

Guideline: ccNSO Collaboration Groups with a Limited Scope

Date of review: December 2015

Date of adoption by the ccNSO Council: 30 March 2016

1 Introduction and Background

This Guideline applies to temporary ccNSO working entities, and was written to provide a framework for the consistent formation, structuring, and operation of temporary ccNSO working entities which may be established from time to time.

Temporary ccNSO working entities are defined to be limited in scope and/or duration. Additionally, any resulting work product of a temporary ccNSO work entity is of a limited nature and expressly not the result of an extensive community consultation. If during the course of its deliberations a temporary work entity formed under these Guidelines concludes that their work is of a substantive nature requiring community consultation, the work entity should be re-formed as a formal Working or Study Group by the ccNSO Council.

2 Purpose of the Guideline

This Guideline documents the way in which temporary ccNSO working entities such as Committees, Study Groups, Ad-Hoc Groups, and drafting teams are established, structured, and organized.

This Guideline expressly does *not* cover how a ccNSO working entity formed under it should conduct its business; this is left to the members to decide.

3 Establishing a Collaboration Group

3.1 Expression of Need

The ccNSO Council may establish a temporary ccNSO working group at the request of either the ccNSO Council itself or the Triage Committee. This working group would be a light-weight group. Its mandate would be to explore the issue raised in the request that led to its formation, and to report back on that issue. This request is known as the “Expression of Need”.

The Expression of Need must be a short written document, which contains:

- A description of the matter that needs to be addressed
- A description of the expected work product

- The expected completion date of the proposed work product

3.2 Initiation of a Collaboration Group

Based on the Expression of Need, the ccNSO Council may decide to establish a collaboration group under these guidelines. As part of that process, the ccNSO Council should:

- Define the purpose of the collaboration group
- Decide on the type of collaboration group that should be established (Committee, Study Group, Drafting Team, etc.)
- Appoint a Councillor as the Chair
- Request the Chair to work with the Secretariat on a Statement of Purpose
- Request the Chair to work with the Secretariat on a call for volunteers and send out the call for volunteers

3.3 Statement of Purpose

The Statement of Purpose developed by the Chair in collaboration with the Secretariat should address the following topics:

- The purpose and goal of the group as agreed by the ccNSO Council
- Membership type (Council Committee or other kind of group)
- Scope of the anticipated activities of the group, including a brief description of the main activities expected to be undertaken by the group, the anticipated deliverables of the group, and the expected end-date of the group
- Any extraordinary requirements for membership (statement of interest, specific qualifications, employer letter of support, etc.)
- The date of the ccNSO Council decision to initiate the process
- Staff support and tools that will be used in the conduct of the group's business
- Reporting mechanism if the life of the group will be longer than the time span between two (2) ICANN meetings.

3.4 Call for Volunteers

Depending on the purpose of the group, the call for volunteers will be directed to either the ccNSO Council or the wider community. At a minimum the call will include:

- A description of the goal of the group
- Any special requirements for volunteers if applicable (e.g., statement of interest, specific specialty skills needed, etc.)
- The closing date by which people should volunteer
- The expected end-date of the group.

3.5 Adoption of the Statement of Purpose and Appointment of Volunteers

As soon as the draft Statement of Purpose and call for volunteers has been completed, the Chair of the WG will send them both to the Chair of the ccNSO and the Secretariat for consideration and adoption by the ccNSO Council. Further iteration of the Statement of Purpose may be necessary before it is formally adopted by the ccNSO Council.

The proposed group comes into existence when the ccNSO Council has formally approved the Statement of Purpose by a formal vote. This vote may occur in either a regular ccNSO Council meeting, or electronically.

Upon the close of the call for volunteers, volunteers are appointed to the group by formal votes of the ccNSO Council. These votes may occur in either a regular ccNSO Council meeting, or electronically.

4 Membership

4.1 Chair of a Collaboration Group

The Chair of the group will manage the ongoing activities and ensure an appropriate working environment by:

- Promptly sharing the relevant information with the entire group;
- Planning the work of the group in order to achieve the purpose of the group and lead the group through its discussions;
- Regularly assessing and reporting on progress towards the goals of the group;
- Keeping track of participation. Where a group member does not regularly participate, the Chair will reach out to the member in order to engage that person in the work of the group. If that member does not then regularly participate, the Chair will advise the ccNSO Council, so that further steps can be taken to resolve the situation.

The Chair, being a Councillor, is the representative of the group in the ccNSO Council meetings.

4.2 Members and Other Participants

Depending on the nature of the group (Council Committee or other kind of group) membership of a group may be limited. Volunteers commit to participate actively and regularly in the work of the group. In some cases specific, additional requirements may be defined for membership, for example, the need for a Statement of Interest, specific expertise or letter of commitment from an employer.

After appointment of the members, the Secretariat will set up a mailing list for the group, which will be archived after closure. The names and affiliation of the members and other participants will be published on a dedicated page for the group on the ccNSO website.

At any time members may resign, by informing the Chair of the group, who will in turn inform the ccNSO Council.

At the nomination of the Chair of the group, additional members may be appointed by the ccNSO Council, for example, to replace a member who has resigned.

At the discretion of the Chair of the group, participation in the group may be open to others with a particular interest in the goal of the group, with exception when the group is limited to ccNSO Council members.

5 Operations

5.1 Activities

The group should conduct its business in a manner that it considers to be the most appropriate and effective. The Secretariat will provide assistance in setting up conference calls, maintaining mailing lists, etc., when required. If needed the Secretariat or other ICANN staff will also provide assistance, either by active participation or providing other support. Recordings of calls, transcripts, if provided, and documents produced by the group will be archived, and available to the public.

5.2 Omission in the Statement of Purpose

If an adopted Statement of Purpose does not provide guidance and/or the impact of the Statement of Purpose is unreasonable in conducting the meeting or activities undertaken under the Statement of Purpose, the Chair of the group will decide on the most appropriate remedy.

5.3 Review of the Statement of Purpose

Depending on the anticipated closing date or event, the Statement of Purpose will be reviewed regularly by the ccNSO Council. The group itself may propose changes to the Statement of Purpose, which will be conveyed by the Chair to the ccNSO Council.

5.4 Closure of a Collaboration Group

If the group has achieved its goal (for example by providing its final recommendations to the ccNSO Council or providing a draft or Final report), or the ccNSO Council, after consulting with the Chair of the group, determines that the group cannot achieve its goal(s), the group will be closed by a resolution of the ccNSO Council.

6 Miscellaneous

6.1 ccNSO Internal Guideline

This Guideline is an internal rule of the ccNSO in accordance with Article IX section 3.11 and Article IX section 4.2 of the ICANN Bylaws.

6.2 Omission in or unreasonable impact of the Guideline

In the event this guideline does not provide guidance and/or the impact is unreasonable, the Chair of the group or the Chair of the ccNSO Council will decide upon any questions or issues.

6.3 Review of Guideline

This guideline will be reviewed every three (3) years or when considered necessary by the Chair of the ccNSO. In order to become effective the updated guideline needs to be adopted by the ccNSO Council, and published on the ccNSO website. Before publishing the updated guideline, the Secretariat will include the version number and insert the date of adoption.

6.4 Responsibility Assignment Matrix

	ccNSO Council	ccNSO Chair	Triage Committee	Secretariat	ccNSO/ccTLD community	Chair
Express a need	R		R			
Initiate a group	R					
Appoint a chair	R					
Draft Statement of Purpose				R		R
Call for volunteers	C			R	(C)	R
Appoint volunteers	R					
Report to the ccNSO Council						R

R – Responsible, A – Accountable, C – Consulted, I - Informed