.kr) |
| – Dotty Sparks de Blanc (.vi) | – Chris Disspain (.au) |

Plan of action

1. agree the fundamentals
2. make a list of jobs
3. determine jobs secretariat vs. ICANN-support
4. based on job description, come up with a choice of models on the type of Secretariat
5. get a rough idea of funding requirement
6. calculate corresponding ccNSO fee requirement
7. suggest fee models to raise the funds

Plan of action

fundamentals

What the ccNSO independent secretariat does,
members pay for or get 'sponsored' by a member.

What an ICANN staffer does for us, ICANN pays for.

List of jobs

general description:

- ensure provision of logistical support for daily functioning of ccNSO Council and members.
- as Issue Manager for a Policy Development Process or provide as assistance to Issue Manager:
- work through telephone, email, and person to person contact to ensure a harmonious working relationship between individual councilors, members, liaisons, ICANN staff and Board to facilitate the work the ccNSO undertakes.

List of jobs: logistical support

JOB	COULD BE DONE BY...
1. Prepare Council and members meeting schedules and agendas and distribute.	Jointly with ICANN staffer
2. Arrange: a) for physical meetings; meeting locations, venue booking, AV and internet set up, roll taking etc, and, b) for electronic meetings; negotiate suitable timing, arrange teleconference facilities etc.	ICANN staffer
3. Either: a) liaise with ccNSO webmaster to ensure ongoing maintenance and information update of the ccNSO web site OR, b) be the ccNSO webmaster and ensure ongoing maintenance and information update of the ccNSO web site	In either case this should be the ccNSO secretariat
4. Either: a) liaise with ccNSO webmaster to ensure ongoing support of mailing lists and administer the lists subscribing and unsubscribing participants OR, b) be the ccNSO webmaster and ensure ongoing support of mailing lists and administer the lists subscribing and unsubscribing participants	In either case this should be the ccNSO secretariat
5. Be the point of contact for ccNSO Council, ccNSO members and liaisons.	ccNSO secretariat

List of jobs: logistical support

JOB	COULD BE DONE BY...
6. Draft and edit documents for publication.	ccNSO secretariat assisted by ICANN staffer
7. Participate in ccNSO Council and members meetings and be responsible for recordings, taking of minutes, and distribution of minutes.	ccNSO secretariat
8. Act as election manager for the election of ccNSO Council and ccNSO nominated ICANN Board Directors and oversee the nominating and voting process to ensure secrecy and trust.	ccNSO secretariat
9. Coordinate with responsible parties to ensure that there are timely responses to inquiries such as membership applications other requests for information.	ICANN staffer
10. Provide bookkeeping and budget management.	ccNSO secretariat
11. Collect ccNSO membership fees.	ccNSO secretariat

List of jobs: issue manager

JOB	COULD BE DONE BY...
1. Collecting documentation for drawing up issue reports.	ccNSO Secretariat acting as Issue Manager with ICANN staffer assisting
2 . Setting up task forces, committees, adding participants to lists, seeing that terms of reference are clearly stated.	ccNSO Secretariat acting as Issue Manager with ICANN staffer assisting
3. Providing an environment where outreach can be undertaken: a) setting up conference calls, closed to specific group or open, b) taking minutes. c) help with workshops at meetings/ coordinate with other ICANN Groups .	ccNSO Secretariat acting as Issue Manager with ICANN staffer assisting
4. Watching over timelines.	ccNSO Secretariat acting as Issue Manager with ICANN staffer assisting
5. Circulate draft/final reports for comments. Having suitable addresses and archives timely opened for comments.	ccNSO Secretariat acting as Issue Manager with ICANN staffer assisting
6. Coordination with liaison and Advisory groups if necessary during the PDP process.	ccNSO Secretariat acting as Issue Manager with ICANN staffer assisting
7. Supervising documentation and updating the website regularly with task force and committee reports.	ccNSO Secretariat acting as Issue Manager with ICANN staffer assisting
8. Coordinating Council and member votes under PDP process.	ccNSO Secretariat acting as Issue Manager with ICANN staffer assisting

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Proposed models

Possible variations for secretariat:

	identity	staff	assets	location
constant	separate legal entity	staff on payroll	ownership	fixed
variable	ICANN constituency gathering	activities outsourced	facilities sharing	rotating

Proposed models

main possible models:

1. ccNSO establishes its own permanent secretariat at a fixed location and hires staff directly etc.
2. ccNSO contracts secretariat to a professional secretariat company, which is not involved with a ccTLD, based on price and quality.
3. ccNSO calls for bids from ccTLDs to host the secretariat for a defined period of time and selects based on price and quality

Proposed models

moving forward:

1. ccNSO: determine job description secretariat
2. ccNSO: choice of secretariat model
3. WG: work out secretariat details and examine the funding requirements
4. WG: develop (for approval) funding models

Interim arrangement

Volunteers to (help) set-up secretariat and provide interim support?

and / or

ICANN to help set-up secretariat and provide support?

thank you

Questions, remarks?