

Terms of Reference:
ccNSO On-Boarding & Mentoring
Committee (OMC)

Version 1.0

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1. Introduction and Purpose

The original Terms of Reference (ToR) of the ccNSO Outreach & Involvement Standing Committee were reviewed in 2023 and as a result the Council agreed to adjust and limit the terms to processes and procedures pertaining to onboarding and mentoring of newcomers to the ccNSO for the Onboarding and Mentoring Committee (OMC).

2. Objective

The ccNSO OMC is established as a standing committee. It's objectives are to:

- Develop an ongoing program for on-boarding and mentoring of (potential) newcomers to the ccNSO.
- Oversee and execute the on-boarding and mentoring programs
- Increase awareness of the ccNSO with other programs for newcomers, for example the ICANN's fellowship program and coordinate on-boarding and mentoring efforts with other Supporting Organizations and Advisory Committees.
- Maintain and when deemed necessary develop additional ccNSO learning material

3. Scope & Activities

In pursuing its objective, the Committee will undertake the following activities:

1. Coordinate the various aspects of on-boarding and mentoring to be undertaken by the ccNSO, including, but not limited to:
 - a. communication around those activities
 - b. planning meetings with newcomers (in-person and/or virtual)
2. Engage with ICANN and other similar groups onboarding and mentoring groups of other Supporting Organizations or Advisory Committee, to learn and share experiences in on-boarding and mentoring
3. To develop its on-boarding and mentoring programs, review existing material, such as but not limited to the ccNSO Onboarding Program (See: ToR OISC June 2021), and the ccNSO ICANN learn course(s)
4. Perform operational tasks to ensure the execution of the on-boarding and mentoring programs.

The OMC will conduct its business in the manner it considers most appropriate and effective. Recordings of calls, transcripts - if provided - and documents produced by the group will be archived and available to the public.

4. Reporting

The Chair of the OMC will report regularly through email or in person to the ccNSO Council and the ccNSO membership.

5. Composition of the OMC

The OMC shall have minimum four (4) and maximum eight (8) members. Membership of the OMC is open to representatives of ccTLD managers (members and non-members of the ccNSO alike). At least three (3) of the members on the Committee should be members of the ccNSO Council, including one NomCom appointed Councillor.

The ccNSO Council will appoint the members of the committee. In appointing members, the Council should consider the need for a diverse Committee membership, including regional diversity.

5.1. The Chair of the OMC

The Chair of the OMC shall be appointed by the ccNSO Council upon nomination by the committee members. The Chair will manage ongoing activities and ensure an appropriate working environment by:

- Promptly sharing relevant information with the entire Committee
- Planning the work of the Committee to achieve its goals and lead the Committee through its discussions

5.2. Term of appointment

The term for the members is for two years, or in the case of Councillors, for the remainder of their term on the Council.

6. Miscellaneous

6.1. *Omission in or Unreasonable Impact of the ToR*

In the event the ToR does not provide guidance, and/or the impact is unreasonable to conduct the business of the ccNSO OMC, the ccNSO Council, or the Chair of the ccNSO, may decide to override these Terms.

6.2. *Review and change of the ToR*

The ToR will be reviewed two (2) years after adoption by Council, with a view on whether to continue the program. The ToR will also be reviewed after any changes to the relevant sections in the related procedures or otherwise adjusted when considered necessary. Any amendment becomes effective after adoption by Council and publication on the ccNSO website. Before publishing the updated ToR, the Secretariat will update the version number and insert the date the ToR was reviewed and amended by the ccNSO Council.