



# Working Group Charter

<b>WG Name:</b>	<b>Working Group for the Development of a Framework of Principles for Cross Community Working Groups (CWG-WG)</b>	
<b>Section I: Working Group Identification</b>		
<b>Chartering Organization(s):</b>	Country Code Names Supporting Organization (ccNSO) Council & Generic Names Supporting Organization (GNSO) Council	
<b>Charter Approval Date:</b>	TBD	
<b>Name of WG Chair:</b>	TBD	
<b>Name(s) of Appointed Liaison(s):</b>	TBD	
<b>WG Workspace URL:</b>	TBD	
<b>WG Mailing List:</b>	TBD	
<b>GNSO Council Resolution:</b>	<b>Title:</b>	Next Steps in Developing a Framework for Cross-Community Working Groups
	<b>Ref # &amp; Link:</b>	<a href="http://gnso.icann.org/en/council/resolutions#201310">http://gnso.icann.org/en/council/resolutions#201310</a>
<b>Important Document Links:</b>	•	

## Section II: Mission, Purpose, and Deliverables

### Mission & Scope:

#### Background

In October 2011 the GNSO Council [approved](#) the formation of a Drafting Team to “develop a proposed framework under which working groups jointly chartered by other SO/ACs along with the GNSO can effectively function and produce meaningful and timely reports and recommendations on topics that are of interest of such SO/ACs”. In March 2012 the GNSO Council [approved](#) the DT’s [recommendations](#) and directed that ICANN Staff circulate the proposed Draft Principles to the other SO/AC Chairs for their feedback. In June 2013, the ccNSO provided the [ccNSO Feedback](#) to the GNSO Council, highlighting certain aspects of the Draft Principles that warranted further clarification or development of additional principles.

In October 2013 the GNSO Council [adopted](#) a motion resolving to collaborate with other interested SOs and ACs to create an updated set of Cross-Community Working Group principles that can be used across all SOs and ACs to facilitate the effective functioning of future CWGs, taking into account the ccNSO Feedback. A Drafting Team was formed, co-chaired by ccNSO Councilor Becky Burr and GNSO Councilor John Berard, to develop a Charter for this collaborative WG.

This Charter is intended for initial adoption by the ccNSO and GNSO Councils. As the objective of the proposed Working Group is considered to be of common interest to the broader community, other Supporting Organisations (SOs), Advisory Committees (ACs) are invited to participate in the WG on an equal footing and as a fully collaborative effort.

Each of the participating SOs and ACs shall adopt this charter according to its own rules and procedures.

#### Mission and Scope

The Working Group for the Development of a Framework of Principles for Cross Community Working Group (CWG-WG) will be responsible for finalizing a framework of operating principles under which working groups jointly chartered by two or more ICANN Supporting Organizations and Advisory Committees can effectively function and produce meaningful and timely reports and recommendations on topics that are of common interest to such SO/ACs. The CWG-WG will base its work on the initial Draft Principles developed by the original GNSO CWG Drafting Team, as further expanded and supplemented by the ccNSO Feedback. In developing the final framework, the CWG-WG shall at a minimum consider the following matters:

- Prior experiences relating to previous and current CWGs (including without limitation the DSSA Working Group, the Joint Applicant Support Working Group, the Joint GAC-ccNSO IDN Working Group and the Joint ccNSO-GNSO IDN Working Group);
- The need to align the scope of CWGs to the remit of each SO/AC and the appropriate

delineation of the scope of a CWG charter as a result;

- The type of issues or topics that might be suitable for CWG work;
- How to deal with outputs from a CWG and decision-making concerning such outputs, particularly in relation to matters where either an SO/AC disagrees with a CWG or with one another on a CWG's recommendations, and taking into account the differing rules and operating procedures within each SO/AC; and
- The closure of a CWG and, where applicable, periodic future reviews of CWG recommendations.

