

# **Guideline to maintain and update ccNSO workplan**

Adopted ccNSO Council, April 2013

## **1. Introduction and Background**

As part of the ccNSO improvements, resulting from the ccNSO review in 2010, the ccNSO Council decided to develop and maintain a ccNSO work plan. The Work Plan is envisioned as a high-level living document, with flexibility for change and reviewing at least once a year.

## **2. The ccNSO Work Plan**

### *Scope*

The yearly ccNSO Work Plan provides an overview of the activities of the ccNSO on a rolling forward basis. A more detailed version is provided to the ccNSO Council at each of its meeting, which highlights the activities concluded since the previous update and activities anticipated until the upcoming Council meeting(s).

### *Cluster of activities*

The activities of the ccNSO have been initially clustered into the following sets of activities:

1. ccNSO coordination
2. Administrative activities
3. Recurring Activities: ICANN Planning
4. Policy development
5. Policy related activities
6. ccTLD community related activities
7. ccNSO related ICANN Activities
8. ccNSO related activity other SO or AC
9. ccNSO Response and Statements
10. Joint Activities (joint working groups)
11. Implementation ccNSO improvements

The sets of activities will be reviewed every year

## **3. Adoption and updating the work plan**

To become effective the yearly ccNSO work plan and its updates need to be adopted by the ccNSO Council. The yearly work plan and its reviews may only adopted after consultation and input from the ccTLD community.

The detailed updates are provided to the council for informational purposes.

### ***a. Maintenance of the work plan***

The ccNSO work plan will be maintained and updated by the ccNSO support staff under auspices of the ccNSO Council.

### *Identifying and Adding activities to the work plan*

The ccNSO may undertake any of the following actions:

- No response/no action
- Informal response (face to face meeting)
- Letter from the Chair
- ccNSO Statement or Position
- Study Group (community or Council)
- Working Group (community or Council)
- Cross-Constituency Working Group
- Standing committee (Community or Council, example SOP WG)\
- PDP

In order to structure and enable the ccNSO Council to identify new work items a sub-committee of the ccNSO Council (Triage committee) will advise the Council to undertake a new activity, if any, in accordance with the Triage committee procedure (included in Annex A) and using the template for identifying the activity (Annex B).

The ccNSO Council will add an activity/action to the ccNSO list of activities if the anticipated action has a high priority, the duration of the action will take more than one month and substantial capacity of volunteers (from the ccTLD community or Council) is needed to complete the action. Note that actions that will not be listed in the work plan, will always be part of the ccNSO Council action items list.

To determine the priority of an action the following method will be used. The urgency (expected response time) and importance (impact on ccNSO, ccTLD community group of ccTLD's) of an issue is determined first. Secondly, the needed and available capacity, are assessed. Based on a combination of these four factors the Council will determine the relative priority of a new action is determined (high/medium, low). An overview of the prioritization process is included in Annex C.

In the event the newly listed activity is initiated by the ccNSO Council, a high level overview of deliverables and the related timing will be included as soon as feasible. If a working group will undertake additional activities, the chair of that working group will be requested to provide the deliverables and dates and commit to it.

### *Completion of activities*

Activities that have been completed and/or are no longer relevant for the ccNSO will be listed and marked as such.

### ***b. Review of the Work Plan***

The overall work plan will be reviewed by the ccNSO every year at its workshop at the first meeting of a calendar year or in the event the ccNSO council decides to launch a country code policy development process (by requesting an Issue Report as defined in Section 1 of Annex B of the ICANN Bylaws) .

The ccNSO Support staff will prepare a draft work plan for review by the Council. In reviewing this draft all chairs and vice-chairs of working groups will be requested to provide and commit to high-level deliverables and the associated schedule for the working group they are chairing.

The chair of the ccNSO will present and propose the draft work plan for review at the ccNSO meeting for discussion and input by the ccTLD community present.

Taking into account the input of the ccTLD community the draft work plan will be updated and presented by the chair of the ccNSO to the ccNSO Council for adoption at the next meeting of the council following the consultation.

#### **4. Version control and publication of Work Plan**

Each yearly work plan will be numbered, by calendar year, month of adoption and version number. After a work plan has been adopted by the ccNSO Council it will be posted on the ccNSO website.

Each monthly work plan will be published directly after the ccNSO Council meeting it was presented.

