Guidelines Review Committee

Update

8 March 2016, Marrakech

Purpose of the GRC

- review the current guidelines
- ascertain whether they reflect current practices and working methods
- identify potential gaps
- propose changes to the current guidelines to the Council.

Why this matters?

25 June 2008

5 November 2008

March 2011

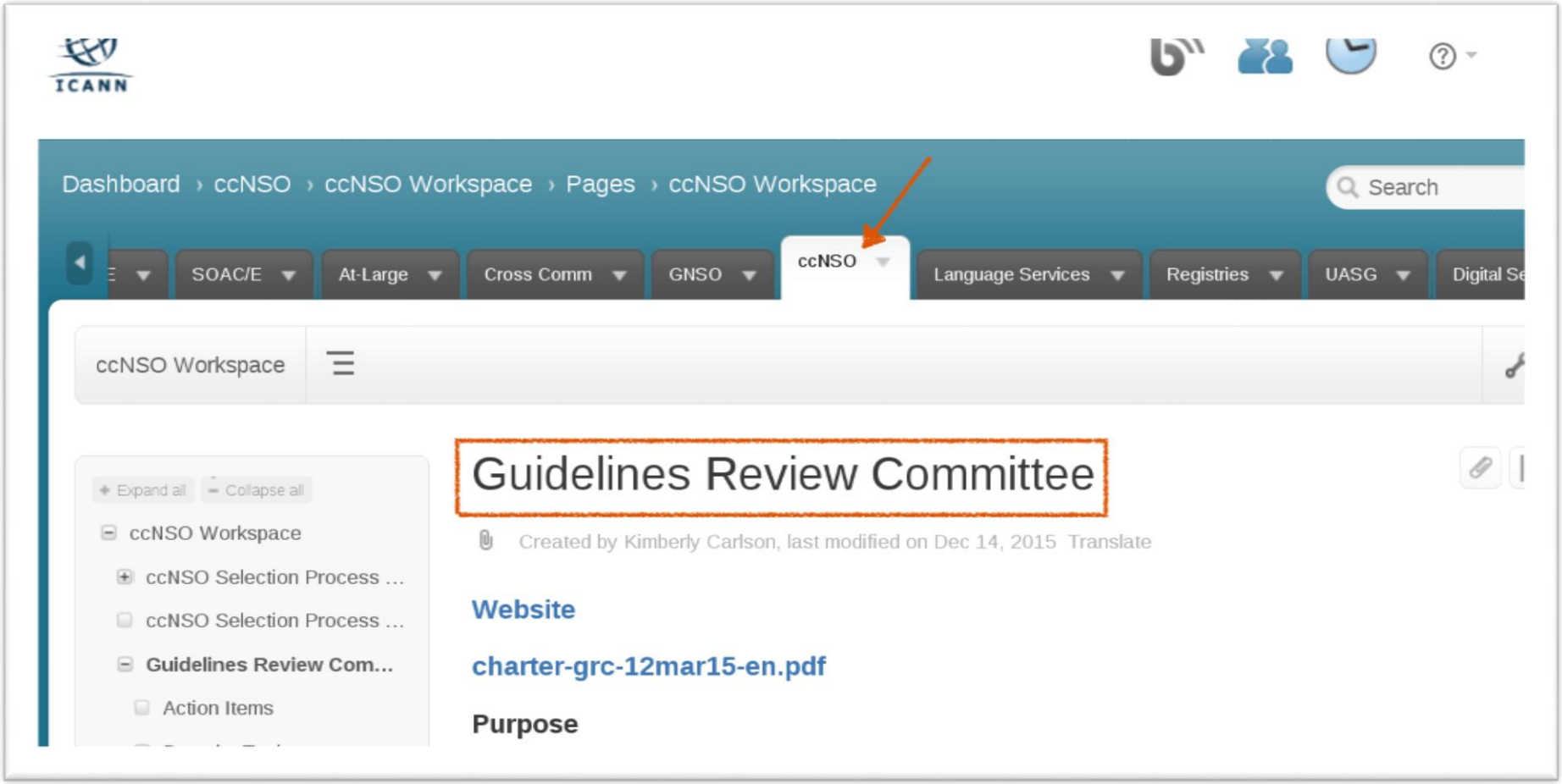
June 2011

«ccNSO members and non-members will have the opportunity to suggest items for the agenda within two weeks after the tentative agenda was send out to the ccNSO secretariat»

«At its workshop in San Francisco the ccNSO Council assigned the tasks identified.»

