



GAC User Guide

Instructions on how to use dotCMS for GAC
Alex Hutson | 2017 June 12

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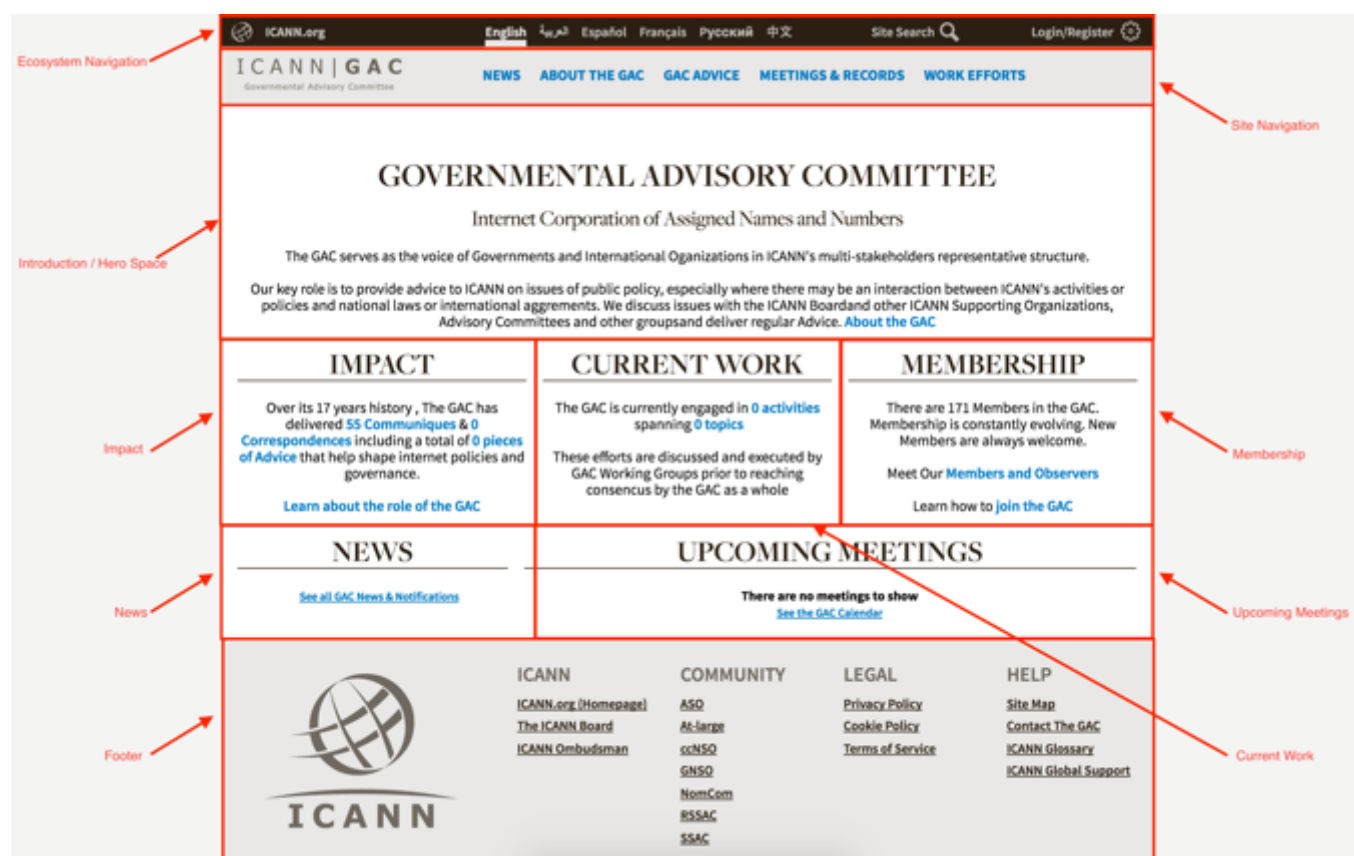
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Homepage

The intent of the homepage is to highlight only the most important information to site visitors. The page has been designed so that it is 100% self-sufficient, requiring no updates by the Secretariat. If there is a need for a content change, a request needs to be made to the Web Admin using the Web Admin Change Request process.

The following screenshot illustrates the contents of the Homepage:



Note the following elements of the Homepage:

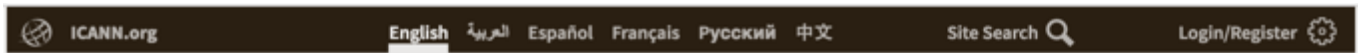
- [Ecosystem Navigation](#)
- [Site Navigation](#)
- Introduction / Hero Space: This element includes the page Title and some overview statements about who the GAC serves and their key role in the ICANN ecosystem.

- **Impact:** This element dynamically counts the number of communiques, incoming correspondences, outgoing correspondences and pieces of advice that are published publically. Any item set to private will not be represented in this counter. The Learn about the role of the GAC link navigates end users to the [Role of the GAC](#) page within the About the GAC section of the site.
- **Current Work:** This element dynamically counts the number of activities and topics that are published publically. In addition, if the end user is logged into the site, they will see the counter including private activities and topics.
- **Membership:** This element is static and gives a count of the number of members that have joined the GAC. The Members and Observers link navigates the end user to the [GAC Members](#) page, and the Join the GAC link navigates the end user to an instruction page about how to Join the GAC.
- **News:** This element aggregates Announcements and Notifications dynamically in reverse chronological order. The See All GAC News & Notifications link navigates end users to the News page.
- **Upcoming Meetings:** This element aggregates Sessions dynamically in reverse chronological order. The See the GAC [Calendar](#)
- [Site Footer](#)

Ecosystem Navigation

The Ecosystem Navigation is the top navigational bar on the site. Currently, it will only provide navigation within the GAC site until other sites are integrated into the dotCMS platform.

The following screenshot illustrates the contents of the Ecosystem Navigation:



Note the following elements of the Ecosystem Navigation:

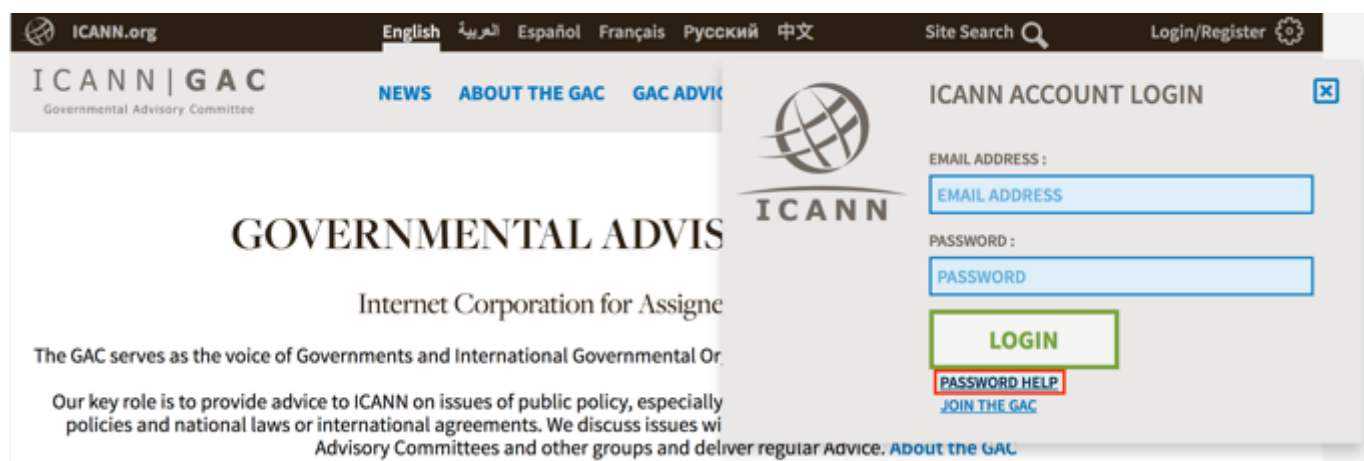
- **Link to ICANN.org:** When ICANN.org is selected, you will be automatically navigated to <https://www.icann.org/>
- **Language Preference:** The user will have the option of selecting one of the following 6 UN languages listed below. When a language preference is selected, the site and its' navigational elements will display in the language preference selected.
 - English
 - Arabic
 - Spanish
 - French
 - Russian
 - Chinese

- [Site Search](#)
- **Login/Register:** This element allows the user to enter their email address and password to log into the site. If the user has forgotten their password they can select the Password Help link. If the user does not have a log in, they can select the Join the GAC link.

Password Help

The Password Help link allows GAC Members that have forgotten their password an opportunity to reset their password so they can continue logging into the website.

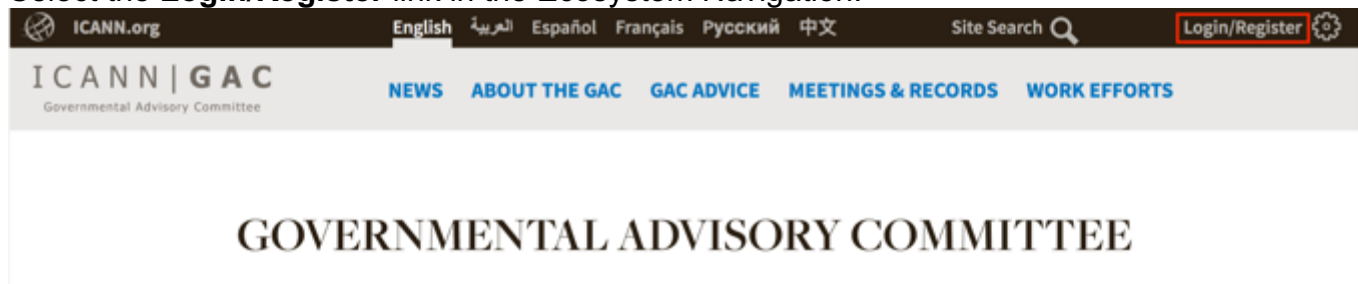
The following screenshot illustrates the Password Help link:



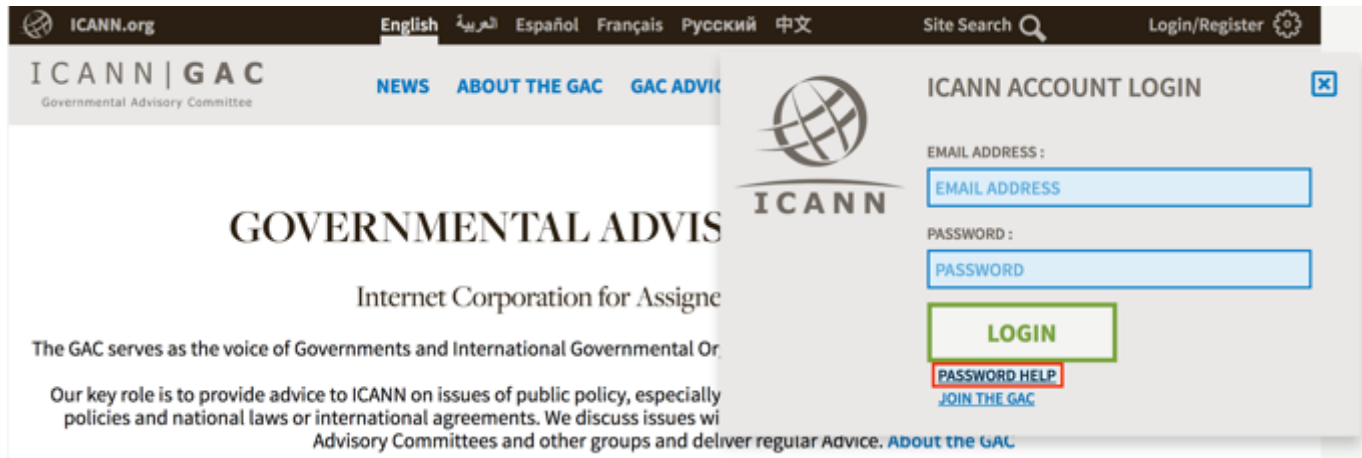
PASSWORD RESET

To reset a password, follow the steps below:

1. Launch the GAC website.
2. Select the **Login/Register** link in the Ecosystem Navigation.



3. Select the **Password Help** link in the ICANN Account Login pop-up.



4. The user will be automatically navigated to the Okta page and prompted to enter their Email Address / Username to locate their account.

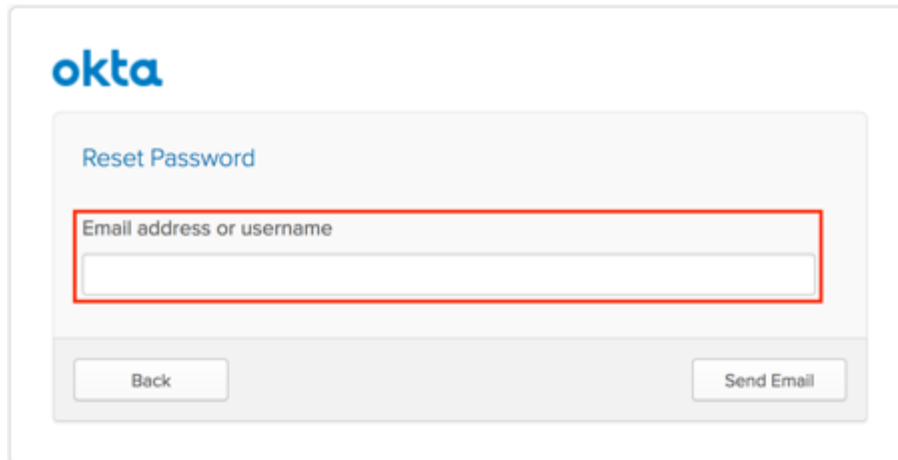


Figure 1: The user must enter the same email address they use to access the GAC website.

5. Once the user enters their email address, select the **Send Email** button to send the user an email that contains a link to reset their password.

okta

Reset Password

Email address or username

Back Send Email

Figure 2: An email will be sent to the user's email address provide with a link to reset their password. In addition, an email sent confirmation message will display.

6. Select the **Back** button to be navigated to the Okta Sign In page.



okta

Email sent!

An email has been sent to alex.hutson@icann.org with instructions on resetting your password.

Back

7. The user will need to access their email, locate the email from Okta and select the link in the email to reset their password.
8. The user will need to answer their second factor authentication question to proceed with resetting their password.
9. Once the user answers their second factor authentication they will be prompted to enter a new password and then enter the new password a second time to confirm it.



Reset your Okta password

Your password must have at least 12 characters, a lowercase letter, an uppercase letter, a number, a symbol, no parts of your username. Your password cannot be any of your last 10 passwords.

[Sign Out](#)

10. Once the New password has been entered and repeated, select the Reset Password button to reset your password.

okta

Reset your Okta password

Your password must have at least 12 characters, a lowercase letter, an uppercase letter, a number, a symbol, no parts of your username. Your password cannot be any of your last 10 passwords.

New password

Repeat password

Reset Password

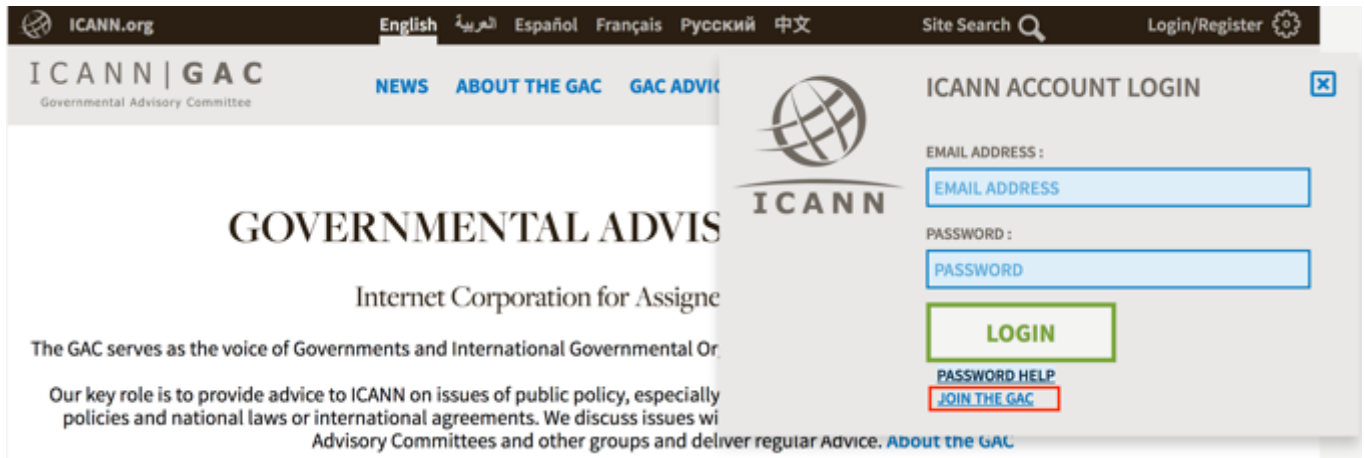
Sign Out

11. Once the Reset Password button has been selected, you will be automatically logged in and navigated to Okta where you can then select the GAC website.

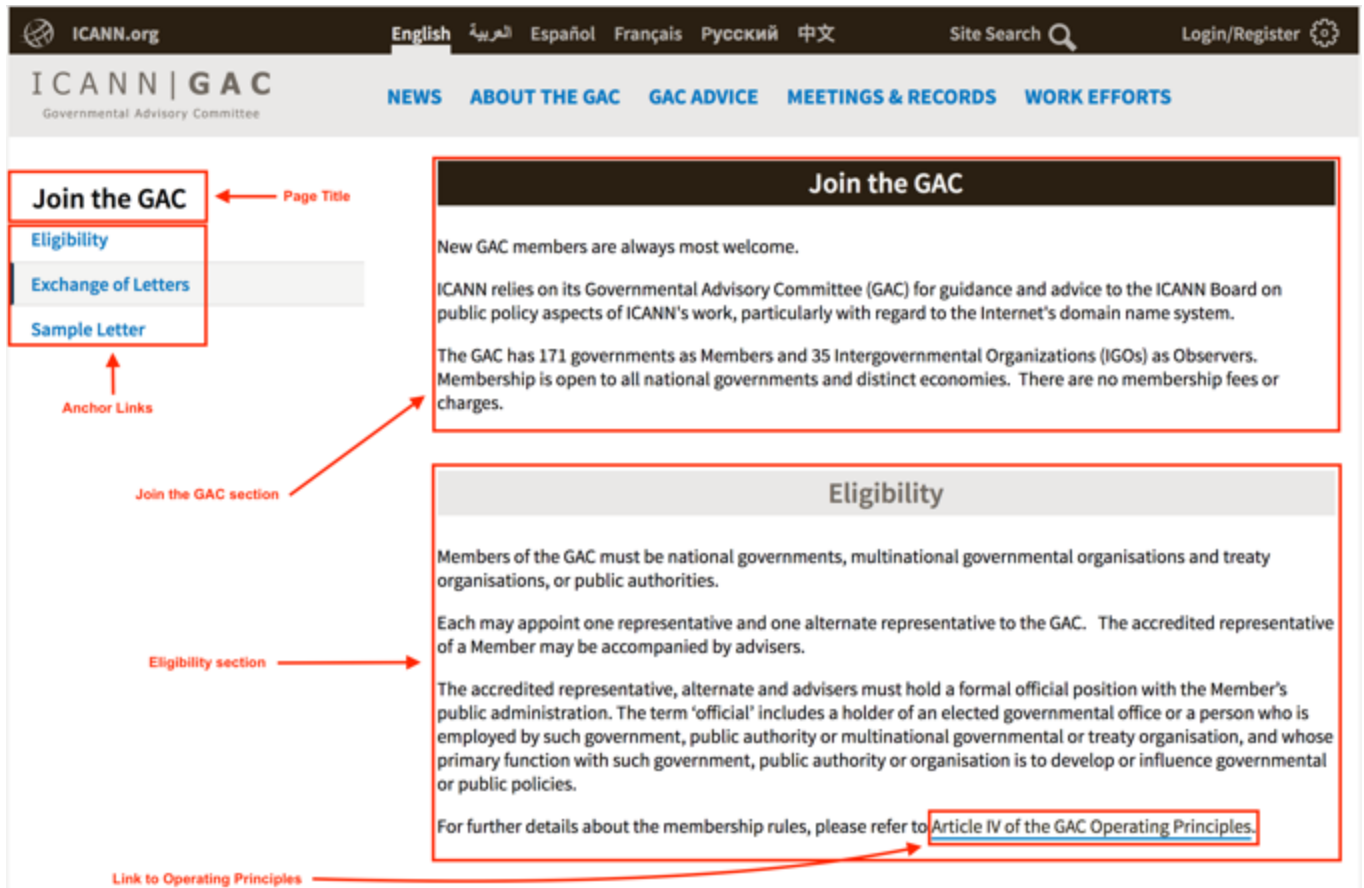
Join the GAC

The Join the GAC link allows a site visitor to view the Join the GAC page which includes information on Eligibility, Exchange of Letters, Sample Letter and Translations.

The following screenshot illustrates the Join the GAC link:



The following screenshot illustrates the Join the GAC page:



Exchange of Letters section →

Exchange of Letters

In order to become a member of the GAC you must:

- Send a signed letter, on official letterhead, addressed to the GAC Chair. A sample letter is provided over the page.
- State the name and full contact details of the appointed GAC Representative. The letter may also inform GAC leadership of a designated alternate Representative and of any designated Advisors.
- Electronically scan the letter and attach it to an email. Send the email to gacsec@gac.icann.org

The request will be reviewed by the GAC Chair and Vice Chairs.

Once the request has been approved, the person or persons designated as representatives will be added to the GAC e-mail list, and be provided with access to the Members Only part of the GAC website.

Secretariat Email link →

Sample Letter section →

Sample Letter

[Official Letterhead]

Mr. Thomas Schneider
Chair, Governmental Advisory Committee
Internet Corporation for Assigned Names and Numbers

Re: Membership request and nomination of GAC representative(s) on behalf of [national government]

Dear Mr. Schneider,

The [ministry, department or agency] is the national authority of [country or distinct economy with two-letter code xx] that looks after matters related to Internet governance, including those under the purview of ICANN. The [ministry, department or agency] formally requests membership to participate in ICANN's Governmental Advisory Committee (GAC) and is pleased to appoint [GAC Representative name (s)] as the representative(s) on behalf of [national government].

Please find the relevant point(s) of contact information below:

Prefix or Title:

First name:

Last Name:

Job Title:

Employer:

Email:

Phone:

Phone 2:

Sincerely,

[Letter to be signed by relevant government minister or senior official with lead responsibility for ICANN/GAC issues as designated by the requesting national government]

Note the following elements of the Join the GAC link:

- Page Title: This element is the title of the page

- Anchor Links: This element is the link that will automatically navigate the user to the section that corresponds with the selected link
- Join the GAC section: This element provides a brief overview of the GAC
- Eligibility section: This element provides information regarding eligibility for potential GAC members
- Link to Operating Principles: This element is a link that navigates to the latest publicly published Operating Principles
- Exchange of Letters section: This element is a section that provides potential GAC members a list of requirements needed in order to become a GAC member
- Secretariat Email link: This element is a link that will allow potential GAC members to email the Secretariat
- Sample Letter section: This element provides a sample of the letter potential GAC members need to submit in order to become a GAC member

Site Navigation

The Site Navigation provides links to all the main sections of the site. Each main section has sub-navigation (sub-sections) that will allow the user to select content that is associated with each section.

The following screenshot illustrates the contents of the Site Navigation:



Note the following elements of the Site Navigation:

- ICANN | GAC link: When this link is selected, the user will be automatically navigated to the [Homepage](#).
- News: Selecting the News link will automatically navigate you to the [News](#) section of the site where [Announcements](#) and [Notifications](#) can be viewed.
- About the GAC: Selecting the About the GAC link will automatically navigate you to the [About the GAC](#) section of the site where [Role of the GAC](#), [Operating Principles](#), [Leadership](#) and [GAC Members](#) can be viewed. Hovering over the About the GAC section link will display all sub-sections as well as a Learn More section that will display the following links:
 - Get an Introductions to the DNS: Selecting this link will automatically navigate you to the <http://learn.icann.org/p/the-beginner-s-guide-to-dns> page.
 - Find Clarification of Terminology: Selecting this link will automatically navigate you to the <https://www.icann.org/resources/pages/glossary-2014-02-03-en> page.

- Learn More About Policy Development: Selecting this link will automatically navigate you to the <https://www.icann.org/policy> page.



Figure 4: About the GAC section, sub-sections and Learn More section when About The GAC is hovered over

- GAC Advice: Selecting the GAC Advice link will automatically navigate you to the [GAC Advice](#) section of the site where [Communiqués](#), [Correspondence](#), [Itemized Advice](#) and [Principles & Guidelines](#) can be viewed. Hovering over the GAC Advice section link will display all sub-sections as well as a Learn More section that will display the following links:
 - Track Board Resolutions: Selecting this link will automatically navigate you to the <https://features.icann.org/resolutions> page.
 - Explore Topics & Work Efforts Driving GAC Advice: **Selecting this link will automatically navigate you to the ...**
 - Learn More About Policy Development: Selecting this link will automatically navigate you to the <https://www.icann.org/policy> page.



Figure 5: GAC Advice section, sub-sections and Learn More section when GAC Advice is hovered over

- Meetings & Records: Selecting the Meetings & Records link will automatically navigate you to the [Meetings & Records](#) section of the site where [Calendar](#), [ICANN Meeting Agendas](#) and [ICANN Meeting Minutes](#) can be viewed. Hovering over the Meetings & Records section link will display all sub-sections as well as a Learn More section that will display the following links:

- Attending Your First GAC Meeting: Selecting this link will automatically navigate you to the <https://gacbeta.icann.org/meeting-services/attending-your-first-gac-meeting> page.
- Travel Assistance: Selecting this link will automatically navigate you to the <https://gacbeta.icann.org/meeting-services/travel-assistance> page.
- Guidelines For High Level Government Meetings: Selecting this link will automatically navigate you to the <https://gacbeta.icann.org/meeting-services/guidelines-for-high-level-government-meetings> page.

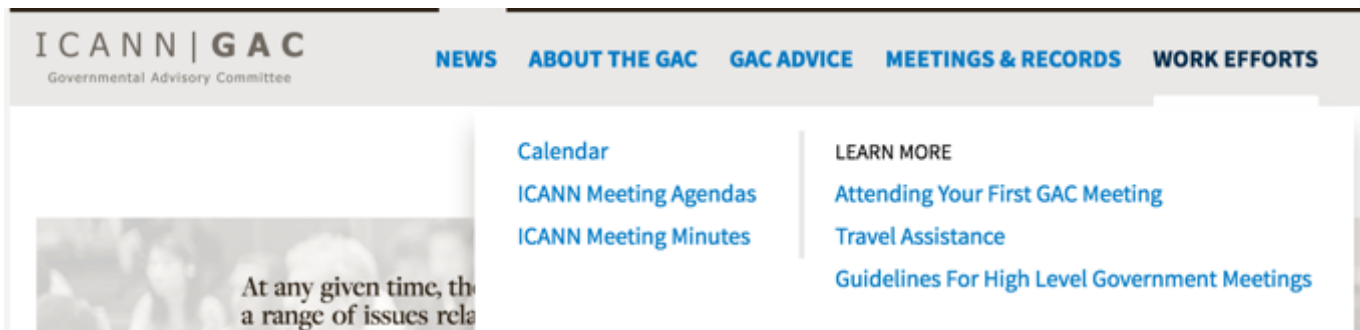


Figure 6: Meetings & Records section, sub-sections and Learn More section when Meetings & Records is hovered over

- Work Efforts: Selecting the Work Efforts link will automatically navigate you to the [Work Efforts](#) section of the site where [Work Topics](#), [Activities](#) and [GAC Working Groups](#) can be viewed. Hovering over the Work Efforts section link will display all sub-sections as well as a Learn More section that will display the following links:
 - GAC Working Group Procedures: Selecting this link will automatically navigate you to the <https://gacbeta.icann.org/member-resources/working-group-procedures> page.
 - Explore Topics & Work Efforts Driving GAC Advice: **Selecting this link will automatically navigate you to the ...**
 - Learn More About Policy Development: Selecting this link will automatically navigate you to the <https://www.icann.org/policy> page.

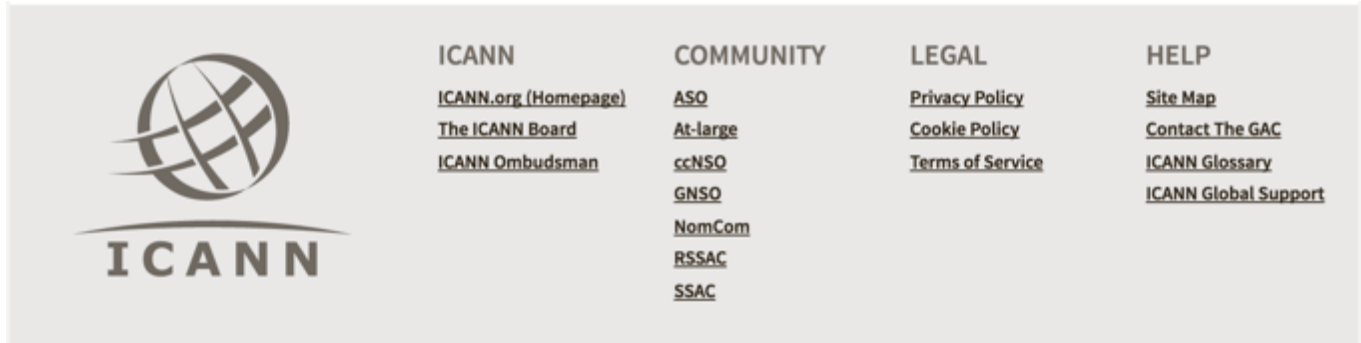


Figure 7: Work Efforts section, sub-sections and Learn More section when Work Efforts is hovered over

Site Footer

The Site Footer provides links to several resources that are accessible site wide. If there is a need for a content change, a request needs to be made to the Web Admin using the Web Admin Change Request process.

The following screenshot illustrates the contents of the Site Footer:



Note the following elements of the Site Navigation:

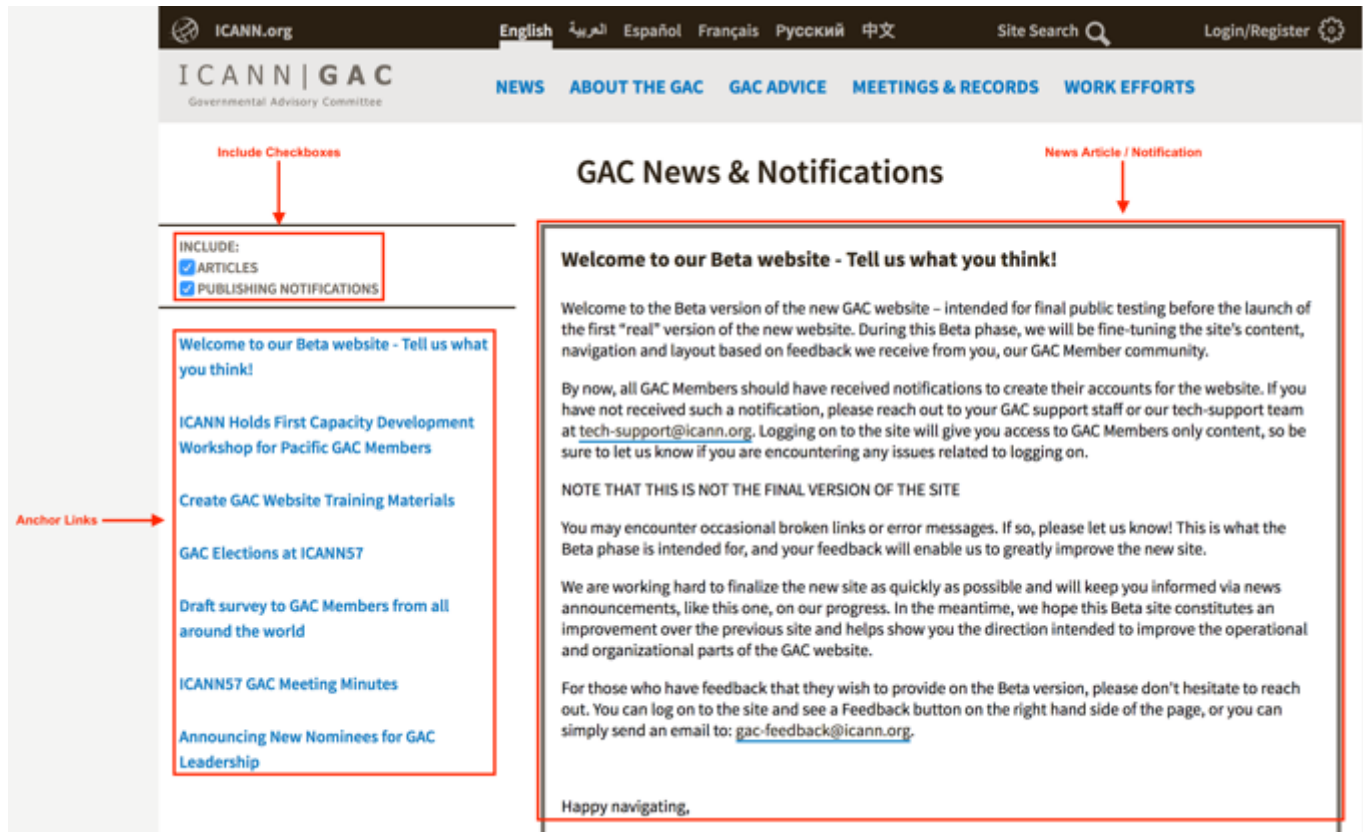
- ICANN section
 - ICANN.org (Homepage) link: Selecting this link will automatically open <https://www.icann.org/> site in a separate browser window
 - The ICANN Board link: Selecting this link will automatically open <https://www.icann.org/resources/pages/board-of-directors> page in a separate browser window
 - ICANN Ombudsman link: Selecting this link will automatically open <https://www.icann.org/ombudsman> page in a separate browser window
- Community section
 - ASO link: Selecting this link will automatically open <https://aso.icann.org/> site in a separate browser window
 - At-large link: Selecting this link will automatically open <https://atlarge.icann.org/> site in a separate browser window
 - ccNSO link: Selecting this link will automatically open <http://ccnso.icann.org/> site in a separate browser window
 - GNSO link: Selecting this link will automatically open <http://gnso.icann.org/en/> site in a separate browser window
 - NomCom link: Selecting this link will automatically open <https://www.icann.org/resources/pages/nomcom-2013-12-13-en> page in a separate browser window
 - RSSAC link: Selecting this link will automatically open <https://www.icann.org/groups/rssac> page in a separate browser window

-
- SSAC link: Selecting this link will automatically open <https://www.icann.org/groups/ssac> page in a separate browser window
 - Legal section
 - Privacy Policy link: Selecting this link will automatically open <https://gacbeta.icann.org/legal/privacy-policy> page
 - Cookie Policy link: Selecting this link will automatically open <https://gacbeta.icann.org/legal/cookie-policy> page
 - Terms of Service link: Selecting this link will automatically open <https://gacbeta.icann.org/legal/terms-of-service> page
 - Help section
 - Site Map link: Selecting this link will automatically open <https://gacbeta.icann.org/site-map> page
 - Contact The GAC link: Selecting this link will automatically open your default mail application and address an email to gac-staff@icann.org
 - ICANN Glossary link: Selecting this link will automatically open <https://www.icann.org/resources/pages/glossary-2014-02-03-en> page in a separate browser window
 - ICANN Global Support link: Selecting this link will automatically open <https://www.icann.org/resources/pages/customer-support-2015-06-22-en> page in a separate browser window

News

News is comprised of Announcements and Notifications and all are aggregated and display in the News section for all site visitors to view.

The following screenshot illustrates the contents of the News Index:



Note the following elements of the News Index:

- Include Checkboxes: This element is inclusive of Articles and Publishing Notifications checkboxes. Selecting Articles will display Announcements and selecting Publishing Notifications will display Notifications
- Anchor Links: This element is the link that will automatically navigate the user to the section that corresponds with the selected link
- News Articles / Notifications: This is the content that is specified in the Announcement content and Notification field in specific content

Announcement

The Announcement content allows Secretariats to write and publish custom news announcements that are not triggered by custom content types so important news items can be shared on the GAC site.

The following screenshot illustrates the contents of the Announcement:

[Announcement screenshot]

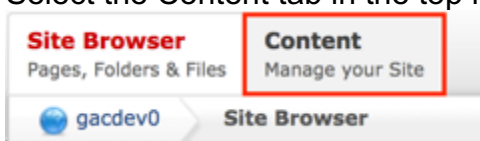
Note the following elements of the Announcement:

-

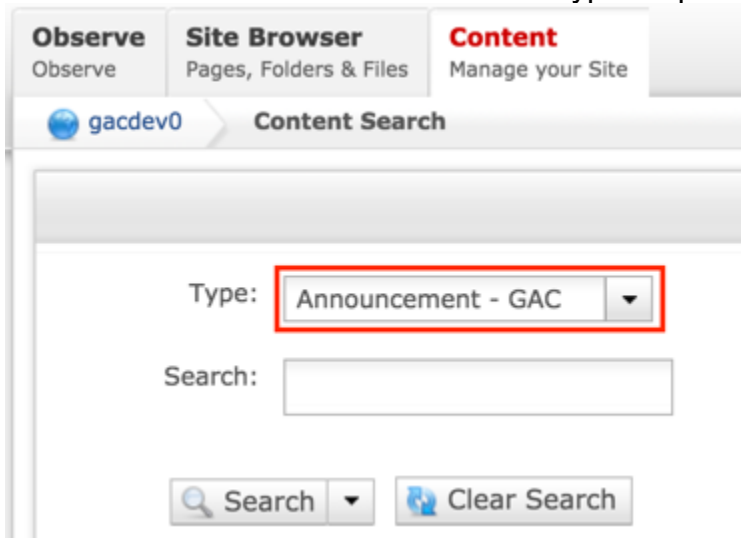
Creating an Announcement

To create Announcement content, follow the steps below:

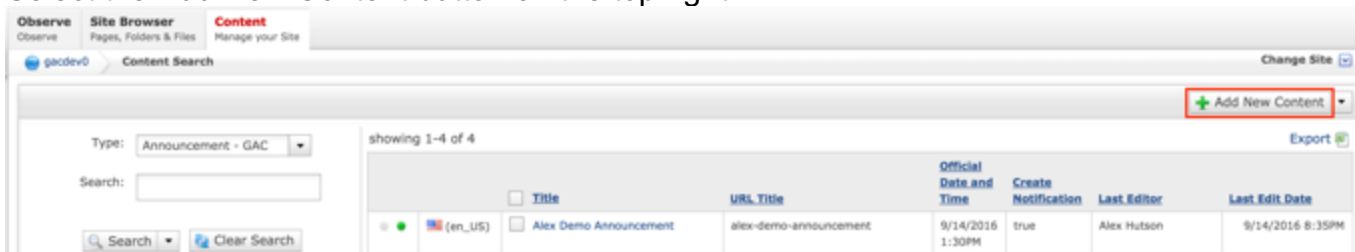
1. Log into dotCMS Admin
2. Select the Content tab in the top navigation



3. Select Announcement - GAC from the Type dropdown list



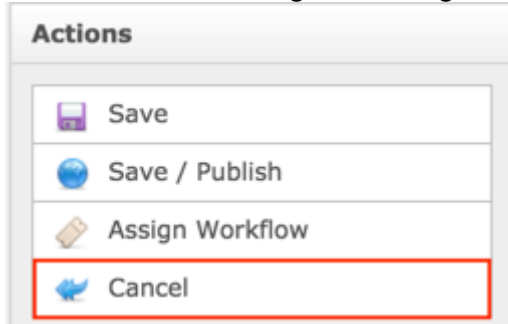
4. Select the Add New Content button on the top right



5. Complete the following required fields:
 - a. Title

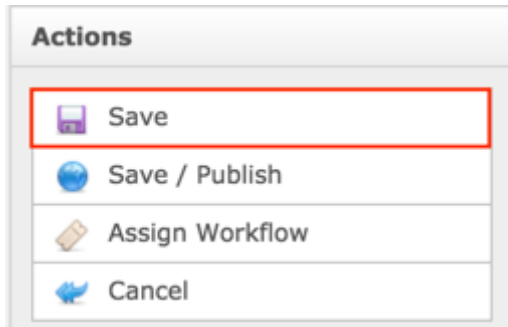
- b. URL Title (automatically created based upon the Title)
- c. Body
- d. Official Date and Time

6. Select **Cancel** to negate adding the content



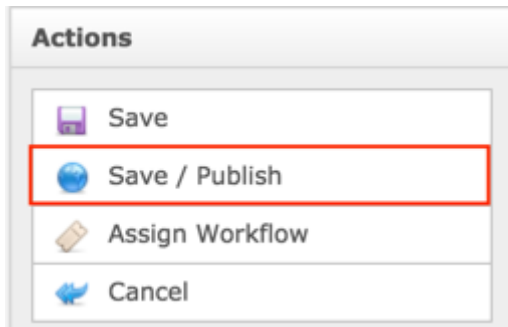
OR

Select **Save** which will save the content and not publish it



OR

Select **Save / Publish** which will save and publish the content



NOTE:

- Once Save / Publish is selected, the Announcement will be published in the News section of site.

