
DUBLIN – ccNSO Rules and Guidelines Review Committee [C]

Monday, October 19, 2015 – 15:30 to 16:45 IST

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KATRINA SATAKI: Colleague, Eduardo. It's his birthday today. Happy birthday, Eduardo, for the record.

EDUARDO SANTOYO: Thank you, Katrina.

KATRINA SATAKI: For the history, last Monday, I sent an e-mail to the list, and I included a presentation. Yes, that one. Tomorrow morning, we have to report to the community on our – I'll use the word – success here, even though, [inaudible], yet, but we work and we should tell the community what we do. I propose we briefly remind people what is the purpose of our committee.

Next, our members. Next, here, I'd like to stress about two guidelines of our success stories, so to speak. This is our guideline on the working group, and the next one is a guideline on the work plan – just to show people how hard we work. But

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today, when we discuss this issue... Okay, maybe I'll talk about that later. I think that's it.

Oh, yes. Here is something that we are working on, and we're working on a response and statement procedure guideline and the related timeline, council meeting guideline, meetings guideline, and assignment of roles and responsibilities.

As we discussed during our call, so invitation to people. If somebody has some issues or something that is not addressed by the [inaudible] moment, come to any of the committee members and just suggest, recommend, whatever. That was the proposal during the last [inaudible], and I think that's it. Any ideas? What else should we tell in ten minutes, maybe even less? Yes, Lesley?

LESLEY COWLEY: So the obvious question is about the election guidelines. I anticipate somebody in the audience or on the Council might put their hand up to say, "What's happening about those?"

KATRINA SATAKI: We have council elections, yes. At this point, it's one of the [lost] guidelines on our agenda. We haven't got so far yet, and we haven't even ...

BART BOSWINKEL: So the appointment of liaisons, etc.

KATRINA SATAKI: I agree. This is a very important guideline.

LESLEY COWLEY: So my suggestion would be maybe – I’m sorry. I’ve only just thought of it now. But because of that and because of some concerns I’ve heard around that, we might want to add another slide to say these are the other things we’re going to be reviewing, but we’ve not yet scheduled them because we thought we would work on these first, if that would help.

BART BOSWINKEL: This was based on... And maybe, especially in the prior, say, when we started, we had a list of priorities, and that shows the order and why we do what we do, but due to, say, the issues around the elections right now and the appointment at the time of one of the liaisons was at the appointment of the NomCom person. That was the real issue is we need to revisit it before the next election or appointment.

KATRINA SATAKI: Well, I certainly hope we finish our work before the next appointment of NomCom.

LESLEY COWLEY: Which year? I guess if we could add a slide with the other ones we're going to review and maybe say we are going to re-prioritize when we finish the current set.

KATRINA SATAKI: I think that's a good idea. I like the way when we finish the current set, because at this point – and we sat down with Bart for more than an hour-long discussion on all these guidelines. It really does not look that we will finish them any time soon because it's like a snowball. It's growing bigger and bigger.

Yeah, as you can see, I sent the latest versions of guidelines, ccNSO Working Groups and Guidelines, ccNSO Work Plan. At some point, we even contemplated submitting them to the council, but we cannot submit ccNSO Work Plan Guideline without submitting a charter for the [inaudible] committee, and it's not ready yet. [inaudible] updates from the groups. We have the [inaudible] leaders.

Yes. It's ready for translation into plain English, but unfortunately, that was the only document I forgot to send on

Monday before I left. But I'm going to send it to Ben and [Midiama], so I hope that they will start working on the charter for the Triage Committee.

Then, we cannot submit the guidelines for the ccNSO Working Groups because apparently we need a guideline on the standing committees, ad-hoc groups.

[inaudible], nice to see you. I hope your presentation went well.

Apparently we need some more guidelines on the same package.

BART BOSWINKEL:

Yeah. This goes back to an initial discussion by the working group. At the time, it was very limited. It is about, say, working groups, but if you look at the number of groups the ccNSO has created over the years and still exists – for example, committees and study groups – the question is should they be covered under the working group guideline, or should they have a separate guideline that captures because they all are different?

