**Cross Community Working Group (CCWG) Charter Template**

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| **WG Name:** | **Cross Community Working Group on…** | | | | |
| **Section I: Cross Community Working Group Identification** | | | | | |
| **Chartering Organization(s):** | |  | | | |
| **Charter Approval Date:** | |  | | | |
| **Name of CCWG Chair(s):** | |  | | | |
| **CCWG Workspace URL:** | |  | | | |
| **CCWG Mailing List:** | |  | | | |
| **Resolution adopting the charter:** | | **Title:** |  | | |
| **Ref # & Link:** |  | | |
| **Important Document Links:** | |  | | | |
| **Section II: Problem Statement, Goals & Objectives, and Scope** | | | | | |
| **Problem Statement:** | | | | | |
| ***[This section should clearly articulate the problem that requires solving. Some elements that could be considered include:***   * ***The current, or previous, situation*** * ***The circumstances the may have led to change, or the problem*** * ***The consequences of the problem***   ***Data or other evidence to support the problem, if applicable, is encouraged]*** | | | | | |
| **Goals & Objectives:** | | | | | |
| ***[This section should outline the anticipated goals, as well as objectives that may help achieve those goals.]*** | | | | | |
| **Scope:** | | | | | |
| ***[This section should define the work that the CCWG will undertake. Specific questions and subjects expected to be considered by the CCWG should be identified here. If there are inter-related efforts that may have an impact on the work of the CCWG, or vice versa, they should be noted.***  ***To the extent possible, elements that are defined as out of scope should be identified as well.]*** | | | | | |
| **Section III: Deliverables and Reporting** | | | | | |
| **Deliverables:** | | | | | |
| |  | | --- | |  |   ***[This section will define the deliverables that the CCWG anticipates producing. However, as one of the first steps of most Working Groups is generally to create a work plan, it may be impractical to include extensive detail at the time of chartering.]*** | | | | | |
| **Reporting:** | | | | | |
| The chair(s) of the CCWG will brief the Chartering Organizations on a regular basis. | | | | | |
| **Section IV: Membership, Staffing, and Organization** | | | | | |
| **Membership Criteria:** | | | | | |
| Membership in the CCWG, and its sub-working groups should these be created, is open to Members, Participants, and others. Members are appointed by the Chartering Organizations in accordance with their own rules and procedures. Each Chartering Organization shall appoint a minimum of [optional: 2] and a maximum of [optional: 5] Members. Chartering Organizations should make reasonable efforts that individual Members:   * Have sufficient expertise to participate in the applicable subject; * Commit to actively participate in the activities of the CCWG on an on-going and long-term basis; and * Where appropriate, solicit and communicate the views and concerns of individuals in the organization that appoints them. * Commit to abide to the charter when participating in the CCWG.   Chartering Organizations are encouraged to use open and inclusive processes when selecting their members for a CCWG, and reasonable efforts should be made each of ICANN’s five regions is represented.  [Optional] In the event the CCWG decides to create sub-working groups, it is strongly advised that individual members participate in only one sub-working group in order to minimize the workload for individual members and to facilitate scheduling meetings.  [Optional] In addition, the CCWG will be open to any interested person as a Participant. Participants may be from a Chartering Organization, from a stakeholder group not represented in the CCWG, or may be self-appointed. Participants will be able to actively participate in and attend all CCWG meetings, work groups and sub-work groups. However, should there be a need for a consensus call or decision, such consensus call or decision will be limited to CCWG members appointed by the Chartering Organizations. By self-appointing a Participant commits to abide to the charter of the CCWG.  All Members and Participants will be listed on the CCWG’s Wiki [add link if available]. The mailing list of the CCWG will be publicly archived [add link if available]. [If applicable - All members and participants in this process are required to submit a Statement of Interest (SOI) following the procedures of their Chartering Organization or, a statement should at a minimum include the name of the participant, the SO or AC of affiliation, and external affiliation.  Volunteer chair(s) will preside over CCWG deliberations and ensure that the process is bottom-up, consensus-based and has balanced multistakeholder participation.  Appointment of chair(s).  *Alternative 1.* The chair(s) shall be appointed by the Chartering organizations, should a Chartering Organization decide to appoint a co-chair to the CCWG.  *Alternative 2.* The CCWG will nominate and appoint chair(s) from among its Members.  [Optional] The CCWG may include others persons as well. For example a liaison from the ICANN Board, bringing the voice of the Board and Board experience to CCWG activities and deliberations and is able to participate in the effort in the same manner as other Participants of the CCWG. A CCWG may also include an ICANN Staff representative to provide input into the deliberations and who is able to participate in the effort in the same manner as other Participants of the CCWG. | | | | | |
| **Group Formation, Dependencies, and Dissolution:** | | | | | |
| [Optional] Include a list of dependencies and special circumstances that would result in ending the effort and closure of the CCWG. | | | | | |