- Announcements display in descending order based upon their Publish Date.

Notifications

The Notification content allows the Secretariat to write custom notifications as part of the publishing process of key content types which allows GAC Members to get quick notifications when content is created throughout the website. Notifications can be created on the following content types:

- Correspondence Incoming
- Correspondence Outgoing
- Minutes
- File Asset
- Activity
- Working Group
- Communiqué

The following screenshot illustrates the contents of the Announcement:

[Notification screenshot]

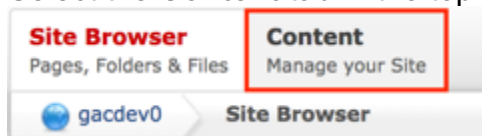
Note the following elements of the Notification:

-

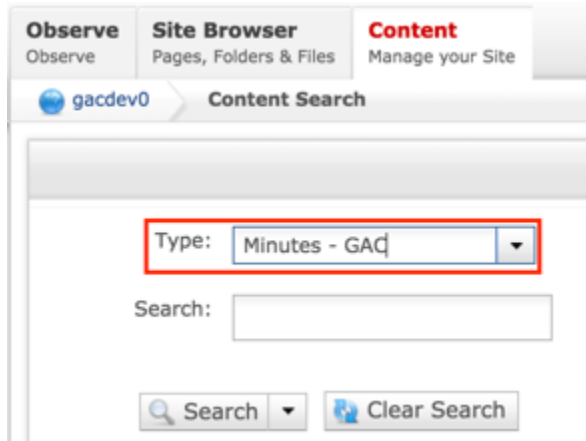
Creating Notifications

To create Notifications content, follow the steps below:

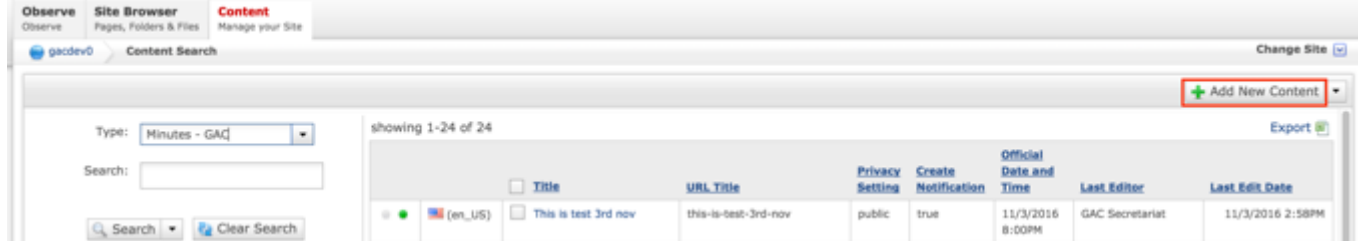
1. Log into dotCMS Admin
2. Select the **Content** tab in the top navigation



3. Select **Content (Generic)**, **Correspondence Incoming – GAC**, **Correspondence Outgoing – GAC**, **Minutes – GAC**, **File Asset**, **Activity – GAC**, **Communiqué – GAC** or **Working Group – GAC** from the **Type** dropdown list

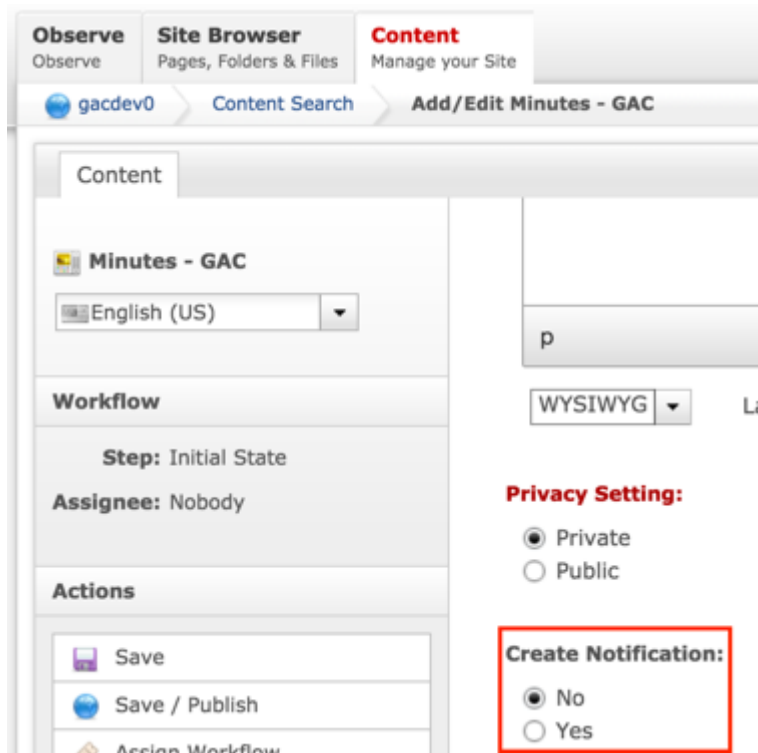


4. Select the **Add New Content** button on the top right

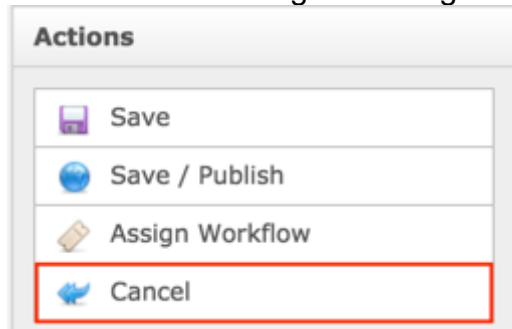


5. Complete the required fields (headings in red) for the content type selected

6. Select the **Yes** radio button under the **Create Notification** heading

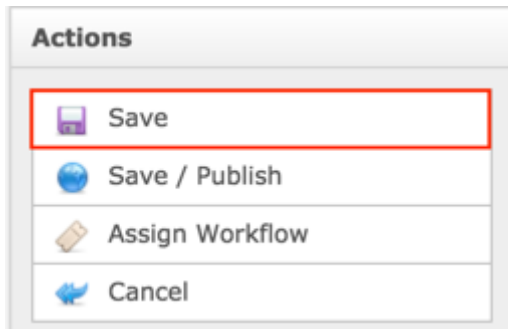


7. Select **Cancel** to negate adding the content



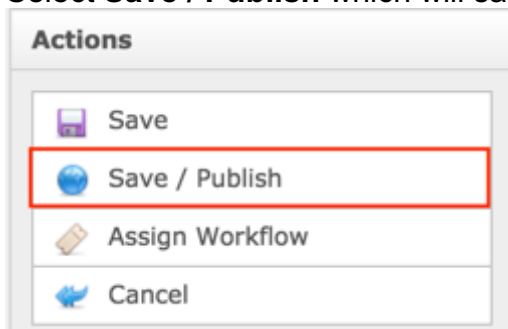
OR

Select **Save** which will save the content and not publish it



OR

Select **Save / Publish** which will save and publish the content



NOTE:

- Once Save / Publish is selected, the Announcement will be published in the News section of site.
- Notifications display in descending order based upon their Publish Date.
- Communiqué – GAC will always automatically create a Notification.
- A Notification can be created for content that has already been published by selecting the content in question and selecting the Yes radio button under the “Create Notification” heading.

About the GAC

The intent of About the GAC is to organize all content that fall under About the GAC as a category of content. The major content included within About the GAC includes:

- Role of the GAC
- Operating Principles
- Leadership & Support
- GAC Members

Introduction Header

The Introduction Header is meant to orient site visitors to the About the GAC page and give them a basic understanding of who the GAC is and what they do.

The following screenshot illustrates the contents of the About the GAC Introduction:



Note the following elements of the About the GAC Introduction:

- Introduction Text: This element is a brief informational section that informs the user of the GAC
- Introduction Links: This element links to resources to help educate the user about DNS, ICANN Terminology & Policy Development. The links and destinations are listed below:
 - Get an introduction to the DNS @ Learn.ICANN.org: Selecting this link will automatically open <http://learn.icann.org/> page
 - Find clarification of terminology @ acronyms in the glossary: Selecting this link will automatically open <https://www.icann.org/resources/pages/glossary-2014-02-03-en> page
 - Learn more about policy development: Selecting this link will automatically open <https://www.icann.org/policy> page
- Collapse Introduction: Selecting “X” will collapse the Introduction section
- Expand Introduction: Selecting “i” will expand the Introduction section

Updating the Introduction Header

To update the Introduction Header content, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Site Browser** tab from the top navigation.

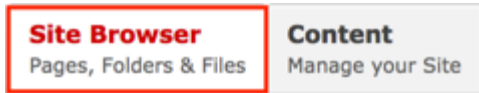
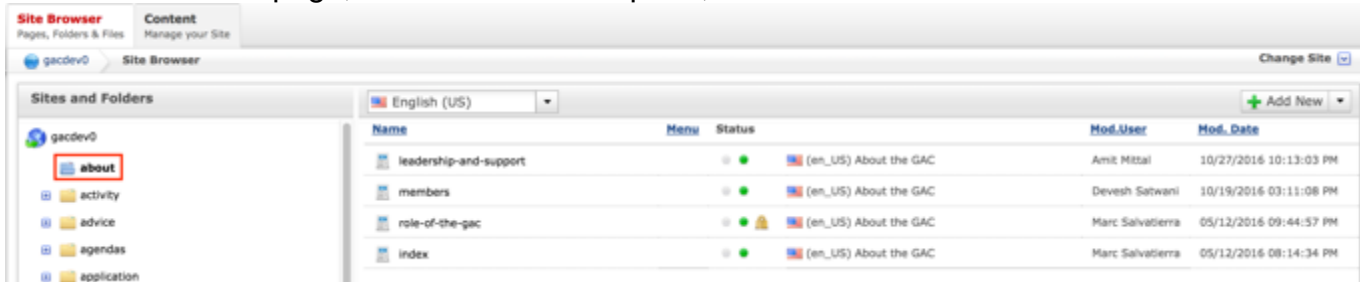


Figure 34: Navigating to the Site Browser page within the Admin site will show all the editable pages that you are able to modify.

3. From the Observe page, from within the left pane, click on the **about** folder.



4. Double click the **index** html page in the right pane to open the live editor interface for the page.

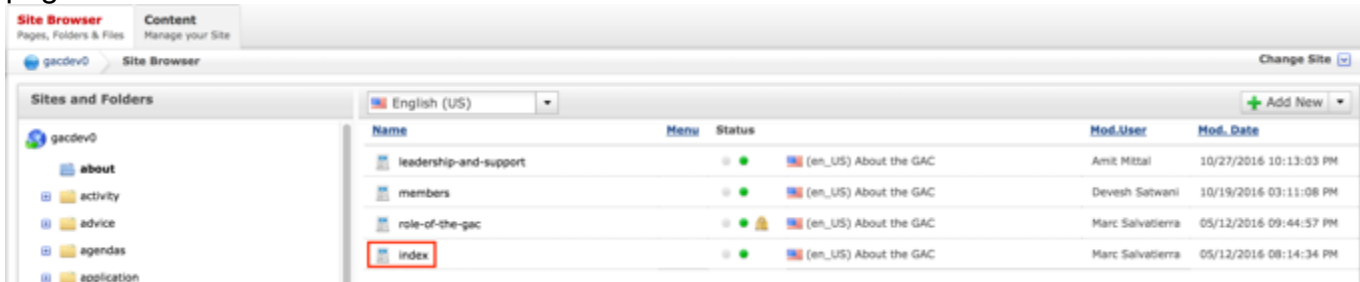
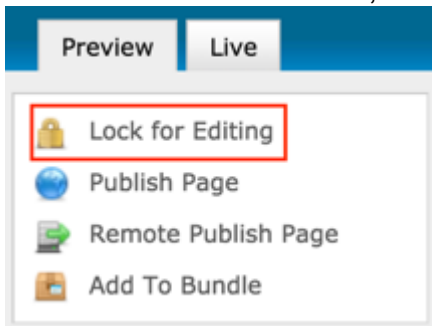


Figure 3: Double clicking index from the right pane will open the page in its Live Editor which allows the Secretariat to modify the contents of this page.

5. From the live editor mode, select **Lock for Editing**



6. Select the **Edit Content** button on the content section that needs editing

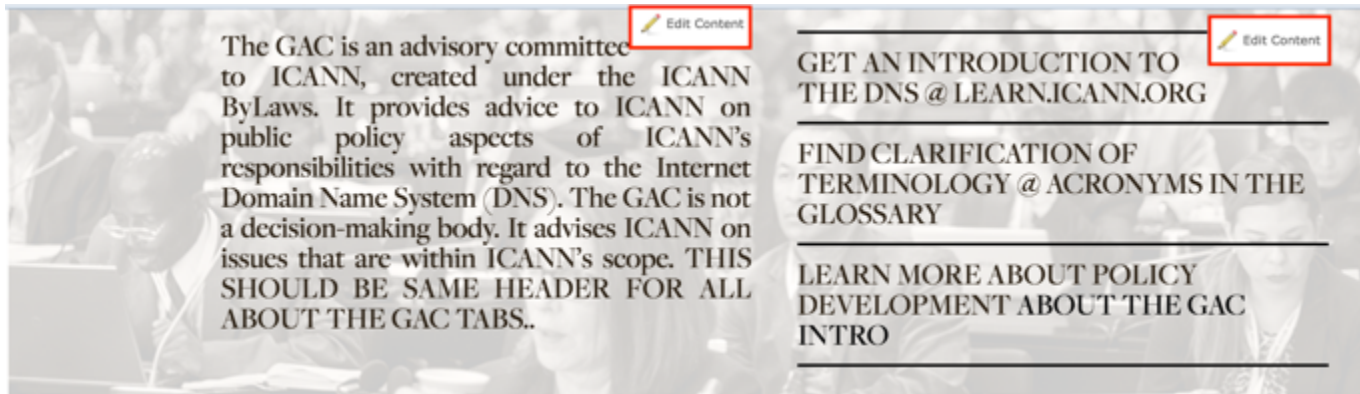
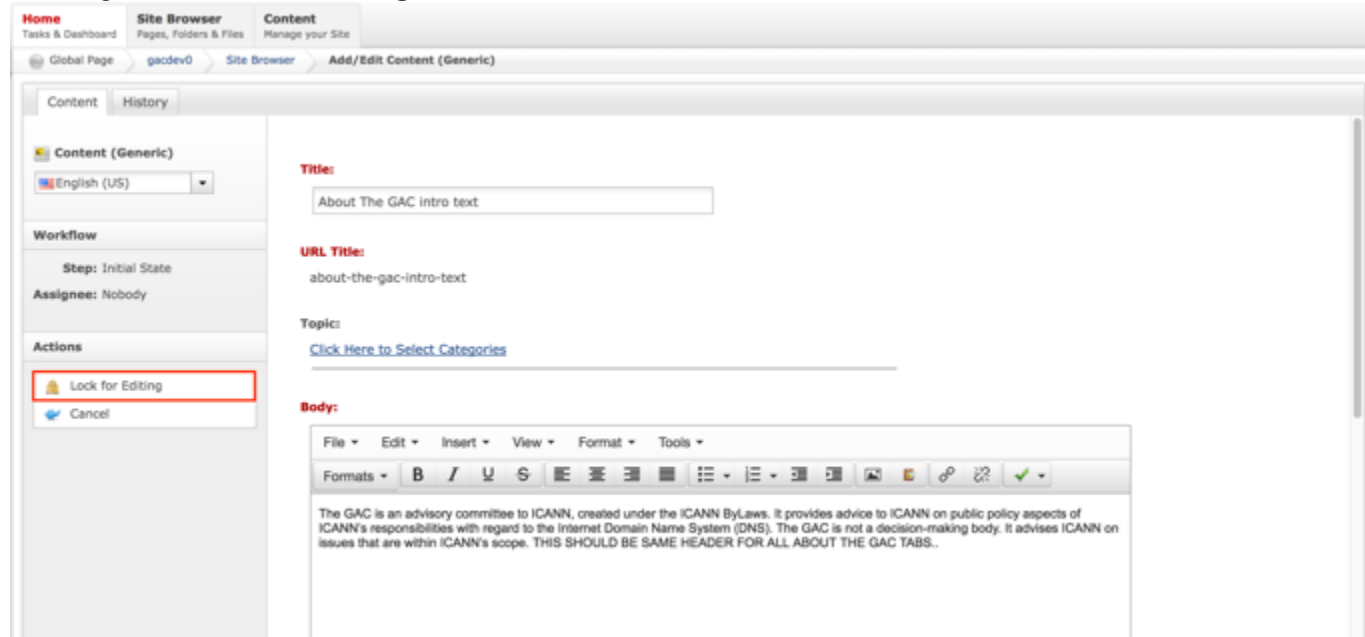
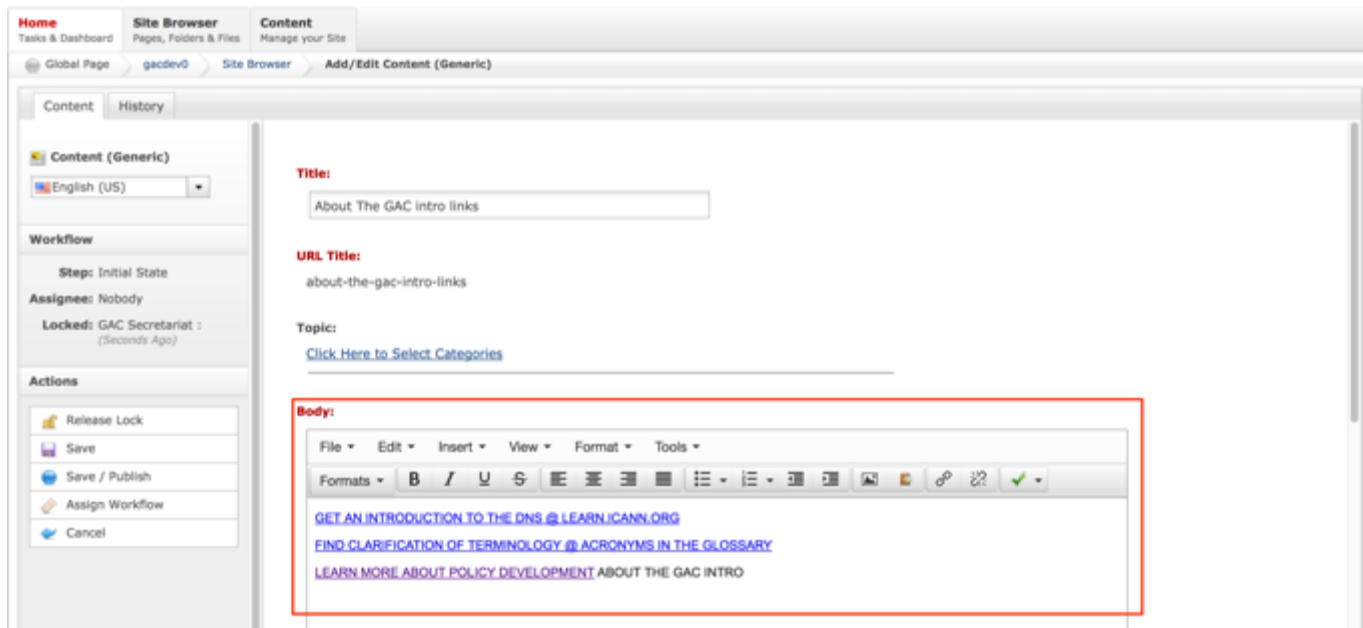
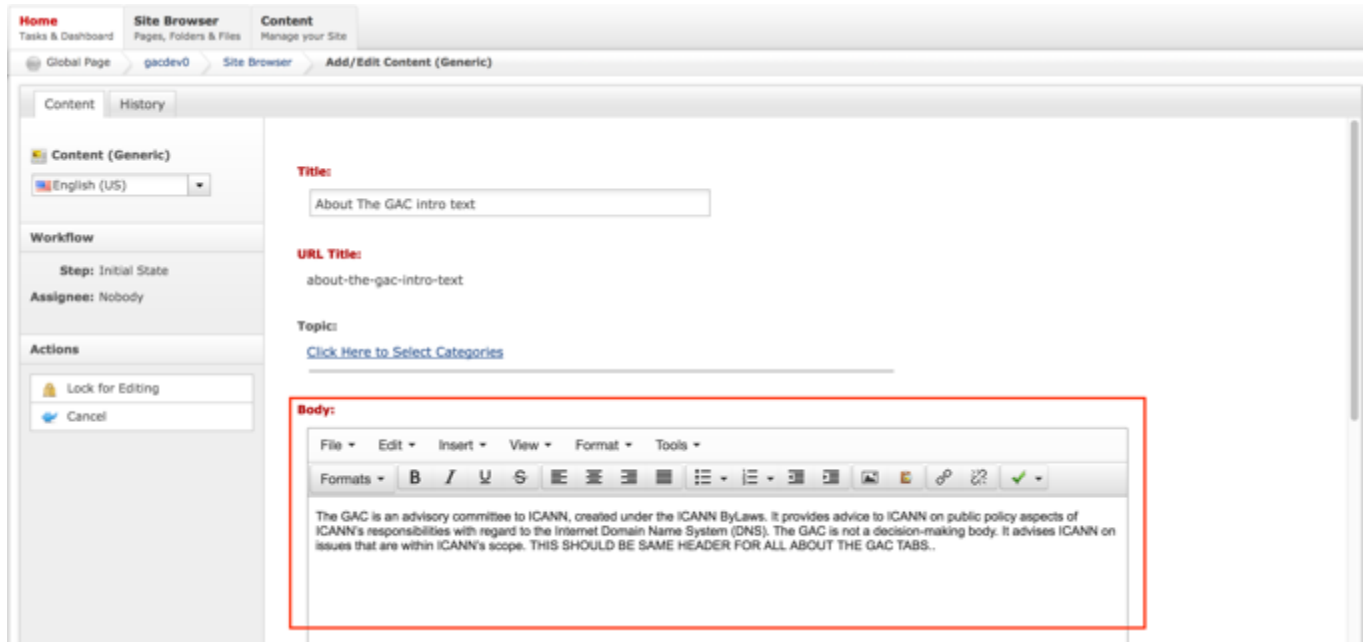


Figure 4: Clicking the Edit Content button will open a text editor that allows the Secretariat to change the contents of the Introduction section.

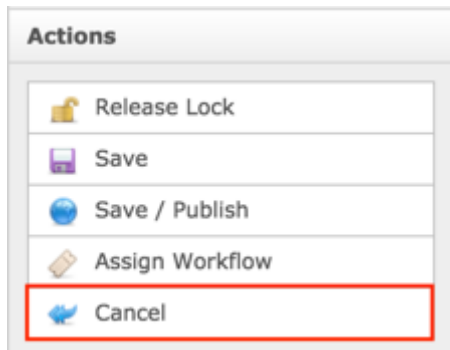
- After clicking Edit Content, the editor will be displayed. Lock the page for editing by clicking on **Lock for Editing** under the Actions menu.



- Modify **only** the **Body** editor's content as shown by the figure below.

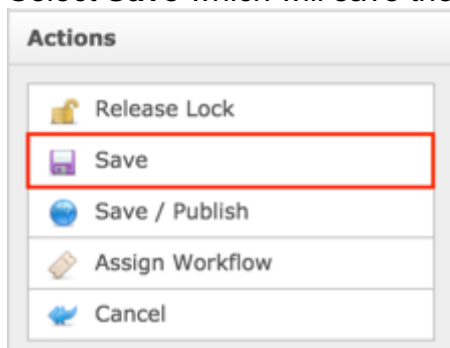


9. Once the edits have been made, you can either select **Cancel** to negate the edits.



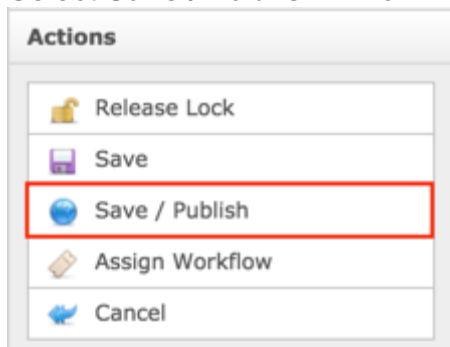
OR

Select **Save** which will save the edits and not publish them.

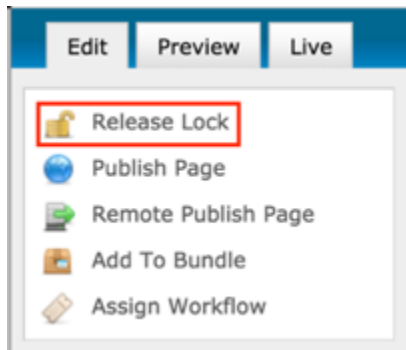


OR

Select **Save / Publish** which will save and publish the edits.



10. Select **Release Lock** to release the lock on the content.

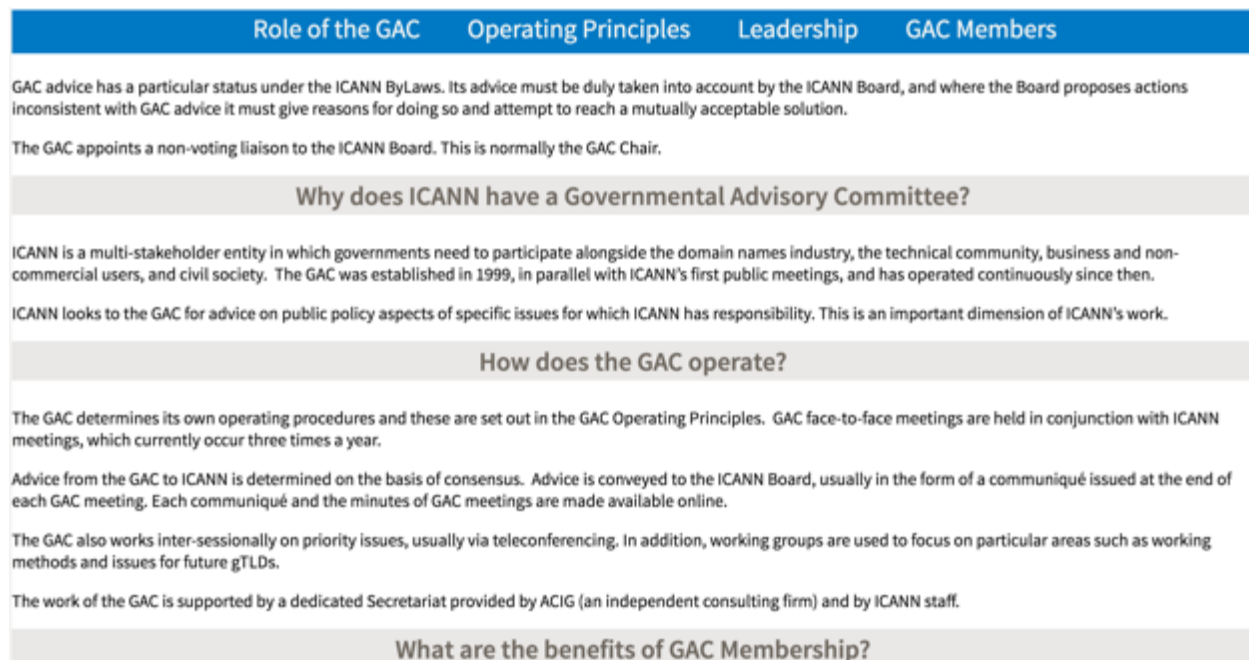


NOTE: Once Save / Publish is selected, the Introduction Header content will be published in the About the GAC section of the site.

Role of the GAC

The intent of the Role of the GAC page is to give a high-level overview of the why, what and how the GAC operates. It is written with the newcomer in mind. The Role of the GAC page is the default page within the About the GAC section of the site. Therefore, if a user clicks on About the GAC from the site navigation, or browses to “/about” they will be defaulted to the Role of the GAC page.

The following screenshot illustrates the contents of the Role of the GAC page:



The Internet domain name system is a key part of critical Internet infrastructure for the global digital economy. Governments and inter-governmental organisations (IGOs) who participate through the GAC benefit from:

The opportunity to provide advice direct to the ICANN Board on public policy aspects of the operation of the Internet domain name system.
Contributing at an early stage of ICANN's policy development processes to ensure consistency with laws and public interest.
Access to face to face meetings and online discussion with other GAC members and observers, including national governments and inter-governmental organisations, which inform development of GAC advice.
Access to relevant subject matter experts within the GAC and across ICANN, enabling GAC members to remain informed about technical innovation in the domain name system and its future evolution.

Updating the Role of the GAC

The contents of the Role of the GAC page is managed by the Secretariat. The following steps highlight the process by which the secretariat may update the Role of the GAC page:

1. Log into dotCMS Admin.
2. Click the **Site Browser** tab from the top navigation.

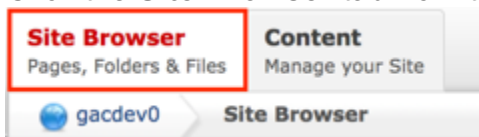


Figure 5: Navigating to the Site Browser page within the Admin site will show all the editable pages that you are able to modify.

3. On the Site Browser tab, within the left pane, click on the **about** folder.

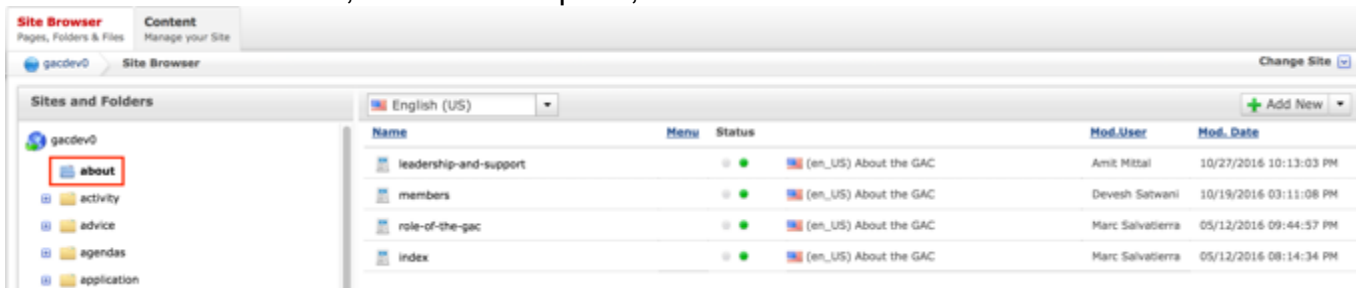


Figure 6: Clicking the about folder in the left pane will show the folders contents in the right pane. Notice that it includes the role-of-the-gac html file.

4. Double click the **role-of-the-gac** html page in the right pane to open the live editor interface for the page.

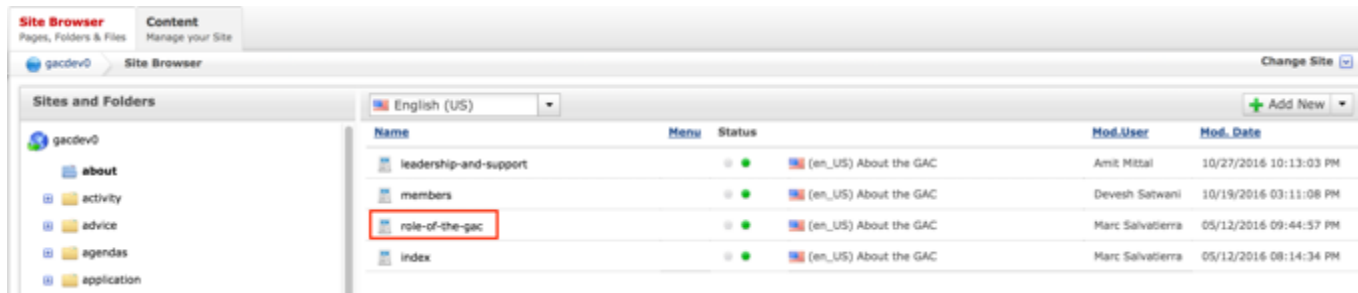
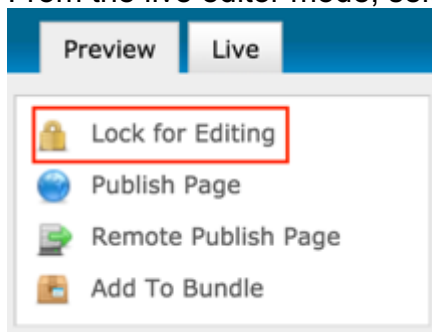
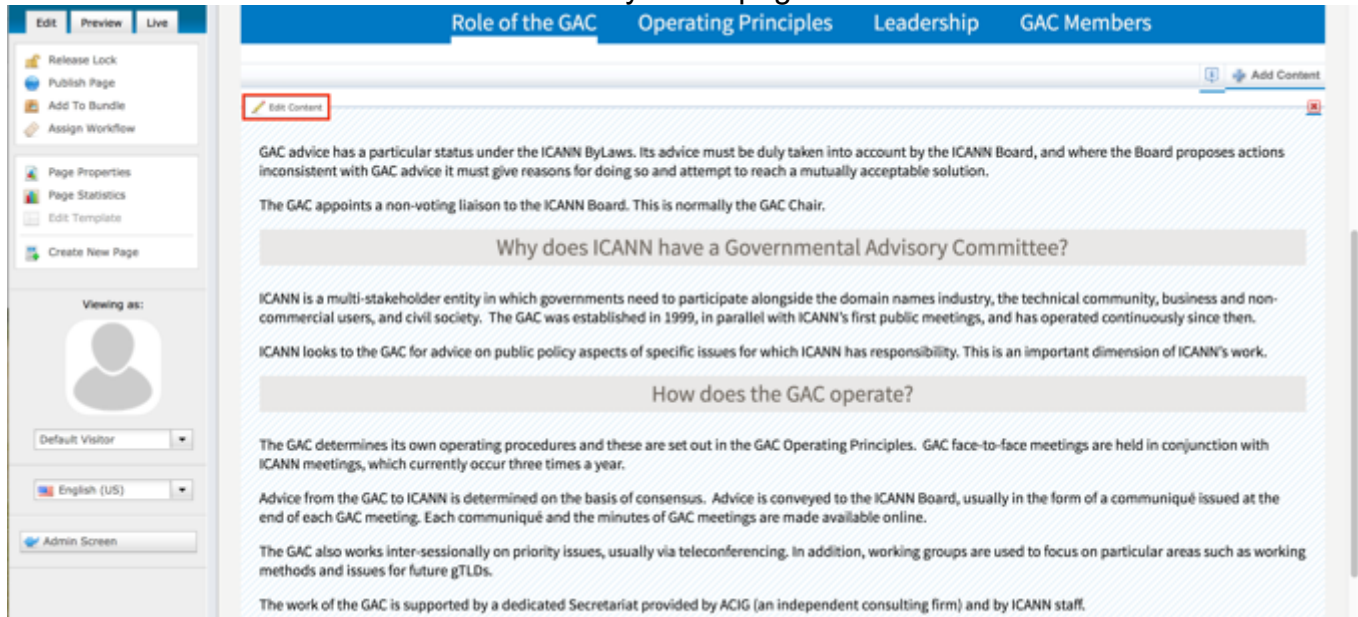


Figure 7: Double clicking role-of-the-gac from the right pane will open the page in its Live Editor which allows the secretariat to modify the contents of this page.

- From the live editor mode, select **Lock for Editing**.

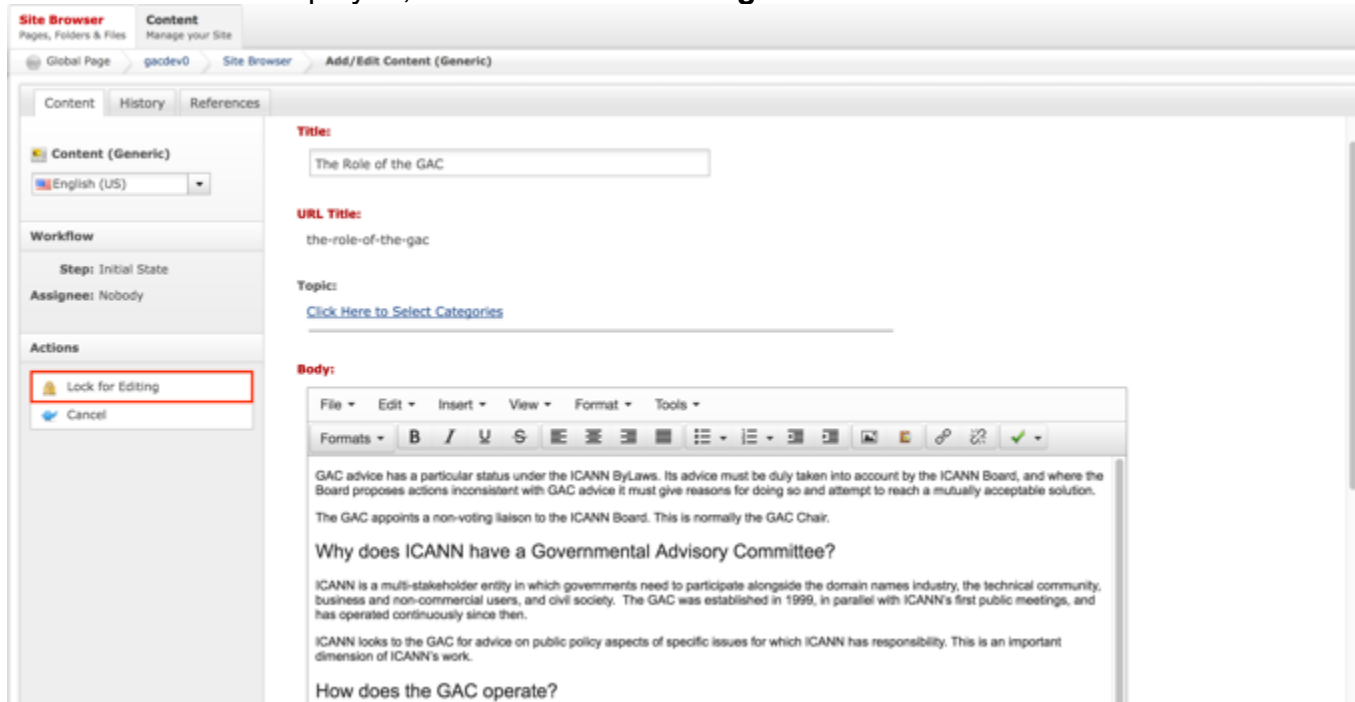


- Click on the **Edit Content** button in the Body of the page.

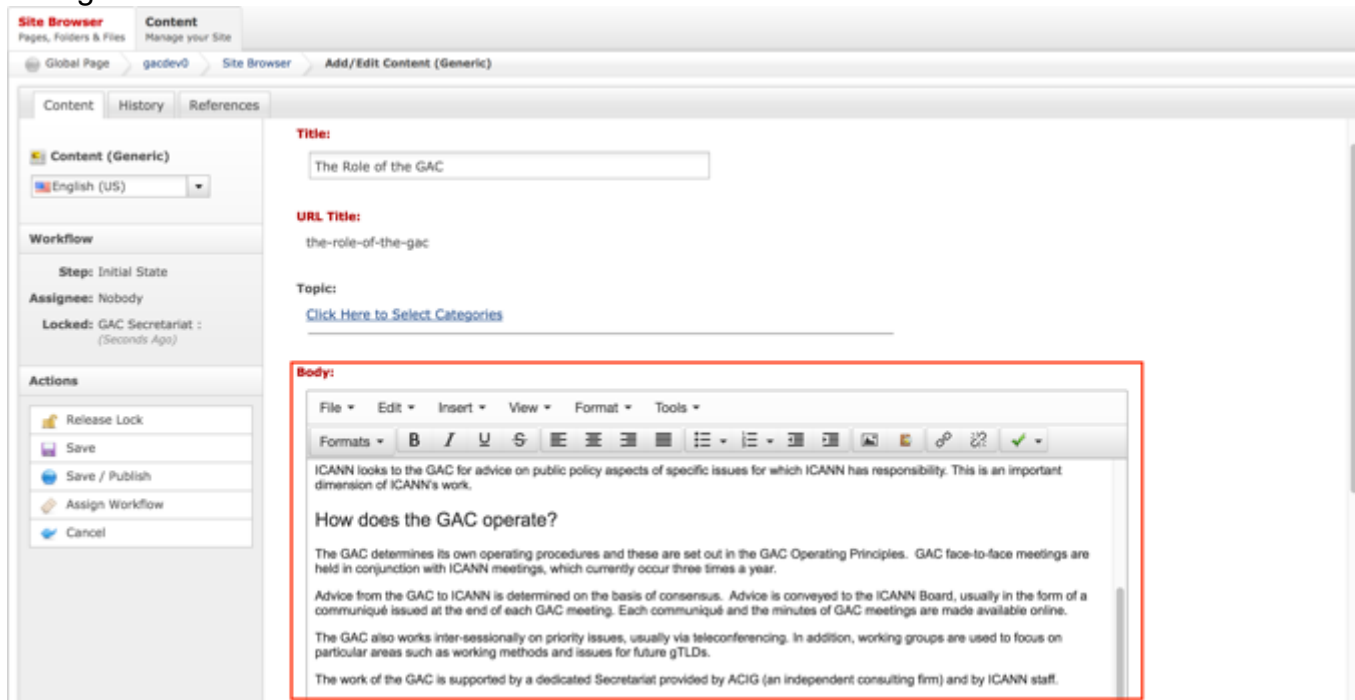


NOTE: It is important to click the correct **Edit Content** button. There are several on the page, and the secretariat must know which one they are clicking on, as indicated by the Edit Content button closest to the content you wish to edit.

