



UASG EAI Coordination Group Charter

V 2019-03-01

Purpose

The UASG Community Outreach Coordination Group's purpose is to provide...

Outcomes

The Coordination Group will be considered a success if:

Membership

Membership may include some representation from:

Membership will be self-selecting. UASG standards of behaviour apply. <https://uasg.tech/wp-content/uploads/2019/01/UA-Expected-Standards-of-Behavior.pdf>

If a Coordinator is required, they will be appointed by the Chair of the UASG.

Operations

- Meetings will be held regularly at a time convenient for the participants.
- The UASG UA-measurement@icann.org mailing list will be used for communications
- A monthly report of achievements will be provided to the UASG Community
- Meetings will be open to all – including non-appointed members of the Working Group
- Meetings will end with a clear understanding of expectations and assignments for next steps
- Meetings are expected to be one hour. Extension of time, in 15 minute increments, will require the consent of the majority of members attending that meeting. Consensus will be indicated with a show of hands.
- The Secretariat will keep a record of meeting attendees, key issues raised, and actions required. Comments from individual members will generally not be attributed and a verbatim record of the meeting will not be prepared



- The previous meeting record and a meeting agenda will be forwarded to members of the working group at least one week before the next meeting. Any changes to the record of the past meetings shall be in writing and forwarded to the Secretariat prior to the next meeting.

Meeting Ground Rules

- Speak one at a time – refrain from interrupting others.
- Wait to be recognized by chair before speaking.
- Chair will call on people who have not yet spoken before calling on someone a second time for a given subject.
- Share the oxygen – ensure that all members who wish to have an opportunity to speak are afforded a chance to do so.
- Maintain a respectful stance toward towards all participants.
- Listen to other points of view and try to understand other interests.
- Share information openly, promptly, and respectfully.
- If requested to do so, hold questions to the end of each presentation.
- Make sure notes taken are accurate.
- Remain flexible and open-minded, and actively participate in meetings.

Roles and Responsibilities

The Working Group is an advisory group to UASG Coordination Group
Working Group members agree to:

- Provide specific local expertise, including identifying emerging local issues;
- Review project reports and comment promptly;
- Attend all meetings possible and prepare appropriately;
- Complete all necessary assignments prior to each meeting;
- Relay information to their constituents after each meeting and gather information/feedback from their constituents as practicable before each meeting;
- Articulate and reflect the interests that advisory group members bring to the table;
- Maintain a focus on solutions that benefit the entire program;
- Present its recommendations for the project at the end of the planning process. The presentation would include subjects such as: project's Purpose and Need Statement, alternatives to be studied, mitigation measures, and phasing plan. The Working Group shall select from among its members a presenter or team of presenters.

The Chair and the Secretariat agree to:

- Provide Working Group members the opportunity to collaborate with other on making recommendations for the project;
- Effectively manage the scope, schedule and budget;
- Keep partners informed of progress;
- Provide documentation to support recommendations;
- Provide technical expertise;
- Brief local decision makers and produce briefing materials and reports;
- Conduct public meetings necessary to inform and engage the community.
- Manage logistics for meetings; and



Universal Acceptance

- Explain the reasons when deviations are taken from recommendations.

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