At the time, the working group members decided it would be best to have two distinct guidelines. That lays the background for having these two guidelines.

KATRINA SATAKI:

Yes. Thank you, Bart. Apparently, we'll have to work a little bit more before we are ready for our first submission to the council.

On other guidelines, ccNSO meetings. Maybe let's start with that one because we worked on it just in the past hour. Well, it's in good shape, but again, it has to be submitted together with an improved charter of the Meetings Program Working Group. Apparently, we can move some things from the guideline into charter.

Yeah. I think we need some more polishing on the guideline, and then send it to the translators or interpreters. Maybe first to the team and see how it looks to the team. Apparently, we'll have to revisit the schedule. I'd say that we submit the updated version right after the ICANN meeting. Can we do it?

Let's see. Let's aim to the 27 of October. Yes? 27 October. Meetings guideline, 27 October. We send to final draft to the team, and then off to our translators or interpreters. [laughter]

They are – I don't know – normal people who speak normal language, and don't make things overly complicated. That's one thing.

Then we have ccNSO statements. We have reviewed it several times, and the last one is still in process. Eduardo, maybe you as the team leader?

EDUARDO SANTOYO: We're talking about the ccNSO Statements and Guideline. I had the first review of that guideline a few months ago, and as I saw it, it was almost right, almost okay.

But after we confirmed the new teams to review the guidelines, I received from Katrina some observations about this guideline. I saw the observations that Katrina put on the guidelines, and I agree with some of them.

One of them is that there is mentioned one annex. That is not included on the guideline, so the annex has to be a set diagram of that process.

The other one was a specific clarification of what to do when a guideline has not received the complete support of all the memberships or the statement has not received the support of the members of the ccNSO. What to do?

There was a proposal from Katrina to say, "Hey. Probably we consider here is if there is not an active objection, the council will adopt the statement by themselves as a council statement, and after that, we can go and continue with the procedure."

I went back to the team with a counter proposal. Yes, because as I saw, if there is a proposal statement that still have an active

objection, we have to include [inaudible] some articles in order to give instructions on how to deal with the objections, and after that, perhaps we can continue with the process in order to allow the statement be placed or by the ccNSO or by the Council.

We are at this stage at this moment. I sent to the members an e-mail with this counter proposal one week ago, and we are waiting for comments. Probably, after I receive those comments, we can present to the rest of the team the proposal final draft of the guideline. That's the status.

KATRINA SATAKI:

Thanks. According to our initial schedule, we hoped to have the final draft on the first of September. Apparently, that didn't happen. Can we put the end of the month? 30 October.

EDUARDO SANTOYO:

I'm really sorry. I'm going to be on vacation after this ICANN meeting for a week. I sent that e-mail like six days ago, and it didn't receive any single response.

KATRINA SATAKI:

But as a team leader, you should sharpen your knife and maybe beat up some of them. No. Not me because I sent it.

EDUARDO SANTOYO: I know. No, but sorry. I don't know. But the end of this month is not realistic.

KATRINA SATAKI: Stephen, are you on Eduardo's group?

EDUARDO SANTOYO: Did you receive my e-mail?

STEPHEN DEERHAKE: I'm looking for it now, I'm embarrassed to say.

KATRINA SATAKI: Stephen, please be so kind, have a look, and come back to the team. It was sent on the sixth of October.

EDUARDO SANTOYO: Six? Today is the 19.

STEPHEN DEERHAKE: My e-mail inbox is being inundated with CCWG stuff, so it probably got lost in that. But let me look.

EDUARDO SANTOYO: I was saying that to you specifically, but yes. I don't know. When do we need to have it? It's not realistic to say that we're going to have – if I'm responsible for t – here in the next 15 days because I will not be able to review the final comments from the rest of the team. Pray, if you can give me another 15 days, I'll give to all the team in the middle of November, or something like that, would be better.

