

# Proposed next steps for Staff Accountability WS2

WS2 Staff Accountability - draft from co-rapporteurs

9 December 2016

[https://docs.google.com/document/d/1Ftd-Ps\\_qF46pf\\_iXf5foGjdUfCq64-St\\_43inFetDN0/edit?usp=sharing](https://docs.google.com/document/d/1Ftd-Ps_qF46pf_iXf5foGjdUfCq64-St_43inFetDN0/edit?usp=sharing)

## What do we need to produce?

### Document A (Jordan co-rapporteur)

#### Team/Volunteers:

- *The CCWG-Accountability work with ICANN to develop a document that clearly describes the role of ICANN staff vis-à-vis the ICANN Board and the ICANN community. This document should include a general description of the powers vested in ICANN staff by the ICANN Board of Directors that need, and do not need, approval of the ICANN Board of Directors.*

4-8 page document

- Specifies roles of Staff, Board, Community
  - Staff
  - Board
  - Community
- Specifies relationships between them
  - Staff<->Board
  - Staff<->Community
  - Board<->Community
- Describes any proposed Changes / Clarifications
- Describes any activities that should be started/continued/stopped
- Recommendations

### Document B (Avri co-rapporteur)

#### Team / Volunteers:

- *The CCWG-Accountability work with ICANN to consider a Code of Conduct, transparency criteria, training, and key performance indicators to be followed by staff in relation to their interactions with all stakeholders, establish regular independent (internal and community) surveys and audits to track progress and identify areas that need improvement, and establish appropriate processes to escalate issues that enable both community and staff members to raise issues. This work should be linked closely with the Ombudsman enhancement item of Work Stream 2.*

~20 page document

- Sets out current/planned measures in place
  - Code of conduct
  - Transparency criteria
  - Training
  - KPIs re staff relationships with stakeholders
  - Independent surveys and audits
  - Escalation processes (incl Ombudsman, Complaints Officer)
- Assesses current/planned measures in place
- Describes any proposed Changes / Clarifications
- Describes any activities that should be started/continued/stopped
- Recommendations

## Questions for 15 December meeting

Are these specifications OK?

Who volunteers for each document?

### Call 15 December (13h UTC)

- Work through work plan (outputs and schedule)
- Discuss ICANN answers to [questions](#) (if available)
- Establish volunteer teams for each document

### Call 5 January (05h UTC)

- Work through draft Document A

### Call 19 January (19h UTC)

- Test agreed changes to draft Document A
- Work through draft Document B

### Call 2 February (13h UTC)

- Test agreed changes to draft Document B
- Finalise Document A for CCWG Plenary

Can send A to CCWG Plenary

### Call 16 February (05h UTC)

- Finalise Document B for CCWG Plenary

Both Documents to CCWG Plenary

### Call 2 March (19h UTC)

- (if necessary - incorporate feedback from Plenary?)

### Face to Face Plenary - 10 March

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