Should any CWGs be formed during the CWG-WG's deliberations, the CWG-WG may recommend to its Chartering Organizations that such CWGs be requested to consider adopting any principles likely to be recommended by the CWG-WG, as a means of evaluating their effectiveness and practicality.

#### **Objectives & Goals:**

To develop, at a minimum, a Final Report, including the WG's recommendations, if any, for a framework of operating principles that will guide the formation, chartering, operation, reporting and termination of CWGs. This will be delivered to the participating SOs and ACs, in accordance with the processes applicable to each of the participating organizations or committees.

#### **Deliverables & Timeframes:**

The WG will follow the timelines and deliverables as outlined in Annex A of this Charter, which will be updated in accordance with the work plan developed by the WG and that will outline the necessary steps and expected timing.

The Co-Chairs of the WG shall regularly update the participating SOs and ACs on the progress made. At appropriate times, as identified in the work plan, the WG shall produce a Progress Paper on progress made to date to inform the broader community on the progress of the WG.

### **Section III: Formation, Staffing, and Organization**

#### **Participants:**

The WG shall comprise Participants who may be either Members or Observers. Participation in the WG is open to community members from participating ICANN SOs and ACs. There shall be a minimum of two Members from each participating SO and AC and a maximum of five (5) Members from each participating SO and AC, with the maximum number of Members subject to review by the WG Co-Chairs should they determine that the workload and progress of the WG would be facilitated by having additional Members.

In addition, all SOs and ACs may nominate Observers if permitted by and in accordance with their own rules and procedures. Such Observers are entitled to participate in WG deliberations on an equal footing with the Members except for formal voting, when called for by the Co-Chairs of the WG. Voting is limited only to Members. The number of Observers appointed by each SO and AC shall not exceed the number of Members appointed by that SO or AC.

The Members of the WG shall appoint Co-Chairs for the WG, preferably from a different SO or AC. The Co-Chairs shall have primary leadership responsibilities for the WG. The Co-Chairs are encouraged to collaborate with one another and with ICANN support staff in leading the WG.

The Co-Chairs of the Working Group, in consultation with the Members of the WG, may also appoint experts to the Working Group. Experts are not considered Members or Observers, but otherwise are entitled to participate on equal footing.

All WG Participants are expected to be able to:

- Demonstrate knowledge or expertise about aspects of the objectives of the WG; and
- Commit to actively participate in the activities of the WG on an ongoing basis.

All participants (i.e. Co-Chairs, Members, Observers and support staff) will be listed on the WG's workspace.

#### **Group Formation, Dependencies, & Dissolution:**

Each of the participating SOs and ACs shall appoint Participants to the WG in accordance with their own rules and procedures.

#### **Working Group Roles, Functions, & Duties:**

The ICANN Staff assigned to the WG will fully support the work of the WG as requested by the Co-Chairs, including meeting support, document drafting, editing and distribution and other substantive contributions when deemed appropriate.

Staff assignments to the Working Group:

- GNSO Secretariat
- 2 ICANN policy staff members (Bart Boswinkel & Mary Wong)

#### **Statements of Interest (SOI) Guidelines:**

All Participants are required to submit a Statement of Interest in order to participate in the WG. Participants from SOs or ACs for which a Statement of Interest is required for participation in a WG shall submit an SOI in accordance with the rules applicable to that SO/AC (if any); other Participants shall submit an SOI that provides information comparable to that required by the rules applicable to one SO/AC for which SOIs are required.

### **Section IV: Rules of Engagement**

#### **Decision-Making Methodologies:**

- In considering its work plan, papers, Final Report and Supplemental Final Report (if any) the

WG shall seek to act by consensus. If a minority of the Participants opposes a consensus position, that minority position shall be incorporated in the related paper. The Co-Chairs shall be responsible for designating each position as having either attained “consensus” or “no consensus” in the WG.

Based upon the WG's needs and/or the Co-Chairs' direction, WG Participants may request that their names are not associated explicitly with any view/position.