7. Once the editor is displayed, select **Lock for Editing**.

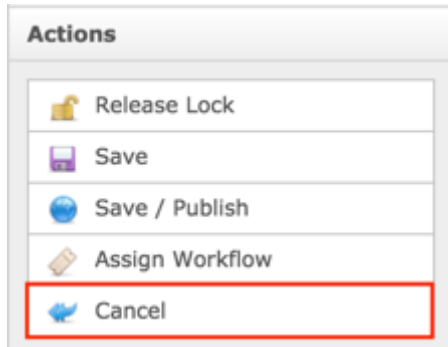


8. Once the page is locked for editing, modify **only** the **Body** editor's content as shown by the figure below.



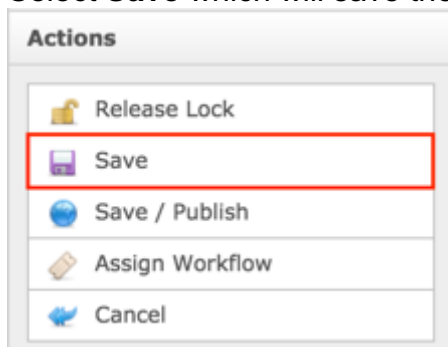
NOTE: When populating the Body, please use H2 tags for new sections and paragraph text for the rest of the content.

9. Once the edits have been made, you can either select **Cancel** to negate the edits.



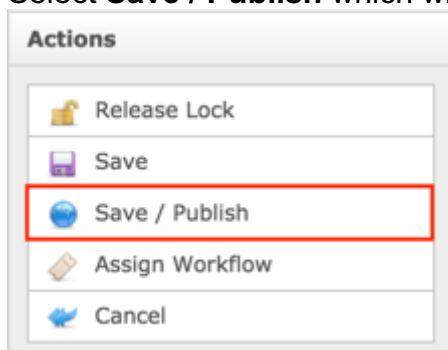
OR

Select **Save** which will save the edits and not publish them.

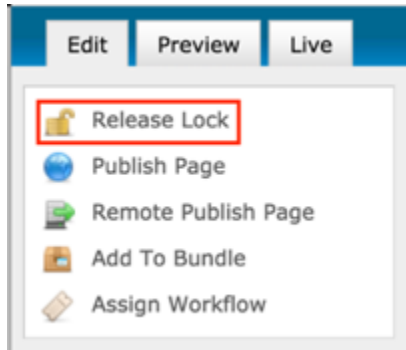


OR

Select **Save / Publish** which will save and publish the edits.



10. Select **Release Lock** to release the lock on the content.

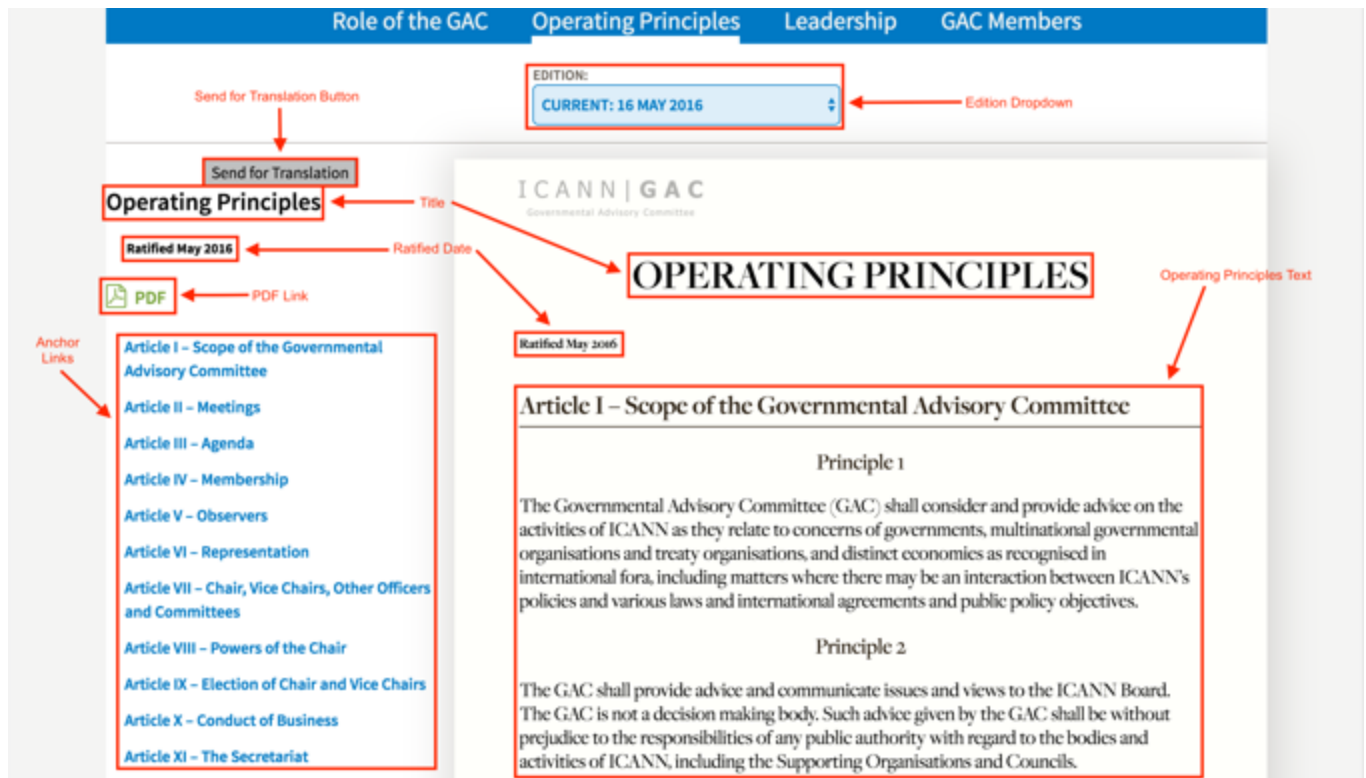


NOTE: Once Save / Publish is selected, the Role of the GAC content will be published in the About the GAC section of the site.

Operating Principles

This content will be updated from time to time that presents the Operating Principles that the GAC follows. This is an official document of the GAC and can be presented privately/publicly. In addition, historical versions of the public document will be maintained as new versions are published. The most recent public version will display when the Operating Principles title is selected and the title of the most recent Operating Principles will display in the Edition dropdown box. Past public versions of Operating Principles can be selected from the Edition dropdown box.

The following screenshot illustrates the contents of the Role of the GAC page:



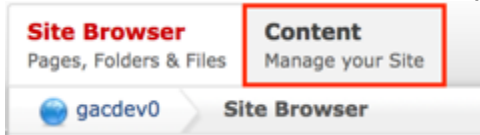
Note the following elements of the Ecosystem Navigation:

- Edition Dropdown: This element is the dropdown list allows you to select other published Operating Principles
- Send for Translation Button: This element is the button will package the html page and prepare it to be translated
- Title: This element is the title specified in the Title field when creating the Operating Principles content
- Ratified Date: This element is the date specified in the Ratified Date field when creating the Operating Principles content
- PDF Link: This element is the link that will allow the user to view and download the Operating Principles as a PDF and then print
- Anchor Links: This element is the link that will automatically navigate the user to the section that corresponds with the selected link
- Operating Principles Text: This element is the text specified in the Document Sections related to the Operating Principles

Creating Operating Principles

To create Operating Principles content, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Content** tab from the top navigation.



3. Select **Operating Principles - GAC** from the Type dropdown list

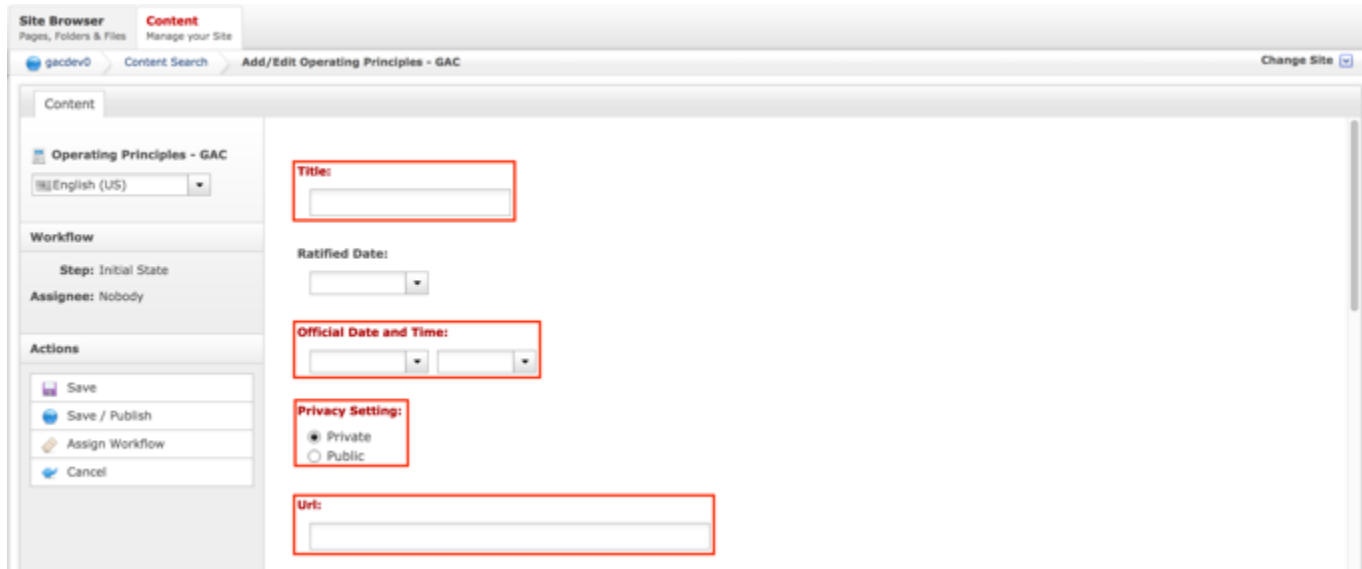


Figure 8: Clicking the operating-principles folder in the left pane will show the folders contents in the right pane. Notice that it includes a list of Operating Principles.

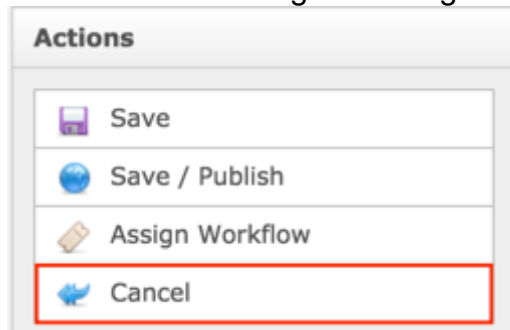
4. Select the **Add New Content** button on the top right



5. Complete the following required fields:
 - a. Title
 - b. Official Date and Time
 - c. Privacy Setting (defaults to Private)
 - d. Url (automatically created based upon the Title)

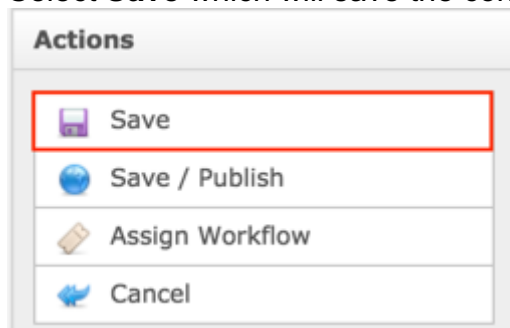


6. Select **Cancel** to negate adding the content



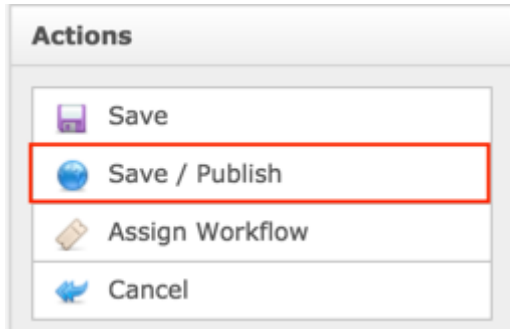
OR

Select **Save** which will save the content and not publish it



OR

Select **Save / Publish** which will save and publish the content



NOTE: Once Save / Publish is selected, the Operating Principles will be published in the About the GAC section of site.

Relating Content to Operating Principles

After the Operating Principles content has been created and published, the Secretariat can relate Document Sections to the Operating Principles which will allow them to add a free-form section that they can use to add documentation / information as needed.

RELATING NEW CONTENT TO OPERATING PRINCIPLES

To relate new Document Sections to Operating Principles, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Site Browser** tab from the top navigation.

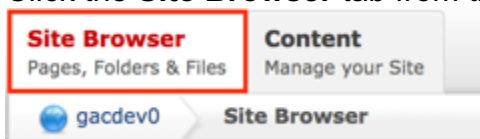


Figure 9: Navigating to the Site Browser page within the Admin site will show all the editable pages that you are able to modify.

3. On the Site Browser tab, within the left pane, click on the **operating-principles** folder.

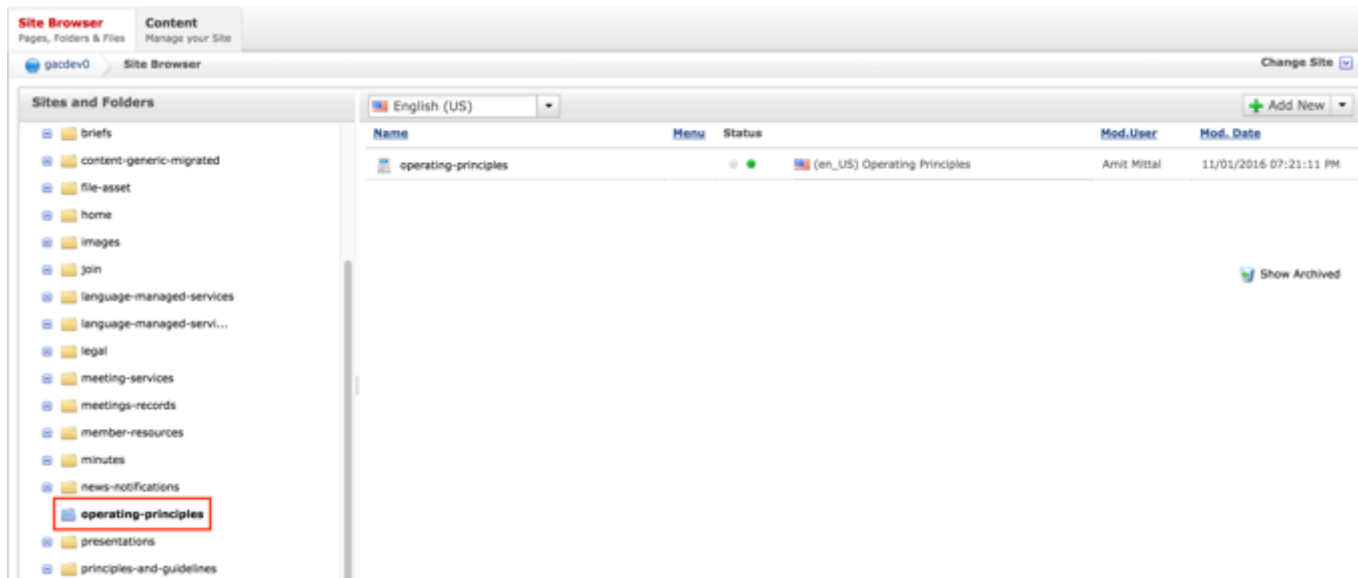


Figure 52: Clicking the operating-principles folder in the left pane will show the folders contents in the right pane. Notice that it includes a list of Operating Principles.

4. Double click the **Operating Principles Name** in the right pane to open the live editor interface for the page.

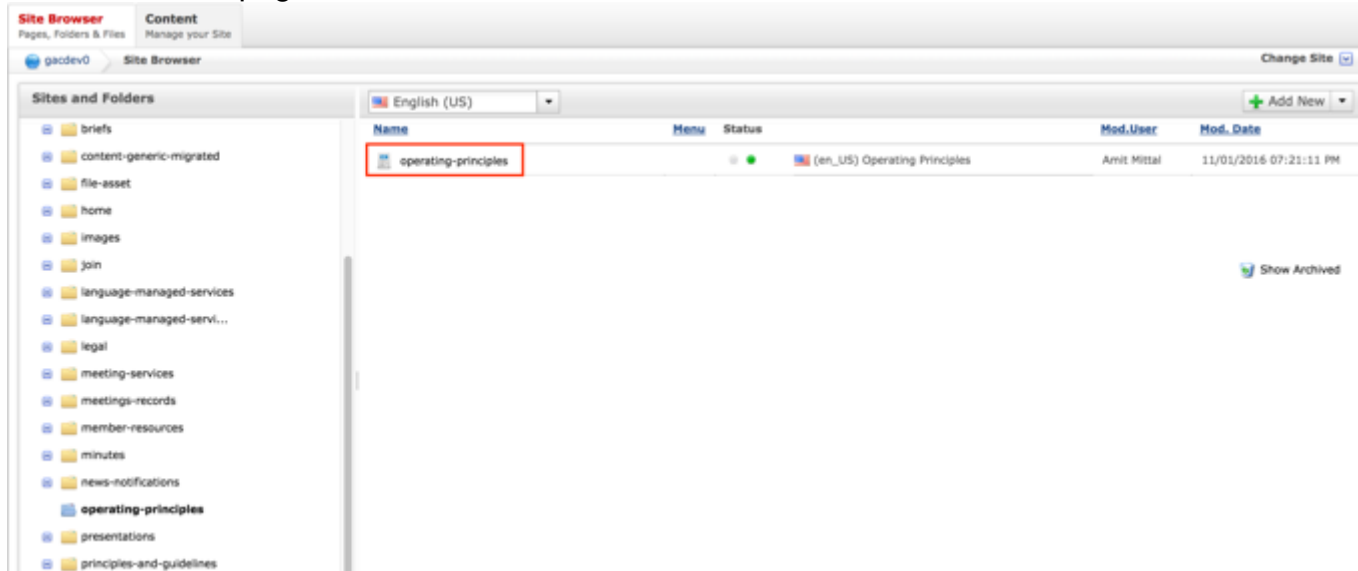
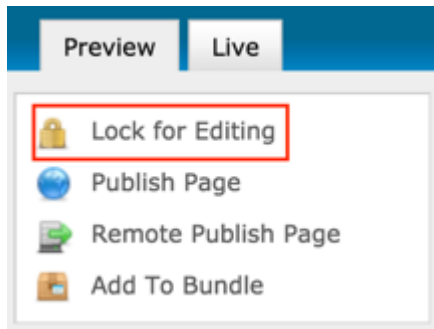


Figure 53: Double clicking the Operating Principles Name from the right pane will open the page in its Live Editor which allows the Secretariat to modify the contents of this page.

5. From the live editor mode, first lock the page for editing.



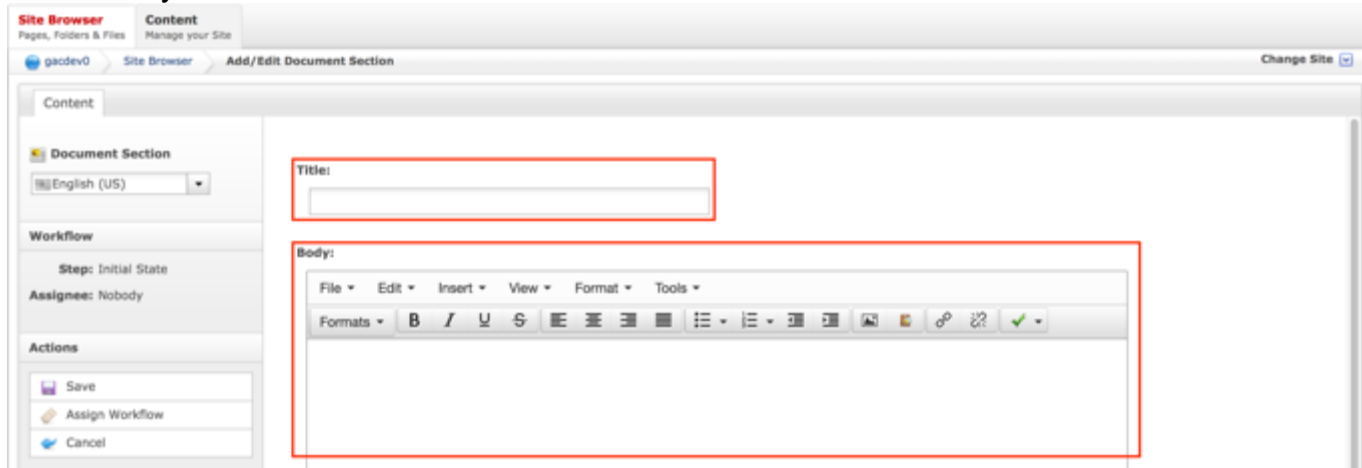
6. Select the **Add Content** button on the page.



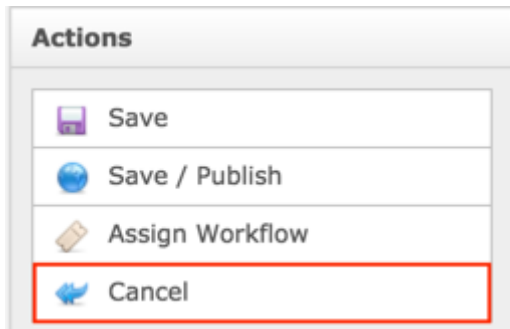
7. Select **New Content** from the Add Content dropdown.



8. Complete the following fields of the Document Section to populate the Operating Principles:
 - a. Title
 - b. Body

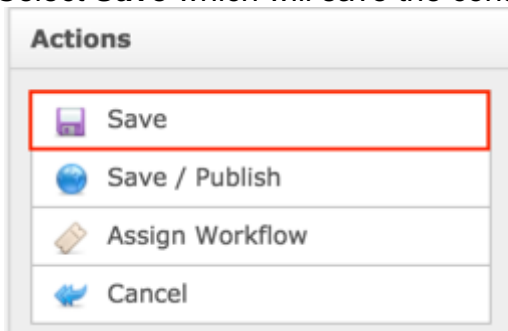


9. Select **Cancel** to negate adding the content.



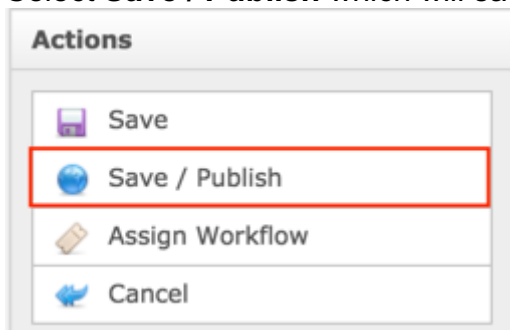
OR

Select **Save** which will save the content and not publish it



OR

Select **Save / Publish** which will save and publish the content



NOTE: Once Save / Publish is selected, the Document Section will be created and display in the Operating Principles content.

RELATING EXISTING CONTENT TO OPERATING PRINCIPLES

To relate existing Document Sections to Operating Principles, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Site Browser** tab from the top navigation.

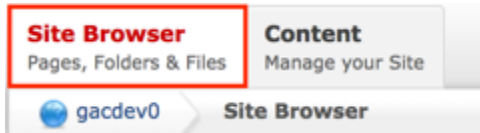


Figure 10: Navigating to the Site Browser page within the Admin site will show all the editable pages that you are able to modify.

3. On the Site Browser tab, within the left pane, click on the **operating-principles** folder.

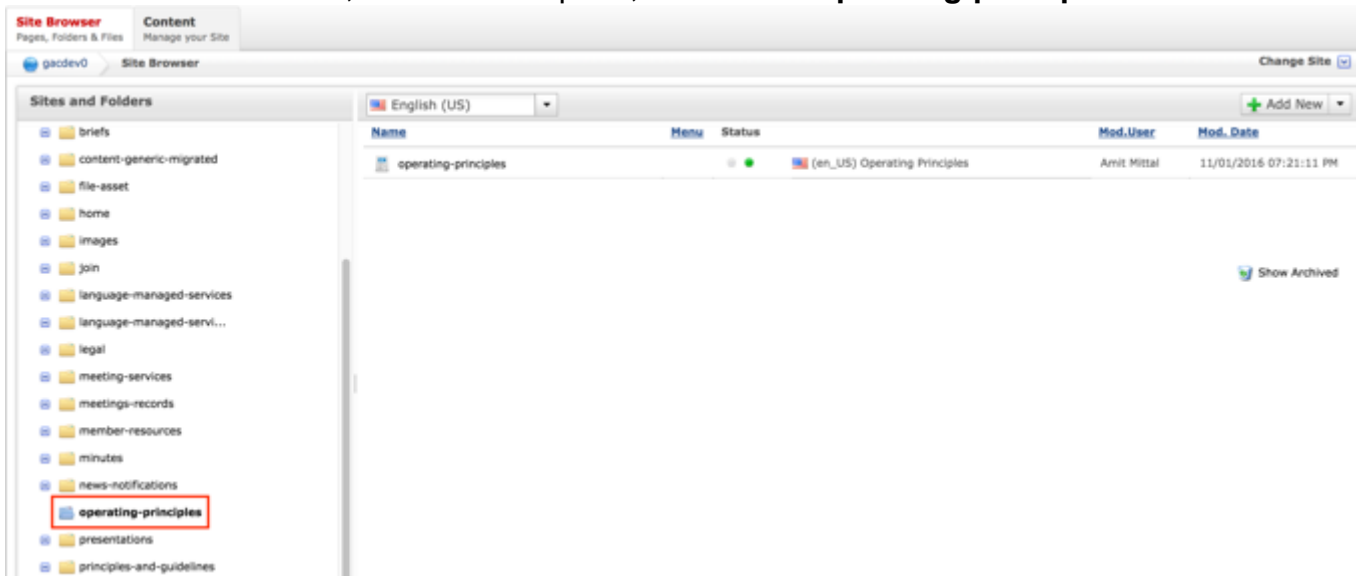


Figure 52: Clicking the operating-principles folder in the left pane will show the folders contents in the right pane. Notice that it includes a list of Operating Principles.

4. Double click the **Operating Principles Name** in the right pane to open the live editor interface for the page.

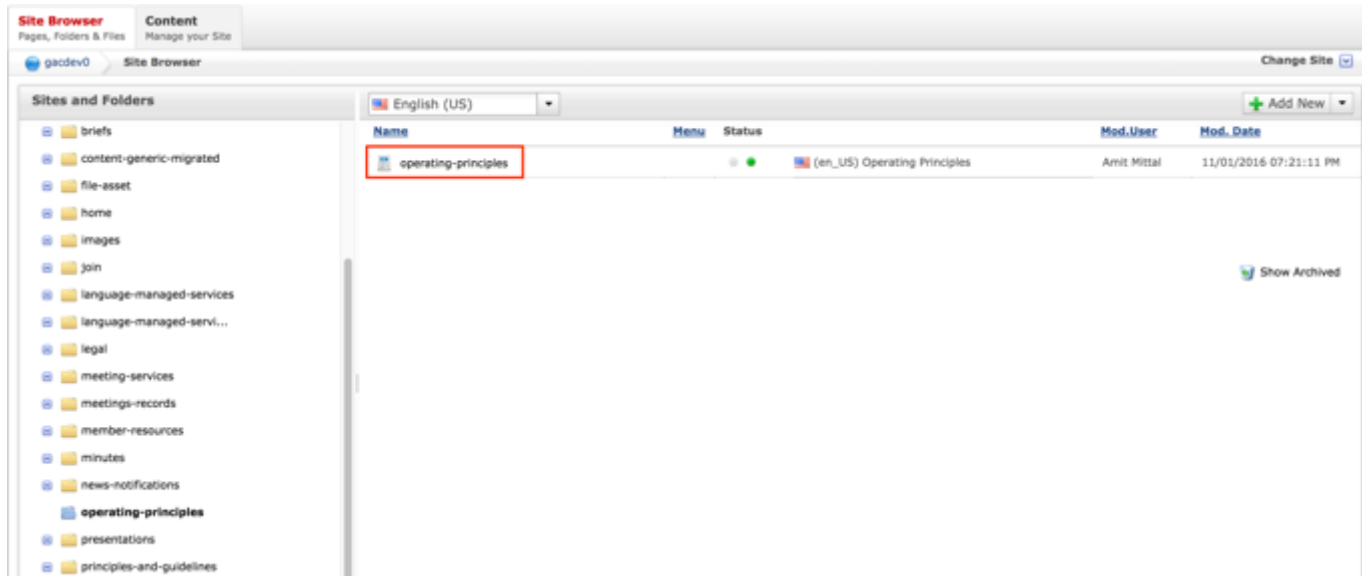
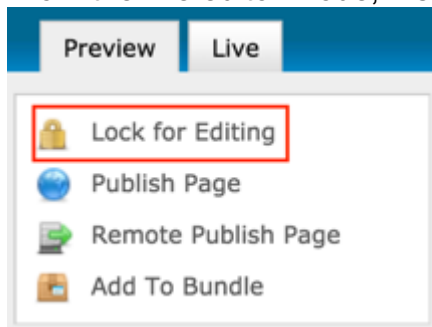


Figure 53: Double clicking the Operating Principles Name from the right pane will open the page in its Live Editor which allows the Secretariat to modify the contents of this page.

- From the live editor mode, first lock the page for editing.



- Select the **Add Content** button on the page.



7. Select **Reuse Content** from the Add Content dropdown.



8. Once the Search pop-up displays, select the **Search** button at the bottom of the Search pop-up to execute your search or select the **Clear Search** button to clear your search criteria.

Search: Document Section

Content Type: Document Section

Language: All

Title:

Body:

Host Folder:

Figure 11: You can refine your search by entering additional criteria in the Search pop-up and then selecting the Search button

- Once the search results display, click the **Select** button to select the content you would like to reuse.

Search: Document Section

Content Type: Document Section

Language: All

Title:

Body:

Host Folder:

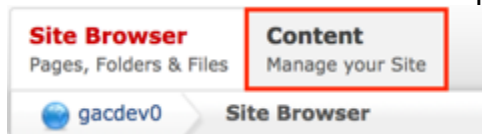
Matching Results (204)			
	Language	Title	URL Title
<input type="button" value="SELECT"/>	English (US)	Laura's new section	laura-s-new-section
<input type="button" value="SELECT"/>	English (US)	IV. Enhancing ICANN Accountability	iv-enhancing-icann-accountability
<input type="button" value="SELECT"/>	English (US)	I. Introduction	i-introduction
<input type="button" value="SELECT"/>	English (US)	VII. GAC Advice to the Board	vii-gac-advice-to-the-board
<input type="button" value="SELECT"/>	English (US)	II. Inter-Constituency Activities & Community Engagement	ii-inter-constituency-activities-community-engagement

NOTE: Once Save / Publish is selected, the Document Section will be related to the Operating Principles and it will be published in the About the GAC section of site.

Updating Operating Principles

To update the Operating Principles content, follow the steps below:

- Log into dotCMS Admin.
- Click the **Content** tab from the top navigation.



- Select **Operating Principles - GAC** from the Type dropdown list.

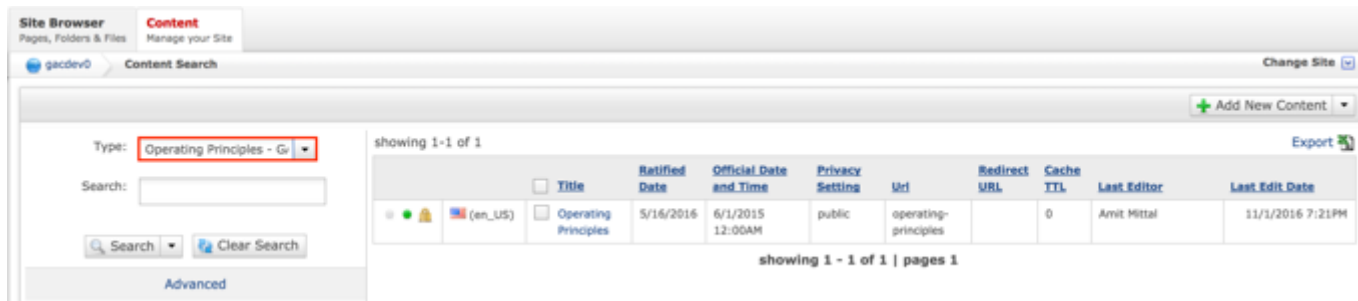


Figure 12: Clicking the operating-principles folder in the left pane will show the folders contents in the right pane. Notice that it includes a list of Operating Principles.

4. Double click the **Operating Principles Name** in the right pane to open the live editor interface for the page.

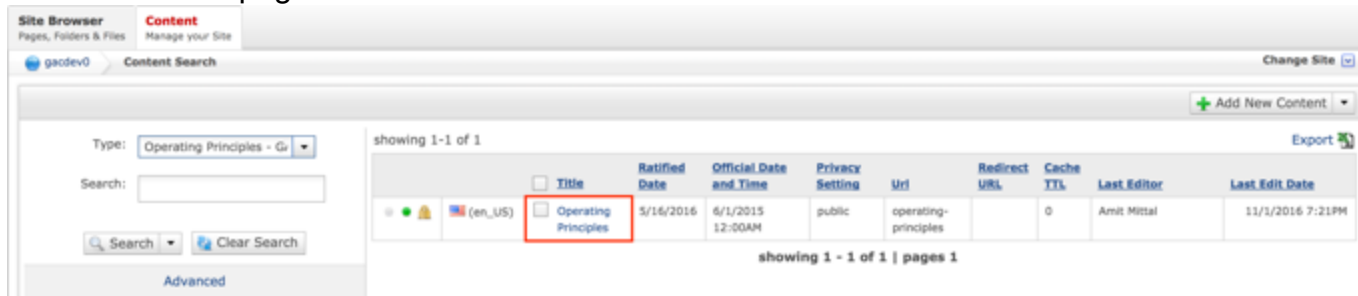
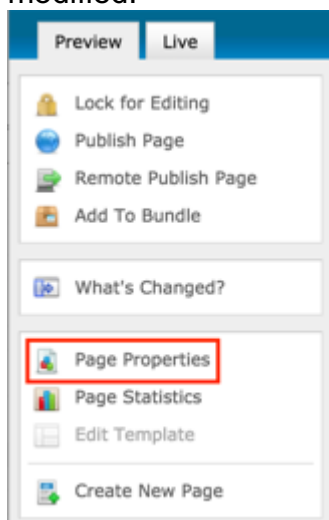


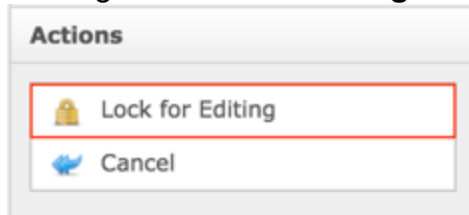
Figure 13: Double clicking the Operating Principles Name from the right pane will open the page in its Live Editor which allows the Secretariat to modify the contents of this page.

NOTE: You can sort the Operating Principles Name column (ascending or descending) by clicking on the column heading.

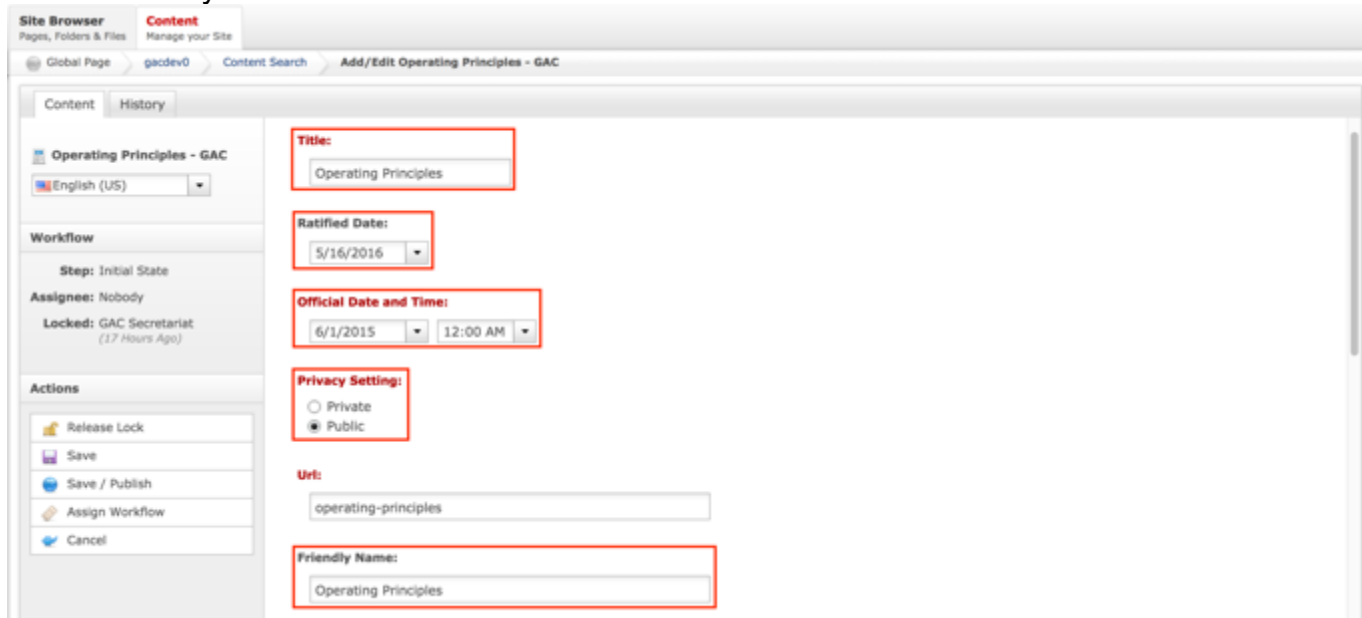
5. Select **Page Properties** to access the content backend so the content properties can be modified.



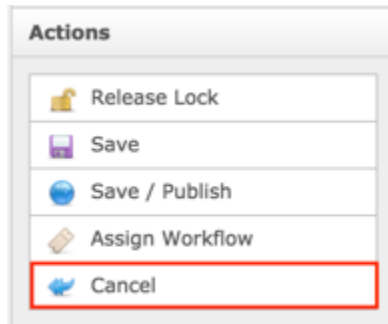
6. After clicking Page Properties, the editor will be displayed. Lock the page for editing by clicking on **Lock for Editing** under the Actions menu.



7. Modify any of the following fields:
 - a. Title
 - b. Ratified Date
 - c. Official Date and Time
 - d. Privacy Setting
 - e. Friendly Name

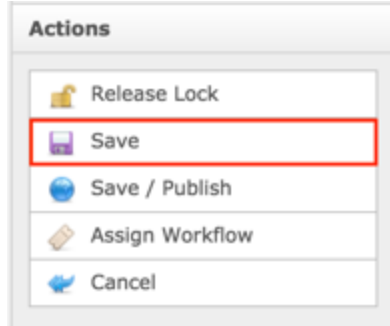


8. Once the edits have been made, you can either select **Cancel** to negate the edits



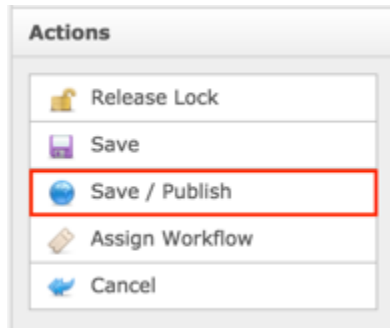
OR

Select **Save** which will save the edits and not publish them



OR

Select **Save / Publish** which will save and publish the edits



NOTE: Once Save / Publish is selected, the Operating Principles will be published in the About the GAC section of the site.

