

# ccTLD World mailing list: suggested approach

## I. Introduction

The purpose of this document is to suggest an approach to remedy the issues identified with the ccTLD world mailing list, as discussed during the 6 December ccNSO Council meeting. The approach consists of 2 parts:

- 1) update of the procedural documentation
- 2) ensuring the list of subscribers is up to date

Both the accuracy of the list of subscribers and the need to review the [ccTLD World procedural documentation](#) was discussed by the ccNSO Council at its meeting on 6 December 2018.

In preparation of the December Council meeting, the Secretariat prepared a document, listing the issues as identified in the text of the procedural background documentation for the ccTLD world mailing list, and a high-level analysis of the current list of subscribers. Consult the document [here](#).

## II. Adjustments to the procedural documentation

Main changes are:

- Clarifications were added on who is eligible to be subscribed to the ccTLD World mailing list
- Suggestions were made on how to subscribe or unsubscribe from the mailing list, to reflect the changing landscape now that the GDPR has come into effect.

To see all (minor) suggested changes, you are advised to consult the google document on the procedural documentation [here](#).

## III. Update the list of subscribers

The second issue pertains to the list of subscribers and need to seek consent from the subscribers to be included on the email list, in particular in light of GDPR requirements. Moreover, it needs to be ensured that those that need to be subscribed, have the opportunity to subscribe. In addition, it allows time to filter out email addresses that should no longer be subscribed.

The table below contains the suggested approach, based on the type of subscriber to the mailing list. Implementation is possible as of the moment the procedural documentation has been updated. The Consent Form referred to below is a google form.

Who?	How?
<b>ccNSO council members and representatives from the Regional Organisations</b>	The ccNSO Secretariat sends an e-mail to the ccNSO council mailing list: Only those that completed the consent form, will (continue to) be subscribed after a certain deadline. All other e-mail addresses will be or remain unsubscribed.
<b>ccNSO appointed members to the RZERC, CSC, ACA, IFRT</b>	The ccNSO Secretariat sends an email to the individual email addresses of the appointed members, including a consent form. Only those that completed the consent form, will (continue to) be subscribed after a certain deadline. All other e-mail addresses will be or remain unsubscribed.
<b>ccNSO appointed members to the ICANN Board</b>	The ccNSO Secretariat sends an email to the individual email addresses of the appointed members, including a consent form. Only those that completed the consent form, will (continue to) be subscribed after a certain deadline. All other e-mail addresses will be or remain unsubscribed.
<b>ccTLD Managers: Primary and secondary contact for each ccNSO member, as specified in the ccNSO Member Database</b>	The ccNSO Secretariat sends an email to the individual email addresses of the primary and secondary contacts, including a consent form. Only those that completed the consent form, will (continue to) be subscribed after a certain deadline. All other e-mail addresses will be or remain unsubscribed.
<b>Current subscribers to the mailing list</b>	The ccNSO Secretariat sends an email to the ccTLD world mailing list, inviting the current subscribers to fill out a Consent Form. Only those that completed the consent form, will continue to be subscribed after a certain deadline. All other e-mail addresses will be or remain unsubscribed.
<b>ccTLD Managers that are not a member of the ccNSO</b>	<ul style="list-style-type: none"> <li>- The ccNSO Secretariat sends an e-mail to the <i>ccTLD community mailing list</i></li> <li>- The ccNSO Secretariat sends an e-mail to <i>the admin-c from the IANA database</i>, for those ccTLD managers that are not a member of the ccNSO.</li> </ul> <p>Only those that completed the consent form, will (continue to) be subscribed after a certain deadline. All other e-mail addresses will be or remain unsubscribed.</p>

# ANNEX A

*Example of the e-mail that will be sent to the entities listed in the table under Heading II of this document. The items highlighted in yellow are to be personalised, depending on who we are targeting.*

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Hello,

You have received this e-mail, since the ccNSO Secretariat is currently doing a maintenance operation on the ccTLD World mailing list ( [ccTLDWorld@icann.org](mailto:ccTLDWorld@icann.org) ).