KATRINA SATAKI: Okay. 20 November.

EDUARDO SANTOYO: Thank you, Mrs. Chairman.

KATRINA SATAKI: Another one we have on the table is ccNSO Roles and Responsibilities. Lesley?

LESLEY COWLEY: Thanks, Katrina. We had a bit of a slow start on this one because the person we had volunteered to do the first revision didn't produce anything, so it took us a little while to realize that we

weren't going to be able to contact them. Anyway, we're currently on our fourth version of this guideline.

Just two days ago, Katrina sent me her comments on the current version, version four. [It] was her updates. I think she's quite correct in saying that we've got some further work to do.

This guideline is a bit different from the other ones, and although we've translated the current text into more plain English and tried to make it simpler, actually, you can then see that there are some gaps in the guideline.

There was a process previously of defining responsibilities, but we haven't really set that out in the guideline drafts as it currently stands, and we haven't covered what if there's a need for a new role etc. So I think there's some more work to do.

It also struck me that the guideline currently says that the roles and responsibilities will be reviewed at the meeting where we have a chair or a chair appointed. Actually, particularly if you have a new chair coming in, that might not be desirable. You might wish those two things.

I think there's a bit more work to do on this one, and I could do with a bit more time and the team to actually think upon those issues. I'm not sure if the 15th of November will be realistic

because I think we do have a chunk of new text to develop to address those points.

But I don't have a forward call scheduled yet. I don't seem to have many in my diary, but we can get it to coincide with one of those.

KATRINA SATAKI: Yes. Well, which date seems realistic?

LESLEY COWLEY: What are the dates for our calls in November?

KATRINA SATAKI: I don't know. If we count from today, two weeks and two weeks. It's second November, then 16 November, and 30 November.

LESLEY COWLEY: Then 30th November, I think, is being [realistic]. In fact, it may be a push to get it done then, but we can certainly ...

KATRINA SATAKI: One thing that we discussed with Bart today regarding this guideline [inaudible]. Now we have a date. But maybe we should reconsider because one of the ideas was perhaps we should

leave this guideline as one of the lost because when we have all the guidelines and we have all the roles and responsibilities defined, so it's probably easier to see what has been covered and what's not covered. Yeah, something like that.

BART BOSWINKEL:

One of the things that came up a little bit more detail – is, for example, you have some committees or working groups reach a [scholarly] council members, like the triage and the travel funding. There maybe will be others.

One of the mechanisms that we discuss is, for example, already identify, say what you said around new roles and responsibilities is there is a list of roles, which are defined in charters or even in guidelines, and then include that in that guideline.

LESLEY COWLEY:

I think you're right. I would suggest, so that we don't forget what we're already trying to do on this one, we finish the current list of work, and then park it and come back to it later because if we park it now, we'll forget what we were doing on it currently, I think.

KATRINA SATAKI: Yeah, I agree. Thank you. I think this is about our current work or topics. As I already mentioned, the work just gets bigger and bigger with every issue we manage to solve. I think at this moment, we won't start to talk about the council meetings and other [inaudible]. There's enough on our table already. Let's finish with what we have, so next steps are more or less clear for us.

So we try to finish statements, a charter for the Triage Committee, see who's on meetings, try to update roles and responsibilities, and start working on the guidelines around the ccNSO Working Groups. Our next call is in two weeks' time.

UNIDENTIFIED MALE: [inaudible].

KATRINA SATAKI: It's not 7:00 AM. It's 3:00 PM. We can have a Doodle poll and see which times are better, but I definitely can move it two hours later.

EDUARDO SANTOYO: In Colombia, almost ten years ago, one legislature decided to move many of the holidays that we have during the year to the Mondays. We have a lot of Mondays. We have a lot of holidays

during the year, but most of them are on Monday. So when we have meetings on Monday, in some occasions, probably it will be a holiday also in Colombia.