Leadership

This is content that shows the community who current leaders are, who past leaders were, what functions the leaders do, about how leaders are selected, how to learn about nominees for leaders and how to vote for nominees. Members of the GAC community will have the ability to view current and past leadership roles and individuals that filled those roles so they are aware organizational structure of the GAC. When an individual Leadership's name/profile picture is selected, they will be navigated to that user's public profile page.

The following screenshot illustrates the contents of the Leadership page:

GAC Leadership & Support

GAC Leadership

Current Officers

Election / Nomination

Former Leadership

ICANN Support

Independent Secretariat Support



GAC Leadership

The GAC is an advisory committee to ICANN, created under the ICANN ByLaws. It provides advice to ICANN on public policy aspects of ICANN's responsibilities with regard to the Internet Domain Name System (DNS).

The GAC is not a decision-making body. It advises ICANN on issues that are within ICANN's scope.

GAC advice has a particular status under the ICANN ByLaws. Its advice must be duly taken into account by the ICANN Board, and where the Board proposes actions inconsistent with GAC advice it must give reasons for doing so and attempt to reach a mutually acceptable solution.

The GAC appoints a non-voting liaison to the ICANN Board. This is normally the GAC Chair.

Current Officers

GAC Chair



GAC Chair Photo

Thomas Schneider
SWITZERLAND
GAC CHAIR, OCT 2014 - PRESENT

GAC Chair Name, Country, Title & Tenure

Mr. Schneider is the deputy director of international affairs and the international information society coordinator at the Swiss Federal Office of Communication (OFCOM) in the Swiss Federal Department of the Environment, Transport, Energy and Communications (DETEC).
He is an expert in internet governance and in information society issues, in particular media/new media regulation, human rights and consumer protection. He has been coordinating the Swiss activities and positions related to the UN World Summit on the Information Society (WSIS) and internet governance issues since 2003.

GAC Chair Information

Vice Chairs



Olga Cavalli ARGENTINA
GAC VICE-CHAIR, OCT 2014 - PRESENT



Henri Kassen NAMIBIA
GAC VICE-CHAIR, OCT 2014 - PRESENT



Gema Campillos SPAIN
GAC VICE-CHAIR, OCT 2014 - PRESENT



Wanawit Ahkuputa THAILAND
GAC VICE-CHAIR, OCT 2014 - PRESENT

Vice Chairs Photos

Vice Chairs Name, Country, Title & Tenure

ICANN Support

ICANN Support Information

The GAC receives support in its work from a team made up of ICANN staff as well as the Australian Continuous Improvement Group (ACIG). Working together, these staff provide a range of services to all GAC members and observers, including organising meetings, briefing, website and email administration, liaison with ICANN and provide travel support. They are available and more than willing to provide help to any GAC members with the following support:

- Maintaining the GAC mailing list and membership records
- Managing incoming and outgoing correspondence for the GAC Chair
- Administration of the GAC website
- Arranging the translation of nominated GAC documents
- Co-ordinating the arrangements for formal GAC meetings including room bookings, liaison with hosts and technical support
- Making arrangements for inter-sessional GAC meetings including call set-up and administration

For quickest response, please contact GAC ICANN Support at: gac-staff@icann.org

ICANN Support Staff

ICANN Support Staff Names, Titles, Roles & Emails

Olaf Nordling, ICANN SENIOR DIRECTOR, GAC RELATIONS

olaf.nordling@icann.org ✉

Fabien Betremieux, ICANN GAC RELATIONS ADVISORY

fabien.betremieux@icann.org ✉

Julia Charvolen, LEAD ADMINISTRATOR, GAC SERVICES

julia.charvolen@icann.org ✉

Gulten Tepe, COORDINATOR, GAC SERVICES

gulten.tepe@icann.org ✉

Independent Secretariat Support

Independent Secretariat Support Information

ACIG is an independent consulting firm engaged by the GAC to provide additional secretariat support to ICANN's Governmental Advisory Committee. ACIG's services are currently funded by three GAC members: Norway, the Netherlands and Brazil. However, the ACIG team reports directly to the GAC Chair.

The ACIG GAC Secretariat works in co-operation with ICANN support staff to the GAC, the GAC Chair and Vice Chairs. Some of the ACIG's main tasks include:

- Preparing and distributing agendas, briefing or summary papers, and other preliminary material to support the formal GAC meetings
- Providing support to the GAC Chair during GAC meetings
- Providing support and advice to the GAC Leadership Team, GAC members, and to the GAC working groups during the time between GAC's face to face meetings.
- Continuously reviewing and improving the way GAC operates
- Providing support and assistance to new GAC members

Independent Secretariat Support Staff

Independent Secretariat Support Names, Titles & Emails

Michelle Scott Tucker, ACIG LEAD

michelle@acig.com.au ✉

Tom Dale, ACIG SECRETARIAT SUPPORT

tom@acig.com.au ✉

Tracey Hind, ACIG SECRETARIAT SUPPORT

tracey@acig.com.au ✉

Note the following elements of the Leadership page:

- Title: This element is the title of the Leadership content type.
- Section Header: This element is the title of the section headers.
- Section Content: This element is the free-form content of each section.
- Anchor Links: This element is the links that will automatically navigate the user to the section that corresponds with the selected link.

-
- GAC Chair Photo: This element is the photo of the GAC Chair that has been attached to the Leadership content.
 - GAC Chair Name, Country, Title & Tenure: This element is the GAC Chair Name, Country, Title & Tenure specified on the Leadership content.
 - GAC Chair Information: This element is the free-form GAC Chair information specified on the Leadership content.
 - Vice Chairs Photos: This element is the photo of the GAC Vice Chairs that have been attached to the Leadership content.
 - Vice Chairs Name, Country, Title & Tenure: This element is the GAC Vice Chairs Names, Countries, Titles & Tenures specified on the Leadership content.
 - ICANN Support Information: This element is the free-form ICANN Support information specified on the Leadership content.
 - ICANN Support Staff Names, Titles, Roles & Emails: This element is the ICANN Support Staff Names, Titles, Roles & Emails specified on the Leadership content.
 - Independent Secretariat Support Information: This element is the free-form Independent Secretariat Support information specified on the Leadership content.
 - Independent Secretariat Support Names, Titles & Emails: This element is the Independent Secretariat Support Names, Titles & Emails specified on the Leadership content.

Updating Leadership

To update the Leadership content, a request will need to be sent to the Web Administration team.

GAC Members

This content displays all the current member states and observer organizations within the GAC and who (user profiles) represents those members with links to those user's profile pages.

The following screenshot illustrates the contents of the GAC Members page:

Role of the GAC Operating Principles Leadership **GAC Members**

Includes Filter → INCLUDE:
 MEMBER STATES & TERRITORIES
 OBSERVER ORGANIZATIONS

All Link → All | ABCDEFGHIJKLMNOPQRSTUVWXYZ ← Alphabetic Link

Member Country Section Header

Afghanistan

GAC Member Since Date → GAC MEMBER SINCE: POPULATION: **33370** UN: <http://www.afghanistan-un.org/>

Representatives:

Muhammad Aimal Marjanni ✉
 Ministry of Communications and IT,
 Director General ICT

GAC Member Representative Email Link

GAC Member Population GAC Member UN Website Link

GAC Member Representative(s) Information

[Back to Top](#) → Back to Top Link

African Telecommunications Union

GAC MEMBER SINCE: MEMBERSHIP: UN: <http://atu-uat.org/>

Representatives:

Abdoulkarim Soumaila ✉
 African Telecommunications Union,
 Secretary General of the ATU

[Back to Top](#)

Note the following elements of the GAC Members page:

- Includes Filter: This element is the filter that allows the user to filter between Member States & Territories and Observer Organizations.
- All Link: This element is a link that allows the user to view all members on the GAC Members page.
- Alphabetic Link: This element is a link that allows the user to view members based upon the first letter of the Member Country.
- Member Country Section Header: This element is the section that displays the Member Countries name.
- GAC Member Since Date: This element is the date the Member Country has been a member of the GAC since.
- GAC Member Population: This element is the population of the Member Country.
- GAC Member UN Website Link: This element is a link to the Member Countries UN website.
- GAC Member Representative(s) Information: This element is the GAC Member Representative(s) Name and Title.

-
- GAC Member Representative Email Link: This element is the Email Link to the GAC Member Representative that will automatically open the users default mail application and automatically populate the GAC Member Representatives email address in the To field.
 - Back to Top Link: This element is a link that will navigate the user back to the top of the page when selected.

Updating GAC Members

To update the GAC Members content, a request will need to be sent to the Web Administration team.

GAC Advice

The GAC Advice section of the site represents a place where site visitors can find GAC Advice to the Board, Incoming Correspondences to the GAC and Outgoing Correspondences from the GAC. The major content included within GAC Advice includes:

- Communiqués
- Correspondence
- Itemized Advice
- Principles & Guidelines

Introduction Header

The Introduction Header is meant to orient site visitors to the GAC Advice page and give them a basic understanding of GAC Advice and their related artifacts.

The following screenshot illustrates the contents of the About the GAC Introduction:



Note the following elements of the About the GAC Introduction:

- Introduction Text: This element is a brief informational section that informs the user of the GAC Advice
- Introduction Links: This element links to resources to help educate the user about Board responses to Advice, Topics & Work Efforts pertaining to GAC Advice and Policy Development at ICANN. The links and destinations are listed below:
 - Track Board responses in the ICANN Advice Tracker: Selecting this link will automatically open <https://www.icann.org/> site.
 - Explore the Topics & Work Efforts driving GAC Advice: Selecting this link will automatically open <https://dotcms-staging.icann.org/work-efforts/work-topics> page.
 - Learn more about Policy Development @ ICANN.org: Selecting this link will automatically open <https://www.icann.org/policy> page.
- Collapse Introduction: Selecting “X” will collapse the Introduction section
- Expand Introduction: Selecting “i” will expand the Introduction section

Updating the Introduction Header

To update the Introduction Header content, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Site Browser** tab from the top navigation.

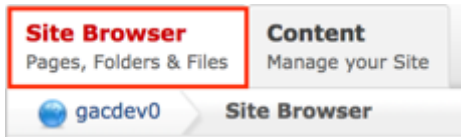


Figure 14: Navigating to the Site Browser page within the Admin site will show all the editable pages that you are able to modify.

3. On the Site Browser page, within the left pane, click on the **advice** folder.

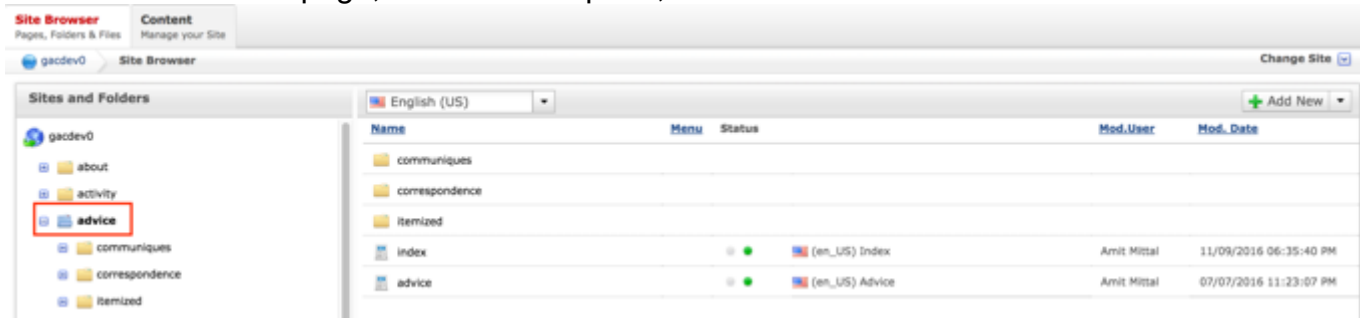


Figure 35: Clicking the advice folder in the left pane will show the folders contents in the right pane. Notice that it includes the index html file.

4. Double click the **index** html page in the right pane to open the live editor interface for the page.

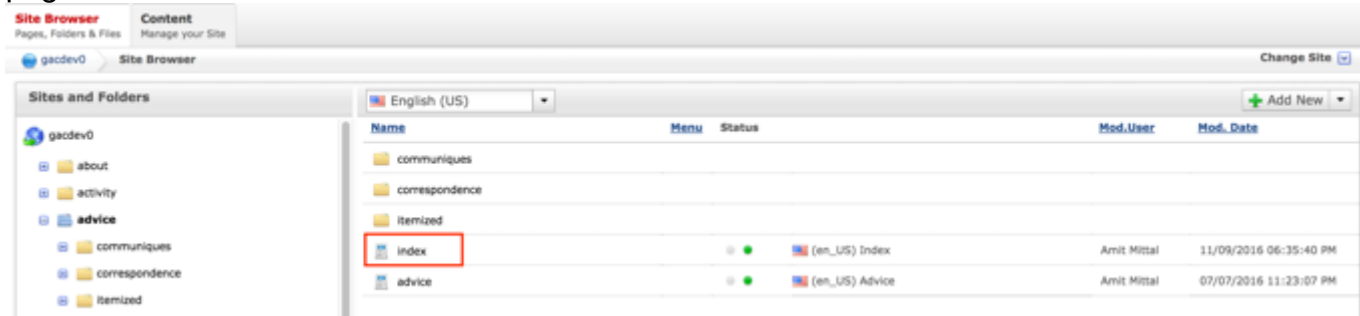
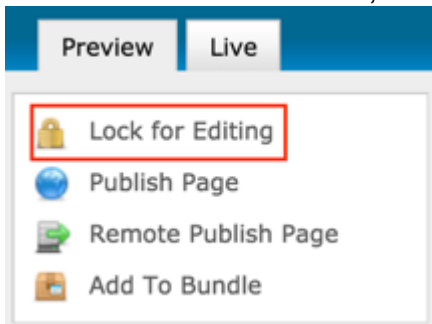


Figure 36: Double clicking index from the right pane will open the page in its Live Editor which allows the Secretariat to modify the contents of this page.

5. From the live editor mode, first lock the page for editing.



6. Click on the **Edit Content** button in the part of the Introduction section that needs to be edited.

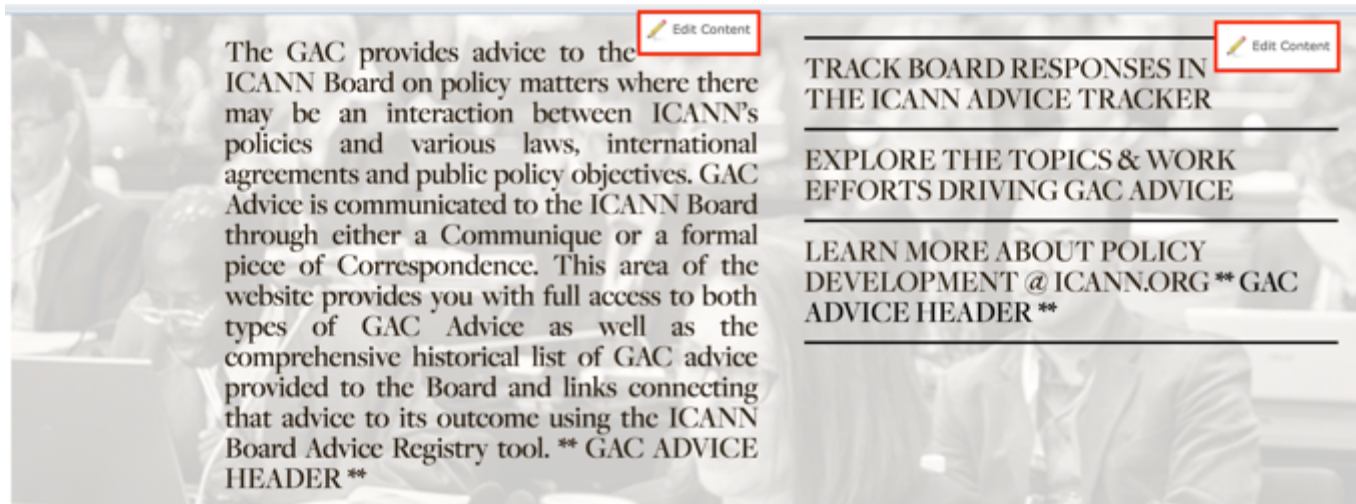
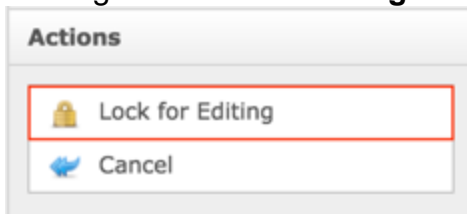


Figure 38: Clicking the Edit Content button will open a text editor that allows the Secretariat to change the contents of the Introduction section.

7. After clicking Edit Content, the editor will be displayed. Lock the page for editing by clicking on **Lock for Editing** under the Actions menu.



8. Modify **only** the **Body** editor's content as shown by the figure below.

Observe | **Site Browser** | **Content**
 Observe | Pages, Folders & Files | Manage your Site

Global Page | gacdev0 | Site Browser | Add/Edit Content (Generic)

Content | History

Content (Generic)
 English (US)

Workflow
 Step: Initial State
 Assignee: Nobody
 Locked: GAC Secretariat : (Seconds Ago)

Actions
 Release Lock
 Save
 Save / Publish
 Assign Workflow
 Cancel

Title:
 GAC Advice Intro Text

URL Title:
 gac-advice-intro-text

Body:

File | Edit | Insert | View | Format | Tools

Formats | **B** | *I* | U | ~~S~~ | [List Icons] | [Link Icon] | [Unlink Icon] | [Checkmark Icon]

The GAC provides advice to the ICANN Board on policy matters where there may be an interaction between ICANN's policies and various laws, international agreements and public policy objectives. GAC Advice is communicated to the ICANN Board through either a Communique or a formal piece of Correspondence. This area of the website provides you with full access to both types of GAC Advice as well as the comprehensive historical list of GAC advice provided to the Board and links connecting that advice to its outcome using the ICANN Board Advice Registry tool. ** GAC ADVICE HEADER 14-Nov edit**

Observe | **Site Browser** | **Content**
 Observe | Pages, Folders & Files | Manage your Site

Global Page | gacdev0 | Site Browser | Add/Edit Content (Generic)

Content | History

Content (Generic)
 English (US)

Workflow
 Step: Initial State
 Assignee: Nobody
 Locked: GAC Secretariat : (Seconds Ago)

Actions
 Release Lock
 Save
 Save / Publish
 Assign Workflow
 Cancel

Title:
 GAC Advice Intro Links

URL Title:
 gac-advice-intro-links

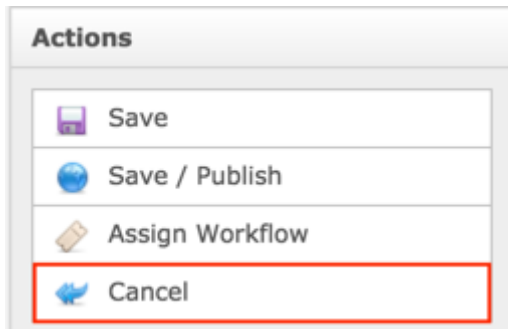
Body:

File | Edit | Insert | View | Format | Tools

Formats | **B** | *I* | U | ~~S~~ | [List Icons] | [Link Icon] | [Unlink Icon] | [Checkmark Icon]

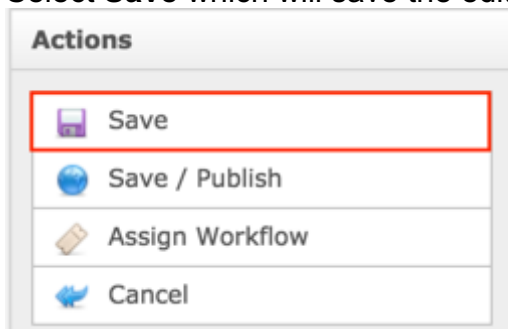
[TRACK BOARD RESPONSES IN THE ICANN ADVICE TRACKER](#)
[EXPLORE THE TOPICS & WORK EFFORTS DRIVING GAC ADVICE](#)
[LEARN MORE ABOUT POLICY DEVELOPMENT @ ICANN.ORG](#) ** GAC ADVICE HEADER **

9. Once the edits have been made, you can either select **Cancel** to negate the edits.



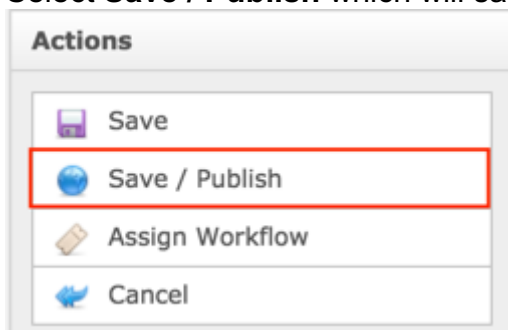
OR

Select **Save** which will save the edits and not publish them.

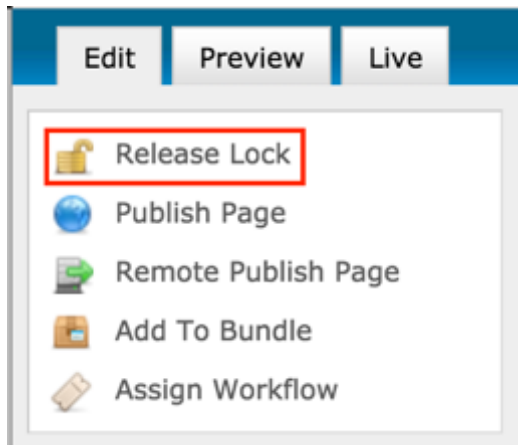


OR

Select **Save / Publish** which will save and publish the edits.



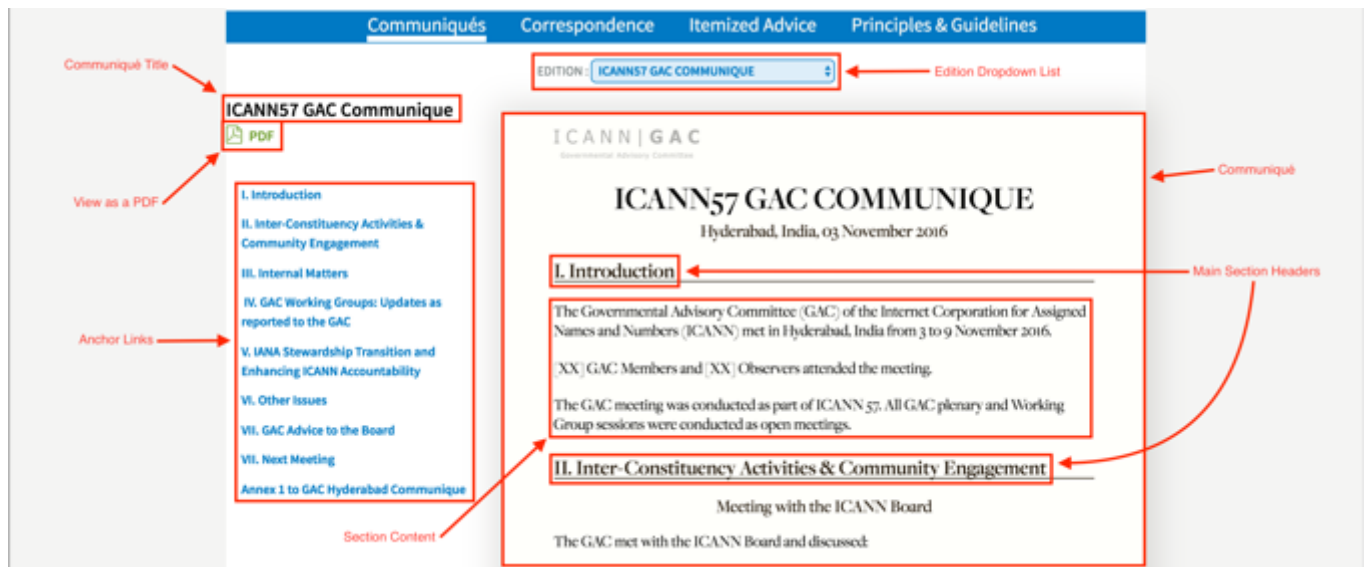
10. Select **Release Lock** to release the lock on the content.



Communiqué

The Communiqué content is a formal document that the GAC creates that details the important information coming out of their sessions during an ICANN meeting that the GAC wishes to convey to the Board. DotCMS allows the GAC to leverage the power of the CMS to facilitate the capture of their Advice in a more structured format so that it can lead a more comprehensive process of presenting the Communiqué to the Board in a way that can be actionable, traceable and speaks from a single source of the truth. DotCMS also assists the Secretariat role in creating new Communiqués, laying out the structure of the Communiqué, authoring the content of the Communiqué as well as facilitating the presentation of the Communiqué to the right audiences (private / public). The Secretariat will be able to relate Advice and Sessions to a Communiqué so information from the related Advice and Sessions display in the Communiqué.

The following screenshot illustrates the contents of the Communiqué:



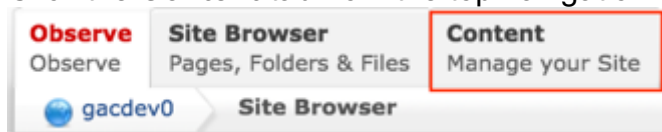
Note the following elements of the Communiqué:

- Communiqué Title: This element is the title specified in the Title field when creating the Communiqué content
- View as a PDF: This element is the link that will allow the user to view and download the Communiqué as a PDF and then print
- Anchor Links: This element is the link that will automatically navigate the user to the section that corresponds with the selected link
- Edition Dropdown List: This element is the dropdown list allows you to select other published Communiqués
- Communiqué: This element is the view of the published Communiqué
- Main Section Headers: This element is the section headers that correspond with the Anchor Links
- Section Content: This element is the content that displays in each section

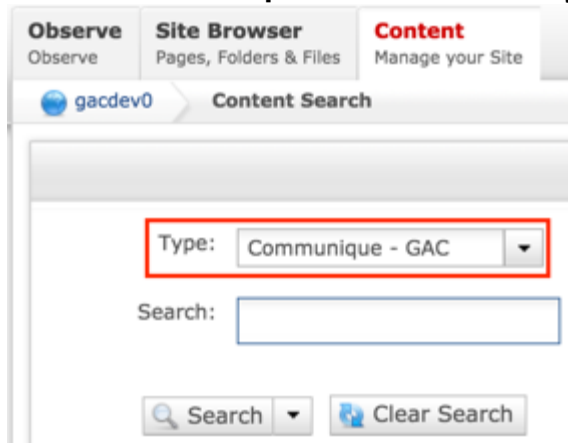
Creating a Communiqué

To create new Communiqué content, follow the steps below:

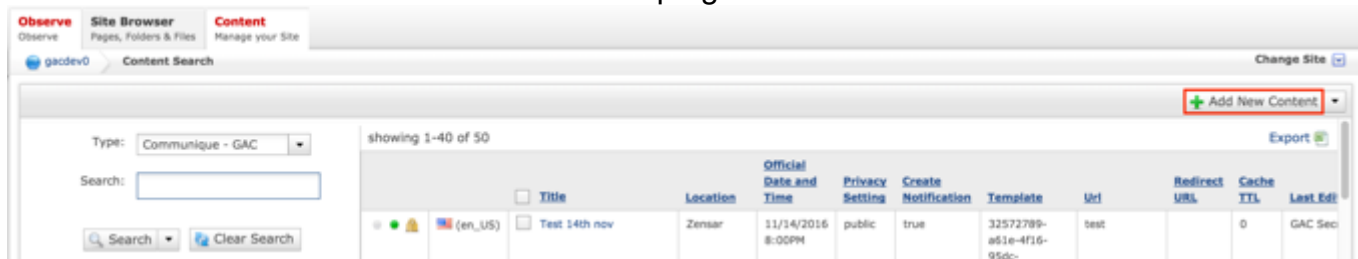
1. Log into dotCMS Admin.
2. Click the **Content** tab from the top navigation.



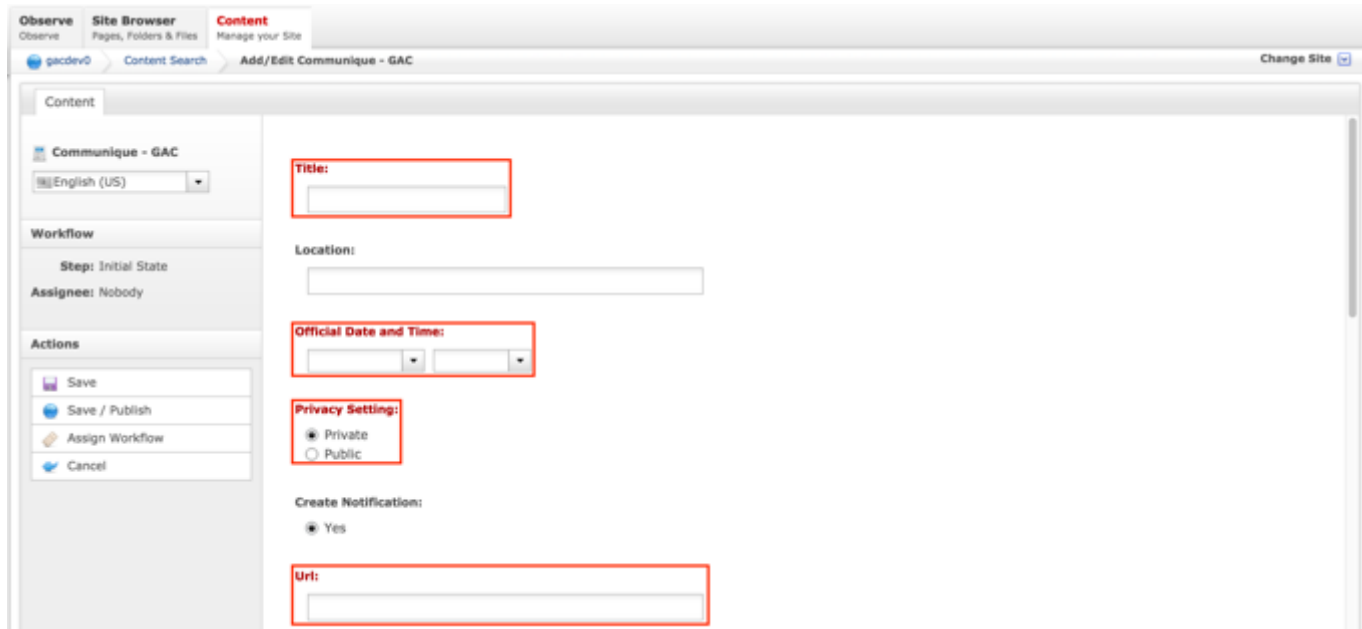
3. Select **Communique - GAC** from the Type dropdown list.



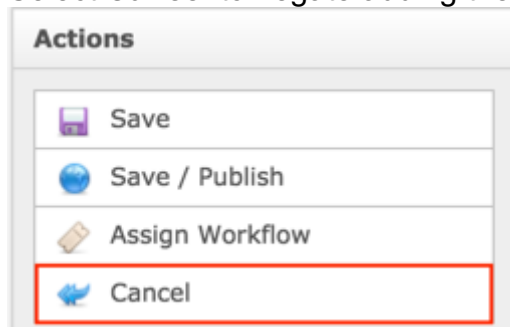
4. Select the **Add New Content** button on the top right.



5. Complete the following required fields:
 - a. Title
 - b. Official Date and Time
 - c. Privacy Setting (defaults to Private)
 - d. Url (automatically created based upon the Title)

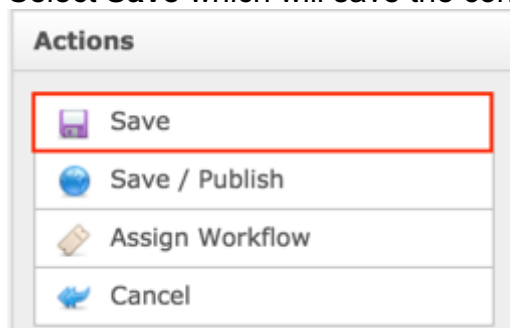


6. Select **Cancel** to negate adding the content



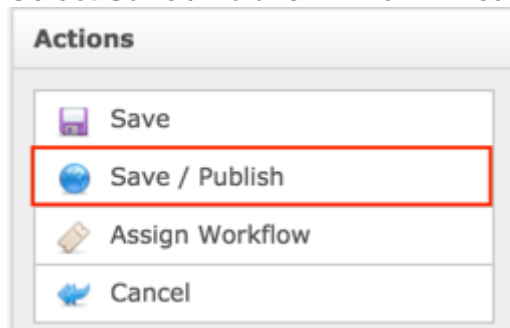
OR

Select **Save** which will save the content and not publish it



OR

Select **Save / Publish** which will save and publish the content



NOTE: Once Save / Publish is selected, the Communiqué will be published in the GAC Advice section of site.

Relating Content to a Communiqué

After the Communiqué content has been created and published, the Secretariat will can relate Advice and Sessions to a Communiqué so information from the related Advice and Sessions display in the Communiqué. In addition to Advice and Sessions, the Secretariat will can relate Document Sections to the Communiqué which will allow them to add a free-form section that they can used to add documentation / information as needed.

RELATING NEW CONTENT TO A COMMUNIQUÉ

To relate new Advice, Sessions and Document Sections to a Communiqué, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Site Browser** tab from the top navigation.

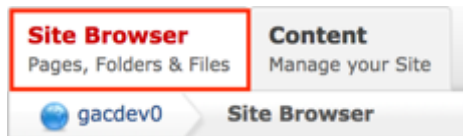


Figure 51: Navigating to the Site Browser page within the Admin site will show all the editable pages that you are able to modify.

3. On the Site Browser page, within the left pane, click on the **communiqués** folder.

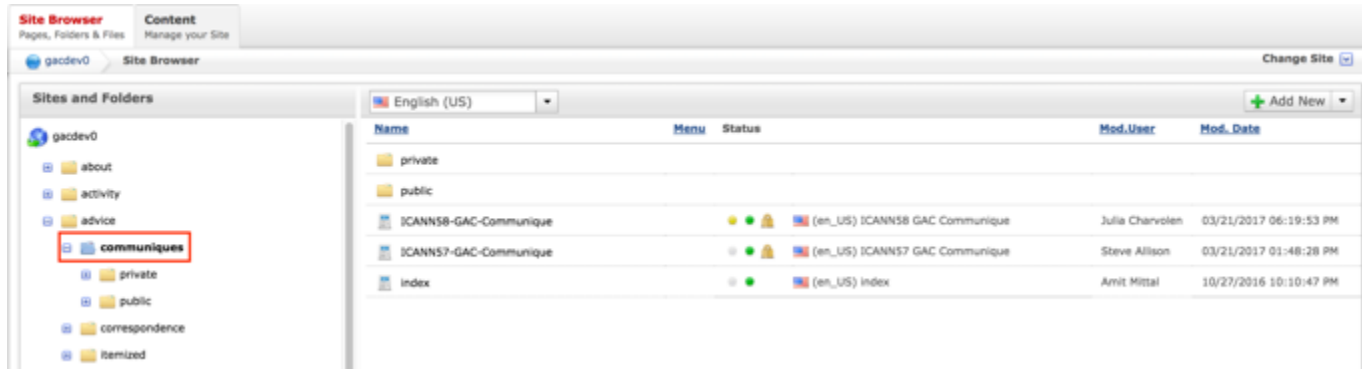


Figure 52: Clicking the **communiques** folder in the left pane will show the folders contents in the right pane. Notice that it includes a list of **Communiqués**.

4. Double click the **Communiqué Name** in the right pane to open the live editor interface for the page.

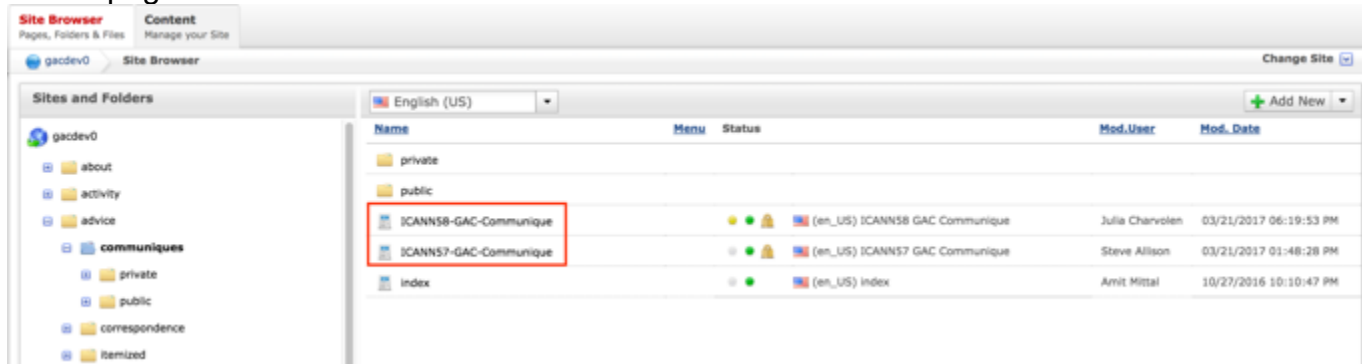
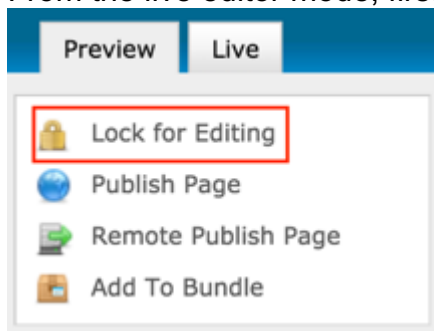
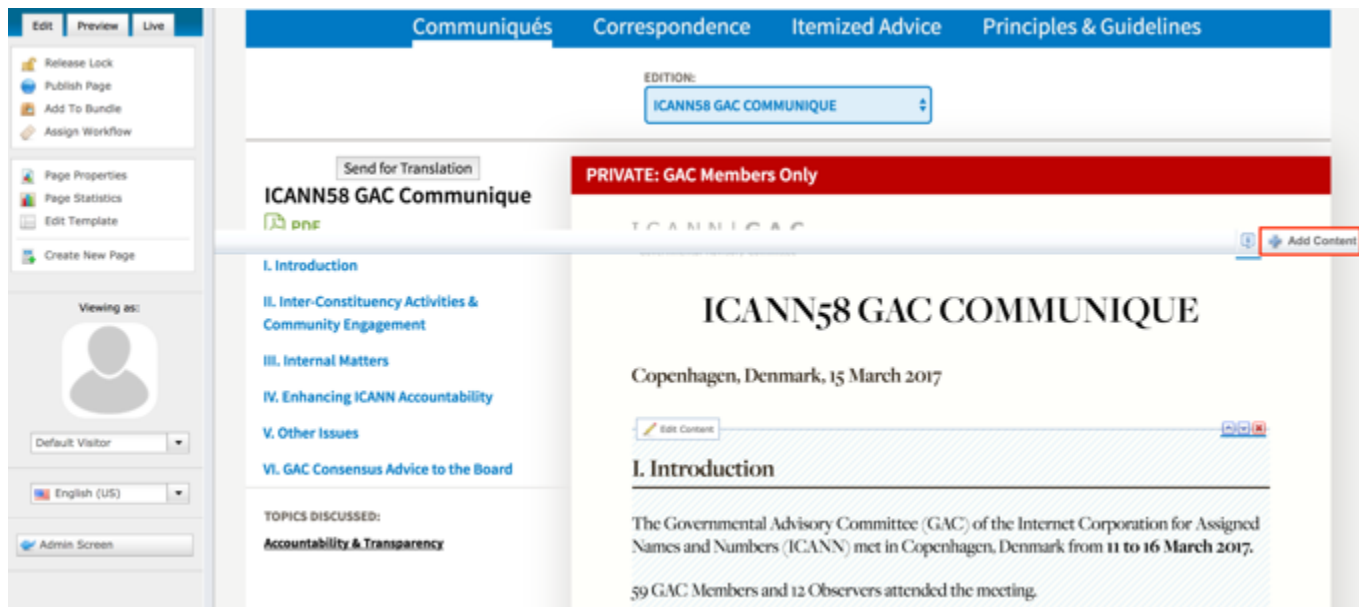


Figure 53: Double clicking the **Communiqué Name** from the right pane will open the page in its **Live Editor** which allows the **Secretariat** to modify the contents of this page.

