

Guidelines for setting up ccNSO Working Groups

Approved June 2008

1. Introduction

The purpose of these guidelines is to assist members of the ccTLD community and the ccNSO Council in establishing and structuring working groups. They are based on the experiences so far. It should be noted these guidelines do not address the manner in which the working groups intends to conduct its business. This is up to the working group to decide.

2. Expression of need

Members of the ccTLD community or members of the ccNSO Council may express a need to address a particular issue or topic. To be most helpful the expression of need should contain the issue(s) that needs to be addressed and the purpose of the working group.

3. ccNSO Council initiates a Working Group

At its meeting following the request, the ccNSO Council may decide to form a working group, to address the need expressed. The ccNSO will then set the goal of the working group and appoint a (interim) chair of the working group.

The Council will also indicate the structure and number of the membership of the WG. Membership of the WG could be regions based (at least one or more representatives from every ICANN Geographic region), or interest based (membership is open to ccTLD managers with a particular interest in the topic).

4. Membership of the Working Group

The ccNSO secretariat will send an invitation to sign up for the Working Group to participate in its work. Membership of a Working Group is open to representatives of ccTLD managers, independent of membership of the ccNSO. At the discretion of the chair, participation in the WG can be open to others with a particular interest in the goal of the working group. It is expected that those who sign up will be able to actively participate in the work of the group!

As soon as the interim chair of the working group has determined membership of the working group is in accordance with the number and structure as indicated by the ccNSO Council, signing up is closed. The ccNSO secretariat will set up an archived mailing list for the working group. The names and affiliation of the working group members and other participants will be published on the ICANN ccNSO website.

5. Draft Charter of the Working Group

The Working Group will develop a draft charter for the working group. The following topics should be addressed in the charter (see also Annex A Template for a charter):

- Date the WG was initiated (date of the ccNSO Council decision)
- Goal/Purpose of the working group as defined by the ccNSO Council
- Chair and membership of the WG
- Other participants in the working group (if applicable)
- Scope of the working group: the main activities the working group will undertake
- Duration of the working group; estimated time the working group be active
- Review process of the charter;
- Workplan or milestones of the working group.
- Reporting mechanism(s)

6. Adoption of the Charter

As soon as the working group has reached agreement on the charter, the chair of the working group will send the charter to the chair of the ccNSO Council for adoption.

At its following meeting the ccNSO Council will vote on adoption of the charter. After adoption the WG is a ccNSO WG.

7. Working Group activities

The working group should conduct its business in a manner that it considers to be the most appropriate. The ccNSO secretariat can provide assistance in setting up conference calls etc. If needed the ccNSO secretariat and other ICANN staff can also provide assistance, either by active participation or providing support.

It is advised the working group keeps track of its workplan and schedule. It is also advised that the chair of the working group reports on a regular basis on the progress made to date.

8 Omission in the Charter of a Working Group

In the event an adopted Charter does not provide guidance and/or the impact of the charter is unreasonable in conducting the meeting or activities undertaken under the Charter, the Chair of the Working Group will decide.

9 Review of the Charter

The Charter of the working group will be reviewed on a regular basis by the ccNSO. The working group may propose changes to the Charter for adoption.

10 Closure of the Working Group

If the working group determines that it has completed its work, or that it cannot achieve its goals, it will submit a final report to the ccNSO and recommend closure of the working group.

If the working group has not conducted no activities for a prolonged period, the Chair of the ccNSO Council, will contact the chair of the WG, to establish

whether the WG needs to be closed or suggest to the ccNSO Council to close the working group.

A working group is closed by a resolution of the ccNSO Council.

10. Omission in or unreasonable impact of Guidelines

In the event the guidelines do not provide guidance and/or the impact is unreasonable, the Chair of the ccNSO Council will decide.

11. Review of Guidelines

These guidelines will be reviewed annually, or adjusted when considered necessary. In order to become effective the updated guidelines need to be adopted by the Council, and published on the ccNSO website. Before publishing the updated guidelines, the ccNSO secretariat will adjust the version number and insert the date the updated guidelines were adopted by the ccNSO Council.

Annex A: Template Charter WG

Template ccNSO Working Group Draft Charter

1. Description and Goal

The Working Group (WG) was created at [date ccNSO Council meeting constituting date].

Goal /Purpose of the WG as established by the Council at its meeting.

The WG's goal is to improve the participation of ccTLD managers in the ccNSO and regional organisations, for the benefit of all ccTLDs and the industry generally.

2. Chair, Members and Support

Description of membership and participation: who can participate

Example: WG Membership is open to all ccTLDs, whether members of the ccNSO or otherwise.

Chair: _____ Name of the chair and affiliation

Members:

OTHERS:
NAME AND AFFILIATION

ICANN STAFF SUPPORT: names of ICANN staff who will support work of WG

It is advised to incorporate a succession mechanism in the charter if the anticipated duration of the WG will be more than 1.5 years, to ensure continuity and even spread of the workload.

3. **Scope**
Main activities of the WG and main deliverables (most of the times this will be a document.
4. **Duration**
The anticipated WG duration can be limited time (for example one year from the date its Charter is adopted by the cNSO Council) or can not be determined at the time the charter is drafted.
In order to avoid prolonging the existence of a working group unnecessary it is advised to consider a mechanisms:
 - How the WG will determine the way it has completed its work, preferably final report
 - When to recommend to the ccNSO closure of the WG.
5. **Review of charter and activities of the WG**
Who will review the charter and at which interval?
Who will review activities of the WG and at which interval?
In order to avoid that the WG will prolong its existence unnecessary or that the original goal/purpose or scope has become irrelevant, it is advised to pay attention in the initial phase on how the WG will be reviewed by its members, and the broader community.
6. **Reporting**
Who will report on progress?
To whom will be reported, and at which intervals?
Examples: The WG chair may report to the ccNSO meeting or ccNSO membership.
He/She may report at every ICANN meeting or regularly through an email update or conference call.