ccNSO Improvements Implementation Project Plan

September 2013

Status update since June 2012

Executive Summary

A. Introduction

- This Project Plan outlines the approach developed by ICANN's ccNSO and staff support to implement the recommendations outlined in the ccNSO Review Final Report.
- The Final Report from the ccNSO Review Board WG addressed 12 Recommendations provided by the independent reviewers. Five of these were found by the WG to be not desirable or already achieved in practice (#4, 6, 8, 9, 11). One recommendation has been implemented by the ccNSO (recommendation # 10). No implementation actions are foreseen for these six recommendations. For the remaining six recommendations, implementation is foreseen as follows (listed by Recommendation number):
  1. Mechanisms to develop ccNSO statements and Position papers – document current processes.
  2. Translation of key documents – Assess need for translations
  3. Voluntary Translations – Assess willingness of ccTLD community to provide translations
  5. Attract government operated ccTLD's in ccNSO – prepare and conduct briefing session for interested and relevant GAC members
  7. Introduce collaborative networking tools on a as needed basis – Implement Confluence as closed space for collaboration
  12. Establish and maintain ccNSO work plan/ Policy Road Map - adoption of work plan and associated procedures to maintain the work plan.
  See section F for the detailed implementation steps foreseen.

B. Board Guidance

- The Plan conforms to the guidance contained in the ICANN Board's Resolution 18 March and 21 April 2011, see http://www.icann.org/en/minutes/resolutions-18mar11-en.htm#1.3 and http://www.icann.org/en/minutes/resolutions-21apr11-en.htm#2.6 , respectively.
- The Plan has been developed by ICANN's ccNSO staff in cooperation with Organizational Review staff.
- The plan has been reviewed by Legal.

C. Budgetary Implications

- There is no allocation in ICANN's FY12 Operating Plan and Budget for the implementation of the ccNSO Review outcomes. This is in line with the WG Report that did not identify any measures requiring specific expenditures.
- Should specific expenditures beyond the FY12 budget for the ccNSO improvement implementation be needed, ccNSO staff will propose that such steps in the process be deferred into FY13.

D. Liability

- The ccNSO staff has not identified any potential liability of enacting this Improvements Implementation Project Plan.

E. Bylaws Changes

- The ccNSO staff has identified no changes to the ICANN Bylaws potentially required by the ccNSO Review outcomes.

F. Implementation Steps for Each Recommendation

- Section F summarizes the implementation plan for each ccNSO Review recommendation, including a discrete task list, targeted completion dates, assigned work team and a description of task interdependencies.
- All tasks are currently scheduled for completion in or before FY12 T 3.
- The September 2013 version includes updates taking since June 2012
- All tasks are completed.

A. Introduction

Purpose

This Project Plan outlines the approach developed by the ccNSO staff to implement the 12 recommendations outlined in the Final Report of the ccNSO Review Board Working Group (http://www.icann.org/en/reviews/ccnso/ccnso-review-wg-final-report-04mar11-en.pdf)
In developing this plan, consultations are ongoing with ICANN's Legal staff on all steps to ensure any suggested changes comply with law, or Bylaws, as necessary.

Implementation status of each recommendation

The below ccNSO Improvements Status table summarizes the progress to date, estimated completion timetable and potential sources of specific costs for each ccNSO Improvements recommendation. The February 2012 version includes update taking into account the actions of the ccNSO at the Singapore meeting.

Recommendation	Status (% completed)				Estimated Completion	
	25%	50%	75%	100%		
1. Common response and statement mechanism				X	Completed	Adopted by the ccNSO Council 22 June 2011. Published at: http://ccnso.icann.org/about/guidelines-ccnso-statements-procedures-jun11-en.pdf
2. Translation of key documents				X	June 2013	
3. Voluntary translation					Oct 2012	No further action based on results assessment under recommendation 2.
4. New Services	No action needed					
5. Attract GAC operated ccTLD's in ccNSO				X	June 2012	introduction session scheduled at Prague meeting to inform GAC members.
6. Collect Input from registrars and registrants	No action needed					
7. Introduce collaboration tools				x	Completed December 2011	In December 2011 the closed wiki space was launched for discussion and collaboration for the ccTLD community. ADOBE connect and wiki spaces have been made available as standard tools for WG's
8. ICANN to provide collaboration tools	No action needed					
9. Limit number of terms of councilors	No action needed					
10. Clarify roles chair, vice-chairs and councilors				x	Completed	Adopted by ccNSO Council 23 March 2011. Published at: http://ccnso.icann.org/about/guidelines.htm
11. Involvement of ccNSO in ICANN's Budgeting processes	No action needed					
12. Develop work plan/policy road map				X	Completed	Adopted by ccNSO Council 22 June 2011. Published at: http://ccnso.icann.org/about/guidelines.htm