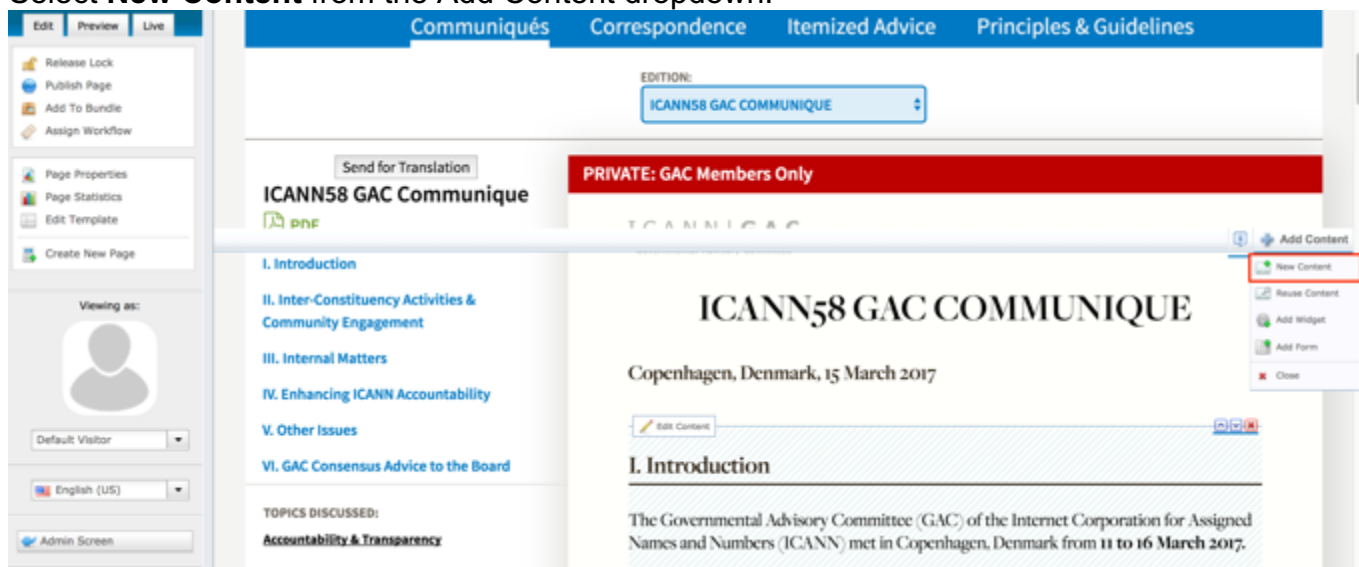
5. From the live editor mode, first lock the page for editing.



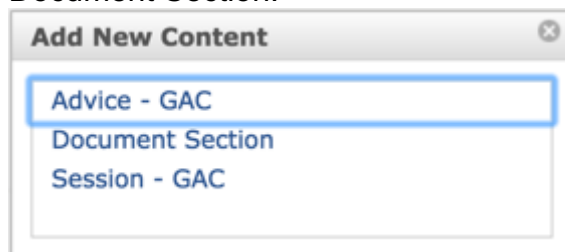
6. Select the **Add Content** button on the page.



7. Select **New Content** from the Add Content dropdown.



8. An **Add New Content** pop-up will display allowing you to add a Session, Advice or a Document Section.

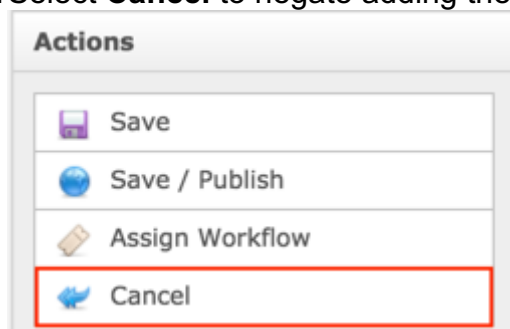


9. Click on the content type you would like to add from within the Add New Content pop-up.

10. Complete the required fields (headings in red) for the content type selected.

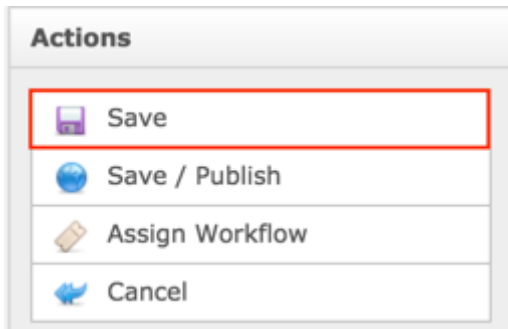
- a. Document Section: This content does not have required fields however, the Title and Body must be completed so the Document Section added has a Title and support text (Body)
- b. Session
 - i. Title
 - ii. URL Title (automatically created based upon the Title)
 - iii. Type (defaults to GAC Meeting)
 - iv. Status (defaults to Open)
 - v. Privacy Setting (defaults to Private)
 - vi. Time Zone (defaults to: UTC+00:00 Coordinated Universal Time (UTC))
 - vii. Official Date and Time
- c. Advice
 - i. Title
 - ii. URL Title (automatically created based upon the Title)
 - iii. Privacy Setting (defaults to Private)
 - iv. Consensus Setting (defaults to Consensus)
 - v. Official Date and Time
 - vi. Advice Statement
 - vii. Rationale
 - viii. Reference Number

11. Select **Cancel** to negate adding the content.



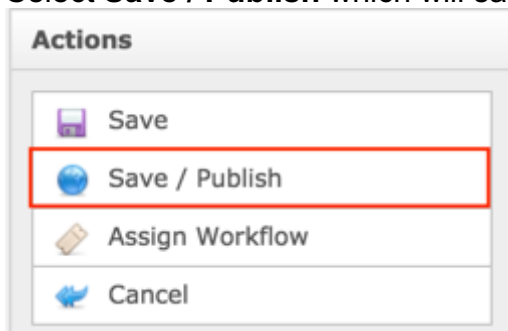
OR

Select **Save** which will save the content and not publish it



OR

Select **Save / Publish** which will save and publish the content



NOTE:

- Once Save / Publish is selected, the Communiqué will be published in the GAC Advice section of site.
- Selecting Session or Advice will create a piece of Session or Advice content that is attached to the Communiqué but is also independently accessible and will display in their respective site sections.
- Selecting Document Section will create a Document Section in the Communiqué, not an independently accessible piece of content.

RELATING EXISTING CONTENT TO A COMMUNIQUÉ

To relate existing Advice, Sessions and Document Sections to a Communiqué, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Site Browser** tab from the top navigation.

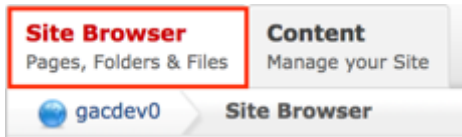


Figure 51: Navigating to the Site Browser page within the Admin site will show all the editable pages that you are able to modify.

3. On the Site Browser page, within the left pane, click on the **communiqués** folder.

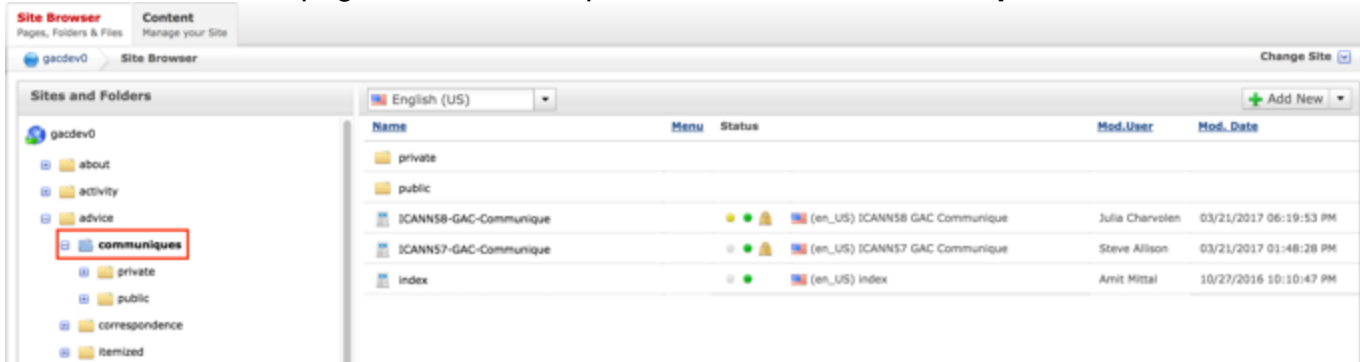


Figure 52: Clicking the **communiqués** folder in the left pane will show the folders contents in the right pane. Notice that it includes a list of Communiqués.

4. Double click the **Communiqué Name** in the right pane to open the live editor interface for the page.

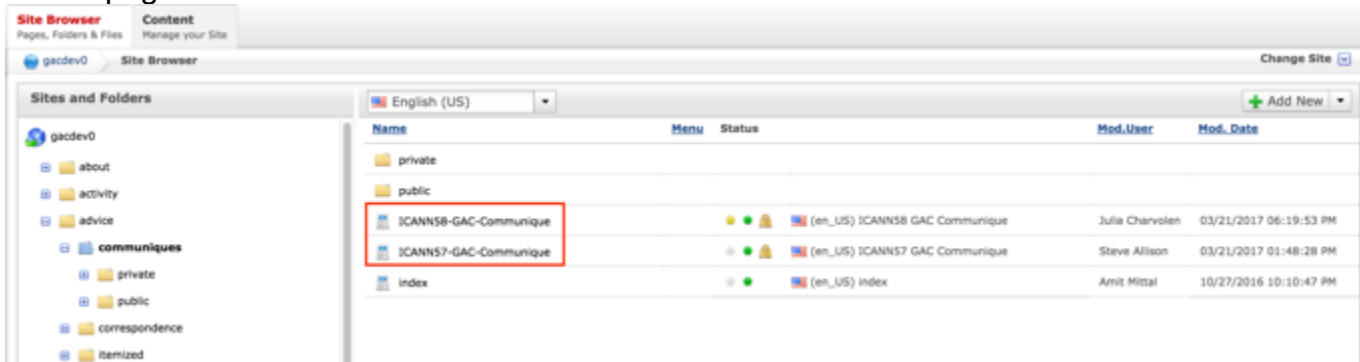
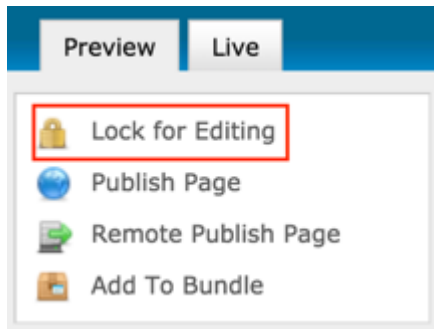


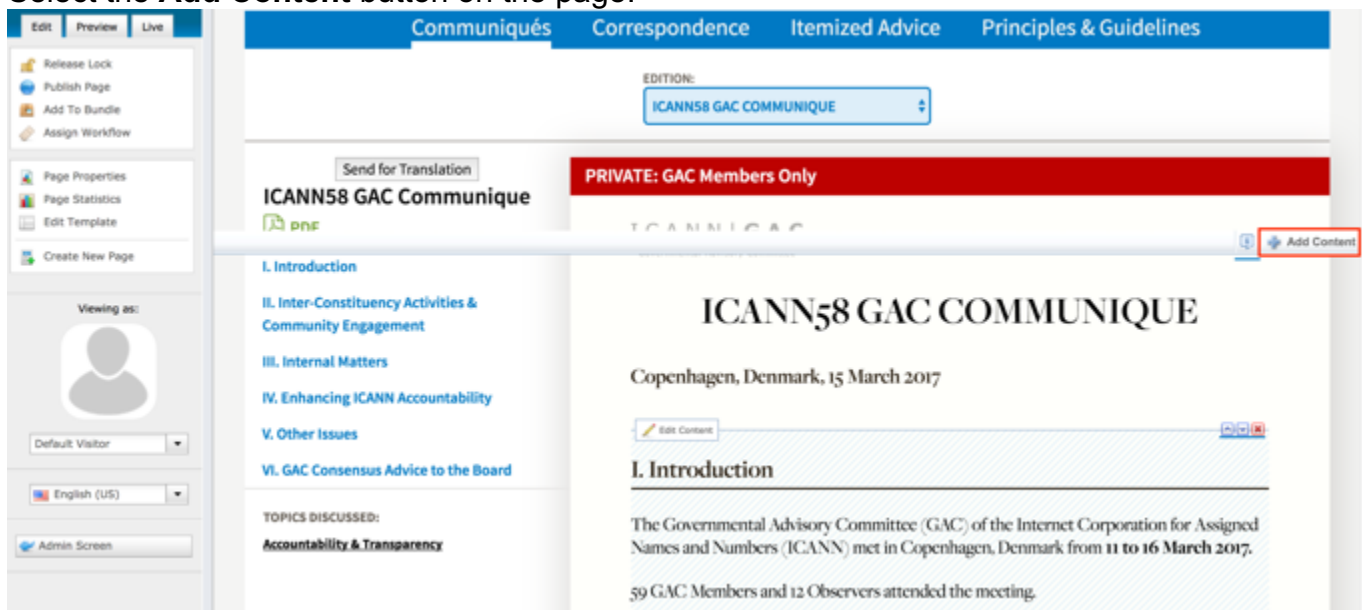
Figure 53: Double clicking the **Communiqué Name** from the right pane will open the page in its Live Editor which allows the Secretariat to modify the contents of this page.

NOTE: You can sort the **Communiqué Name** column (ascending or descending) by clicking on the column heading.

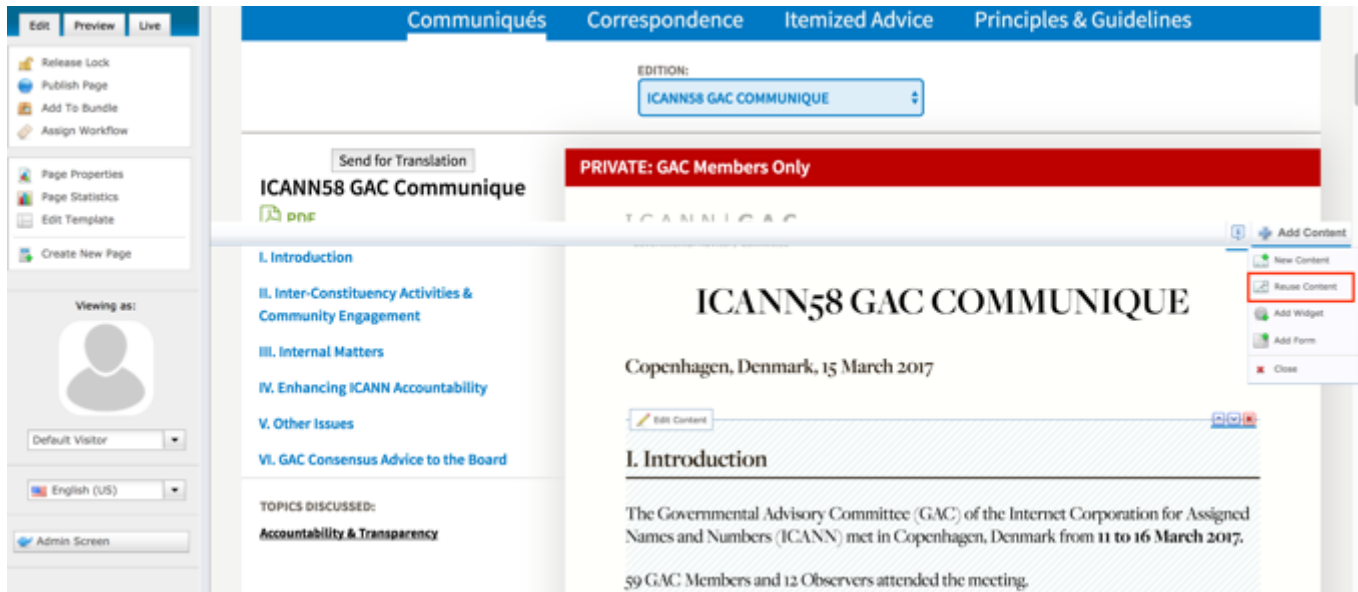
5. From the live editor mode, first lock the page for editing.



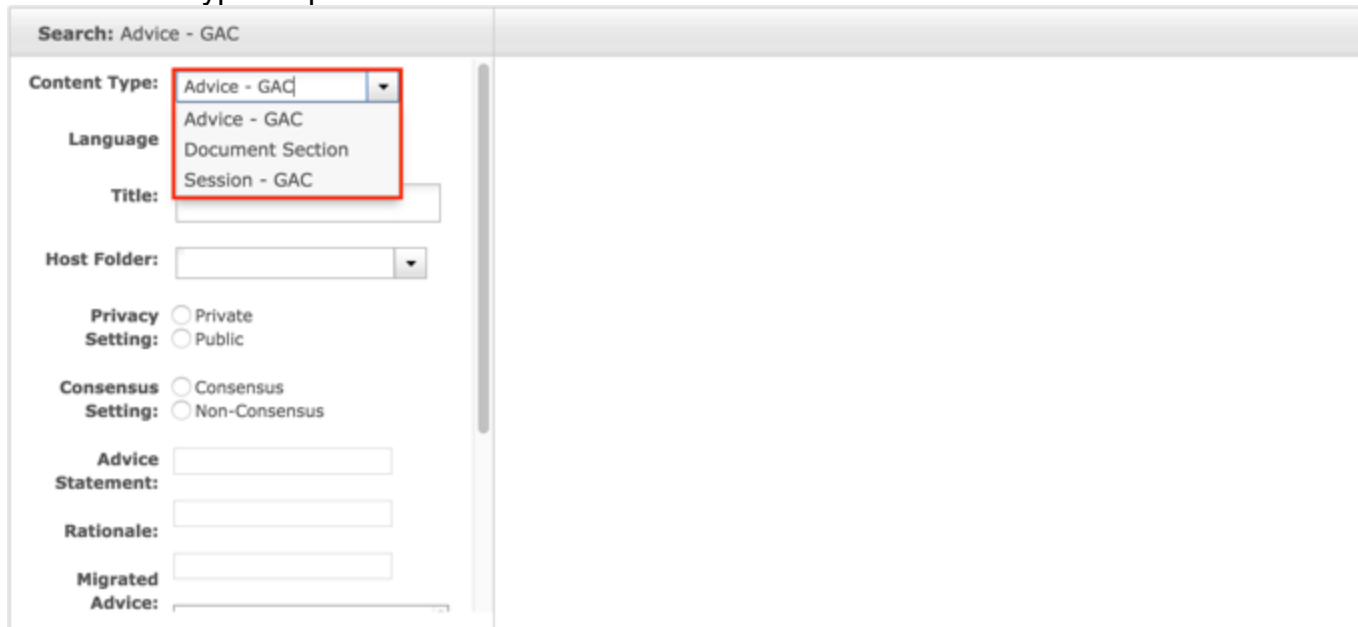
6. Select the **Add Content** button on the page.



7. Select **Reuse Content** from the Add Content dropdown.



- Once the Search pop-up displays, select **Session**, **Advice** or **Document Section** from the Content Type dropdown.



- Select the **Search** button at the bottom of the Search pop-up to execute your search or select the **Clear Search** button to clear your search criteria.

Search: Advice - GAC

Privacy: Private
Setting: Public

Consensus: Consensus
Setting: Non-Consensus

Advice Statement:

Rationale:

Migrated Advice:

GAC:

Figure 15: You can refine your search by entering additional criteria in the Search pop-up and then selecting the Search button.

10. Once the search results display, click the **Select** button to select the content you would like to reuse.

Search: Advice - GAC

Privacy: Private
Setting: Public

Consensus: Consensus
Setting: Non-Consensus

Advice Statement:

Rationale:

Migrated Advice:

GAC:

Matching Results (173)

	Language	Title	URL Title	Privacy Setting	Consensus Setting	Office Date Time
<input type="button" value="SELECT"/>	English (US)	2017-03-15 2-Character Country/Territory Codes at the Second Level	2017-03-15-2-character-country-territory-codes-at-the-second-level	public	consensus	3/15/12:00
<input type="button" value="SELECT"/>	English (US)	2017-03-15 IGO Protections	2017-03-15-igo-protections	public	consensus	3/15/12:00
<input type="button" value="SELECT"/>	English (US)	2017-03-15 Mitigation of Domain Name Abuse	2017-03-15-mitigation-of-domain-name-abuse	public	consensus	3/15/12:00
<input type="button" value="SELECT"/>	English (US)	2017-03-15 Protection of the Red Cross and Red Crescent	2017-03-15-protection-of-the-red-cross-and-red-	private	consensus	3/15/12:00

NOTE: Once Save / Publish is selected, the Document Section, Advice and Session will be related to the Communiqué and it will be published in the Advice section of site.

Updating Communiqué

To update Communiqué content, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Site Browser** tab from the top navigation.

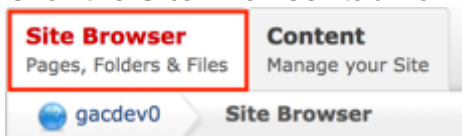


Figure 51: Navigating to the Site Browser page within the Admin site will show all the editable pages that you are able to modify.

3. On the Site Browser page, within the left pane, click on the **communiqués** folder.

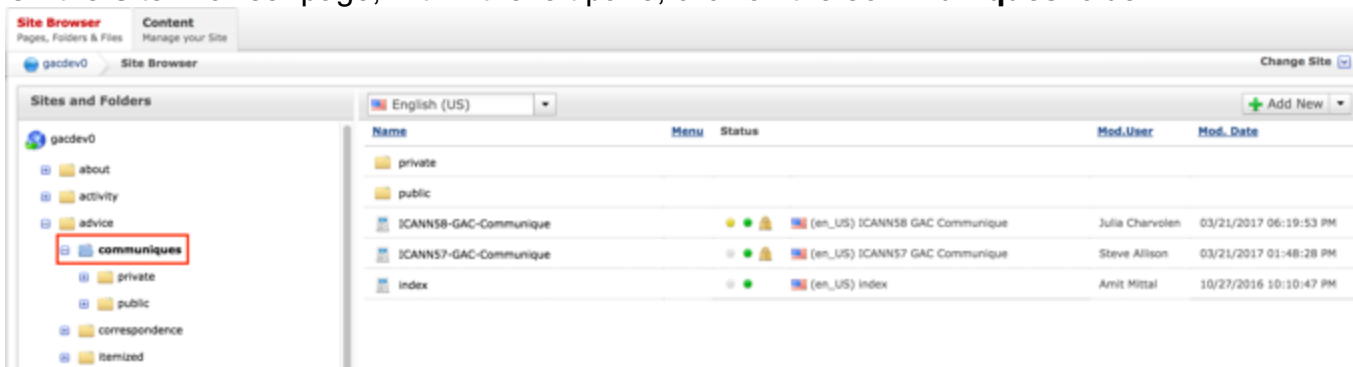


Figure 52: Clicking the **communiqués** folder in the left pane will show the folders contents in the right pane. Notice that it includes a list of Communiqués.

4. Double click the **Communiqué Name** in the right pane to open the live editor interface for the page.

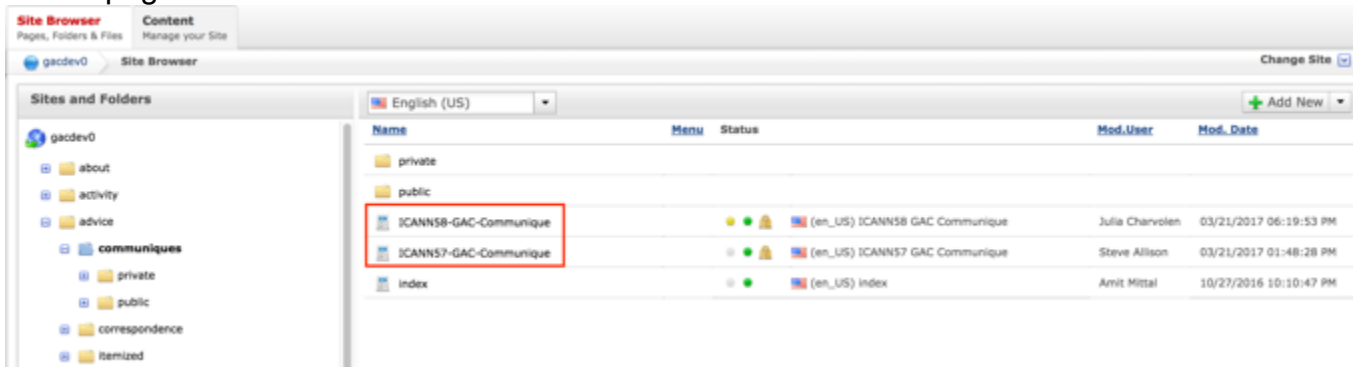
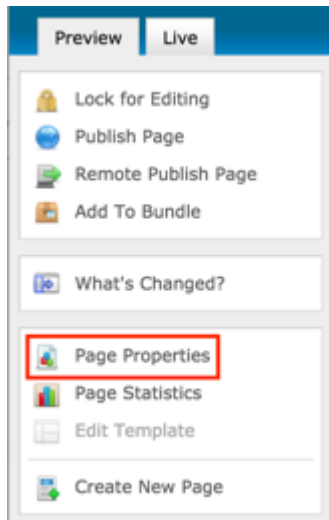


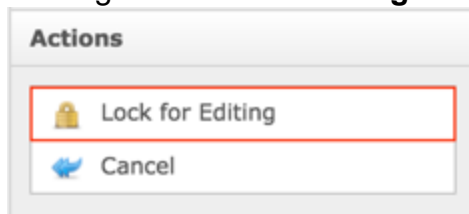
Figure 53: Double clicking the **Communiqué Name** from the right pane will open the page in its Live Editor which allows the Secretariat to modify the contents of this page.

NOTE: You can sort the Communiqué Name column (ascending or descending) by clicking on the column heading.

5. Select **Page Properties** to access the content backend so the content properties can be modified.



6. After clicking Page Properties, the editor will be displayed. Lock the page for editing by clicking on **Lock for Editing** under the Actions menu.



7. Modify any of the following fields:
 - a. Title
 - b. Location
 - c. Official Date and Time
 - d. Privacy Setting
 - e. Topic

Content History

Communique - GAC
English (US)

Workflow
Step: Initial State
Assignee: Nobody
Locked: GAC Secretariat :
(Seconds Ago)

Actions
Release Lock
Save
Save / Publish
Assign Workflow
Cancel

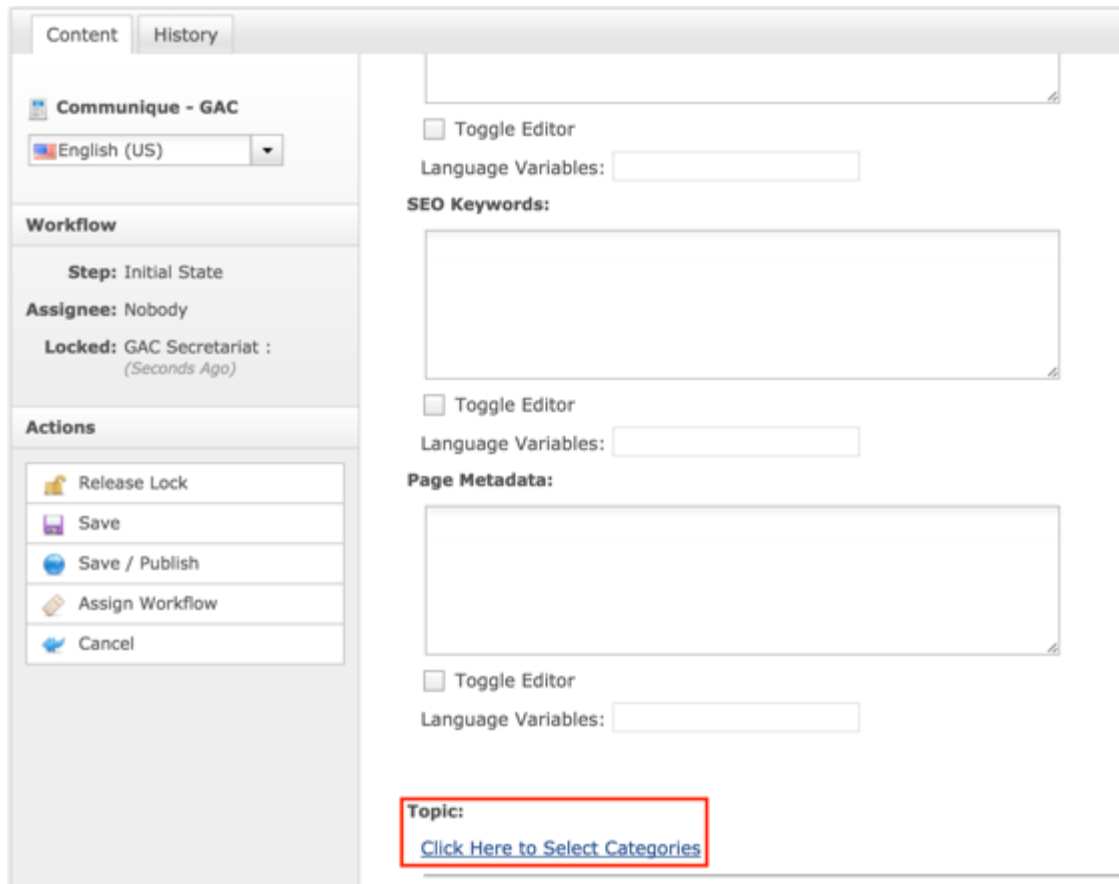
Title:
Alex Test Communiqué

Location:
Los Angeles

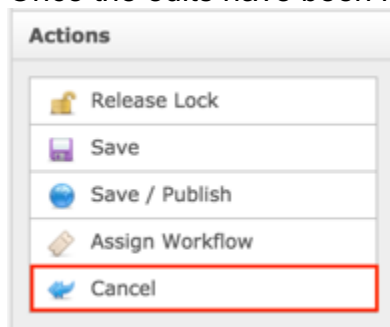
Official Date and Time:
11/18/2016 4:00 PM

Privacy Setting:
 Private
 Public

Create Notification:
 Yes

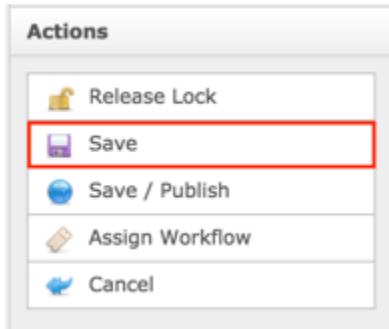


8. Once the edits have been made, you can either select **Cancel** to negate the edits



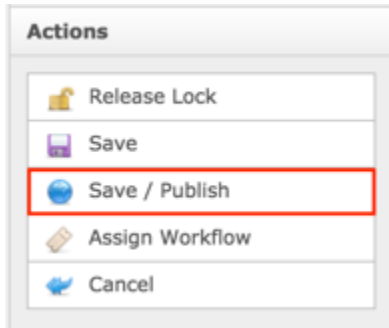
OR

Select **Save** which will save the edits and not publish them



OR

Select **Save / Publish** which will save and publish the edits

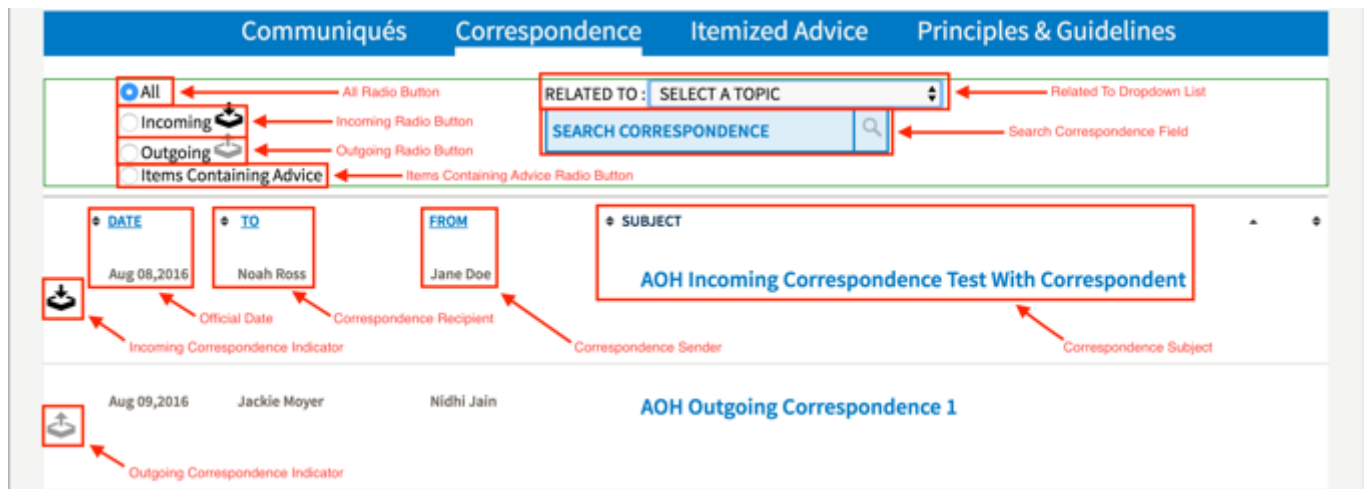


NOTE: Once Save / Publish is selected, the Communiqué will be published in the GAC Advice section of the site.

Correspondence

Correspondence is comprised of Incoming Correspondence and Outgoing Correspondence. Both are displayed on the Correspondence Index page.

The following screenshot illustrates the contents of the Correspondence Index page:



Note the following elements of the Correspondence Index page:

- All Radio Button: When this radio button is selected, both Incoming and Outgoing Correspondence will display in the index.
- Incoming Radio Button: When this radio button is selected, only Incoming Correspondence will display in the index.
- Outgoing Radio Button: When this radio button is selected, only Outgoing Correspondence will display in the index.
- Items Containing Advice Radio Button: When this radio button is selected, only Outgoing Correspondence containing Advice will display in the index.
- Related To Dropdown List: This list contains topics that Incoming and Outgoing Correspondence have been tagged with. When a topic is selected, only Incoming and Outgoing Correspondence tagged with the selected topic will display in the index.
- Search Correspondence Field: This field allows the user to type in a keyword / phrase of what they would like to search for.
- Official Date: This is the date that has been specified as the Official Date on Incoming and Outgoing Correspondence.
- Correspondence Recipient: This is the name(s) of the individual(s) that the Correspondence was sent to.
- Correspondence Sender: This is the name(s) of the individual(s) that sent the Correspondence.
- Correspondence Subject: This is the title given to the Incoming and Outgoing Correspondence.
- Incoming Correspondence Indicator: This indicator signifies a piece of Correspondence is an Incoming Correspondence in the Correspondence Index.
- Outgoing Correspondence Indicator: This indicator signifies a piece of Correspondence is an Outgoing Correspondence in the Correspondence Index.

Incoming Correspondence

When the GAC receives Incoming Correspondence, they will be able to parse the contents of the correspondence and publish it to their website. If there are any important Actions or if it relates to other Advice, the GAC will be able to track these things against the data already in dotCMS so that site visitors can see these relationships.

The following screenshot illustrates the contents of Incoming Correspondence:

The screenshot displays the 'Incoming Correspondence' interface. At the top, there is a navigation bar with tabs: 'Communiqués', 'Correspondence', 'Itemized Advice', and 'Principles & Guidelines'. The main content area is divided into two columns. The left column contains a list of correspondence items, and the right column shows a detailed view of a selected item.

Left Column (Summary):

- Title:** Letter from India Govt to ICANN Board
- PDF Link:** PDF [44 KB]
- Received Date:** 27 Oct 2016
- To:** Ahmad Allam-Mi, Son Excellence l'Ambassadeur, Communauté Economique de Etats de l' Afrique Centrale, Ibrahim Assane Mayaki, Chief Executive Officer, NEPAD Planning and Coordinating Agency, Akram Atallah, President Global Domains Division, ICANN, USA
- From:** Vijay Phalke, Lead Tester, Rasnez, Obscuria
- CC:** Dr. Peter Allen, Chief Executive Officer, Ministry of the Public Service, Energy and Public Utilities, Government of Belize, Belize; Camille Angué, GAC Representative, France; Antigoni Axenidou, Director, General Legal Division, UN Office of Legal Affairs,
- Description:** This is test correspondence from Indian Govt
- Key Points:** Advice regarding ICANN57

Right Column (Document Preview):

20150912 GAC Input to ICANN CCWG accountabil... 1 / 3

Uploaded File Name | Number of Pages | Rotate Clockwise Icon | Download Icon | Print Icon

Governmental Advisory Committee (GAC) input to the Cross-Community Working Group (CCWG) on Enhancing ICANN's Accountability

12 September 2015

Proposal – GAC's involvement in the Community Mechanism

1. Introduction

- This paper is a contribution from the GAC with regards to the involvement of the GAC in the "Community Mechanism", as outlined in chapter 6 of the "CCWG-Accountability 2nd Draft Proposal on Work Stream 1 Recommendations".
- The position described here aims at answering the open question whether or not the GAC may intend to participate in the proposed "Community Mechanism".
- This document is submitted to the CCWG-Accountability as a consensus input to the public comment period of the working group's 2nd draft proposal (August 3rd – September 12th 2015).
- The present document is divided in two parts:
 - A list of "common ground" elements, which summarizes the minimum denominator between the various GAC member positions expressed in the document: "INPUT FROM GAC MEMBERS TO MEETING OF CCWG-ACCOUNTABILITY: Paris, 17-18 July 2015".
 - A concrete proposal with regards to the involvement of the GAC in the aforementioned "Community Mechanism".

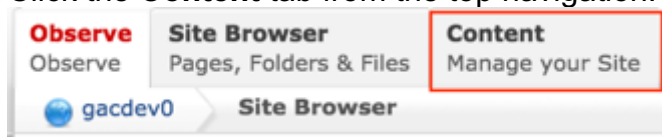
Note the following elements of Incoming Correspondence:

- Title: This is the title given to the Incoming Correspondence in dotCMS.
- PDF Link: Selecting this link will display the Incoming Correspondence in PDF format.
- Received Date: This is the date the Incoming Correspondence was received.
- To: This is the recipient(s) of the Incoming Correspondence.
- From: This is the sender(s) of the Incoming Correspondence.
- CC: This is who has been carbon copied (CC'd) on the Incoming Correspondence.
- Description: This is the description given to the Incoming Correspondence in dotCMS.
- Key Points: This is key points given to the Incoming Correspondence in dotCMS.
- Uploaded File Name: This is the name of the file that was uploaded to create the Incoming Correspondence.
- Number of Pages: This is the number of pages of the Incoming Correspondence.
- Rotate Clockwise Icon: Selecting this icon will rotate the Incoming Correspondence clockwise.
- Download Icon: Selecting this icon will allow you to download the Incoming Correspondence to your computer.
- Print Icon: Selecting this icon will allow you to print the Incoming Correspondence.
- Incoming Correspondence: This is the Incoming Correspondence page(s) that were uploaded to dotCMS.

Creating Incoming Correspondence

To create new Incoming Correspondence content, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Content** tab from the top navigation.



