

Administration of ccNSO

| Cluster | Task | Responsibilities | | | Comment |
|---|--|------------------|-------------|-------------------|---|
| | | Chair | Vice Chair | Council (WG) | |
| Management & Oversight | Chair Council meetings | x | | | Current practice (meeting programme wg proposes agenda, select session chairs, and opening closing chair ccNSO) For example travel Funding, meeting organisation, escalation. Process to be documented to manage and maintain framework of roles and responsibilities Mechanisms and process needs to be defined Process needs to be developed. Support staff manages most internall processes. Oversight linked with formal liaison etc with ccNSO support staff and assisit support staff in ICANN internal processes. |
| | ccNSO meetings | X | | | |
| | Formal liaison with staff on members' meeting agendas and logistics | | | | |
| | Formal liaison with staff on council meeting agendas and logistics | x | x | | |
| | Formal liaison with staff on meeting minutes | x | | | |
| | Managing formal approval of new membership applications | | | Roelof, Fernando | |
| | Management of ccNSO framework of roles and responsibilities | | | Roelof | |
| | Manage/oversight ccNSO 2-3 year workplan | x | x | Council Roelof | |
| | Formal oversight of Board selection and Council election process | | | | |
| | Oversight appointment of cNSO liaisons and NomCom representative process | | | Roelof | |
| Formal management of position paper drafting and adoption | | | Becky | | |
| Oversight of Management of ccNSO internal defined processes | x | X | | | |
| Monitoring requests input Board and Staff | | | Keith, Vika | | |
| Coordination | Informal coordination of assigned activities within ccNSO | x | x | | With increased distribution and delegation, need for coordination will increase/two sides: coordination of activities of members and volunteers, coordination of activities between staff and membership Letters as example/lead by chair, to be consitent with role as formal liaison with ACSO chairs Briefing paper/ Follow-up on Board requests, linked with formal and informal relation with Board. |
| | Informal coordination of activities between SO/Acs | x | x | | |
| | Informal coordination of Board relationship | x | x | | |
| | Coordination ccNSO-GNSO Council lunches | | | Roelof, Juhani | |