

# Main components/tasks ccNSO Secretariat

*High level overview of the main tasks and areas of responsibilities members of the ccNSO Secretariat. It is a living document: both the task overview and the main staff lead may change over time. Note that in general two members of the secretariat will be able to perform the task listed.*

Version 1.0, 23 February 2016

Task overview		Staff main lead
<b>1. ccNSO meetings</b>		
A	Liaising with the Programme WG, aimed at finalising and implementing the ccNSO meetings agenda	Joke
B	Meeting room requests and liaising with the ICANN meetings team for WG meetings, ccNSO Council meetings and the ccNSO members meeting	Kim
C	ccNSO Council prep. calls ICANN meetings: scheduling and administrative support as further specified under heading 2 in this document	Kim
D	Travel funding scheme implementation	Joke
E	ccNSO cocktail: selecting location, inviting sponsors and event-management	Kim
F	Outreach + PR, including social media	Joke
<b>2. ccNSO Council meetings</b>		
A	Scheduling (prep. calls + meetings)	Kim
B	Drafting and publishing Minutes	Kim
C	Action item listing + management	Kim
D	Posting of agenda, prep. material, minutes + resolutions + attendance record	Kim
E	Manage meeting tools (AC room, conference bridge, etc.)	Kim
F	Outreach, PR council activities	Joke
G	Manage voting / selection process	Joke
H	Maintenance Council email list	Kim
<b>3. WG Support</b>		
A	Chartering	Bart
B	Decision making council (approval of charter, appointment members)	Bart
C	Initial call for volunteers, approval, in future possible terminating membership, Subscription of volunteers, intermediate new volunteers and observers Impact new guideline	Bart
D	Impact assessment new guidelines	Bart

E	Substantive support WG overall	Shared between Bart and Joke (in training)
F	Admin support, both prior and post the meeting: includes among others scheduling, setting up meetings, managing the remote meeting tools, posting of documents, transcripts and attendance recording. Further detailed on a per WG-basis.	Kim
H	Wiki space set-up and management: uploading and managing posting rights.	Kim.
I	Webpage maintenance, posting of documents (charter, meeting recordings, main documents)	Kim
J	Other tools (ADOBEconnect, Audio Conference calls	Kim
<b>4. Workplan and activity management</b>		
A	Triage Committee: Formulating an advice to the Members of the Triage Committee, whose recommendation can be brought to the attention of the ccNSO Council, that will take a decision. Recording all instances brought to the attention of the Triage Committee.	Joke
B	Work plan maintenance (annual)	Bart
C	Work plan maintenance (monthly)	Bart
<b>5. Appointments, elections, selections</b>		
A	Annual Assignment Roles and Responsibilities Councilors	Bart
B	NomCom appointments	Joke
C	Nominations for the Multistakeholder Ethos award and volunteering by ccNSO Councillors to serve on the community panel	Joke
D	ccNSO Council elections	Joke
E	Nomination of Directors to the ICANN Board	Joke
F	Appointment members council committees (Travel Fund Committee, Triage Committee, members application process, see A)	Bart
G	ccNSO Chair and vice-chair appointments	Bart
H	On-boarding new councilors	Joke
<b>6. General Secretarial support</b>		
A	Members database	Joke
B	Membership application process	Joke
B	Maintenance website	Kim, Joke
C	Managing voting when required (PDP, Board Selection, council election)	Joke
D	Schedule and administer timeline of activities, maintain master calendar	Kim

F	Innovation meeting tools	Kim
G	SO/AC informal calls	Kim
<b>7. outreach and engagement</b>		
A	Social media: strategy and implementation	Joke
B	Information sharing with the ccTLD community	Joke
C	Management e-mail lists (ccNSO members, ccTLD community, ccTLD world): maintenance and accuracy	Joke
E	Outreach towards specific stakeholders, e.g.Regional organisations	Joke
F	Drafting a monthly Activity summary and sharing it with the community and within ICANN internally	Kim
G	ccNSO newcomers webinar	Joke
H	Admin webinars specific topics (CCWG, CWG, etc.)	Kim
I	List of local ccTLD events on ccNSO website	Joke