3. Select **Correspondence Incoming - GAC** from the Type dropdown list.

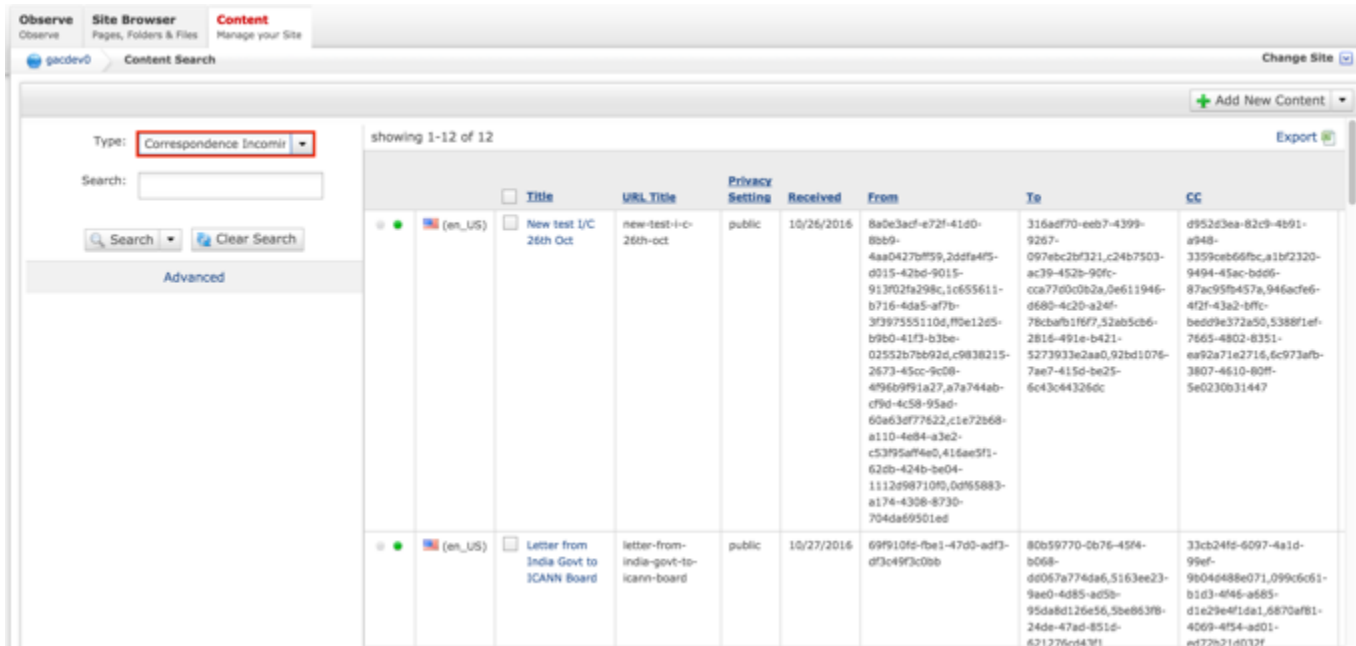
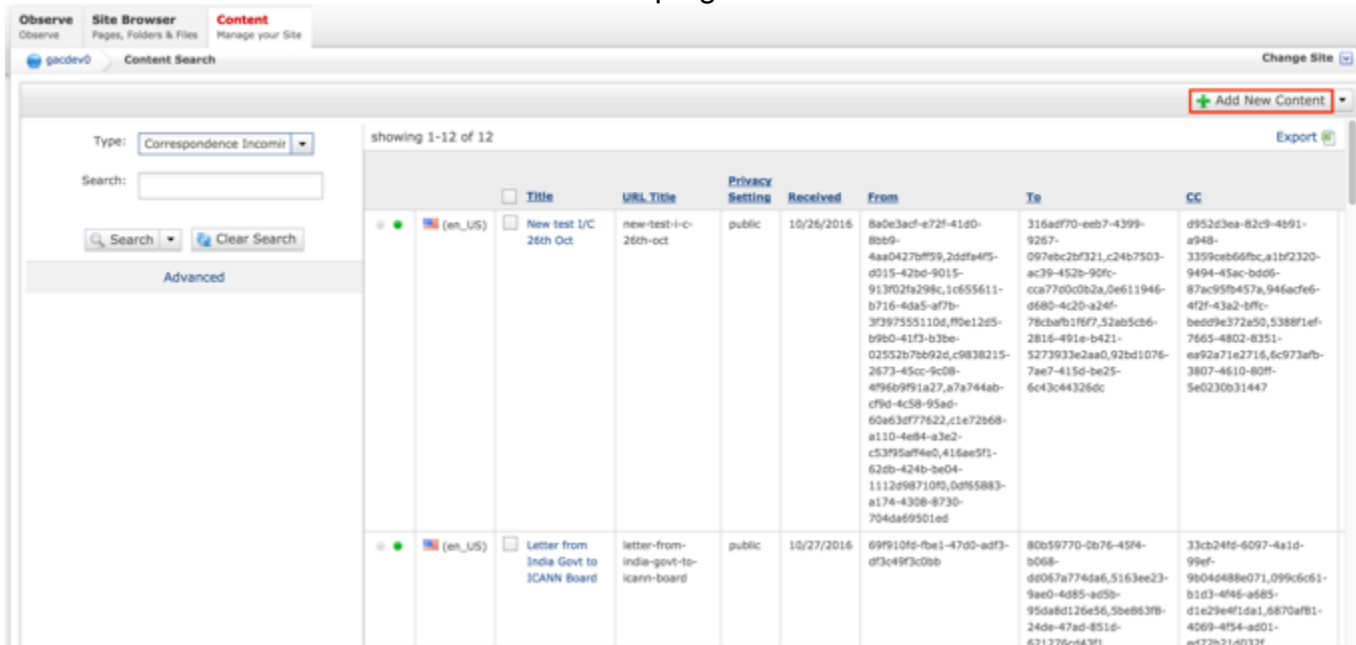


Figure 16: Navigating to the Content page within the Admin site will show all the Incoming Correspondence pages that have already been created.

4. Select the **Add New Content** button on the top right.



5. Complete the following required fields:
 - a. Title
 - b. Correspondence File
 - c. Privacy Setting (defaults to Private)

- d. Received
- e. From
- f. To
- g. Official Date and Time

Observe **Site Browser** **Content**
Observe Pages, Folders & Files Manage your Site

gacdev0 > Content Search > Add/Edit Correspondence Incoming - GAC

Content

Correspondence Incoming - GAC
English (US)

Workflow
Step: Initial State
Assignee: Nobody

Actions
Save
Save / Publish
Assign Workflow
Cancel

Title:

URL Title:

Correspondence File:
Choose File No file chosen

Privacy Setting:
 Private
 Public

Received:

Observe Site Browser Content
 Observe Pages, Folders & Files Manage your Site

gacdev0 Content Search Add/Edit Correspondence Incoming - GAC

Content

Correspondence Incoming - GAC
 English (US)

Workflow
 Step: Initial State
 Assignee: Nobody

Actions
 Save
 Save / Publish
 Assign Workflow
 Cancel

From:

Christopher A. Coons, U.S. Senator, United States
 Nora Abusitta, Secretariat, NETmundial Initiative
 Cristian Aguir, Deputy Minister of Communications, Infrastructure and Housing, Guatemala
 Dr. Hessa Al-Jaber, Secretary General, ICT, Qatar
 Mohammed Al-Tuwajri, Assistant Secretary General for Economic Affairs, LAS
 Carlos Alberto Forete Mesquita, Minister of Transport and Communications, Government of Mozambique
 Carlos Alberto Forete Mesquita, Minister of Transport and Communications, Government of Mozambique
 Ambassador Alfredo Alfredo Morelli, Director, Ministry of Foreign Affairs of Argentina, Argentina
 Ahmad Allam-m, Ambassadeur, CEEAC
 Ahmad Allam-Mi, Son Excellence l'Ambassadeur, Communauté Economique de Etats de l' Afrique Centrale
 Dr. Peter Allen, Chief Executive Officer, Ministry of the Public Service, Energy and Public Utilities, Government of Belize, Belize
 Steve Allison, Product Manager, ICANN, Examplestan
 Hasina Andriamanjato, Minister of Posts Telecommunications and New Technologies, Madagascar
 Lic. Miguel Angel Lopez Perito, Ministro-Secretario General y Jefe del Gabinete Civil Presidencia, la Republica del Paraguay
 Lic. Miguel Angel Lopez Perito, Ministro-Secretario General y Jefe del Gabinete Civil Presidencia, la Republica del Paraguay
 Camille Angué, GAC Representative, France
 Markus Arbenz, Executive Director, IFOAM
 Ibrahim Assane Mayaki, Chief Executive Officer, NEPAD Planning and Coordinating Agency
 Ibrahim Assane Mayaki, CEO, NEPAD
 Akram Atallah, President Global Domains Division, ICANN, USA

To:

Christopher A. Coons, U.S. Senator, United States
 Nora Abusitta, Secretariat, NETmundial Initiative
 Cristian Aguir, Deputy Minister of Communications, Infrastructure and Housing, Guatemala
 Dr. Hessa Al-Jaber, Secretary General, ICT, Qatar
 Mohammed Al-Tuwajri, Assistant Secretary General for Economic Affairs, LAS
 Carlos Alberto Forete Mesquita, Minister of Transport and Communications, Government of Mozambique
 Carlos Alberto Forete Mesquita, Minister of Transport and Communications, Government of Mozambique
 Ambassador Alfredo Alfredo Morelli, Director, Ministry of Foreign Affairs of Argentina, Argentina
 Ahmad Allam-m, Ambassadeur, CEEAC
 Ahmad Allam-Mi, Son Excellence l'Ambassadeur, Communauté Economique de Etats de l' Afrique Centrale
 Dr. Peter Allen, Chief Executive Officer, Ministry of the Public Service, Energy and Public Utilities, Government of Belize, Belize

Observe Site Browser Content
 Observe Pages, Folders & Files Manage your Site

gacdev0 Content Search Add/Edit Correspondence Incoming - GAC

Content

Correspondence Incoming - GAC
 English (US)

Workflow
 Step: Initial State
 Assignee: Nobody

Actions
 Save
 Save / Publish
 Assign Workflow
 Cancel

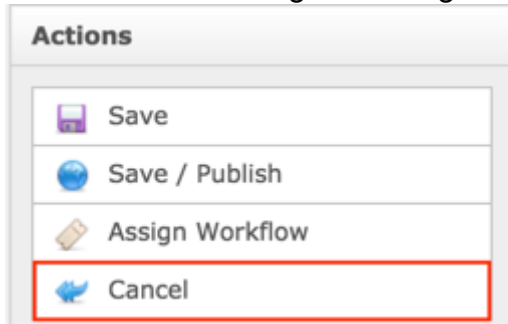
p Words: 0

WYSIWYG Language Variables:

Create Notification:
 No
 Yes

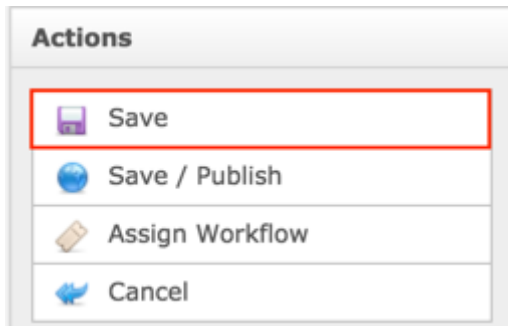
Official Date and Time:

6. Select **Cancel** to negate adding the content



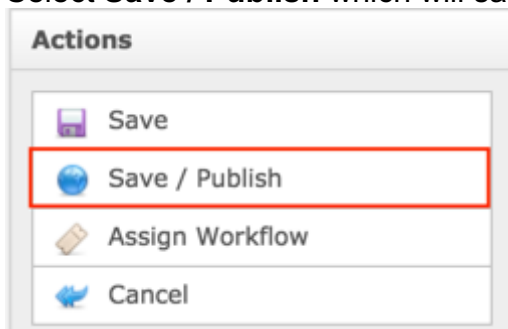
OR

Select **Save** which will save the content and not publish it



OR

Select **Save / Publish** which will save and publish the content

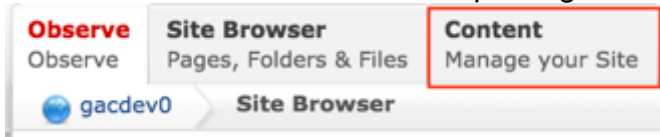


NOTE: Once Save / Publish is selected, the Incoming Correspondence will be published in the GAC Advice section of site.

Updating Incoming Correspondence

To update Incoming Correspondence content, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Content** tab from the top navigation.



3. Select **Correspondence Incoming - GAC** from the Type dropdown list.

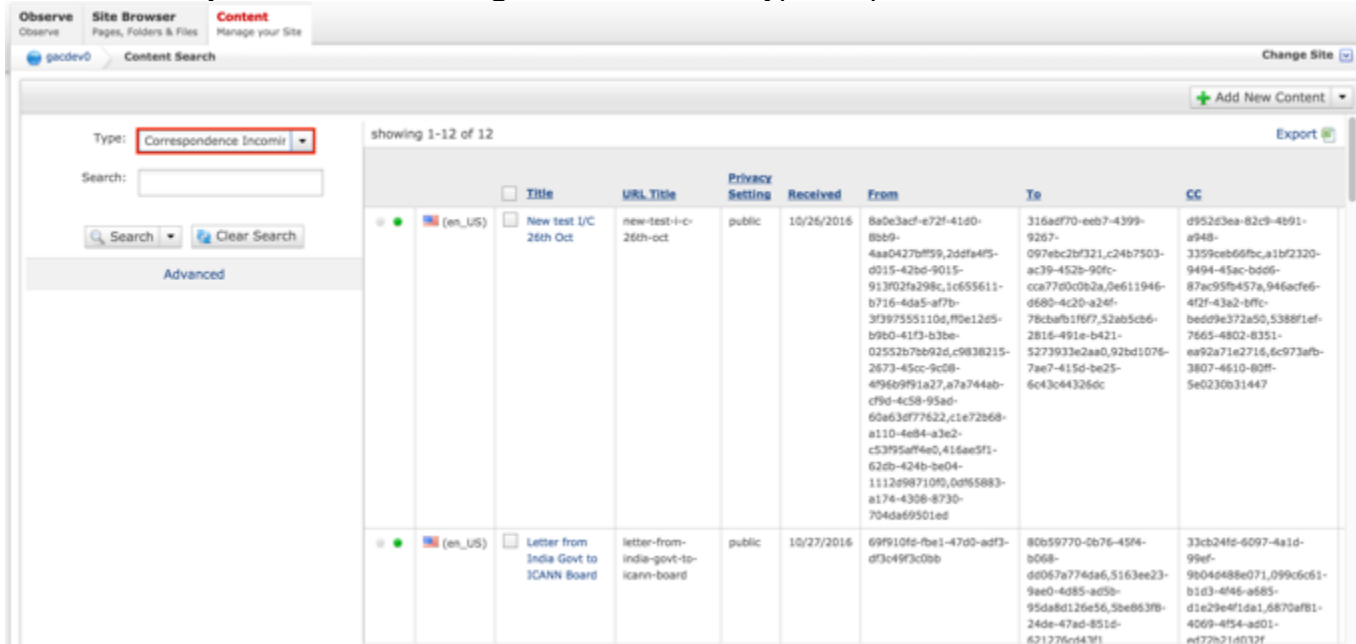
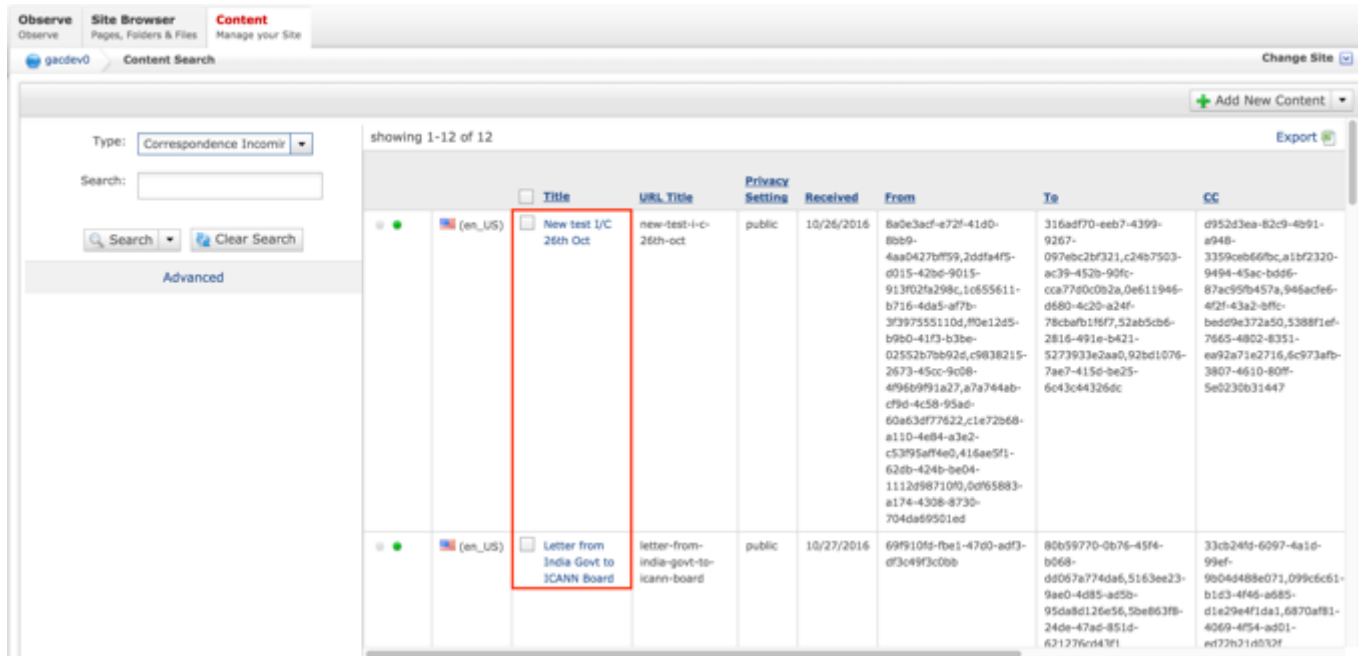


Figure 17: Navigating to the Content page within the Admin site will show all the Incoming Correspondence pages that have already been created.

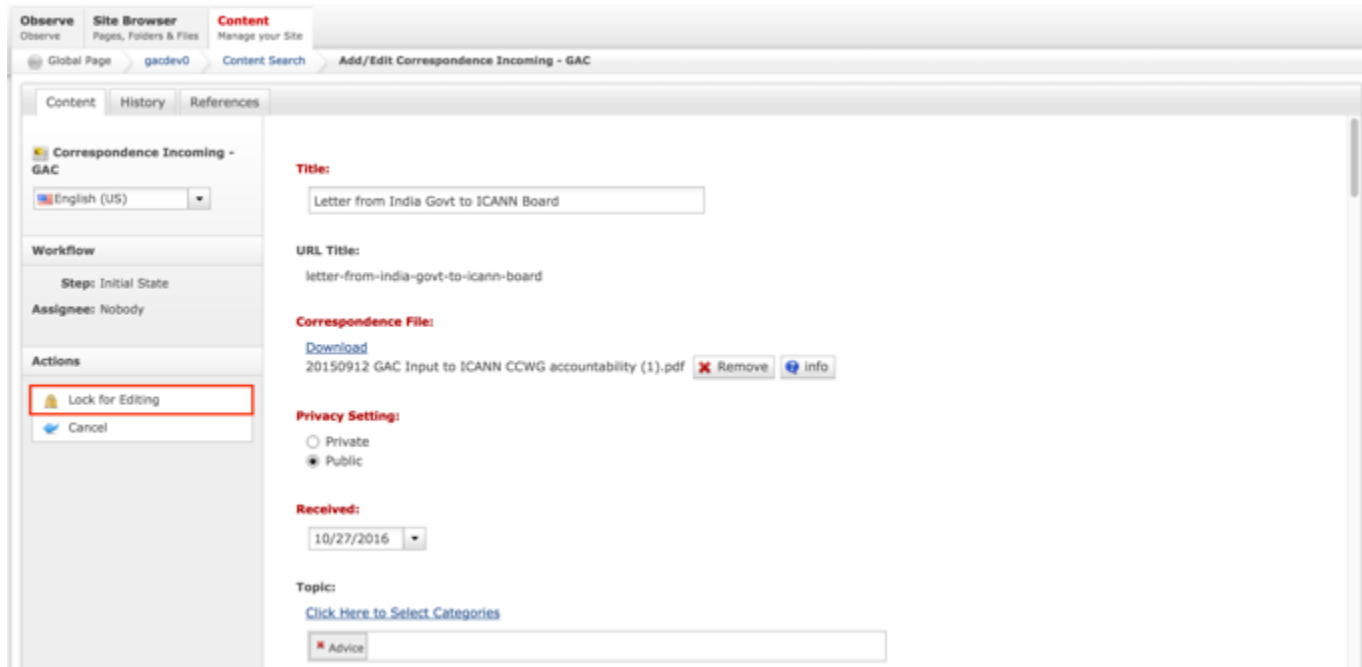
4. On the right side on the Content Search page, select the Incoming Correspondence you would like to update by clicking on the Title.



NOTE: You can refine your search by doing the following:

- Selecting any of the column headings to sort ascending and descending
- AND / OR
- Enter additional data in the “Search” field on the left and click the **Search** button

5. After selecting the Incoming Correspondence that you would like to modify, the editor will be displayed. Lock the page for editing by clicking on **Lock for Editing** under the Actions menu.



6. Modify any of the following fields:

- a. Title
- b. Correspondence File
- c. Privacy Setting
- d. Received
- e. Topic
- f. From
- g. To
- h. CC
- i. Description
- j. Key Points
- k. Create Notification option
- l. Notification Text
- m. Official Date and Time

Content History References

Correspondence Incoming - GAC

English (US)

Workflow

Step: Initial State

Assignee: Nobody

Locked: GAC Secretariat : (Seconds Ago)

Actions

- Release Lock
- Save
- Save / Publish
- Assign Workflow
- Cancel

Title:

AOH Incoming Correspondence Test With Correspondent

URL Title:

aoh-incoming-correspondence-test-with-correspondent

Correspondence File:

[Download](#)
Create_Edit Incoming Correspondence.pdf [Remove](#) [info](#)

Privacy Setting:

Private
 Public

Received:

7/28/2016

Topic:

[Click Here to Select Categories](#)

Content History References

Correspondence Incoming - GAC

English (US)

Workflow

Step: Initial State

Assignee: Nobody

Locked: GAC Secretariat : (Seconds Ago)

Actions

- Release Lock
- Save

From:

Christopher A. Coons, U.S. Senator, United States
 Nora Abusitta, Secretariat, NETmundial Initiative
 Cristian Aguir, Deputy Minister of Communications, Infrastructure and Housing, Guatemala
 Dr. Hessa Al-Jaber, Secretary General, ICT, Qatar
 Mohammed Al-Tuwaijri, Assistant Secretary General for Economic Affairs, LAS
 Carlos Alberto Forete Mesquita, Minister of Transport and Communications, Government of Mozambique
 Carlos Alberto Forete Mesquita, Minister of Transport and Communications, Government of Mozambique
 Ambassador Alfredo Alfredo Morelli, Director, Ministry of Foreign Affairs of Argentina, Argentina
 Ahmad Allam-m, Ambassadeur, CEEAC
 Ahmad Allam-Mi, Son Excellence l'Ambassadeur, Communauté Economique de Etats de l'Afrique Centrale
 Dr. Peter Allen, Chief Executive Officer, Ministry of the Public Service, Energy and Public Utilities, Government of Belize, Belize
 Steve Allison, Product Manager, ICANN, Examplestan
 Hasina Andriamanjato, Minister of Posts Telecommunications and New Technologies, Madagascar
 Lic. Miguel Angel Lopez Perito, Ministro-Secretario General y Jefe del Gabinete Civil Presidencia, la Republica del Paraguay
 Lic. Miguel Angel Lopez Perito, Ministro-Secretario General y Jefe del Gabinete Civil Presidencia, la Republica del Paraguay
 Camille Angué, GAC Representative, France
 Markus Arbenz, Executive Director, IFOAM
 Ibrahim Assane Mayaki, Chief Executive Officer, NEPAD Planning and Coordinating Agency
 Ibrahim Assane Mayaki, CEO, NEPAD
 Akram Atallah, President Global Domains Division, ICANN, USA

Content History References

Correspondence Incoming - GAC

English (US)

Workflow

Step: Initial State

Assignee: Nobody

Locked: GAC Secretariat : (Seconds Ago)

Actions

Release Lock

Save

Save / Publish

Assign Workflow

Cancel

To:

Christopher A. Coons, U.S. Senator, United States
 Nora Abusitta, Secretariat, NETmundial Initiative
 Cristian Aguir, Deputy Minister of Communications, Infrastructure and Housing, Guatemala
 Dr. Hessa Al-Jaber, Secretary General, ICT, Qatar
 Mohammed Al-Tuwajri, Assistant Secretary General for Economic Affairs, LAS
 Carlos Alberto Forete Mesquita, Minister of Transport and Communications, Government of Mozambique
 Carlos Alberto Forete Mesquita, Minister of Transport and Communications, Government of Mozambique
 Ambassador Alfredo Alfredo Morelli, Director, Ministry of Foreign Affairs of Argentina, Argentina
 Ahmad Allam-m, Ambassadeur, CEEAC
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 Dr. Peter Allen, Chief Executive Officer, Ministry of the Public Service, Energy and Public Utilities, Government of Belize, Belize
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 Hasina Andriamanjato, Minister of Posts Telecommunications and New Technologies, Madagascar
 Lic. Miguel Angel Lopez Perito, Ministro-Secretario General y Jefe del Gabinete Civil Presidencia, la Republica del Paraguay
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 Ibrahim Assane Mayaki, Chief Executive Officer, NEPAD Planning and Coordinating Agency
 Ibrahim Assane Mayaki, CEO, NEPAD
 Akram Atallah, President Global Domains Division, ICANN, USA

CC:

Christopher A. Coons, U.S. Senator, United States
 Nora Abusitta, Secretariat, NETmundial Initiative
 Cristian Aguir, Deputy Minister of Communications, Infrastructure and Housing, Guatemala
 Dr. Hessa Al-Jaber, Secretary General, ICT, Qatar
 Mohammed Al-Tuwajri, Assistant Secretary General for Economic Affairs, LAS
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 Ambassador Alfredo Alfredo Morelli, Director, Ministry of Foreign Affairs of Argentina, Argentina
 Ahmad Allam-m, Ambassadeur, CEEAC
 Ahmad Allam-Mi, Son Excellence l'Ambassadeur, Communaute Economique de Etats de l' Afrique Centrale
 Dr. Peter Allen, Chief Executive Officer, Ministry of the Public Service, Energy and Public Utilities, Government of Belize, Belize

Content History References

Correspondence Incoming - GAC

English (US)

Workflow

Step: Initial State

Assignee: Nobody

Locked: GAC Secretariat : (Seconds Ago)

Actions

Release Lock

Save

Save / Publish

Assign Workflow

Cancel

Description:

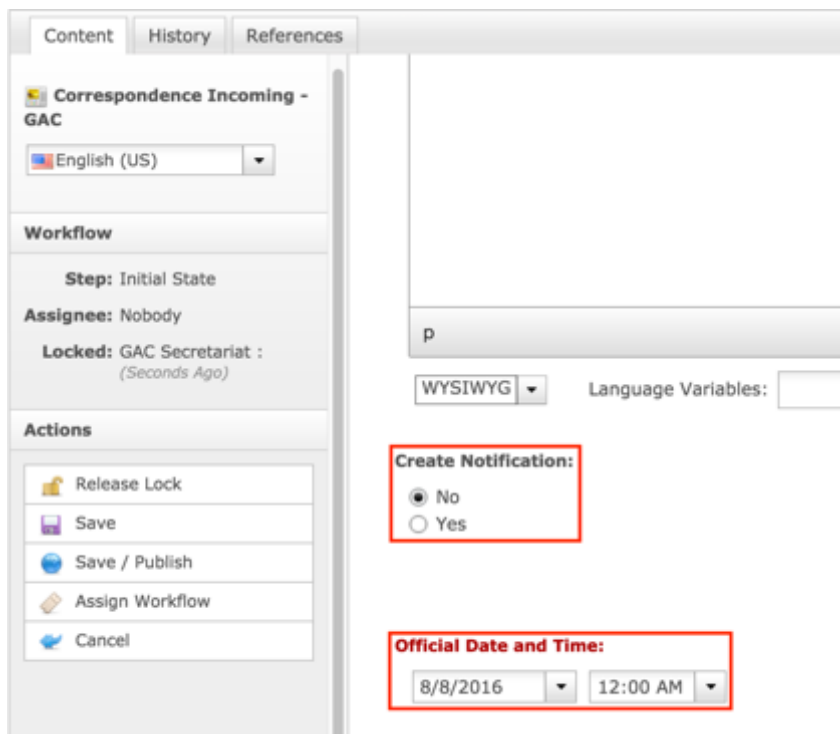
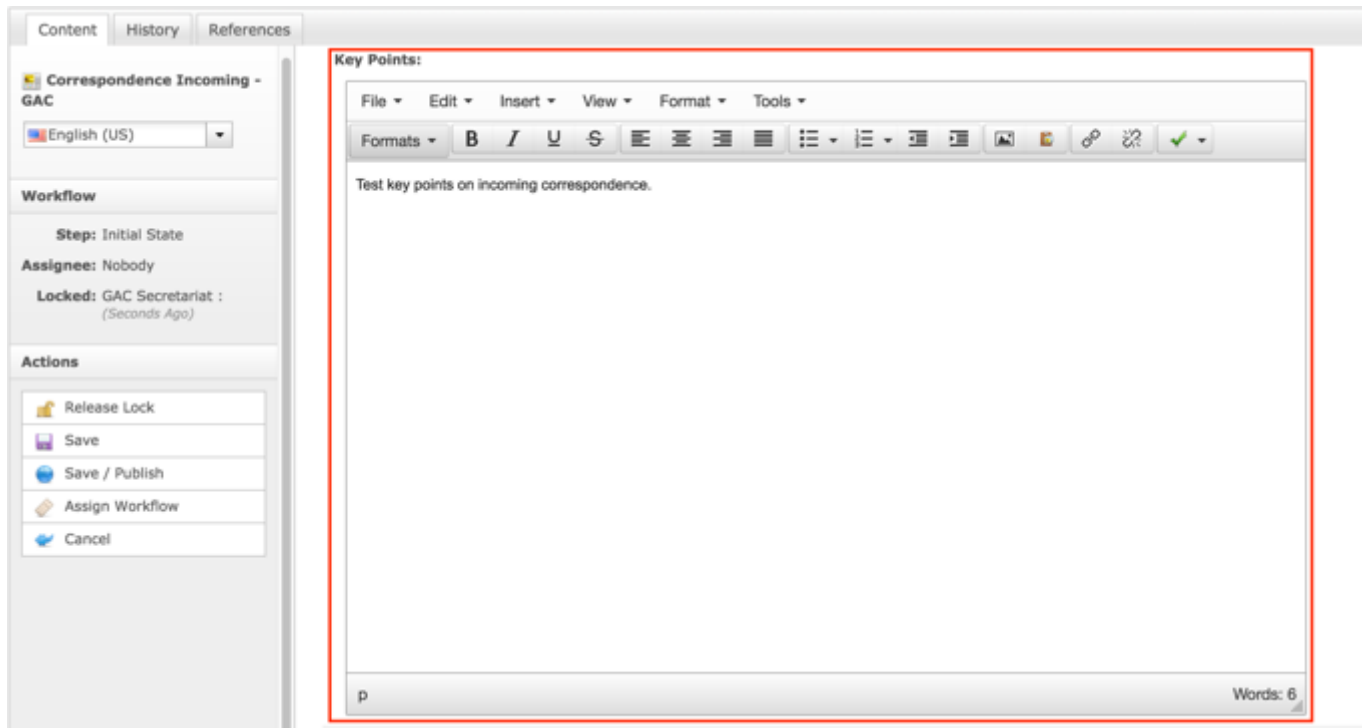
File Edit Insert View Format Tools

Formats B I U S

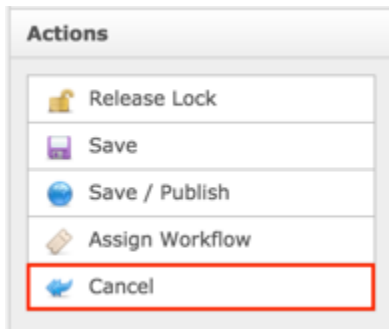
Test incoming correspondence with correspondent To, From & CC fields.

p

Words: 9

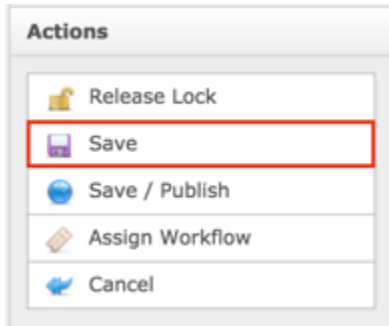


7. Once modifications have been made, you can either select **Cancel** to negate the edits.



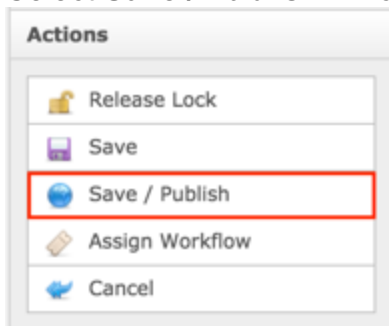
OR

Select **Save** which will save the edits and not publish them.



OR

Select **Save / Publish** which will save and publish the edits.



NOTE: Once Save / Publish is selected, the Incoming Correspondence will be published in the GAC Advice section of site.

Outgoing Correspondence

Outgoing Correspondences can be in response to other correspondences, calls for public comment, events taking place in the community or any other number of activities. The contents

of Outgoing Correspondence can vary, but often a correspondence written by the GAC houses Advice or Actions.

The following screenshot illustrates the contents of Outgoing Correspondence:

The screenshot displays an outgoing correspondence in dotCMS. The interface is divided into a sidebar on the left and a main content area on the right. The sidebar contains the following elements:

- Title:** Current round of new gTLDs Safeguards
- PDF Link:** View as PDF
- Sent:** 01 August 2016
- To:** Jackie Moyer, Lead PM, NNACI, Accountabilia
- From:** James Bladel, GNSO Chair, Steve Crocker, ICANN Board, ICANN, United States, Jane Doe, CEO, Conglomerate Inc., Acronymia, Hitesh Goyani, Lead Engineer, Zensar Tech, Alex Hutson, Sr. Business Analyst, ICANN, USA
- CC:**
- Description:** Current round of new gTLDs Safeguards
- Key Points:**

The main content area displays the following text:

ICANN | GAC
Governmental Advisory Committee

OFFICIAL CORRESPONDENCE

Jackie Moyer
Lead PM
Accountabilia

01 August 2016

RE: Current round of new gTLDs Safeguards

Dear Dr. Crocker,
Governmental Advisory Committee
26 January 2015
Dr. Steve Crocker, Chair, ICANN Board
cc: Cyrus Namazi, ICANN
Dear Dr. Crocker, Re: GAC Membership concerns with the use of two-character labels at the second level
On 16 October 2014 ICANN Board Resolution 2014.10.16.1.4 passed, with consideration of the GAC Los Angeles Communiqué, directing ICANN staff to "develop and implement an efficient procedure for the release of two-character domains currently required to be reserved in the New gTLD Registry Agreement." Concerns have been raised by GAC members who feel that the new process has been implemented very quickly and without any formal consultation with affected interested members of the GAC, just notification via ICANN support staff. The new process appears to depart from the new gTLD Registry Agreement, which supported national sovereignty, and GAC Principles regarding new gTLDs, in that:

#GAC-12345

gTLD Safeguards

The GAC appreciates the efforts of the ICANN Board New gTLD Program Committee (NGPC) since the 2013 Beijing meeting to respond to the GAC's Safeguard advice. At the same time, however, despite guidance provided by the GAC in Communiqués generated during subsequent ICANN meetings, including the 2015 ICANN meeting in Singapore, contracts with the new gTLD Applicants have continued without the GAC previously recommended provisions requiring the verification of credentials for domains in highly regulated sectors.

Note the following elements of Outgoing Correspondence:

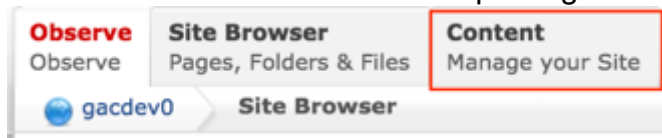
- **Title:** This is the title given to the Outgoing Correspondence in dotCMS.
- **PDF Link:** Selecting this link will display the Outgoing Correspondence in PDF format.
- **Sent Date:** This is the date the Outgoing Correspondence was sent.
- **To:** This is the recipient(s) of the Outgoing Correspondence.
- **From:** This is the sender(s) of the Outgoing Correspondence.
- **CC:** This is who has been carbon copied (CC'd) on the Outgoing Correspondence.
- **Description:** This is the description given to the Outgoing Correspondence in dotCMS.
- **Key Points:** This is key points given to the Outgoing Correspondence in dotCMS.

- **Outgoing Correspondence:** This is the Outgoing Correspondence page(s) that was created in dotCMS.

Creating Outgoing Correspondence

To create new Outgoing Correspondence content, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Content** tab from the top navigation.



3. Select **Correspondence Incoming - GAC** from the Type dropdown list.

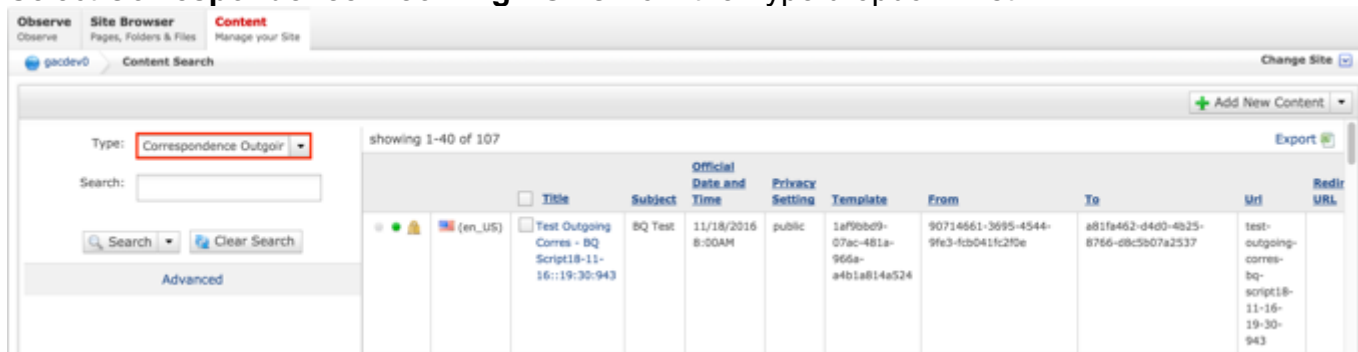
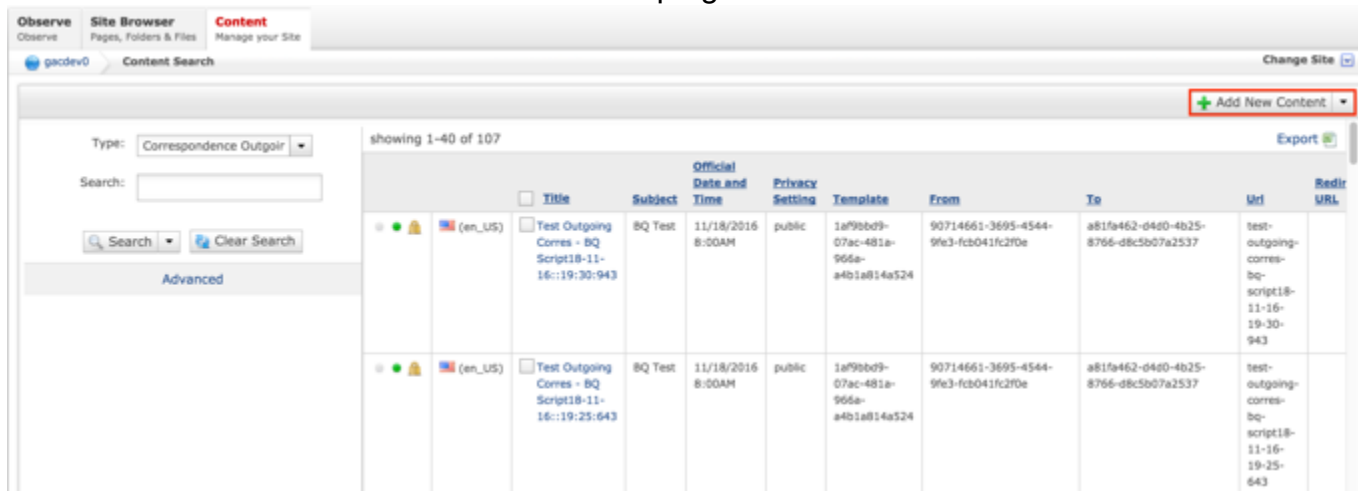


Figure 18: Navigating to the Content page within the Admin site will show all the Outgoing Correspondence pages that have already been created.

4. Select the **Add New Content** button on the top right.



5. Complete the following required fields:
 - a. Title
 - b. Official Date and Time
 - c. Privacy Setting (defaults to Private)
 - d. From
 - e. To

The screenshot shows a web application interface with a top navigation bar containing 'Observe', 'Site Browser', and 'Content' tabs. Below the navigation bar, there are breadcrumb links: 'gacdev0', 'Content Search', and 'Add/Edit Correspondence Outgoing - GAC'. The main content area is titled 'Content' and contains a form for 'Correspondence Outgoing - GAC'. The form includes a language dropdown set to 'English (US)', a 'Workflow' section with 'Step: Initial State' and 'Assignee: Nobody', and an 'Actions' section with buttons for 'Save', 'Save / Publish', 'Assign Workflow', and 'Cancel'. The form fields are: 'Title' (highlighted with a red box), 'Subject', 'Topic' (with a link 'Click Here to Select Categories'), and 'Description' (with a rich text editor toolbar). The toolbar includes menus for 'File', 'Edit', 'Insert', 'View', 'Format', and 'Tools', and icons for bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, and a green checkmark.