B. Board Guidance

Guidance from ICANN's Board regarding this plan is contained within the Board's Resolutions on the topic 18 March and 21 April 2011, which state:

Resolved (2011.03.18.05), the Board directs the Structural Improvements Committee to present a set of suggested actions for approval at the 24 June 2011 Board meeting, so as to address the conclusions and recommendations formulated in the final report of this Working Group.

and
RESOLVED (2011.04.21.06), the Board approves the document put forward by the SIC and instructs the SIC, in coordination with staff, to provide the Board with a final implementation plan, including estimated costs, to conform with the measures recommended by the SIC to address the conclusions and recommendations in the final report of the ccNSO review Working Group.

This Project Plan conforms to all guidance offered in these resolutions.

C. Budgetary Implications

None identified to date.

D. Liability

No liability risks identified to date.

E. Bylaws Changes

No Bylaws changes appear to be required to implement the ccNSO Review outcomes.

F. Implementation Steps for each Recommendation

Recommendation 1: Mechanism to allow development of ccNSO comment and position paper			
Task No.	Implementation task	Targeted completion date	Comment
1.	1. Define trigger events and ensure information on public comment and need for ccNSO position papers is received and distributed 2 Document mechanisms to develop common statement and prompt response. 3. Adoption of proposed mechanisms by ccNSO Council	Completed June 2011	Guideline is published at: http://ccnso.icann.org/about/guidelines.htm Ensuring the ccNSO receives a request from and is briefed on the request by another SO or AC , or by the Board or ICANN staff is beyond the scope of this implementation plan.

Work team: ccNSO staff, ccNSO Council and membership
Dependency between tasks: Not applicable
Overall target completion date: Oct 2011 (Dakar meeting)
Actual completion date: June 2011

Recommendation 2: Translation of Key Documents (Article XI and Annex B and C Bylaws, ccNSO Rules and Guidelines)			
Task No.	Implementation task	Targeted completion date	Comment
2.a	Assess need for translations	Completed April 2013	ICANN Bylaws and Major Documents are not translated. Translation of the ICANN Bylaws is outside the scope of the ccNSO. Assessment was based on survey to substantiate assumptions of external reviewers.
2.b	Assess a cost effective method to provide translations	Completed April 2013	Assessment of tools and methods. Based on assessment under 2 a and b, the ccNSO Council opted for the use of translation tool, on the ccNSO website. The ccNSO website is the central repository of ccNSO related documents.

Work team: ICANN Staff (including ccNSO staff, Global Partnership and public participation), ccNSO Council and members, ICANN staff to translate
Dependency between tasks: Activity 2.b is dependent on the need for translations of the Rules and Guidelines of the ccNSO.
Overall target completion date: June 2012, has been delayed. Process will be initiated at Prague meeting (June 2012)
Actual completion date: June 2013

Recommendation 3: Voluntary translation by ccNSO members			
Task No.	Implementation task	Targeted completion date	Comment
3.a	Assess willingness of membership to undertake voluntary translation.	Not applicable	Need to confirm the scope of applicability of the ICANN translation policy to determine the documents that would be candidates for volunteer translation. The need for volunteer translation is also based upon the resources available to the ccNSO.

Task No.	Implementation task	Targeted completion date	Comment
3.b	Ensure sustainability of effort	Not applicable	If voluntary translation is preferred option, mechanism for implementation needs to be developed and accepted by the ccNSO community.

Work team: Staff, ccNSO Council and members
Dependency between tasks: Dependency on Recommendation 2. This is one of the options to implement part of recommendation 2, as it relates to internal ccNSO documents.
Overall target completion date: Oct 2012
Actual completion date: Not applicable, method was included in assessment under recommendations 2b, however method was NOT further considered**.**

Recommendation 4: New Services to attract ccNSO membership			
Task No.	Implementation task	Targeted completion date	Comment
4	No action needed.		Explicit request new services for ccNSO membership is part of Budgeting process. It allows for request of new services by any SO or AC. To date this has not been used by the ccNSO.