Consensus calls should always utilize best efforts to involve the entire WG, and include at least two WG readings of the recommendations to allow all Participants to state their views. It is the role of the Co-Chairs to designate which level of consensus is reached and announce this designation to the WG. The Co-Chairs may call for a vote of the Members on proposed recommendations if they reasonably believe that this will facilitate the WG's deliberations.

#### *WG Final Paper*

In considering its Final Paper the WG shall seek to act by consensus. The consensus view of the WG shall be conveyed in a Final Paper to the participating SOs and ACs as the recommendation of the WG. If one or more Participants oppose(s) a consensus position, the minority position/s shall be included in the Final Paper. The Paper shall be published on the WG web site within seven working days after adoption of the Paper by the WG and conveyed to the Chairs of the participating SOs and ACs.

In the event that no consensus is reached by the WG, the Final Paper shall be considered the Final Report of the WG, and will be submitted as such to the participating SOs and ACs.

#### *SO and AC support for the Final Paper*

Following submission of the Final Paper each of the participating SOs and ACs shall in accordance with their own rules and procedures discuss the Final Paper and decide whether to adopt the recommendations contained in it. The Chairs of the participating SOs and ACs shall notify the Co-Chairs of the WG of the result of the deliberations as soon as feasible.

#### *Supplemental Paper*

In the event that one or more of the participating SOs or ACs do(es) not adopt one or more of the recommendation(s) contained in the Final Paper, the Co-Chairs of the WG shall be notified accordingly. This notification shall include at a minimum the reasons for the lack of support. The Members of the WG may, at their discretion, reconsider, post for public comments and/or submit a Supplemental Paper to the participating SOs and ACs.

Following submission of the Supplemental Paper (if any), the participating SOs and ACs shall discuss and decide in accordance with its own rules and procedures whether to adopt the recommendations contained in the Supplemental Paper. The Chairs of the participating SOs and ACs shall notify the Co-Chairs of the WG of the result of the deliberations as soon as feasible.

#### *Final Report*

After receiving the notifications from all participating SOs and ACs as described above, the Co-Chairs

of the WG shall, within ten working days after receiving the last notification, submit to the Chairs of all the participating SOs and ACs the WG’s Final Report, which shall include at a minimum:

- a) The (Supplemental) Final Paper as adopted by the WG; and
- b) The notifications of the decisions from the participating SOs and ACs

In the event one or more of the participating SOs or ACs do(es) not support (parts of) the (Supplemental) Final Paper, the Final Report should also clearly indicate the part(s) of the (Supplemental) Final Paper which are fully supported and which parts that are not, and which SO or AC dissents from the WG view, if feasible.

In the event that no consensus is reached by the WG, the Final Report will document the process that was followed and will be submitted to the participating SOs and ACs to request closure of the WG.

In the event the Co-Chairs determine, after consulting the Members of the WG, that this Charter does not provide sufficient explicit guidance and/or the application of the Charter unreasonably hinders the conduct of the business of the WG, the Co-Chairs of the WG shall have the authority to determine the proper actions. Such action may, for example, consist of a modification to the Charter in order to address the omission or its unreasonable impact, in which case the Co-Chairs shall propose such modification to the participating SOs and ACs. A modification shall only be effective after adoption of the amended Charter by the participating SOs and ACs, in accordance with their own rules and procedures.

**Status Reporting:**

As requested by the ccNSO Council or the GNSO Council, taking into account the recommendation of the Council liaison(s) to the WG.

**Problem/Issue Escalation & Resolution Processes:**

The WG will adhere to [ICANN’s Expected Standards of Behavior](#) as documented in Section F of the ICANN Accountability and Transparency Frameworks and Principles, January 2008.

**Closure & Working Group Self-Assessment:**

The WG will close upon the delivery of its Final Report.

**Section V: Charter Document History**

Version	Date	Description

<b>Staff Contact:</b>	Mary Wong	<b>Email:</b>	<a href="mailto:Policy-staff@icann.org">Policy-staff@icann.org</a>
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<b>Translations: If translations will be provided please indicate the languages below:</b>											