Observe Site Browser Content
 Observe Pages, Folders & Files Manage your Site

gacdev0 Content Search Add/Edit Correspondence Outgoing - GAC

Content

Correspondence Outgoing - GAC
 English (US)

Workflow
 Step: Initial State
 Assignee: Nobody

Actions
 Save
 Save / Publish
 Assign Workflow
 Cancel

Official Date and Time:

Privacy Setting:
 Private
 Public

From:
 Christopher A. Coons, U.S. Senator, United States
 Nora Abusitta, Secretariat, NETmundial Initiative
 Cristian Aguir, Deputy Minister of Communications, Infrastructure and Housing, Guatemala
 Dr. Hessa Al-Jaber, Secretary General, ICT, Qatar
 Mohammed Al-Tuwaijri, Assistant Secretary General for Economic Affairs, LAS
 Carlos Alberto Forete Mesquita, Minister of Transport and Communications, Government of Mozambique
 Carlos Alberto Forete Mesquita, Minister of Transport and Communications, Government of Mozambique
 Ambassador Alfredo Alfredo Morelli, Director, Ministry of Foreign Affairs of Argentina, Argentina
 Ahmad Allam-m, Ambassadeur, CEEAC
 Ahmad Allam-Mi, Son Excellence l'Ambassadeur, Communauté Economique de Etats de l' Afrique Centrale
 Dr. Peter Allen, Chief Executive Officer, Ministry of the Public Service, Energy and Public Utilities, Government of Belize, Belize
 Steve Allison, Product Manager, ICANN, Examplestan
 Hasina Andriamanjato, Minister of Posts Telecommunications and New Technologies, Madagascar
 Lic. Miguel Angel Lopez Perito, Ministro-Secretario General y Jefe del Gabinete Civil Presidencia, la Republica del Paraguay
 Lic. Miguel Angel Lopez Perito, Ministro-Secretario General y Jefe del Gabinete Civil Presidencia, la Republica del Paraguay
 Camille Angué, GAC Representative, France
 Markus Arbenz, Executive Director, IFOAM
 Ibrahim Assane Mayaki, Chief Executive Officer, NEPAD Planning and Coordinating Agency
 Ibrahim Assane Mayaki, CEO, NEPAD
 Akram Atallah, President Global Domains Division, ICANN, USA

Observe Site Browser Content
 Observe Pages, Folders & Files Manage your Site

gacdev0 Content Search Add/Edit Correspondence Outgoing - GAC

Content

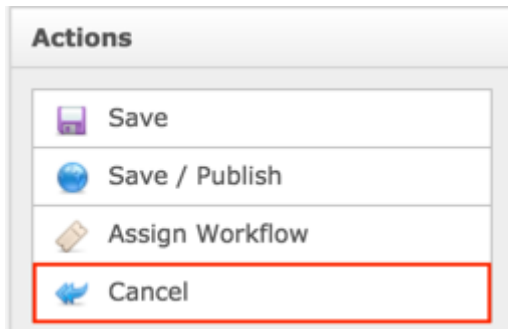
Correspondence Outgoing - GAC
 English (US)

Workflow
 Step: Initial State
 Assignee: Nobody

Actions
 Save
 Save / Publish
 Assign Workflow
 Cancel

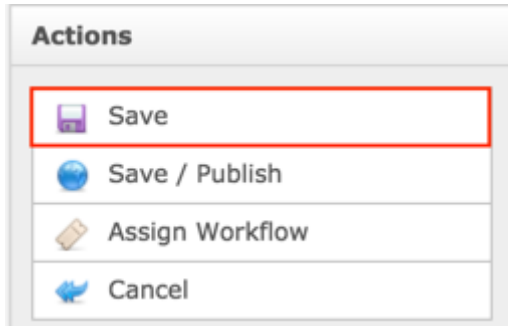
To:
 Christopher A. Coons, U.S. Senator, United States
 Nora Abusitta, Secretariat, NETmundial Initiative
 Cristian Aguir, Deputy Minister of Communications, Infrastructure and Housing, Guatemala
 Dr. Hessa Al-Jaber, Secretary General, ICT, Qatar
 Mohammed Al-Tuwaijri, Assistant Secretary General for Economic Affairs, LAS
 Carlos Alberto Forete Mesquita, Minister of Transport and Communications, Government of Mozambique
 Carlos Alberto Forete Mesquita, Minister of Transport and Communications, Government of Mozambique
 Ambassador Alfredo Alfredo Morelli, Director, Ministry of Foreign Affairs of Argentina, Argentina
 Ahmad Allam-m, Ambassadeur, CEEAC
 Ahmad Allam-Mi, Son Excellence l'Ambassadeur, Communauté Economique de Etats de l' Afrique Centrale
 Dr. Peter Allen, Chief Executive Officer, Ministry of the Public Service, Energy and Public Utilities, Government of Belize, Belize
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 Lic. Miguel Angel Lopez Perito, Ministro-Secretario General y Jefe del Gabinete Civil Presidencia, la Republica del Paraguay
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 Camille Angué, GAC Representative, France
 Markus Arbenz, Executive Director, IFOAM
 Ibrahim Assane Mayaki, Chief Executive Officer, NEPAD Planning and Coordinating Agency
 Ibrahim Assane Mayaki, CEO, NEPAD
 Akram Atallah, President Global Domains Division, ICANN, USA

6. Select **Cancel** to negate adding the content



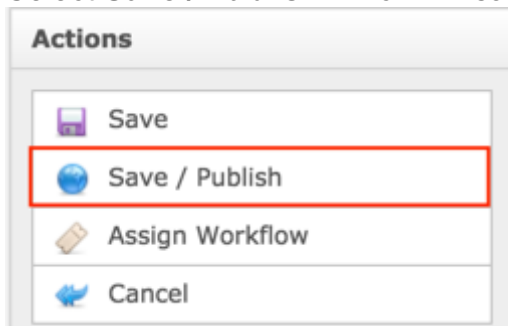
OR

Select **Save** which will save the content and not publish it



OR

Select **Save / Publish** which will save and publish the content



NOTE: Once Save / Publish is selected, the Outgoing Correspondence will be published in the GAC Advice section of site.

Relating Content to Outgoing Correspondence

After Outgoing Correspondence content has been created and published, the Secretariat can relate Advice to it so information from the related Advice displays in the Outgoing Correspondence. In addition to Advice, the Secretariat can relate Document Sections to Outgoing Correspondence which will allow them to add a free-form section that they can use to add documentation / information as needed.

RELATING NEW CONTENT TO OUTGOING CORRESPONDENCE

To relate new Advice and Document Section to Outgoing Correspondence, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Site Browser** tab from the top navigation.

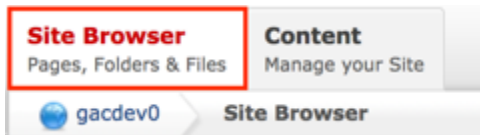
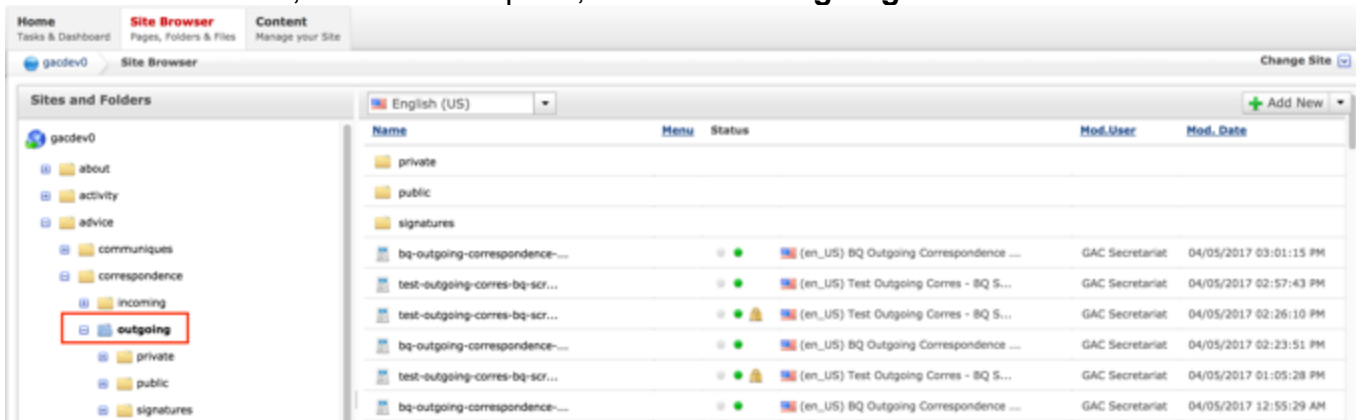
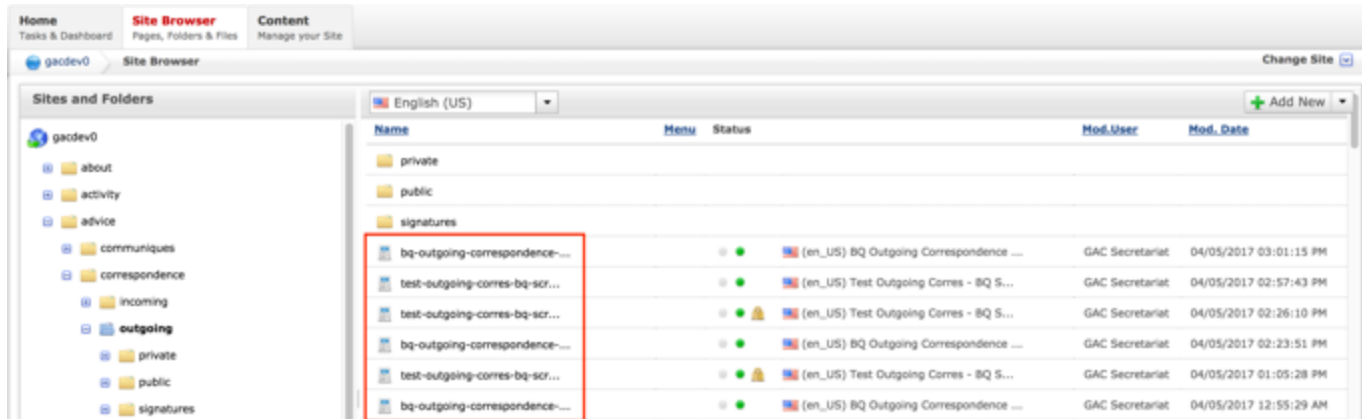


Figure 19: Navigating to the Site Browser page within the Admin site will show all the editable pages that you are able to modify.

3. On the Site Browser, within the left pane, click on the **outgoing** folder.

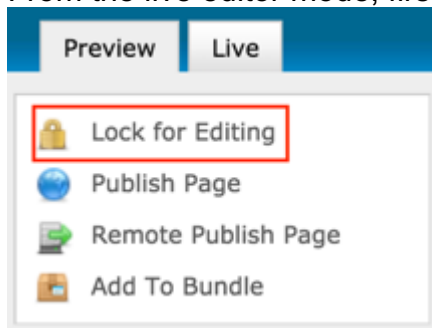


4. Double click the **Outgoing Correspondence Name** in the right pane to open the live editor interface for the page.

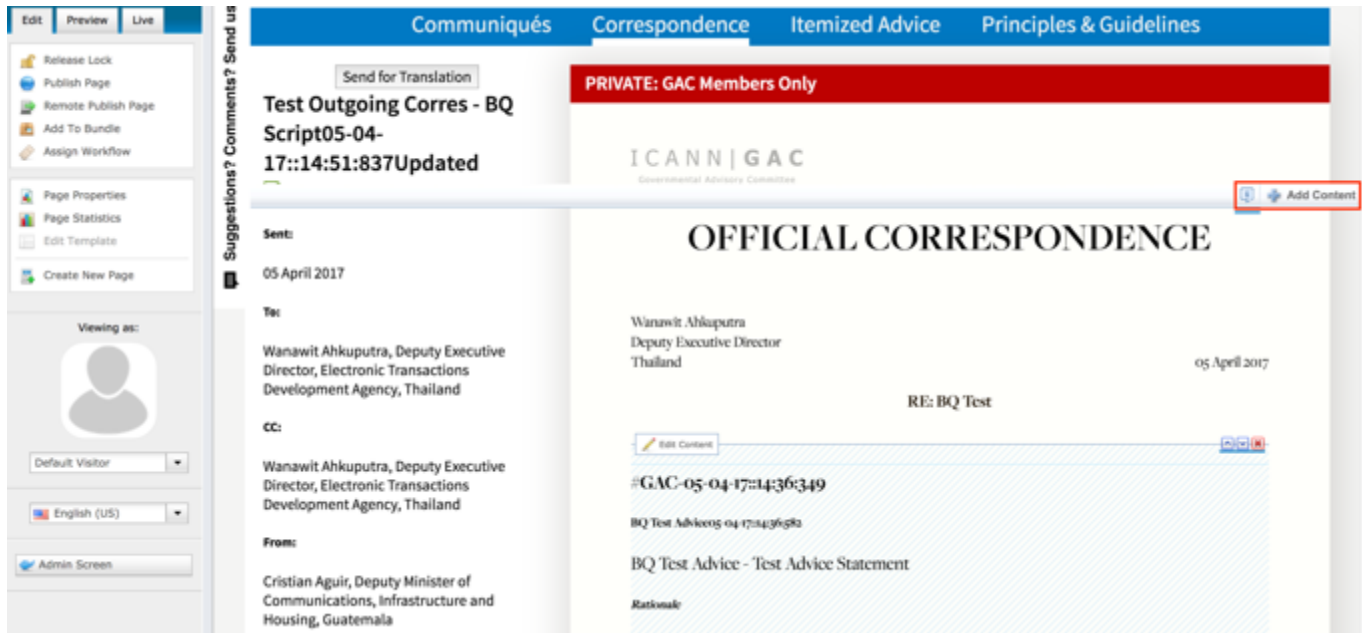


NOTE: You can sort the Outgoing Correspondence Name column (ascending or descending) by clicking on the column heading.

5. From the live editor mode, first lock the page for editing.



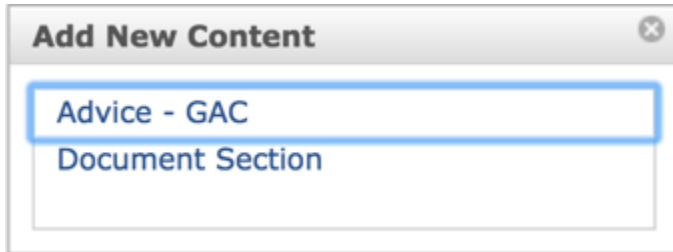
6. Select the **Add Content** button on the page.



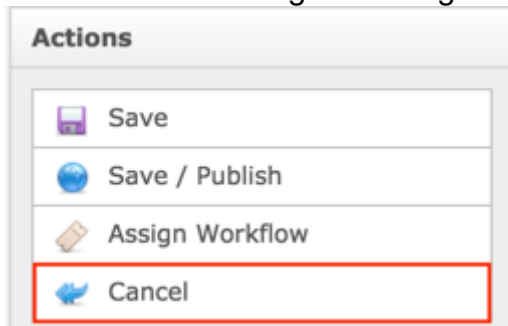
7. Select **New Content** from the Add Content dropdown.



8. An **Add New Content** pop-up will display allowing you to add Advice or a Document Section.

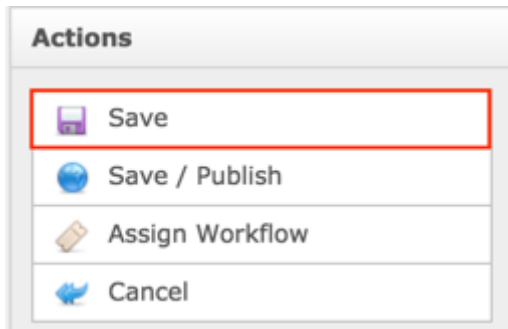


9. Click on the content type you would like to add from within the Add New Content pop-up.
10. Complete the required fields (headings in red) for the content type selected.
 - a. Document Section: This content does not have required fields however, the Title and Body must be completed so the Document Section added has a Title and support text (Body)
 - b. Advice
 - i. Title
 - ii. URL Title (automatically created based upon the Title)
 - iii. Privacy Setting (defaults to Private)
 - iv. Consensus Setting (defaults to Consensus)
 - v. Official Date and Time
 - vi. Advice Statement
 - vii. Rationale
 - viii. Reference Number
11. Select **Cancel** to negate adding the content



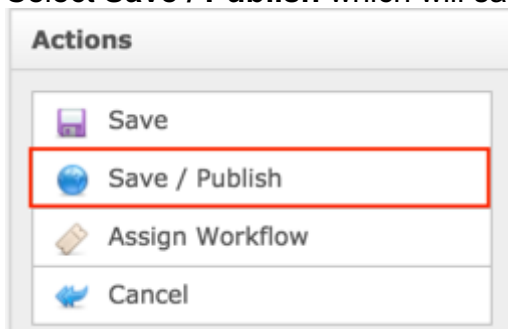
OR

Select **Save** which will save the content and not publish it



OR

Select **Save / Publish** which will save and publish the content



NOTE:

- Once Save / Publish is selected, the Outgoing Correspondence will be published in the GAC Advice section of site.
- Selecting Advice will create a piece of Advice content that is attached to the Outgoing Correspondence but is also independently accessible and will display in their respective site sections.
- Selecting Document Section will create a Document Section in the Outgoing Correspondence, not an independently accessible piece of content.

RELATING EXISTING CONTENT TO OUTGOING CORRESPONDENCE

To relate existing Advice and Document Section to Outgoing Correspondence, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Site Browser** tab from the top navigation.

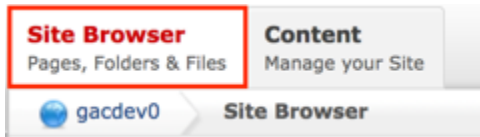
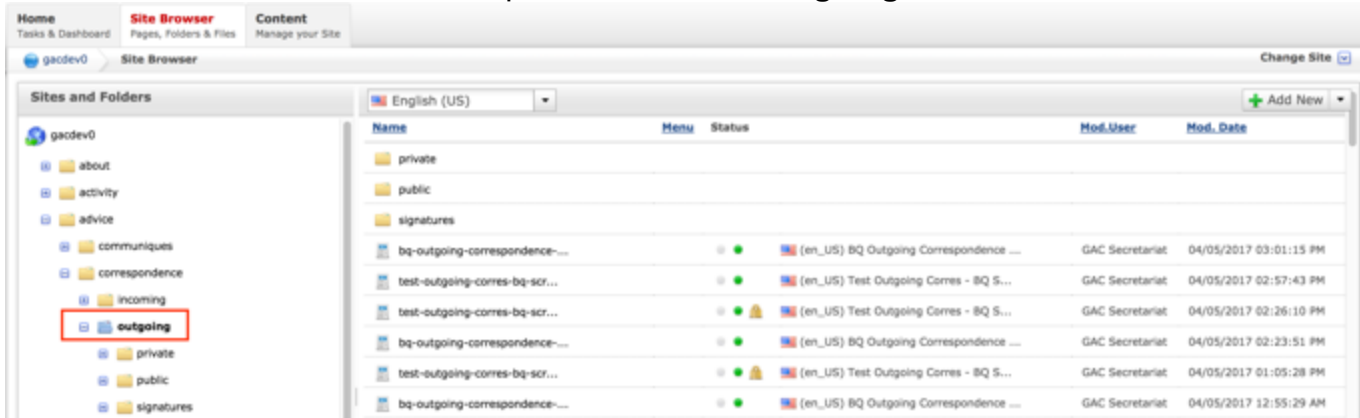
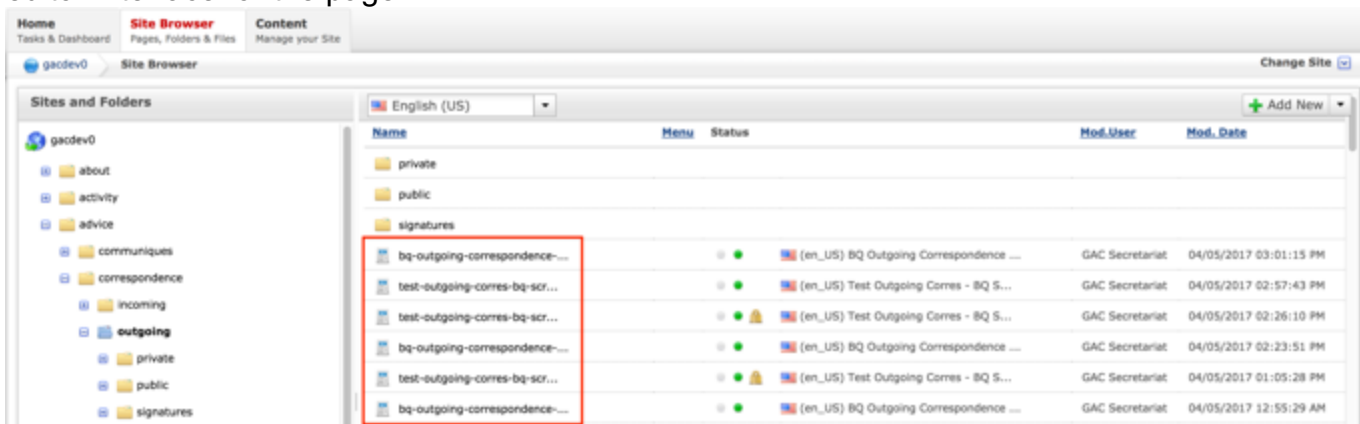


Figure 20: Navigating to the Site Browser page within the Admin site will show all the editable pages that you are able to modify.

3. On the Site Browser, within the left pane, click on the **outgoing** folder.

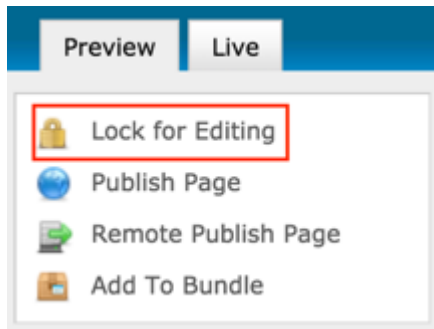


4. Double click the **Outgoing Correspondence Name** in the right pane to open the live editor interface for the page.



NOTE: You can sort the Outgoing Correspondence Name column (ascending or descending) by clicking on the column heading.

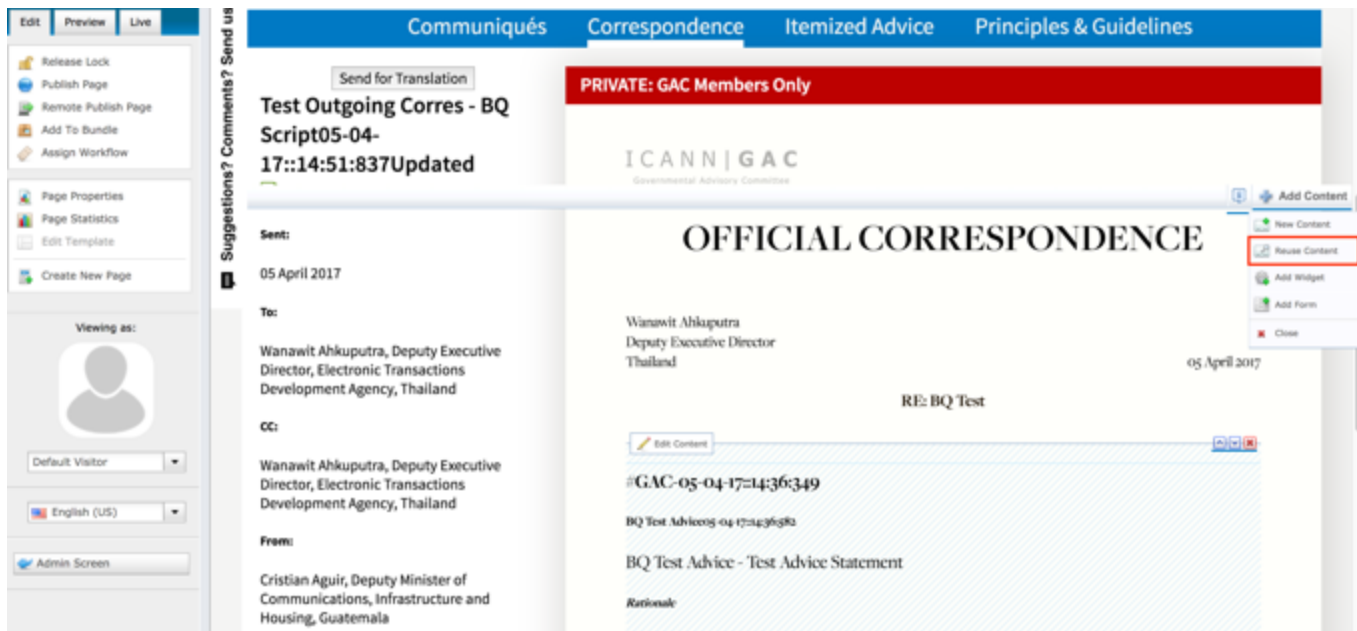
5. From the live editor mode, first lock the page for editing.



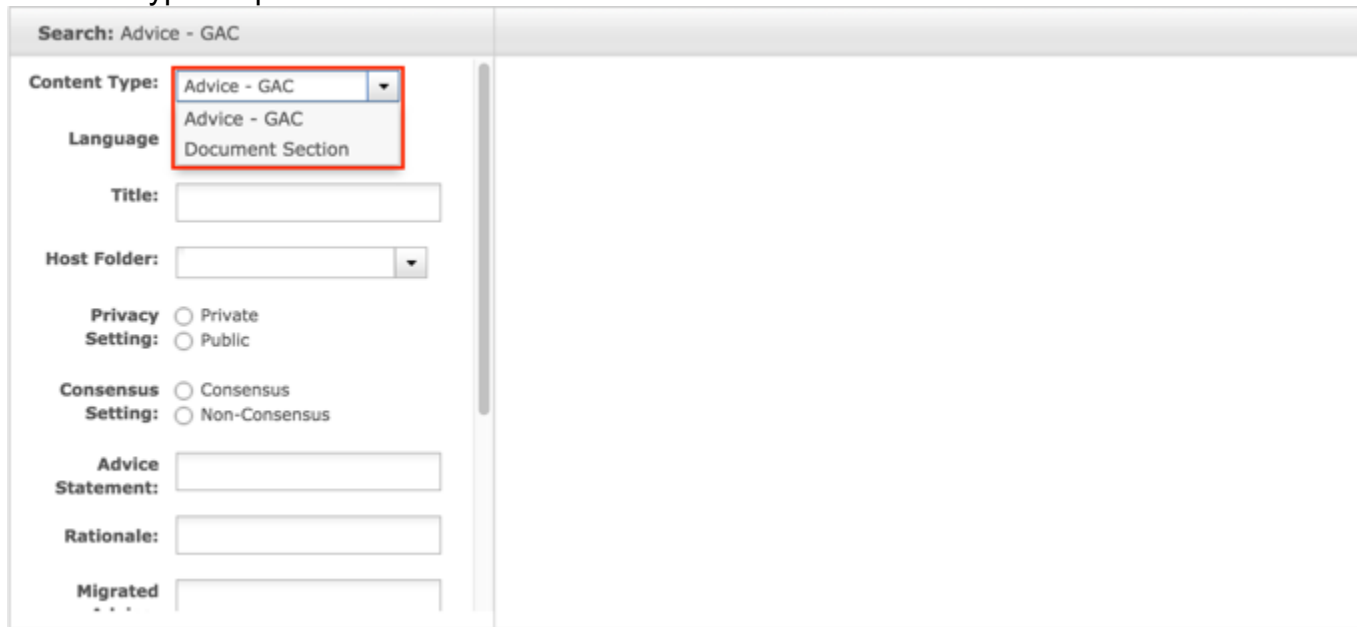
6. Select the **Add Content** button on the page.



7. Select **Reuse Content** from the Add Content dropdown.



- Once the Search pop-up displays, select **Advice** or **Document Section** from the Content Type dropdown.



- Select the **Search** button at the bottom of the Search pop-up to execute your search or select the **Clear Search** button to clear your search criteria.

Search: Advice - GAC

Consensus Setting: Consensus Non-Consensus

Advice Statement:

Rationale:

Migrated Advice:

GAC:

Figure 21: You can refine your search by entering additional criteria in the Search pop-up and then selecting the Search button.

10. Once the search results display, click the **Select** button to select the content you would like to reuse.

Search: Advice - GAC

Privacy Setting: Private Public

Consensus Setting: Consensus Non-Consensus

Advice Statement:

Rationale:

Migrated Advice:

GAC:

Matching Results (173)

	Language	Title	URL Title	Privacy Setting	Consensus Setting	Office Date Time
<input type="button" value="SELECT"/>	English (US)	2017-03-15 2-Character Country/Territory Codes at the Second Level	2017-03-15-2-character-country-territory-codes-at-the-second-level	public	consensus	3/15/12:00
<input type="button" value="SELECT"/>	English (US)	2017-03-15 IGO Protections	2017-03-15-igo-protections	public	consensus	3/15/12:00
<input type="button" value="SELECT"/>	English (US)	2017-03-15 Mitigation of Domain Name Abuse	2017-03-15-mitigation-of-domain-name-abuse	public	consensus	3/15/12:00
<input type="button" value="SELECT"/>	English (US)	2017-03-15 Protection of the Red Cross and Red Crescent	2017-03-15-protection-of-the-red-cross-and-red-	private	consensus	3/15/12:00

NOTE: Once Save / Publish is selected, the Outgoing Correspondence will be published in the GAC Advice section of site.

Updating Outgoing Correspondence

To update Outgoing Correspondence content, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Site Browser** tab from the top navigation.

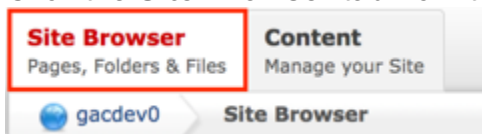
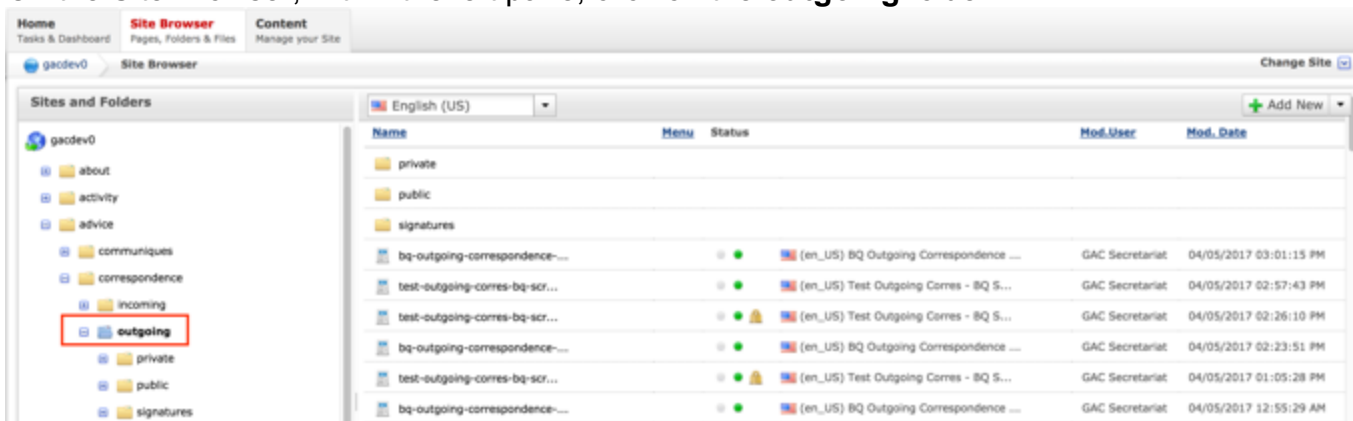
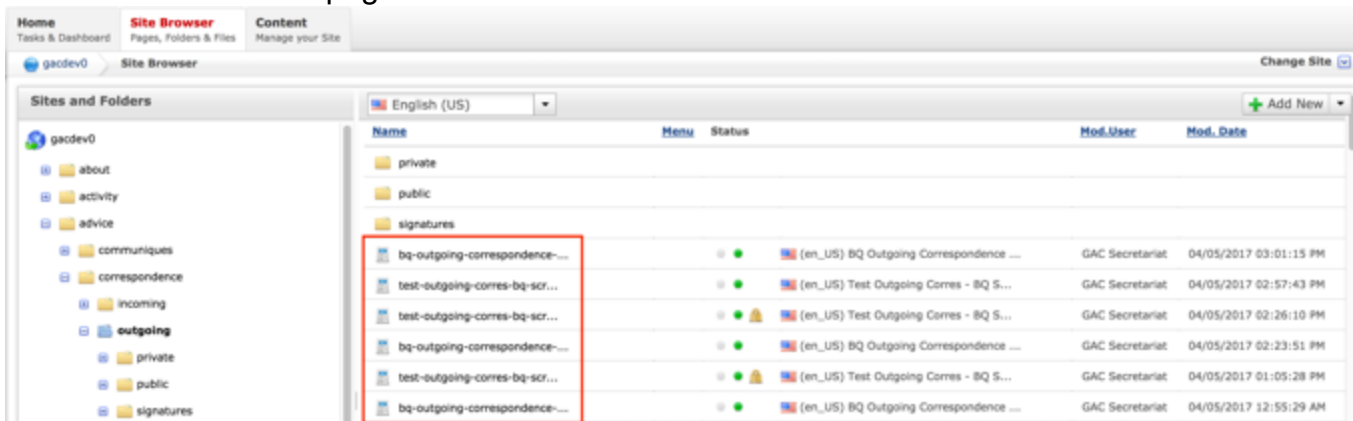


Figure 22: Navigating to the Site Browser page within the Admin site will show all the editable pages that you are able to modify.

3. On the Site Browser, within the left pane, click on the **outgoing** folder.

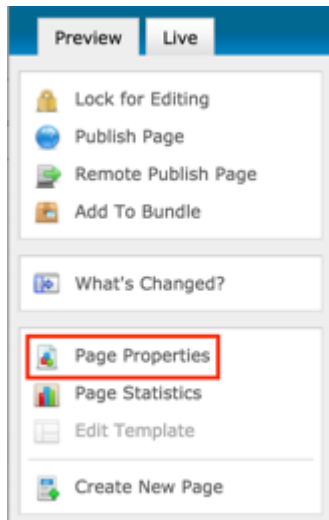


4. Double click the **Outgoing Correspondence Name** in the right pane to open the live editor interface for the page.

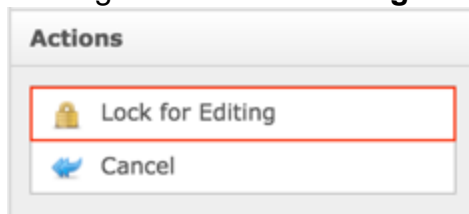


NOTE: You can sort the Outgoing Correspondence Name column (ascending or descending) by clicking on the column heading.

5. Select **Page Properties** to access the content backend so the content properties can be modified.



6. After clicking Page Properties, the editor will be displayed. Lock the page for editing by clicking on **Lock for Editing** under the Actions menu.



7. Modify any of the following fields:
 - a. Title
 - b. Subject
 - c. Topic
 - d. Description
 - e. Key Points
 - f. Official Date and Time
 - g. Privacy Setting
 - h. From
 - i. To
 - j. CC
 - k. Signature
 - l. Create Notification

Content History References

Correspondence Outgoing - GAC

English (US)

Workflow

Step: Initial State

Assignee: Nobody

Locked: GAC Secretariat (21 Minutes Ago)

Actions

- Release Lock
- Save
- Save / Publish
- Assign Workflow
- Cancel

Title: AOH Outgoing Correspondenc

Subject: Test Subject

Topic: [Click Here to Select Categories](#)

Description:

File Edit Insert View Format Tools

Formats B I U S [List Icons]

Test Description

Content History References

Correspondence Outgoing - GAC

English (US)

Workflow

Step: Initial State

Assignee: Nobody

Locked: GAC Secretariat : (Seconds Ago)

Actions

- Release Lock
- Save
- Save / Publish
- Assign Workflow
- Cancel

Key Points:

File Edit Insert View Format Tools

Formats B I U S [List Icons]

Test Key Points

p

Words: 3

Content History References

Correspondence Outgoing - GAC

English (US)

Workflow

Step: Initial State

Assignee: Nobody

Locked: GAC Secretariat : (Seconds Ago)

Actions

- Release Lock
- Save
- Save / Publish
- Assign Workflow
- Cancel

Official Date and Time:

8/9/2016 12:00 AM

Privacy Setting:

Private
 Public

From:

Christopher A. Coons, U.S. Senator, United States
 Nora Abusitta, Secretariat, NETmundial Initiative
 Cristian Aguir, Deputy Minister of Communications, Infrastructure and Housing, Guatemala
 Dr. Hessa Al-Jaber, Secretary General, ICT, Qatar
 Mohammed Al-Tuwaijri, Assistant Secretary General for Economic Affairs, LAS
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 Ahmad Allam-m, Ambassadeur, CEEAC
 Ahmad Allam-Mi, Son Excellence l'Ambassadeur, Communauté Economique de Etats de l'Afrique Centrale
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 Ibrahim Assane Mayaki, CEO, NEPAD
 Akram Atallah, President Global Domains Division, ICANN, USA

Content History References

Correspondence Outgoing - GAC

English (US)

Workflow

Step: Initial State

Assignee: Nobody

Locked: GAC Secretariat : (Seconds Ago)

Actions

- Release Lock
- Save
- Save / Publish

To:

Christopher A. Coons, U.S. Senator, United States
 Nora Abusitta, Secretariat, NETmundial Initiative
 Cristian Aguir, Deputy Minister of Communications, Infrastructure and Housing, Guatemala
 Dr. Hessa Al-Jaber, Secretary General, ICT, Qatar
 Mohammed Al-Tuwaijri, Assistant Secretary General for Economic Affairs, LAS
 Carlos Alberto Forete Mesquita, Minister of Transport and Communications, Government of Mozambique
 Carlos Alberto Forete Mesquita, Minister of Transport and Communications, Government of Mozambique
 Ambassador Alfredo Alfredo Morelli, Director, Ministry of Foreign Affairs of Argentina, Argentina
 Ahmad Allam-m, Ambassadeur, CEEAC
 Ahmad Allam-Mi, Son Excellence l'Ambassadeur, Communauté Economique de Etats de l'Afrique Centrale
 Dr. Peter Allen, Chief Executive Officer, Ministry of the Public Service, Energy and Public Utilities, Government of Belize, Belize
 Steve Allison, Product Manager, ICANN, Examplestan
 Hasina Andriamanjato, Minister of Posts Telecommunications and New Technologies, Madagascar
 Lic. Miguel Angel Lopez Perito, Ministro-Secretario General y Jefe del Gabinete Civil Presidencia, la Republica del Paraguay
 Lic. Miguel Angel Lopez Perito, Ministro-Secretario General y Jefe del Gabinete Civil Presidencia, la Republica del Paraguay
 Camille Angué, GAC Representative, France
 Markus Arbenz, Executive Director, IFOAM
 Ibrahim Assane Mayaki, Chief Executive Officer, NEPAD Planning and Coordinating Agency
 Ibrahim Assane Mayaki, CEO, NEPAD
 Akram Atallah, President Global Domains Division, ICANN, USA

Content History References

Correspondence Outgoing - GAC

English (US)

Workflow

Step: Initial State

Assignee: Nobody

Locked: GAC Secretariat : (Seconds Ago)

Actions

- Release Lock
- Save
- Save / Publish
- Assign Workflow
- Cancel

CC:

Christopher A. Coons, U.S. Senator, United States
 Nora Abusitta, Secretariat, NETmundial Initiative
 Cristian Aguir, Deputy Minister of Communications, Infrastructure and Housing, Guatemala
 Dr. Hessa Al-Jaber, Secretary General, ICT, Qatar
 Mohammed Al-Tuwaijri, Assistant Secretary General for Economic Affairs, LAS
 Carlos Alberto Forete Mesquita, Minister of Transport and Communications, Government of Mozambique
 Carlos Alberto Forete Mesquita, Minister of Transport and Communications, Government of Mozambique
 Ambassador Alfredo Alfredo Morelli, Director, Ministry of Foreign Affairs of Argentina, Argentina
 Ahmad Allam-m, Ambassadeur, CEEAC
 Ahmad Allam-Mi, Son Excellence l'Ambassadeur, Communauté Economique de Etats de l' Afrique Centrale
 Dr. Peter Allen, Chief Executive Officer, Ministry of the Public Service, Energy and Public Utilities, Government of Belize, Belize
 Steve Allison, Product Manager, ICANN, Examplestan
 Hasina Andriamanjato, Minister of Posts Telecommunications and New Technologies, Madagascar
 Lic. Miguel Angel Lopez Perito, Ministro-Secretario General y Jefe del Gabinete Civil Presidencia, la Republica del Paraguay
 Lic. Miguel Angel Lopez Perito, Ministro-Secretario General y Jefe del Gabinete Civil Presidencia, la Republica del Paraguay
 Camille Angué, GAC Representative, France
 Markus Arbenz, Executive Director, IFOAM
 Ibrahim Assane Mayaki, Chief Executive Officer, NEPAD Planning and Coordinating Agency
 Ibrahim Assane Mayaki, CEO, NEPAD
 Akram Atallah, President Global Domains Division, ICANN, USA

Signature:

42566442402722170516.png Browse... Remove info

Create Notification:

No
 Yes

8. Once the edits have been made, you can either select **Cancel** to negate the edits

Actions

- Release Lock
- Save
- Save / Publish
- Assign Workflow
- Cancel

OR

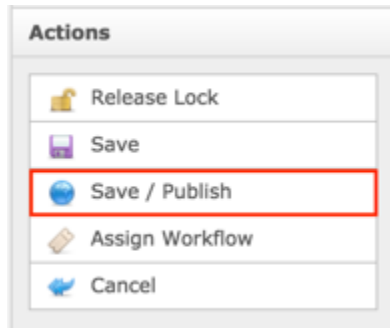
Select **Save** which will save the edits and not publish them

Actions

- Release Lock
- Save
- Save / Publish
- Assign Workflow
- Cancel

OR

Select **Save / Publish** which will save and publish the edits



NOTE: Once Save / Publish is selected, the Outgoing Correspondence will be published in the GAC Advice section of site.