Work team: - Not applicable.
Dependency between tasks: - Not applicable.
Overall target completion date: - Not applicable.

Recommendation 5: Attract government operated ccTLD's in ccNSO			
Task No.	Implementation task	Targeted completion date	Comment
5.a	Develop brief on benefits and downside of being member of ccNSO	Completed January 2012	Draft briefing paper has been developed and approved by chair of the cNSO.
5.b	Organise and conduct ccNSO introduction and briefing session for GAC membership.	June 2012	Briefing paper is introduced to GAC membership in Costa Rica. Introduction session is scheduled for Prague meeting.

Work team: ccNSO Staff, ccNSO Council
Dependency between tasks: none
Overall target completion date: June 2012

Actual completion date: June 2012

Recommendation 6: Collect input from registrar and registrants			
Task No.	Implementation task	Targeted completion date	Comment
6	No action needed.	-	Board WG noted adequate mechanisms and limited scope of ccPDP.

Work team: - Not applicable.
Dependency between tasks: - Not applicable.
Overall target completion date: - Not applicable.

Recommendation 7: Introduction collaborative networking tools on an as needed basis			
Task No.	Implementation task	Targeted completion date	Comment
7.a	ccNSO Council decided to introduce closed wiki space for ccTLD community	Completed	ccNSO working groups use ADOBE Connect and special created wiki spaces.
7.b	a. Develop requirements document for adoption by ccNSO council, including eligibility for participation and definition of functionality b. Implement requirements in Confluence c. Training ccTLD community	Completed December 2011	In December 2011 the closed wiki space for ccTLD community was introduced and operational.

Work team: ICANN staff (ccNSO and IT support) ccNSO Council
Dependency between tasks: -
Overall target completion date: November 2011
Actual Completion date: December 2011

Recommendation 8: ICANN provide capabilities for collaborative tools			
Task No.	Implementation task	Targeted completion date	Comment
8.	No action needed.	-	Tools are already provided.

Work team: Not applicable.
Dependency between tasks: Not applicable.

Overall target completion date: Not applicable.

Recommendation 9: Limit number of terms of councilors			
Task No.	**Implementation task**	**Targeted completion date**	**Comment**
9.	No action needed.	-	Increasing the active participation of members in the ccNSO and its council is part of the annual review of roles and responsibilities of the chair, vice-chair and councilors.

Work team: Not applicable
Dependency between tasks: Not Applicable
Overall target completion date: Not Applicable.

Recommendation 10: Clarify roles and responsibilities of the chair and councilors			
Task No.	**Implementation task**	**Targeted completion date**	**Comment**
10	No action needed	Completed	Overview of roles and responsibilities of chair, vice-chairs and councilors and mechanism for review and updating has been adopted by the ccNSO Council at its meeting in March 2011. Publicly available at: http://ccnso.icann.org/about/guidelines.htm

Work team: Not applicable.
Dependency between tasks: Not applicable
Overall target completion date: Not applicable; complete.

Recommendation 11: Involvement of ccNSO in ICANN's budgeting process			
Task No.	**Implementation task**	**Targeted completion date**	**Comment**
11.	No action needed.	-	The ccNSO has two standing working groups that are engaged in ICANN's planning processes: the Strategic and Operational Planning WG and the Finance WG.

Work team: Not applicable.
Dependency between tasks: Not applicable.
Overall target completion date: Not applicable.

Recommendation 12: Establish and maintain ccNSO work plan/ policy road map			
Task No.	Implementation task	Targeted completion date	Comment
12.a	Draft ccNSO work plan and guidelines/procedures to maintain and update the work plan available for ccTLD community	Completed	
12.b	Adoption of Work Plan and guidelines / procedures by ccNSO Council	Completed June 2011	The ccNSO Council adopted work plan and guideliens to maintain, update and review work plan at its meeting in Singapore, after consultation of ccNSO membership and broader ccTLD community during the Singapore meeting. Guideliens and work plan are published at: http://ccnso.icann.org/about/guidelines.htm

Work team: ccNSO Staff, ccNSO Council and Members
Dependency between tasks: Not applicable.
Overall target completion date: August 2011
Actual completion date: June 2011