

Administration of ccNSO

| Cluster | Task | Responsibility | |
|------------------------|---|----------------|--------------------------|
| | | Chair | Vice Chair |
| Management & Oversight | Chair Council meetings | x | |
| | Chair ccNSO meetings | X | |
| | Formal liaison with staff on members' meeting agendas and logistics | X | |
| | Formal liaison with staff on council meeting agendas and logistics | x | X |
| | Formal liaison with staff on meeting minutes | x | |
| | Managing formal approval of new membership applications | | |
| | Liaison with staff on general management issues | X | X |
| | Management of ccNSO framework of roles and responsibilities | X | |
| | Manage/oversight ccNSO 2-3 year workplan | x | |
| | Formal oversight of cc PDPs | | |
| | Formal oversight and management of working groups | | |
| | Formal oversight of Board selection and Council election process | | |
| | Formal appointment of liaisons and NomCom rep | | |
| | Formal management of position paper drafting and adoption | | |
| | Oversight of Management of ccNSO internal defined processes | x | |
| | Triage Committee | | Byron, Mary Margarita |
| | Oversight Prioritization | X | |
| Coordination | Informal coordination of assigned activities within ccNSO | x | |
| | Informal coordination of activities between SO/AC's | x | |
| | Informal coordination of Board relationship | x | |
| | Coordination ccNSO-GNSO Council lunches | | Mary, Roelof |

ties
Council (WG)

Comment

Current practice (meeting programme wg proposes agenda, select session chairs, and opening closing chair ccNSO)

Chair of programming

Roelof/Katrina

For example travel Funding, meeting organisation, escalation.
Process to be documented to manage and maintain framework of roles and responsibilities
Mechanisms and process needs to be defined

All

All

Pursuant to WG guidelines

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.

Advising Council specific action

Prioritization of work items

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.