#### **5. Omission in or unreasonable impact of Guidelines**

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

#### **Publication and Review of the Guidelines**

These guidelines will be published as part of the rules and guidelines of the ccNSO after adoption by the ccNSO Council. These guidelines will be reviewed annually at the time of review of the work plan, 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: Triaging process

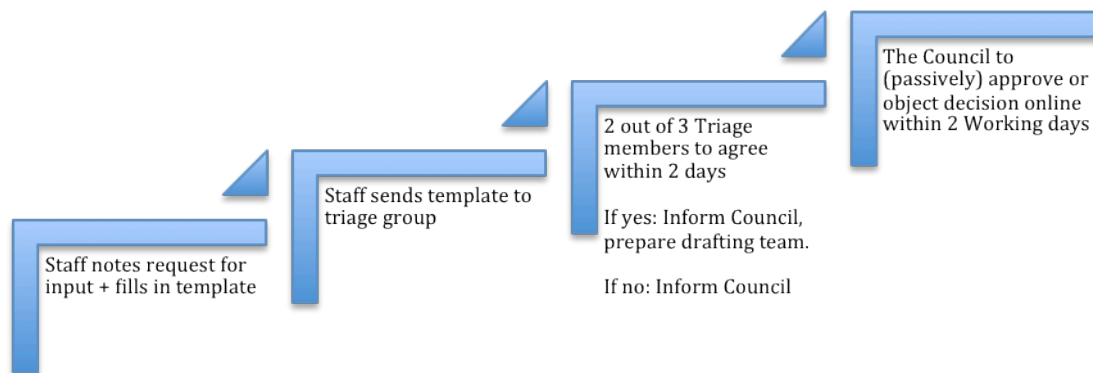
The various requests for input are filtered through two layers (ccNSO staff and a small group of designated Councillors), and providing the full Council a chance to familiarise itself with the topic and take an active decision whether to pursue it, or not. The process is not foreseen to take more than five working days:

- 1) Staff notes the request for input and fills in a special template containing basic information on the request. (The suggested template is available in appendix 1)
- 2) The template is forwarded to the designated members of a “triating” group (consisting of three Councillors).
- 3) 2 out of the 3 triage group members have to agree within two (working) days with the advise of staff. In case less than two triage group members are available, the Chair, or one of the vice-Chairs, will be asked to step in.

*If advise is yes:* The Council is informed and a drafting team is appointed (preferably pre-defined taskforce groups, consisting of Council + community members, who are ready to act on request) or other action taken (call for volunteers, letter from Council etc). However, a majority of the Council, may decide no action is needed.

*If advise is no:* The Council is informed. A majority of the Council may decide otherwise.

- 4) The Council receives input and has two (working) days to either actively or passively (by not objecting) endorse the advice or: actively propose an alternative mode of action, by majority vote.



## Annex B Template Triaging Group

**Date of completion template**

**Topic:**

**Originator:**

**Summary of request:**

**Date received:**

**Last day for Comments/ input/response, if any:**

**Recommended action, if any:** (alternatives: None, letter from Chair/ Council, ccNSO statement/position paper, WG, PDP)

**Expertise needed, if any:**

**Date of submission to Council:**

**Last date of Council decision:**

**Impact on ccNSO/ccTLDs:**

## Annex C ccNSO PRIORITISATION – Decision Making

(High/Medium/Low)

		Alternative Modes of Action							
		No response	Informal response	Letter from Chair	ccNSO Statement	Study Group	Working Group	Cross Constituency Working Group	PDP
<b>Prioritisation criteria</b>	Assess <b>Importance</b> (Relevancy for or impact on ccNSO/ccTLD)								
	Assess <b>Urgency</b> (Expected response time, if any)								
	Assess <b>Capacity Needed</b>								
	Asses <b>Capacity Available</b>								
<b>Council Decision</b>	<b>Priority</b>								
	<b>Priority in comparison to other activities</b>								
<b>Administrative checks</b>	<b>Initiate Work</b>								
	<b>Final Go</b>								
	<b>Include in Work Plan</b>								

In the **vertical column** the prioritisation criteria are presented that should be considered. Especially the “Capacity” criteria should be taken into consideration, as whilst a topic can be both important and urgent, not much can be done, if there is no capacity available to address the issue:

- Importance (impact on ccNSO/ccTLD)
- Urgency (expected response time)
- Capacity Needed
- Capacity Available

Council decision

- Priority
- Priority in comparison to other activities

The Secretariat has to consider following aspects:

- Initiate Work
- Final Go
- Include in Work Plan

The **horizontal column** presents options on types of possible actions from the ccNSO:

- No Response
- Informal Response
- Letter from Chair
- ccNSO Statement
- Set up Study Group
- Set up Working Group
- Set up Cross-community Working Group
- PDP

The options outlined on the horizontal line also indicate how much time it takes approximately for each action to be completed (“No response” being least time consuming, versus “PDP” being most time consuming).

The Council is expected to keep these criteria in mind, when taking a decision. However, it is anticipated that the ccNSO Chair will primarily be responsible (overseeing) the process and ensure this prioritisation model is followed, with the assistance of the ccNSO Secretariat.