We believe it is important for the ccNSO to regularly verify its email lists, to ensure everyone on the mailing list has a valid email address and actually wants to receive our messages, in compliance with the GDPR requirements.

## About the ccTLD World Mailing list

The ccTLD World mailing list was created to facilitate the exchange of information and general discussion on the IANA naming functions and related issues, including related reviews, accountability mechanisms and procedures.

## Who can join the mailing list?

The mailing list is open to the broader ccTLD community, including those ccTLDs that are currently not a ccNSO member.

- The administrative contacts and/or technical contacts of the ccTLD Manager, as specified in the IANA database;
- The primary contact of the ccTLD Manager, as specified in the ccNSO member database, or any alternative address(es) as authorised by the primary contact of the ccTLD manager;
- The secondary contact of the ccTLD Manager, as specified in the ccNSO member database;
- Observers from Regional ccTLD registry organisations, as identified by their manager or board;
- The members of the ccNSO Council, with their individual e-mail addresses;
- The ccNSO secretariat;
- ccNSO appointed member(s) to the:
  - the ICANN Board of Directors,
  - Customer Standing Community (CSC),
  - Root Zone Evolution Review Committee (RZERC),
  - Empowered Community Administrative Committee (ECA)
  - IANA Naming Function Review Team (IFRT)

## How to subscribe?

Fill out the consent form located here: <https://goo.gl/forms/g4u18wZwP2O2hXZy2> , by **ADD DATE**. Attention: current subscribers to the mailing list that have not completed their Consent Forms by **ADD DATE**, will be unsubscribed from the mailing list shortly after this deadline, without further notice.

By subscribing you agree to the following statement: *"By submitting my personal data, I agree that my personal data will be processed in accordance with the ICANN Privacy Policy*

- <https://www.icann.org/privacy/policy> [icann.org], and agree to abide by the website Terms of Service - <https://www.icann.org/privacy/tos> [icann.org]."

If you do not wish to subscribe to the mailing list, no action from you is needed. If you wish to unsubscribe, please contact the ccNSO Secretariat. Thank you.

Best regards,

Joke Braeken  
ccNSO Policy Advisor  
[joke.braeken@icann.org](mailto:joke.braeken@icann.org)

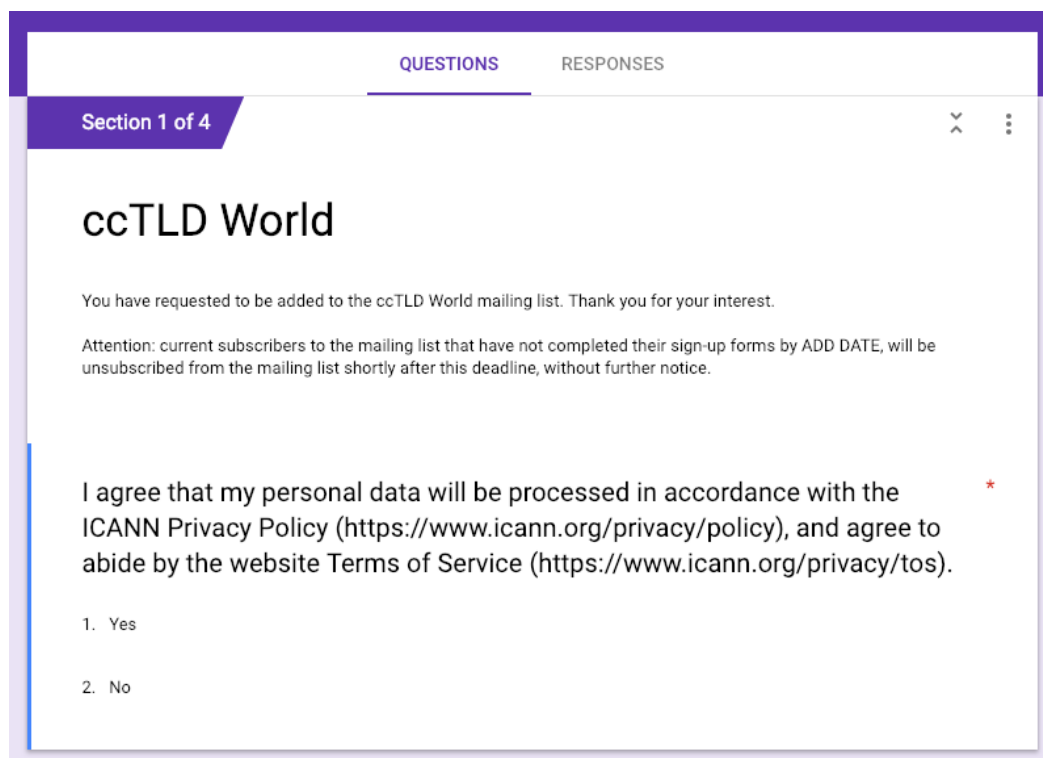
Follow @ccNSO on Twitter: <https://twitter.com/ccNSO>  
Follow the ccNSO on Facebook: <https://www.facebook.com/ccnsoc/>  
<http://ccnsoc.icann.org>

