

## **Terms of Reference ccNSO Universal Acceptance Committee (UAC) library & Editorial Board**

- **Overview**

The ccNSO UA Committee was created in June 2023. One of its tasks is to maintain a dedicated forum for (ASCII & IDN) ccTLD managers to share information with respect to Universal Acceptance and all domain names and their management. As part of this remit, a subgroup was formed and mandated to create and maintain an information/content library, and eventually a dedicated mailing list.

The goal of the online library is to provide an information source created for and made available to ccTLD Managers, as defined in Acceptable content, containing links to information relevant to the topic of Universal Acceptance that would be useful for such managers to identify, understand, and/or plan to take action with respect to such that they may encounter

Initially the content of the library will be made available only to ccTLD managers, ccTLD Regional Organizations, and other individual entities the Editorial Board deem to be relevant .

Over time, and after consulting the ccNSO UA Committee and ccNSO Council, the editorial board may decide to make the content available to other groups.

### **Library Editorial Board:**

The library editorial board, subject to review by the full UA Committee, is responsible for, and instructs the Secretariat which content to include in the ccNSO UA Committee library.

The library editorial board shall be constituted by the ccNSO UA Committee and include only members of the UAC. Membership of the editorial board is for two-year terms and limited to 3 consecutive terms.

The Editorial Board work is ad-hoc, as submissions require; they will be requested to update the wider-UAC when necessary. Communication will be conducted through email, chat channels and monthly teleconferences.

Initially the content will be made available under the following main categories:

- Announcement/News (like upcoming ccTLD related events)  
Note this will be time sensitive, high maintenance by board and staff
- Presentations, Reports and Surveys (identifying the source or event)
- Tools/Technical background material
- Definitions / Policies

- Articles/Commentaries (note: external)
- Case Studies

### ***Revisit categories /labels and think through criteria to use labeling***

The editorial board, after consulting the full UA Committee, may refine the categorization if deemed appropriate to serve the purpose of the library.

### ***Additional responsibilities include:***

The editorial board shall have the following additional responsibilities:

- Setting content priorities
- Ensuring the content is reliable, and (remains) relevant and useful for ccTLDs, reflecting the variety of ccTLDs.
- Topic and resource suggestions
- Creating a strategic process to promote use of this library and encourage community submission of content (for consideration)
- Evaluation of existing content for sensitivity and relevancy
- The board will (at a minimum) generate a bi-yearly report, to the UAC and broader community.

The additional responsibilities will be detailed and implemented over time.

### **Acceptable content**

Content published on the library must be related to goal of the library and relevant for ccTLDs, including, but not limited to: ccTLDs, registries/registrars, best practices, definitions

Acceptable content format: pdf, .doc, ppt, xls, links to publications, videos, etc. (reviewable by editorial board).

All contributions are welcome; however, they must observe the privacy preferences of others and must be related to UA.

### **Process for Including, removing and archiving of content in library**

Suggestions from individuals/organizations (including individual members of the editorial board) for content to be included in the library will be sent to the staff support person. The staff person will regularly (at a minimum once a month) forward the (links to the) content to the full editorial board for approval to include the content in the library. If the suggested content is not included, the link to the content will be included on a separate list of rejected content, as well as the rationale for refusing the inclusion. This list is only available internally for the editorial board.

Further, content shall only be removed from the library and/or archived at the direction of the editorial board. The procedure for removal and/or archiving will be detailed by the staff person together with the editorial board and shall be subject to approval by the full UAC.

The community will be informed about the changes through a digest and the dedicated email once this has been created.

### **Miscellaneous**

If these terms do not provide guidance and/or the impact is unreasonable to conduct the business of the editorial business the group will decide and inform the full UAC accordingly.

These terms need to be reviewed annually or earlier when deemed necessary by the editorial board. The full UAC will be informed of the review. Changes to the terms only become effective after they have been adopted by the full UAC and the ccNSO Council has been informed.

At the suggestion of the editorial board, members of the UAC and/or the ccNSO Council, the UA Committee may decide to close the ccNSO UA Committee library and end the editorial board. This decision becomes effective after the ccNSO Council has been notified accordingly. The notification must include the manner in which the library shall be archived.

Editorial Board and staff support can be contacted at: [ccnso-uac-submissions@icann.org](mailto:ccnso-uac-submissions@icann.org)