KATRINA SATAKI: That's nice to get up early on a holiday.

EDUARDO SANTOYO: Yes, but probably not. It's really nice. Yes, that's true. But it's just a comment. Nothing to do.

KATRINA SATAKI: Okay, thank you. No. We will disregard it. Lesley?

LESLEY COWLEY: Can I also ask whether we're still going to stick to the call every two weeks because I know that the idea from that was to try to get some momentum to our work? Has it succeeded in giving momentum to our work? I know that, unfortunately, I don't have holidays on Mondays, but I do have quite a few bookings, so I find it [inaudible] to do a call quite so frequently at the moment. Just my diary, so a Doodle poll would help.

But I know that initially, we were trying to speed up, and there are all sorts of constraints to how we speed up. Certainly, in my

experience having lead that small team, it's not actually necessarily that the timing. It's the people you have on the team and whether they do what they say they're going to do when they say they're going to do it.

KATRINA SATAKI:

Well, it certainly does give momentum to my work, but frankly, I have a feeling that that's all they do. Every day I'm just sitting over there working with the guidelines one way or the other. Yeah, if the group [inaudible] that it's too much of the guidelines, we can definitely have it three weeks. I wouldn't like to have it... Yeah.

UNIDENTIFIED FEMALE: [inaudible]

KATRINA SATAKI: Yes, so three weeks is okay. Four weeks would be ...

LESLEY COWLEY: Absolutely. I'm not trying to kill momentum because I fully understand how difficult that is, just how you balance, because you could spend that time actually doing the work, as opposed to being on the call.

KATRINA SATAKI: Three weeks, so our next call is on the ninth of November. We have the same time, 12 UTC. You'll be fresh and just go.

EDUARDO SANTOYO: For me, it's really good. I wake up really early every morning, so the only problem is when I have holidays, and we were going to be in the IGF meeting on November at that day. It's okay.

LESLEY COWLEY: So could we have a schedule of the dates for a few months ahead so that we can get them in the diaries? That would be brilliant.

KATRINA SATAKI: Thank you. Every three weeks, most probably, yes. But starting from today, every third week. 9 November, 12:00 UTC. Yes?

BART BOSWINKEL: [inaudible]

KATRINA SATAKI: Thank you very much. The next agenda item we have is regarding membership, and that's not a pleasant one because

this is something we wanted to discuss with the group. As Lesley already mentioned, there's one member on our committee who hasn't participated in a single call, hasn't responded to a single e-mail, and clearly our patience has ended.

The proposal is to – now, how to say that politely in English?

UNIDENTIFIED FEMALE: Refresh the list.

KATRINA SATAKI: Refresh the list. I like this, yes. Refresh the list of our current members. If you see my presentation I sent to you, it's already been refreshed.

Our proposal is that we just strike Nelson out.

LESLEY COWLEY: So normally you would review the list and revise it based on people's ability to participate or something along those lines, which is a polite way of saying they didn't?

EDUARDO SANTOYO: We also have to review the team list. We are divided in teams, so we need to review that list, too.

KATRINA SATAKI: I will review the list and send the revised list to our mailing list. So that's it.

Now we have any other business. One of the any other business things is that we could have a Wiki page for our group.

BART BOSWINKEL: It looks not very good on the screen, but that is the kind of Wiki space used by the CCWG, and it should not be so extensive. However, it allows the opportunity to at least have a bit more [aversion] control of the documents that are floating around, and even divide it into, for example... And that's a way of looking at it.

There is a list of documents or working parties, and this is maybe a list of the guidelines we're working on, and then you have the different versions under there, and then it's easy to have a repository of the documents that we are using that have been completed, etc. Because, say, what we're doing right now, and Katrina and I already had the issue because I used an old version on Google Docs because I downloaded it because I can't work with Google Docs for whatever reason. So you start working on different versions of documents, and it's very confusing.

