

Administration of ccNSO

Cluster	Task	Responsibilities			Comment	
		Chair	Vice Chair	Council (WG)		
Management & Oversight	Chair Council meetings	x			Current practice (meeting programme wg proposes agenda, select session chairs, and opening closing chair ccNSO)	
	ccNSO meetings					
	Formal liaison with staff on members' meeting agendas and logistics					
	Formal liaison with staff on council meeting agendas and logistics	x				
	Formal liaison with staff on meeting minutes	x				
	Managing formal approval of new membership applications				Roelof	Issue: continuity of role and responsibility during holiday breaks: Proposal appoint additional councillor as back-up. For example travel Funding, meeting organisation, escalation. Process to be documented to manage and maintain framework of roles and responsibilities
	Liaison with staff on general management issues					
	Management of ccNSO framework of roles and responsibilities				Roelof	Mechanisms and process needs to be defined
	Manage/oversight ccNSO 2-3 year workplan	x				
	Formal oversight of cc PDPs				Hiro	Pursuant to WG guidelines
	Formal oversight and management of working groups				Hiro	
	Formal oversight of Board selection and Council election process				Roelof	
	Formal appointment of liaisons and NomCom rep				Roelof	Process needs to be developed. Support staff manages most internal processes. Oversight linked with formal liaison etc with ccNSO support staff and assist support staff in ICANN internal processes.
Formal management of position paper drafting and adoption				Becky		
Oversight of Management of ccNSO internal defined processes	x				ICANN Board and ICANN Board are posting requests for input and response. No process and or people in place to structurally monitor requests	
New Tasks	Monitoring requests input Board and Staff					
Coordination					With increased distribution and delegation, need for coordination will increase/two sides: coordination of activities of members and volunteers, coordination of activities between staff and membership Letters as example/lead by chair, to be consistent with role as formal liaison with ACSO chairs Briefing paper/ Follow-up on Board requests, linked with formal and informal relation with Board.	
	Informal coordination of assigned activities within ccNSO	x				
	Informal coordination of activities between SO/Acs	x				
	Informal coordination of Board relationship	x				
New Task	Coordination ccNSO-GNSO Council lunches				Juhani, Roelof	