# ANNEX B

Example of the Consent Form, that will be sent to the entities listed in the table under Heading II of this document. The form will take the shape of a Google Form, and a link will be included in the email referred to under Annex A.

Via the google form we will only collect strictly necessary data, namely the email address. No other information will be collected.

<https://goo.gl/forms/g4u18wZwP2O2hXZy2>



Section 1 of 4

QUESTIONS RESPONSES

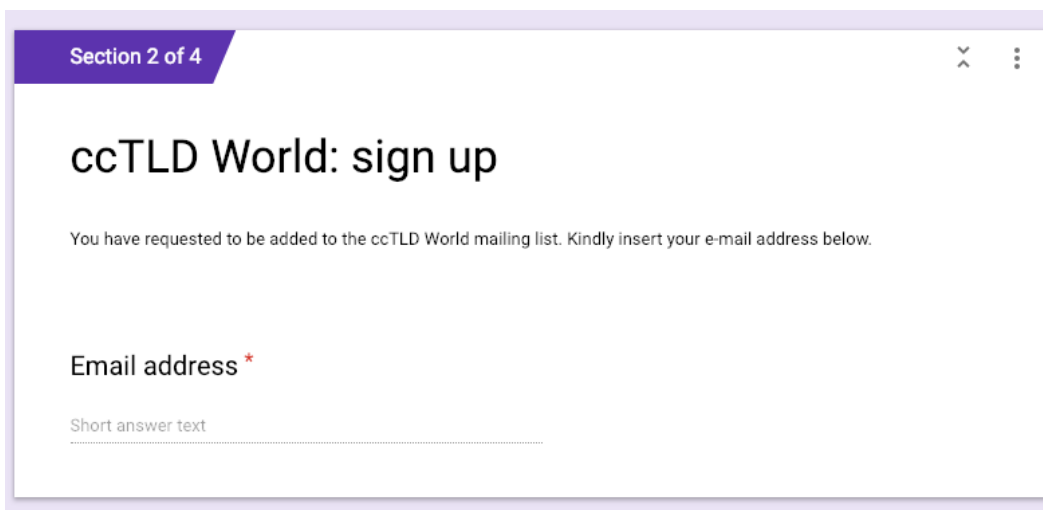
## ccTLD World

You have requested to be added to the ccTLD World mailing list. Thank you for your interest.

Attention: current subscribers to the mailing list that have not completed their sign-up forms by ADD DATE, will be unsubscribed from the mailing list shortly after this deadline, without further notice.

I agree that my personal data will be processed in accordance with the ICANN Privacy Policy (<https://www.icann.org/privacy/policy>), and agree to abide by the website Terms of Service (<https://www.icann.org/privacy/tos>). \*

1. Yes
2. No



Section 2 of 4

## ccTLD World: sign up

You have requested to be added to the ccTLD World mailing list. Kindly insert your e-mail address below.

Email address \*

Short answer text