But where do we seek advice and guidance?
In our guidelines, of course!

https://community.icann.org/display/ccnsowkspc/Guidelines+Review+Committee



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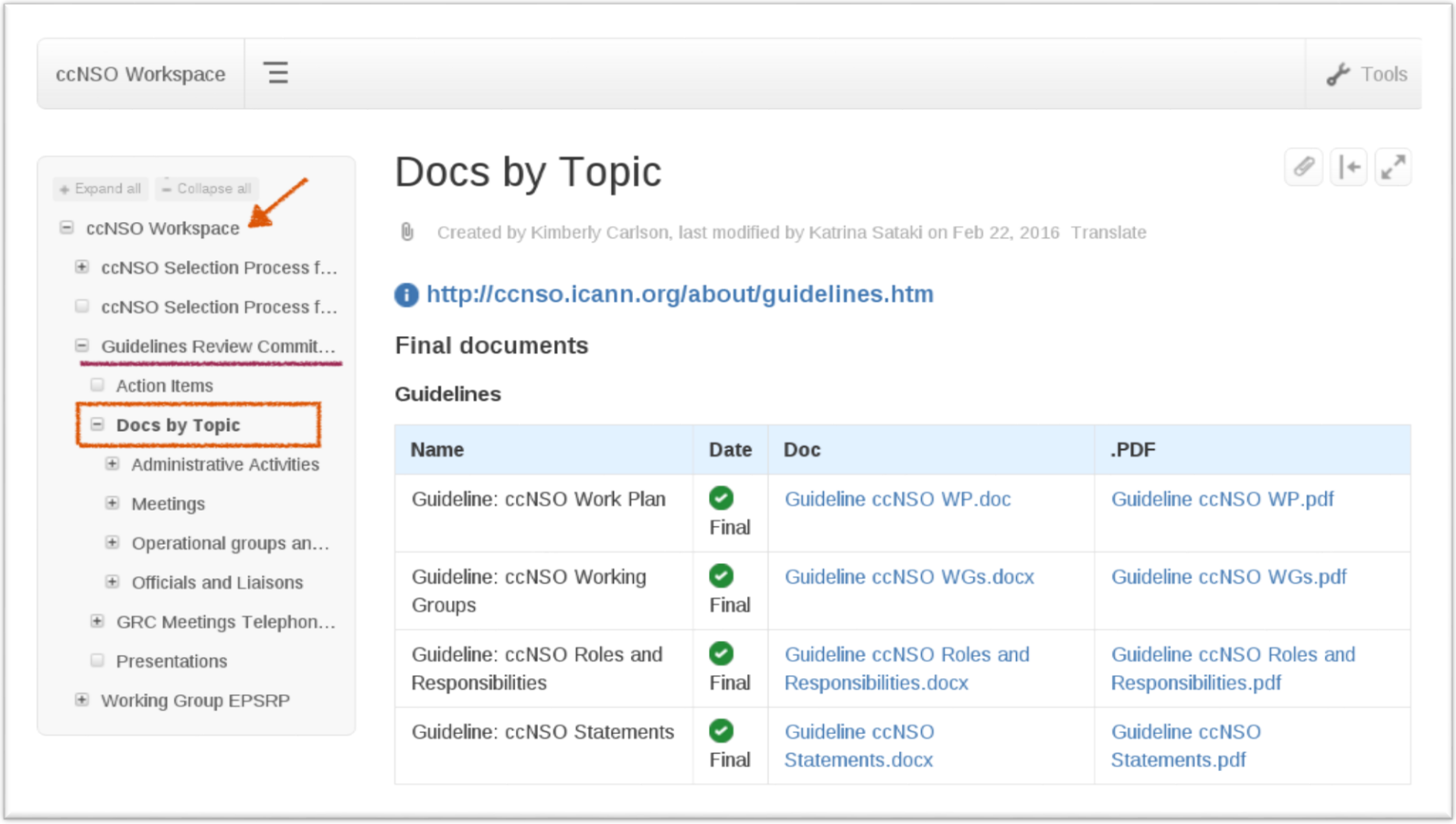


Docs by Topic

Created by Kimberly Carlson, last modified by Katrina Sataki on Feb 22, 2016 Translate