What we are suggesting – or at least, it’s an offer for the group – that staff will try to work on developing a Wiki along these lines, and that we as staff will start uploading these documents to ensure that they are uploaded, and we have always the latest version available, at least at the level of a repository. So once adopted by – and you can see it, for example, the way it looks. I think this should have a whole list. This is one of the draft documents.

Within, for example, guideline, you can list the different versions and dates, and then you always have access to the latest document available. Work on it, and once adopted or discussed by the working group, we upload it again in, say, the Wiki space etc., and we link this to the web page of the working group, so it’s easily accessible once you’re on the web page. That’s more or less the idea.

KATRINA SATAKI: I think it would be really helpful. That’s one thing.

Another thing I really would love to have is a separate thing with all the action points. Now I just think that it would be—

BART BOSWINKEL: Excuse me. You can record whatever you want. Because it's easier to, at least for us as staff, to keep this updated. Say we don't have access to a CMS, so we always have to go to web admin, and it takes time. Once we got the hang of it, and say, once we as staff starting doing this, then it's clear whose responsibility it is to maintain this and keep it up to date, and if we don't, yeah, then you smack us on the head, and I'll climb on a ladder.

KATRINA SATAKI: One more thing. Will it be publicly available and accessible?

BART BOSWINKEL: In principle, it's publicly available because we want transparency on the work.

KATRINA SATAKI: Yes, but I think that our interim guidelines could send the wrong message. They are not so well—

BART BOSWINKEL: That's why they're interim. That's why they're dropped.

KATRINA SATAKI: Okay. No, I just really would love for people to see how good we are, not how we struggle.

BART BOSWINKEL: Sorry, Alejandra, but then, if you do it that way, say, first of all, it's transparency to make very clear it is a draft, and we can say, "This is the final version etc., and this is the drafting work."

At the same time, say, if we don't do it that way, either you do it the full way or you don't do it. It's one of the two. We have to judge which one we're going to upload. It's going to vary, yet you lose one of the major advantages.

KATRINA SATAKI: There's another option, which is to have it password protected. But okay, if you think that it's okay that we post our drafts and clearly mark that they are drafts and we're still working on them, yes. Okay, it's fine. Alejandra?

ALEJANDRA REYNOSO: This will be only for uploading and downloading documents. That's it? Not commenting on them there?

BART BOSWINKEL: If you want to, we can arrange it. But let's start easy because, say, like me, you ask me sometimes to comment on, for

example, Google Docs. I showed what happens if I use Google Docs. It doesn't look nice.

KATRINA SATAKI: It's a disaster.

ALEJANDRA REYNOSO: Why? Maybe we should sit down and look at them.

BART BOSWINKEL: Maybe that's me.

KATRINA SATAKI: No. No. It works out. It works out very well, but Bart is much more productive when he works not in Google Docs.

ALEJANDRA REYNOSO: Okay, perfect.

STEPHEN DEERHAKE: I have the same Google Docs deficiency that Bart has, as well, and I break out in hives. I think this is really the way to go.

I have a question for Bart. Do we manually check out a document with staff, or is there a check in, check out mechanism built into this?

BART BOSWINKEL: [inaudible]

UNIDENTIFIED FEMALE: Really, it depends on what you want. The documents will be there for you to download, but if there are changes, you'll need to let staff know that there were changes, so we can make sure that the current document is up there.

STEPHEN DEERHAKE: So we would push... Assuming we could get some coordination amongst ourselves, somebody can “check out” a document and presumably, when modifications have been made, whoever had checked it out would send it back to staff, so you... For example, you guys would post it up as draft number X, Y, Z.

UNIDENTIFIED FEMALE: Correct. We can keep as many draft versions as you want, and then label the last one final, and so you can see and track all the changes.

STEPHEN DEERHAKE: Perfect. I think that's the way to go. Thank you.

ALEJANDRA REYNOSO: I think that what we want to avoid is to, say, check out twice the document, working individually, and then merged it. That's what we want to avoid, of course.

