

Guidelines for setting up ccNSO Working Groups

[Updated version April 2013](#)

1. Introduction The purpose of these guidelines is to assist members of the ccTLD community and the ccNSO Council [to establish](#) and [structure](#) working groups. They are based on the experiences so far. It should be noted [that](#) these guidelines do not address the manner in which the working groups intends to conduct its business. This is up to the [members of the](#) working group [itself](#).

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 [expression of need](#), the ccNSO Council may decide to [establish](#) a working group. 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 of the membership of the WG. [As a general rule membership of a WG is not restricted. However, if special circumstances call for it, additional requirements could be set on membership, for example, membership](#) of the WG could be regions based (at least one or more representatives from every ICANN Geographic region).

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. [In its call for membership the secretariat is advised to include a description of the skillset and experience needed to successfully participate in the working group and the expected time it costs to participate.](#)

Membership of a Working Group is open to representatives of ccTLD managers, [and](#) independent of membership of the ccNSO. At the discretion of the chair, participation in the WG [may](#) 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 Council appoints the mebers of the WG at its first meeting following closure of the call for volunteers.](#)

[After appointment of the members of the WG, 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 [ccNSO website](#).

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At any time WG members may resign from a WG, by informing the chair of the WG. The chair will inform the ccNSO Council accordingly.

For the duration of the WG additional members may be appointed by the ccNSO Council at the nomination of the chair of the WG, for example to replace a WG member who has resigned.

5. Role of the chair of a WG The chair of the WG will ensure the ongoing activity of the WG and ensure a proper work environment by:

- Ensuring to share relevant information with the entire working group timely;
- Benchmarking the goals of the working group regularly;
- Keeping track of which working group members that cease to participate and reach out to them, encouraging them to commit again, and if need be advise the Council to take further steps to resolve a situation.
- Lead the WG through its discussions.

The chair is the representative of the WG.

6. 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)

7. 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.

8. 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

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

9 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.

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10 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.

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11 Closure of the Working Group If the working group determines that it has completed its work, or that it cannot achieve its [goal\(s\)](#), it will submit a final report to the ccNSO [Council](#) and recommend closure of the working group. If the working group has 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.

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12. 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.

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13. Review of Guidelines

[This guideline](#) 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.

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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

The name of the members of the WG and their affiliation as well as the name and affiliation of others participating in the activities of the working group and ICANN Support staff will be listed on the WG's webpage.

3. **Scope**

Main activities of the WG and main deliverables (most of the times this will be a document, in the form of a final report).

4. **Duration**

The charter should include an indication of the anticipated WG duration and a mechanism for closure of the WG should also be included, for example by including submission of a final report with recommendation to the ccNSO Council.

5. **Review of charter and activities of the WG**

In order to avoid that the WG will prolong its existence unnecessarily or that the original goal/purpose or scope has become irrelevant, it is advised to pay attention to review mechanisms.

6. **Reporting**

If the chair of the WG is member of the ccNSO Council, the chair will report on progress to the Council. In the event the chair of the WG is not a member, one of the councilors will act as liaison and will report on progress to the Council.

For other cases:

To whom will be reported, and at which intervals? Examples, the WG chair may report to the ccNSO meeting or ccNSO membership. At every ICANN meeting or regularly through an email update.

7. **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.

8. **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.

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