| **Expert Advisors:** | | | | | |
| ***[If expert Advisors are expected to be needed, guidelines for their involvement should be included here. For instance, the following elements may be considered:***   * ***Define the expertise needed, anticipated cost, selection process/methodology, and allotted budget.*** * ***The role of Advisors – for instance, they may be expected to contribute to the dialogue similar to other CCWG participants, though if there is a need for any consensus call(s), the Advisors would not participate in such a call.]*** | | | | | |
| **Staffing & Resources:** | | | | | |
| ICANN will provide sufficient staff support to support the activities of the CCWG. The ICANN Staff assigned to the CCWG will fully support the work of the CCWG as requested by the chair(s), including meeting support, document drafting, editing and distribution and other substantive contributions ICANN staff, in a coordinated effort with the CCWG, will also ensure that there is adequate outreach to ensure that the global multistakeholder community is aware of and encouraged to participate in the work of the CCWG.  The CCWG is encouraged to identify any additional resources beyond the staff assigned to the group it may need at the earliest opportunity to ensure that such resources can be identified and planned for. | | | | | |
| **Section V: Rules of Engagement** | | | | | |
| **Decision-Making Methodologies:** | | | | | |
| **CCWG (internal) Decision-Making**  In developing its output, work plan and any other reports, the CCWG shall seek to act by consensus. The chair(s) may make a call for Consensus. If making such a call they should always make reasonable efforts to involve at a minimum all Members of the CCWG (or sub-working groups, if applicable). The chair(s) shall be responsible for designating each position as having one of the following designations:   1. Full Consensus - a position where no minority disagrees; identified by an absence of objection 2. Consensus – a position where a small minority disagrees, but most agree   In the absence of Full Consensus, the chair(s) should allow for the submission of minority viewpoint(s) and these, along with the consensus view, shall be included in the report.  In a rare case, the chair(s) may decide that the use of a poll is reasonable to assess the level of support for a recommendation. However, care should be taken in using polls: they should not become votes, as there are often disagreements about the meanings of the poll questions or of the poll results.  Any member [or participant] who disagrees with the consensus-level designation made by the Chair(s), or believes that his/her contributions are being systematically ignored or discounted should first discuss the circumstances with the chair(s) of the CCWG. In the event that the matter cannot be resolved satisfactorily, the group member should request an opportunity to discuss the situation with the chairs of the Chartering Organizations or their designated representatives.  ***[This section of the charter may include contemplation of the role of Supporting Organizations and Advisory Committees and if applicable, their review and approval of draft proposals, including how to resolve circumstances where there is not unanimous support for all recommendations. For instance, see below.]***  [Optional] As a first work item the CCWG shall develop its own principles of operation that will guide how the CCWG intends to conduct its business. The principles of operations will be made publicly available.  In the event that no consensus is reached by the CCWG, the chair(s) of the CCWG will submit a Report to the chartering organizations. In this Report the chair(s) shall document the issues that are considered contentious, the process that was followed and suggestions to mitigate those issues that are preventing of consensus. If, after implementation of the mitigating measures consensus can still not be reached chair(s) shall prepare a Final Report documenting the processes followed, including requesting suggestions for mitigating the issues that are preventing consensus from the chartering organizations.  **External Decision - making**  Decision making by the Chartering Organizations on the CCWG’s (Final) Output  Following the submission of the final output, each of the Chartering Organizations shall, in accordance with their own rules and procedures, review and discuss the output and decide whether to adopt the proposals and the recommendations contained within. The chairs of the Chartering Organizations shall notify the chair(s) of the CCWG of the result of the deliberations as soon as feasible.  Supplemental Final Output  In the event that one or more of the Chartering Organizations object to one or more of the recommendations contained in the final output, the chairs of the CCWG shall be notified accordingly. This notification shall include at a minimum the reasons for the objection and a suggested alternative that would be acceptable, if any. The CCWG may, at its discretion, reconsider, post for public comments and/or submit to the Chartering Organizations a Supplemental final output, which takes into accounting the concerns raised.  Following submission of the Supplemental Draft Proposal, the Chartering Organizations shall discuss and decide in accordance with its own rules and procedures whether to adopt the recommendations contained in the Supplemental Draft Proposal. The Chairs of the Chartering Organizations shall notify the Co-Chairs of the CCWG-Accountability of the result of the deliberations as soon as feasible.  ***[This section may also want to consider the role the ICANN Board may play in decision-making. For instance, see below.]***  Submission of a Board Report  After receiving the relevant notifications from all Chartering Organizations as described above, the chair(s) of the CCWG shall, within a reasonable time after receiving the last notification, submit to the Chair of the ICANN Board of Directors and Chairs of all the Chartering Organizations the CCWG- Board Report, which shall include at a minimum:   1. The (Supplemental) final output as adopted by the CCWG; and 2. The notifications of the decisions from the Chartering Organizations; and 3. Documentation of the process that was followed, including, but not limited to documenting the process of building consensus within the CCWG and public consultations.   In the event one or more of the Chartering Organizations do(es) not support (parts of) the (Supplemental) Final Output, the Board Report shall clearly indicate the part(s) of the (Supplemental) Final Output, which are fully supported and the parts which are not, and which of the Chartering Organizations dissents, to the extent this is feasible.  ***[Note: The CCWG-Accountability ICANN Board decision-making process was defined in a board resolution, which may serve as a model for how future processes can be defined:*** [***https://www.icann.org/resources/board-material/resolutions-2014-10-16-en#2.d***](https://www.icann.org/resources/board-material/resolutions-2014-10-16-en#2.d)***]*** | | | | | |
| **Modification of the Charter:** | | | | | |
| In the event this charter does not provide guidance and/or the impact of the charter is unreasonable for conducting the business of the CCWG, the chair(s) 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 chair(s) may propose such modification to the Chartering Organizations. A modification shall only be effective after adoption of the amended Charter by all Chartering Organizations, in accordance with their own rules and procedures and publication of the amended Charter. | | | | | |
| **Problem/Issue Escalation & Resolution Process:** | | | | | |
| The members of the CCWG are expected to abide by the [ICANN Expected Standards of Behavior](http://www.icann.org/en/news/in-focus/accountability/expected-standards).  The chair(s) are empowered to restrict participation of someone who seriously disrupts the working group. Generally, the participant should first be warned privately, and then warned publicly before such a restriction is put into place; in extreme circumstances, this requirement may be bypassed. This restriction is subject to the right of appeal as outlined above.    If a WG member feels that these standards are being abused, the affected party should appeal first to the chair(s) of the CCWG and, if unsatisfactorily resolved, to the chair(s) of the Chartering Organizations or their designated representative. It is important to emphasize that expressed disagreement is not, by itself, grounds for abusive behavior. It should also be taken into account that as a result of cultural differences and language barriers, statements may appear disrespectful or inappropriate to some but are not necessarily intended as such. However, it is expected that CCWG members make every effort to respect the principles outlined in ICANN’s Expected Standards of Behavior as referenced above.  The CCWG chair(s) are empowered to restrict the participation of someone who seriously disrupts the Working Group. Generally, the participant should first be warned privately, and then warned publicly before such a restriction is put into place. In extreme circumstances, this requirement may be bypassed. Any CCWG member that believes that his/her contributions are being systematically ignored or discounted or wants to appeal a decision of the CCWG should first discuss the circumstances with the CCWG chair(s). In the event that the matter cannot be resolved satisfactorily, the CCWG member should request an opportunity to discuss the situation with the chair(s) of the Chartering Organizations or their designated representative. In addition, if any member of the CCWG is of the opinion that someone is not performing their role according to the criteria outlined in this Charter, the same appeals process may be invoked.    ***[This section of the charter should also contemplate the role of the ICANN Board. For instance, perhaps the Final Report will be submitted to the ICANN Board, along with the chartering organizations, requesting closure of the CCWG by the chartering organizations.]*** | | | | | |
| **Closure & Working Group Self-Assessment:** | | | | | |
| The CCWG will consult with their Chartering Organizations to determine when it can consider its work completed. The CCWG and any sub-working groups shall be dissolved upon receipt of the requested notification from the chair(s) of the Chartering Organizations or their designated representatives. | | | | | |
| **Implementation** | | | | | |
| ***[This section of the charter should consider the role of the CCWG in implementation, as well as a possible post-implementation role to analyse the effectiveness of implemented recommendations.]*** | | | | | |
| **Section VI: Charter Document History** | | | | | |
| |  |  |  | | --- | --- | --- | | **Version** | **Date** | **Description** | | 1.0 |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | | | | | |
| **Staff Contact:** |  | | | **Email:** |  |

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| **Translations: If translations will be provided please indicate the languages below:** | | | | | | | | | | | |
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