UNIDENTIFIED FEMALE: I think that might be something that has to be worked out amongst the group or each subgroup who is working on each document to decide, "Okay, I'm going to be taking this document and making revisions." You could even e-mail it to the group and include staff, so we know which one to put up.

KATRINA SATAKI: Thank you. I think we'll need a clear file naming procedure just to make sure that the file includes—

BART BOSWINKEL: That's probably one of the reasons, say, again, with Google Docs. If you have different ways of dealing with it, and all of a sudden, say, what I do sometimes is just clean up, and then you name one red line on the clean version.

There are different ways of working. Version control – or lack of version control or uniform version control – is one of the reasons why we have so many documents floating around. Probably, the version control is the easiest.

If we start something, let's start with version control, and then you work on it and maybe call it version 1.1, and then it's clear, and then go to the next one after sign-out by [sub-team] and call it version 2 or something like this. But at least, that you have an ongoing central version control, so everybody knows where we are.

KATRINA SATAKI:

Thanks. I just wanted to point out that version of the file and version of the guideline is not the same. We can still work on guideline version number 1, but have ten versions of a draft file, so please don't mix them.

Any other, other business? Any other-other business? Margarita, would you like to comment? Anything on the ccNSO Council Meeting Guideline?

MARGARITA VALDES:

I sent to my group my suggestions, and I didn't [get] anything back.

KATRINA SATAKI: Please kick the group once again and re-send it. Just give a clear deadline for response and threaten.

MARGARITA VALDES: I will, again.

KATRINA SATAKI: Thank you very much.

MARGARITA VALDES: Okay.

KATRINA SATAKI: I'm, too. I'm sure. Thank you.

UNIDENTIFIED FEMALE: [inaudible]

KATRINA SATAKI: Please use the mic.

MIRJANA TASIC: Nobody knows me. I'm Mirjana from Belgrade.

KATRINA SATAKI: We suspected that, yes.

MIRJANA TASIC: I'm sorry I was late. In my writings, it is 4:30, not 3:30 in the afternoon, so I was a half-an-hour late. Something was wrong with times in my calendar.

I just wanted to say who I am, and that's all, and to apologize because I'm late. I'm really sorry.

KATRINA SATAKI: That's fine. We all are here for many different meetings, and unfortunately, some meetings collide, and yeah, we can't be here even though we want to work on guidelines.

But I think we had a fruitful discussion. At least [the path] is clear.

Well, thanks a lot for joining. See you all on the call on the ninth of November. We decided to have it every three weeks.

BART BOSWINKEL: By that time, we will have changes in daylight time savings.

KATRINA SATAKI: Oh, yes. Wait a minute.

BART BOSWINKEL: kMy suggestion would be that we keep the date of the ninth, but we send out a Doodle poll with what's most convenient for everybody. Either stick to the same time or make a new one.

KATRINA SATAKI: I think we stick to the same time, but not to the same UTC time because if Eduardo has on there even earlier, you can't meet for Margarita.

UNIDENTIFIED FEMALE: [inaudible]

KATRINA SATAKI: No, but if it's one hour earlier. [crosstalk] Yes. That's what we're talking about because they're changing to daylight saving time.

UNIDENTIFIED FEMALE: Not in your country.

KATRINA SATAKI: You mean you don't change?

UNIDENTIFIED FEMALE: I don't.

KATRINA SATAKI: You don't?

UNIDENTIFIED FEMALE: No.

UNIDENTIFIED FEMALE: We change.

KATRINA SATAKI: We change. You're not changing times. In your countries, do you have daylight savings time?

STEPHEN DEERHAKE: You don't change because you're close to the equator.

KATRINA SATAKI: Okay, then we can stick to UTC. Thank you very much, again. It was great seeing you in person and not just hearing you, even then, I'm very happy to hear you every time. Let's keep working on our guidelines and maybe, someday, we will submit at least a

single guideline to the council. Thank you very much and see you all offline.

[END OF TRANSCRIPTION]

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