http://ccnso.icann.org/about/guidelines.htm

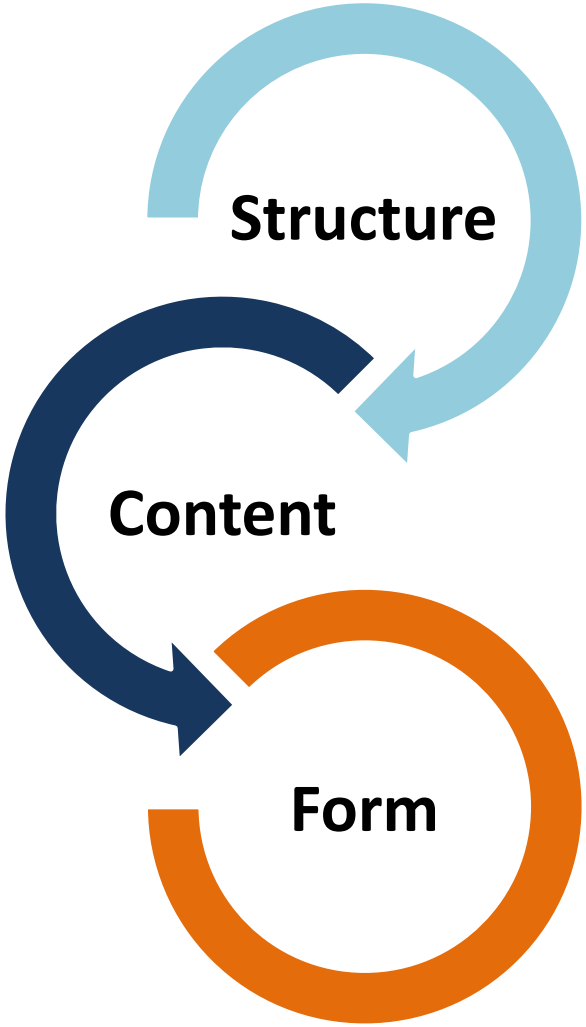
Final documents

Guidelines

Name	Date	Doc	.PDF
Guideline: ccNSO Work Plan	Final	Guideline ccNSO WP.doc	Guideline ccNSO WP.pdf
Guideline: ccNSO Working Groups	Final	Guideline ccNSO WGs.docx	Guideline ccNSO WGs.pdf
Guideline: ccNSO Roles and Responsibilities	Final	Guideline ccNSO Roles and Responsibilities.docx	Guideline ccNSO Roles and Responsibilities.pdf
Guideline: ccNSO Statements	Final	Guideline ccNSO Statements.docx	Guideline ccNSO Statements.pdf

What we do

Working method ?



Structure

General Framework for ccNSO Guidelines

Structure

Each guideline should contain at least the following parts:

Title
Version #
Date of adoption by the Council

A. Introduction & Background
- Summary and rationale for the Guideline

B. Goal/Purpose of the Guideline
What problem/issue does the guideline address?

C. Body of the Guideline
Substantive part of the Guideline: how the problem/issue is addressed (the mechanics)

D. Institutional Elements of the Guideline (General)
- Status of the Guideline (internal rule in accordance with Article IX Section 3.11, and Article IX ,section 4.2)
  Section 3.11. The ccNSO Council, subject to direction by the ccNSO members, shall adopt such rules and procedures for the ccNSO as it deems necessary, provided they are consistent with these Bylaws. Rules for ccNSO membership and operating procedures adopted by the ccNSO Council shall be published on the Website.

  Section 4.2 ..... The ccTLD manager's agreement, for the duration of its membership in the ccNSO, (a) to adhere to rules of the ccNSO, including membership rules...

- Omission or unreasonable impact of the Guideline
- Review of and change mechanism for Guideline

Annex 1: workflow and process description

Annex 2: Change history + major changes

CONTENT

Form

Structure

- Easy to follow
- Easy to find the right part

Content

- Easy to read
- Easy to implement

list of
guidelines
&
charters

Reviewed Guidelines/Charters

OLD TITLE	NEW TITLE
Guideline to maintain and update ccNSO workplan	Guideline: ccNSO Work Plan
Assignment of Roles and Responsibilities	Guideline: Roles and Responsibilities
Guideline ccNSO procedures for ccNSO Statements & Tentative Timeline ccNSO Response and Statement Procedure	Guideline: ccNSO Statements
Guideline for setting up ccNSO Working groups	Guideline: ccNSO Working groups Guideline: ccNSO Collaboration Groups with a Limited Scope
ccNSO Meetings Programme Working Group Charter	Charter: Meetings Programme Working Group

New Guidelines/Charters

- Guideline: ccNSO Collaboration Groups with a Limited Scope
- Charter: ccNSO Council Triage Committee

To-Do List

- Guideline: ccNSO Appointments to the Nominating Committee
- Guideline: ccNSO Council Elections
- Guideline: ccNSO Appointments to the ICANN Board

Some of the most substantial changes

Guideline: ccNSO Working Groups

- Behaviour

WG Chairs and Members will behave in a mature and professional way when they participate in working groups. This includes communicating with fellow WG Members professionally and ensuring that the WG remains inclusive and productive.

Guideline: ccNSO Working Groups

- Attendance of WGs

Where a WG member does not regularly participate, the Chair will reach out to the member, in order to engage that person in the WG. If that member does not then regularly participate, the Chair will advise the Council, so that further steps can be taken to resolve the situation.

Guideline: ccNSO Working Groups

- Conflict resolution
  - *Concerns should firstly be raised with the Member*
  - *If not resolved, a formal complaint should be raised with the Chair of the WG*
  - *If that is not possible, the Chair of the WG is empowered to restrict the participation of a WG Member*
  - *a WG Member should first be warned privately, and then warned publicly before such the restriction is put into effect.*

Guideline: ccNSO Statements

If a small minority objects or disagrees with the Statement, they should be offered the opportunity to have their viewpoint included as a minority view.

Thank you!