Itemized Advice

Advice will be aggregated into an index in the Itemized Advice section so all site visitors have visibility into all Advice / Actions. The Secretariat can attach Advice to Sessions so there is an understanding of the context in which the Advice was generated. The Secretariat also can attach Advice to a Communiqué and Outgoing Correspondence so it can be distributed.

The following screenshot illustrates the contents of the Advice Index:

The screenshot shows the 'Itemized Advice' section of a website. At the top, there are four tabs: 'Communiqués', 'Correspondence', 'Itemized Advice', and 'Principles & Guidelines'. Below the tabs, there are two search and filter boxes: 'RELATES TO: SELECT A TOPIC' (with a dropdown arrow) and 'SEARCH ADVICE: ENTER KEYWORD' (with a search icon). Below these are two rows of advice items in a table format. The first row has columns for 'REF. NO.', 'TITLE', 'DELIVERED VIA', and 'FIRST DATE DELIVERED'. The second row has a 'Lock Icon' column next to the 'REF. NO.' column. Red arrows point from labels to specific elements in the interface.

REF. NO.	TITLE	DELIVERED VIA	FIRST DATE DELIVERED
2017-03-15 Mitigation of Domain Name Abuse	2017-03-15 Mitigation of Domain Name Abuse	ICANN58 GAC Communiqué	15 Mar 2017
2017-03-15 Protection of the Red Cross and Red Crescent designations and identifiers	2017-03-15 Protection of the Red Cross and Red Crescent designations and identifiers	ICANN58 GAC Communiqué	15 Mar 2017

Note the following elements of the Advice Index:

- **Relates To Dropdown:** This element is a list that contains topics that Advice has been tagged with. When a topic is selected, only Advice tagged with the selected topic will display in the index.
- **Search Advice:** This element is the search field that allows the user to search for Advice by keyword(s)
- **Reference Number:** This element is a unique identifier applied to each piece of Advice.
- **Title:** This element is the title given to the piece of Itemized Advice.
- **Delivered Via:** This element specifies the content the Advice was related to when first delivered.
- **First Date Delivered:** This element is the date the Advice was first delivered.
- **Lock Icon:** This element indicates the Advice is private for GAC Members only.

The following screenshot illustrates the contents of the Advice:

RELATED TOPICS: ← Related Topics

ICANN | GAC
Governmental Advisory Committee

GAC ADVICE

	First Delivered Date & Via	Consensus
Reference Number	Reference No.: 2017-03-15 Mitigation of Domain Name Abuse	First Delivered 15 Mar 2017 via: N/A
		Consensus: Consensus met
Title	2017-03-15 Mitigation of Domain Name Abuse	
Advice Statement	The GAC advises the ICANN Board to: I provide written responses to the questions listed in the Follow-up Scorecard attached to this Communiqué, no later than 5 May 2017 for appropriate consideration by the GAC before the ICANN 59 meeting in Johannesburg, taking into account that the ICANN President and CEO will act as contact point for the GAC in this matter.	
Rationale	<p>Rationale</p> <p>The GAC is seeking to assess the effectiveness of its Advice to the ICANN Board.</p> <p>Annex 1 of the GAC Hyderabad Communiqué listed a number of questions to conduct such assessment in relation to Advice implemented as part of the 2013 Registrar Accreditation Agreement and the New gTLD Registry Agreement.</p> <p>The GAC is also interested in assessing the contribution of the SSR and Contractual Compliance departments of ICANN to the prevention and mitigation of domain name abuse.</p> <p>While ICANN responded to Annex 1 of the GAC Hyderabad Communiqué, the information provided was not sufficient to conduct the necessary assessments.</p>	

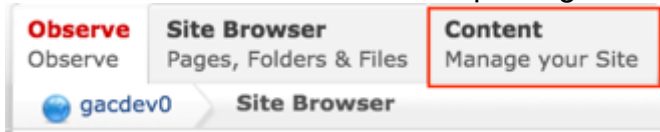
Note the following elements of the Advice:

- **Related Topics:** This element is a list that contains topics that Advice has been tagged with.
- **Reference Number:** This element is a unique identifier applied to each piece of Advice.
- **First Delivered Date & Via:** This element specifies the content the Advice was related to when first delivered and the date it was delivered.
- **Consensus:** This element specifies if the Advice has met consensus or not.
- **Title:** This element is the title given to the piece of Itemized Advice.
- **Advice Statement:** This element is the Advice Statement specified in the Advice content.
- **Rationale:** This element is the Rationale specified in the Advice content that supports the Advice Statement.

Creating Advice

To create new Advice content, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Content** tab from the top navigation.



3. Select **Advice - GAC** from the Type dropdown list.

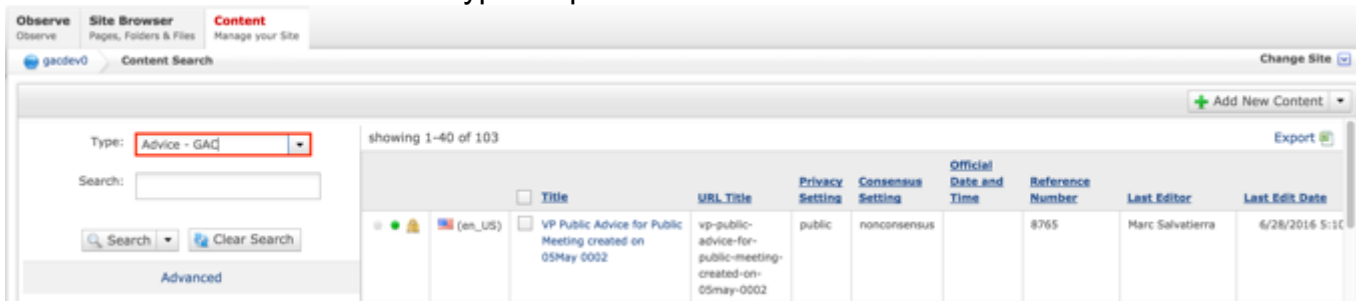
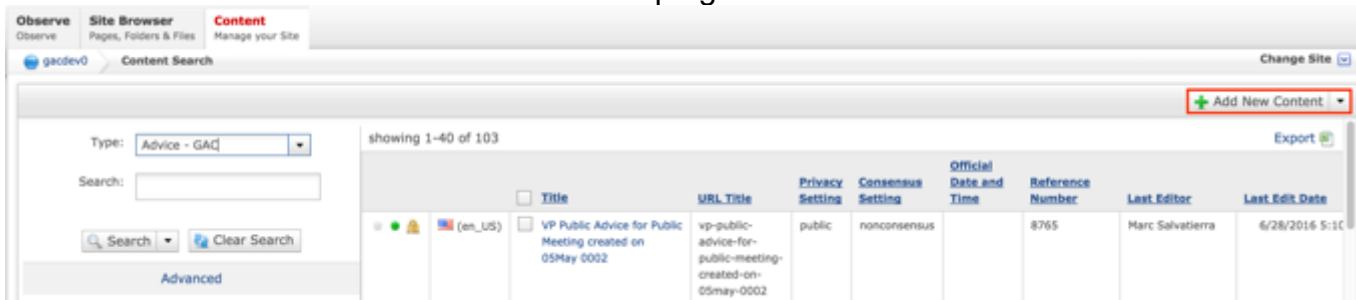


Figure 23: Navigating to the Content page within the Admin site will show all the Advice pages that have already been created.

4. Select the **Add New Content** button on the top right.



5. Complete the following required fields:
 - a. Title
 - b. URL Title (automatically created based upon the Title)
 - c. Privacy Setting (defaults to Private)
 - d. Consensus Setting (defaults to Consensus)
 - e. Official Date and Time
 - f. Advice Statement
 - g. Rationale
 - h. Reference Number

Observe | **Site Browser** | **Content**
 Observe | Pages, Folders & Files | Manage your Site

gacdev0 > Content Search > Add/Edit Advice - GAC

Content

Advice - GAC
 English (US)

Workflow
 Step: Initial State
 Assignee: Nobody

Actions

- Save
- Save / Publish
- Assign Workflow
- Cancel

Title:

URL Title:

Topic:
[Click Here to Select Categories](#)

Privacy Setting:

Private
 Public

Consensus Setting:

Consensus
 Non-Consensus

Official Date and Time:

Observe | **Site Browser** | **Content**
 Observe | Pages, Folders & Files | Manage your Site

gacdev0 > Content Search > Add/Edit Advice - GAC

Content

Advice - GAC
 English (US)






Workflow
 Step: Initial State
 Assignee: Nobody

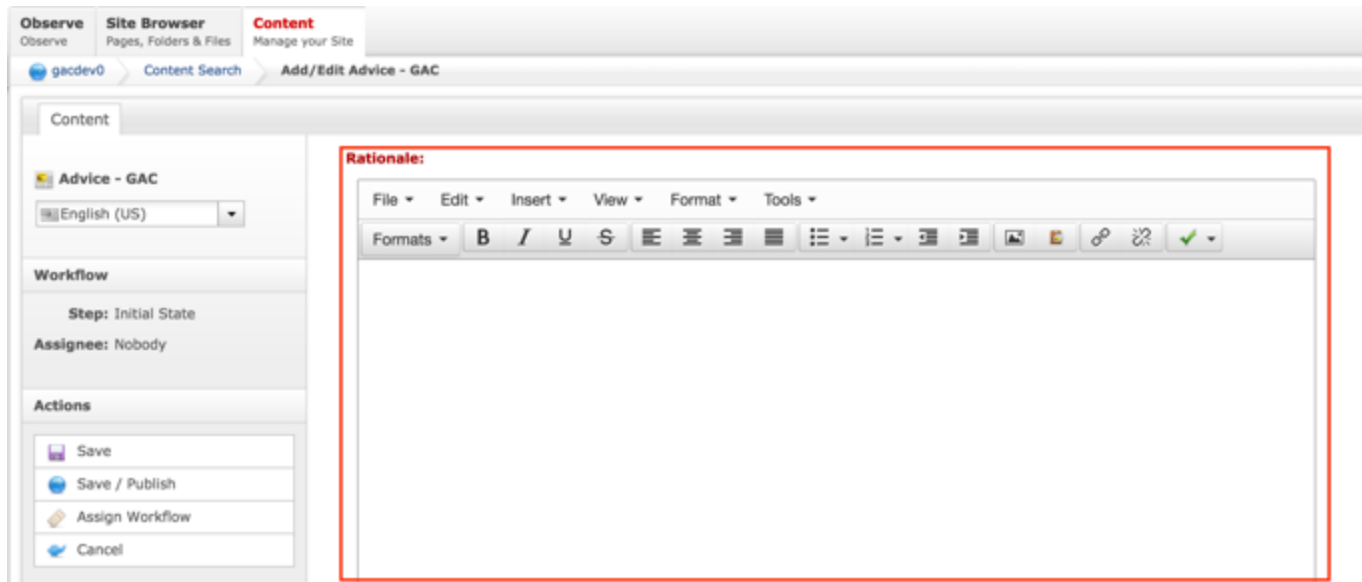
Actions

- Save
- Save / Publish
- Assign Workflow
- Cancel

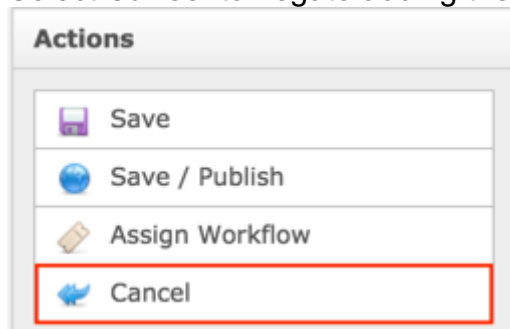
Advice Statement:

File > Edit > Insert > View > Format > Tools >

Formats > **B** *I* U ~~S~~     

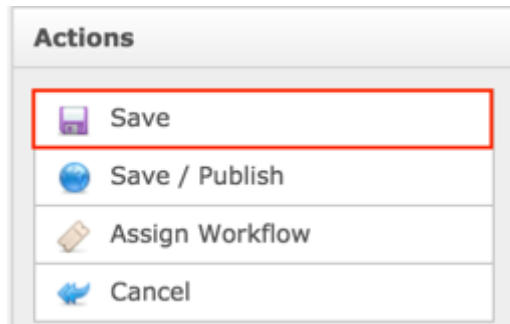


6. Select **Cancel** to negate adding the content.



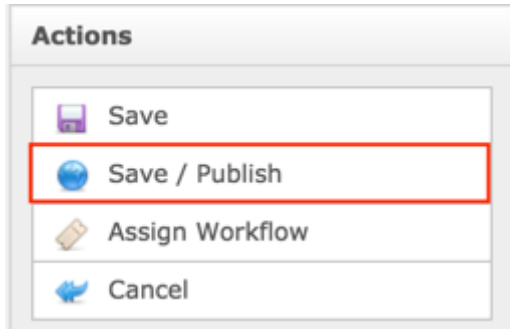
OR

Select **Save** which will save the content and not publish it.



OR

Select **Save / Publish** which will save and publish the content.



NOTE: Once Save / Publish is selected, the Advice will be published in the GAC Advice section of site.

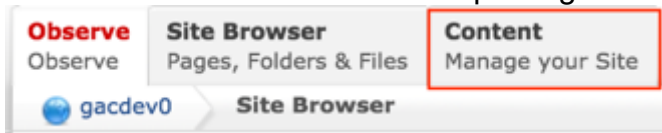
Relating Content to Advice

After Advice has been created and published, the Secretariat can relate Advice to a Session so Advice displays in the related Session.

RELATING NEW CONTENT TO ADVICE

To relate new Sessions to Advice, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Content** tab from the top navigation.

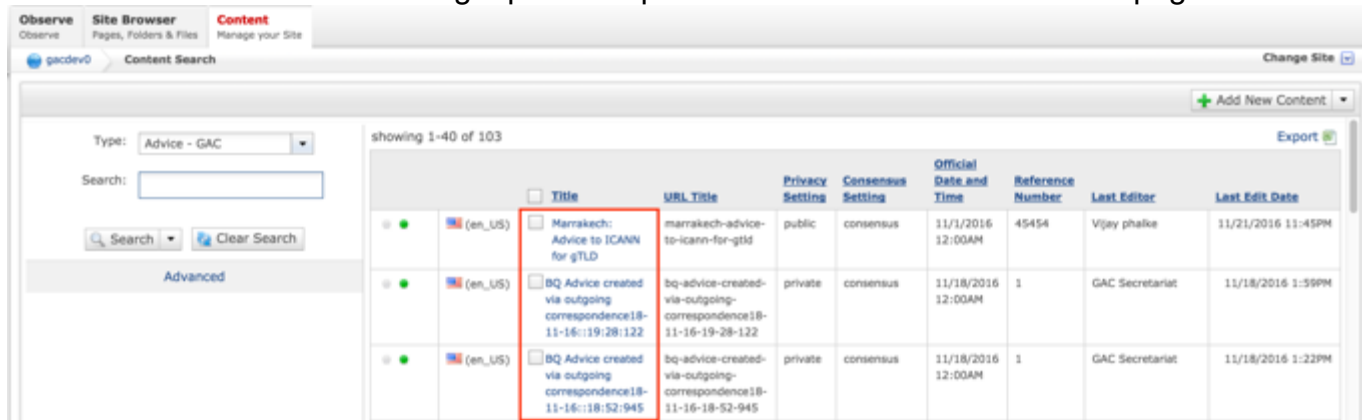


3. Select **Advice - GAC** from the Type dropdown list.



Figure 24: Navigating to the Content page within the Admin site will show all the Advice pages that have already been created.

4. Click the **Advice Name** in the right pane to open the live editor interface for the page.



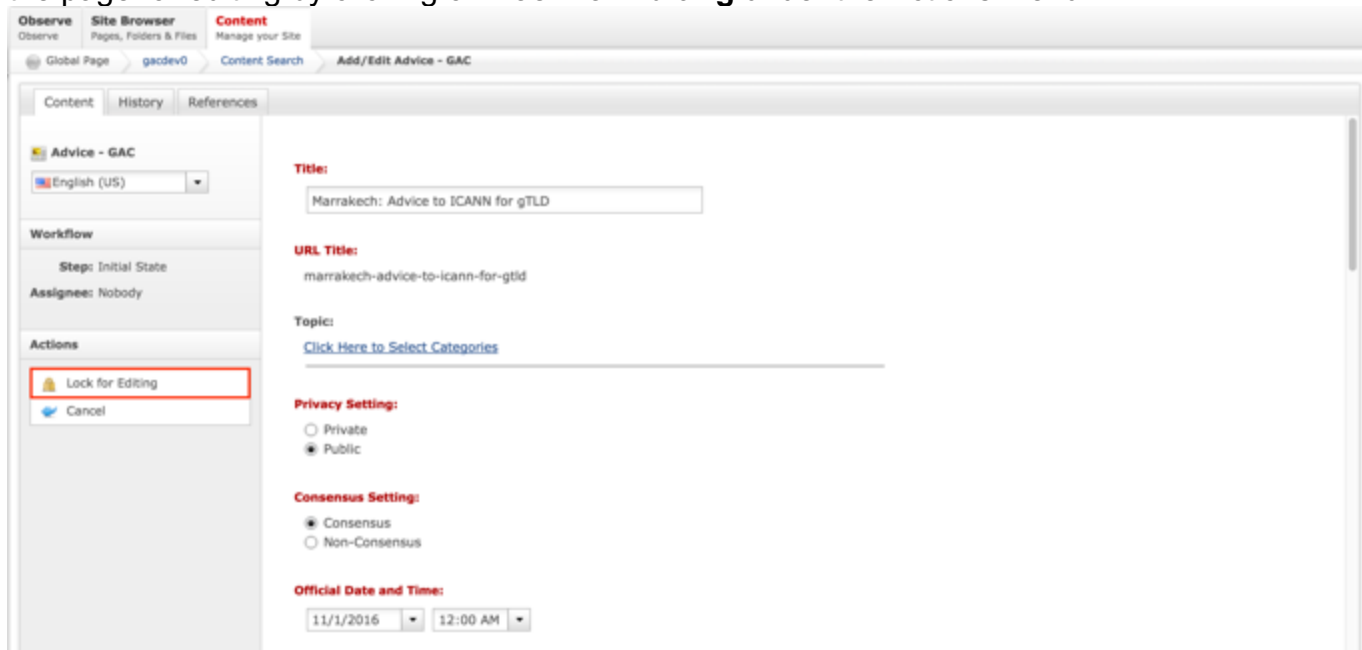
NOTE: You can refine your search by doing the following:

- Selecting any of the column headings to sort ascending and descending

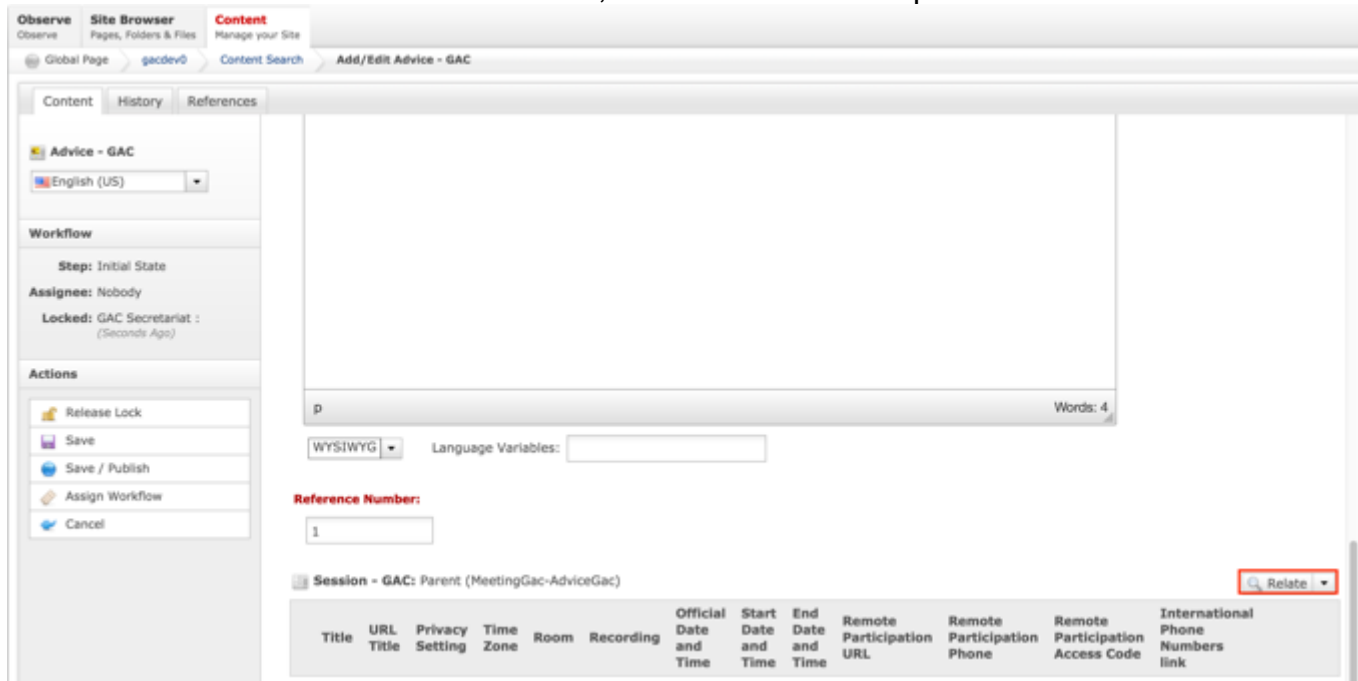
AND / OR

- Enter additional data in the “Search” field on the left and click the **Search** button

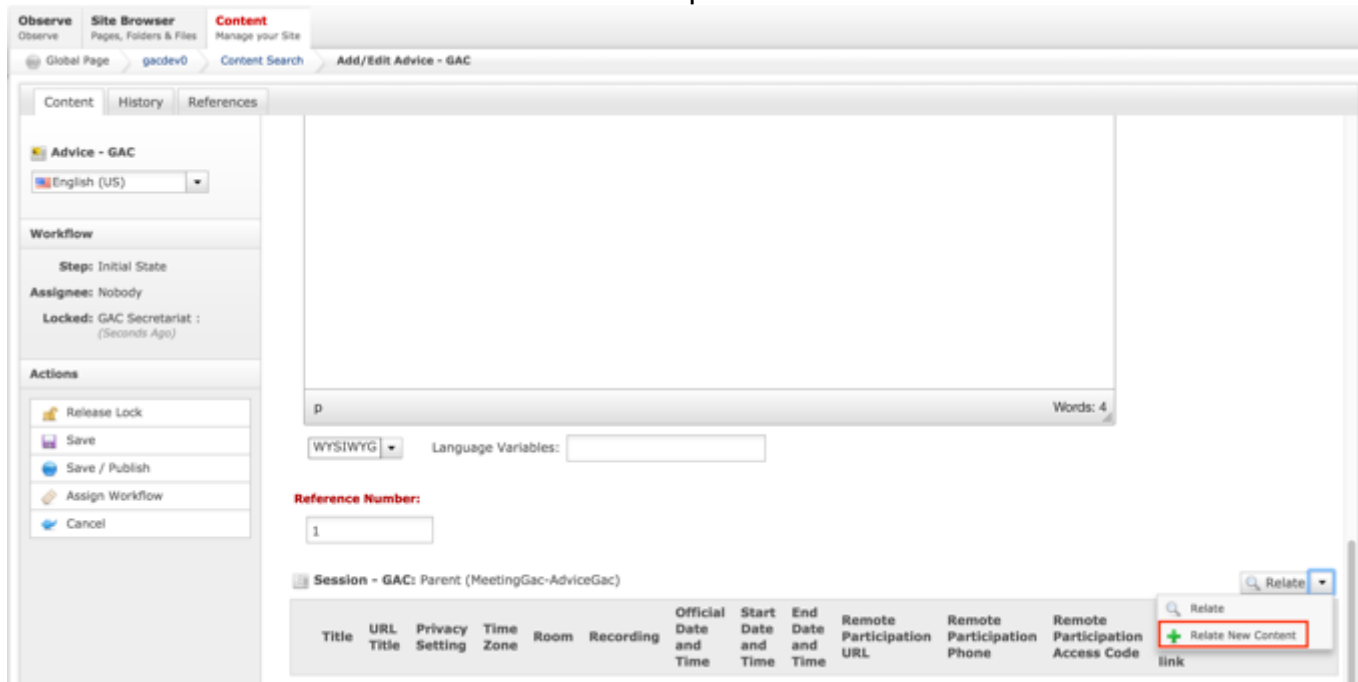
5. After selecting the Advice that you would like to modify, the editor will be displayed. Lock the page for editing by clicking on **Lock for Editing** under the Actions menu.



6. Once the Advice content has been locked, select the **Relate** dropdown list.



7. Select **Relate New Content** from the Relate dropdown list.



8. Complete the following required fields to create a new Session to relate Advice to:

- a. Title
- b. URL Title (automatically created based upon the Title)
- c. Type (defaults to GAC Meeting)
- d. Status (defaults to Open)
- e. Privacy Setting (defaults to Private)
- f. Time Zone (defaults to UTC+00:00 – Coordinated Universal Time (UTC))
- g. Official Date and Time

The screenshot shows the 'Add/Edit Session - GAC' form. The left sidebar contains the following sections:

- Content:** Session - GAC, English (US) dropdown.
- Workflow:** Step: Initial State, Assignee: Nobody.
- Actions:** Save, Save / Publish, Assign Workflow, Cancel.

The main content area contains the following fields:

- Title:** A text input field.
- URL Title:** A text input field.
- Type:** Radio buttons for GAC Meeting (selected), GAC Working Group Meeting, and GAC Break.
- Status:** Radio buttons for Open (selected) and Closed.
- Privacy Setting:** Radio buttons for Private (selected) and Public.

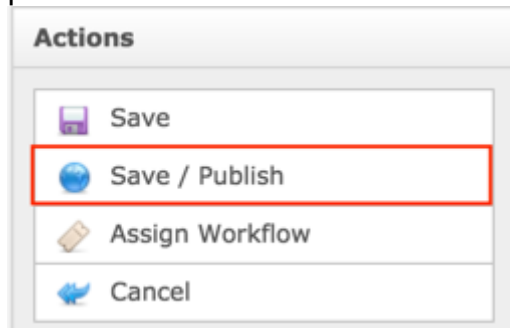
9. Select **Cancel** to negate creating the Session and relating it to the Advice

OR

Select **Save** which will create the Session, relate it to the Advice and not publish

OR

Select **Save / Publish** which will create the Session, relate it to the Advice and save / publish the Session



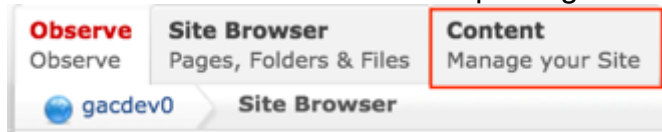
NOTE:

- Once Save / Publish is selected, the Itemized Advice will be published in the GAC Advice section of site.
- Selecting Session will create Session content that is attached to a piece of Advice but is also independently accessible and will display in their respective site section.

RELATING EXISTING CONTENT TO ADVICE

To relate existing Sessions to Advice, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Content** tab from the top navigation.



3. Select **Advice - GAC** from the Type dropdown list.

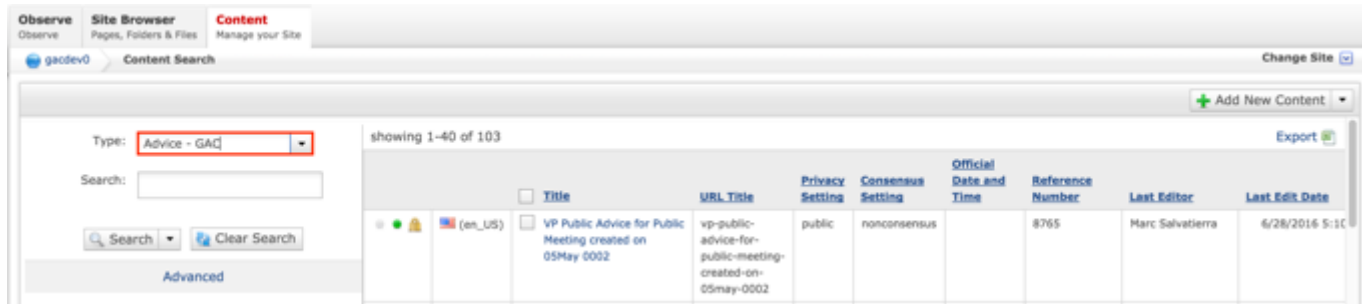
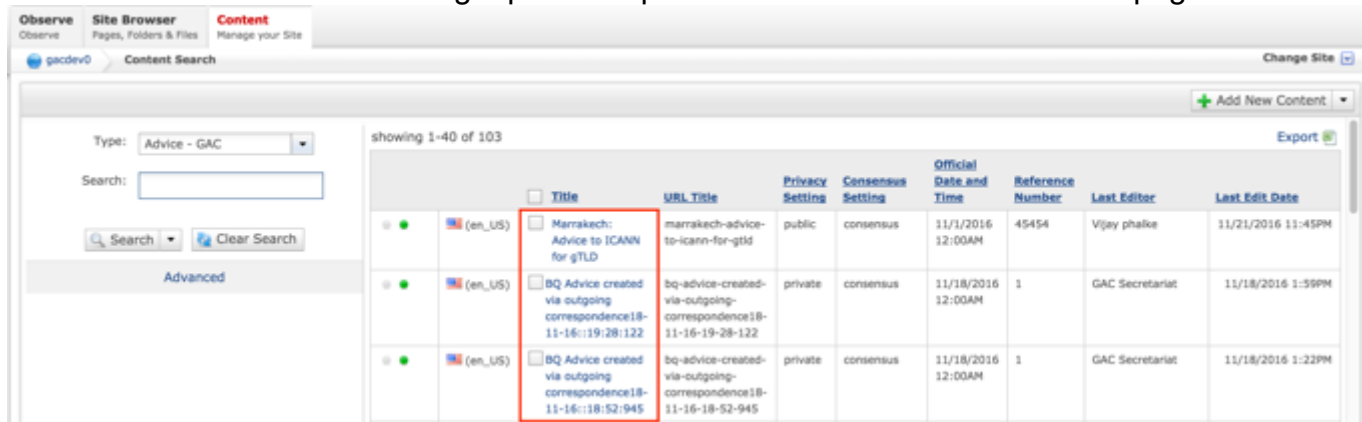


Figure 25: Navigating to the Content page within the Admin site will show all the Advice pages that have already been created.

4. Click the **Advice Name** in the right pane to open the live editor interface for the page.



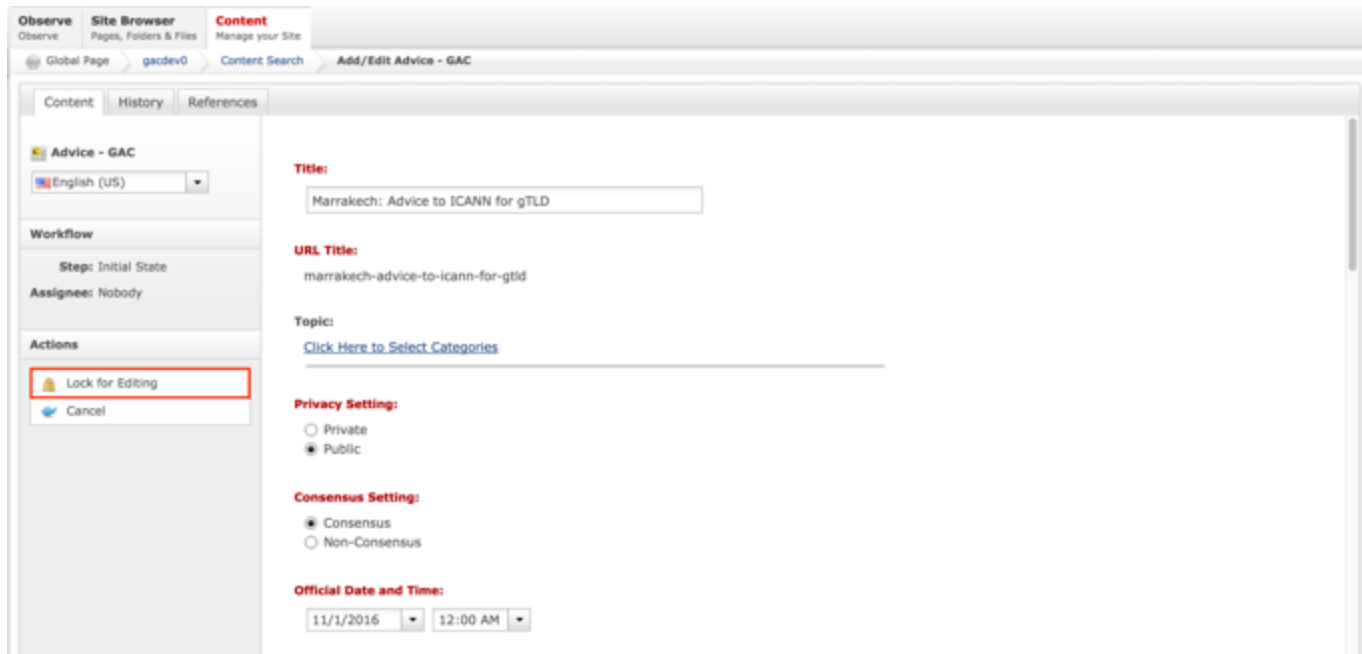
NOTE: You can refine your search by doing the following:

- Selecting any of the column headings to sort ascending and descending

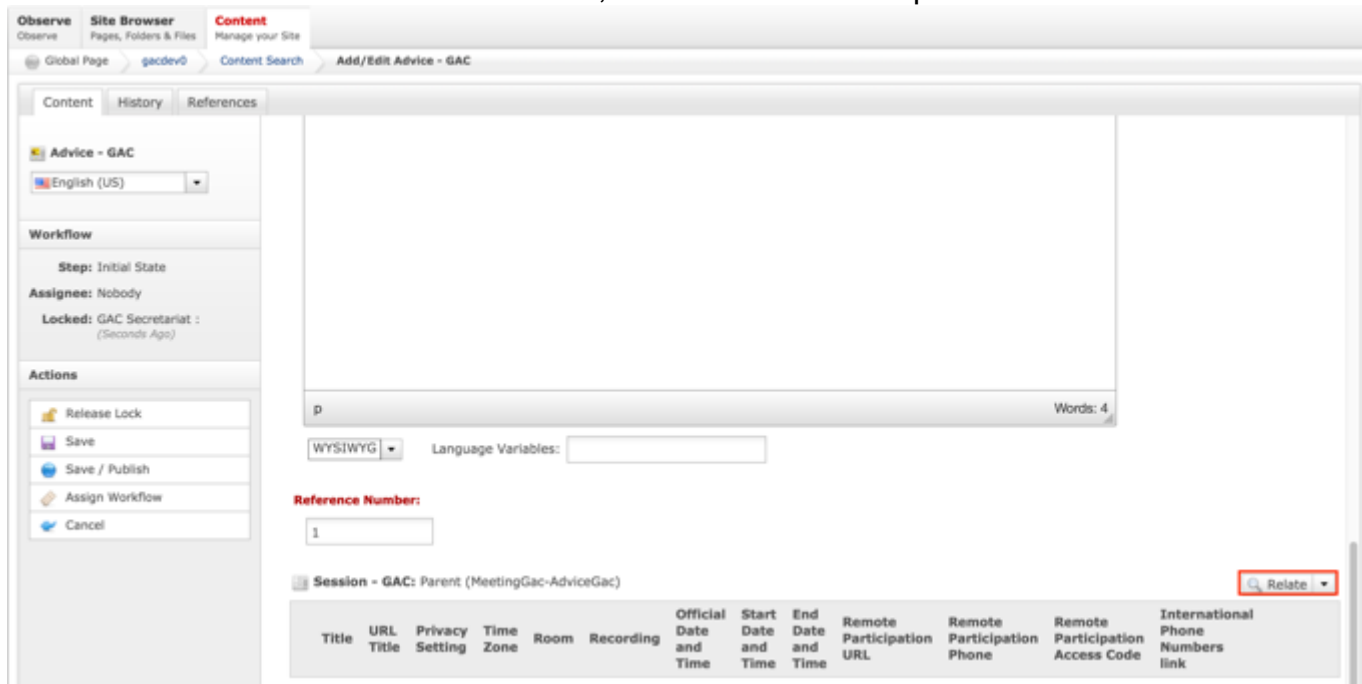
AND / OR

- Enter additional data in the “Search” field on the left and click the **Search** button

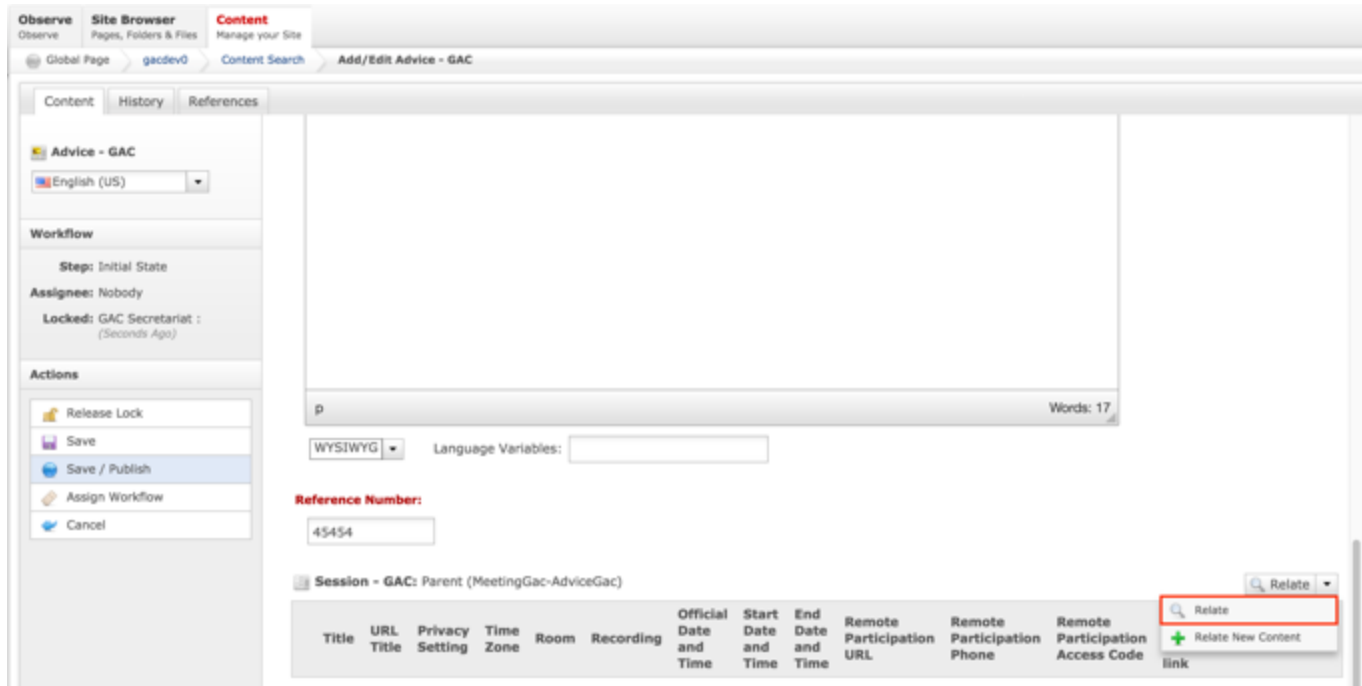
5. After selecting the Advice that you would like to modify, the editor will be displayed. Lock the page for editing by clicking on **Lock for Editing** under the Actions menu.



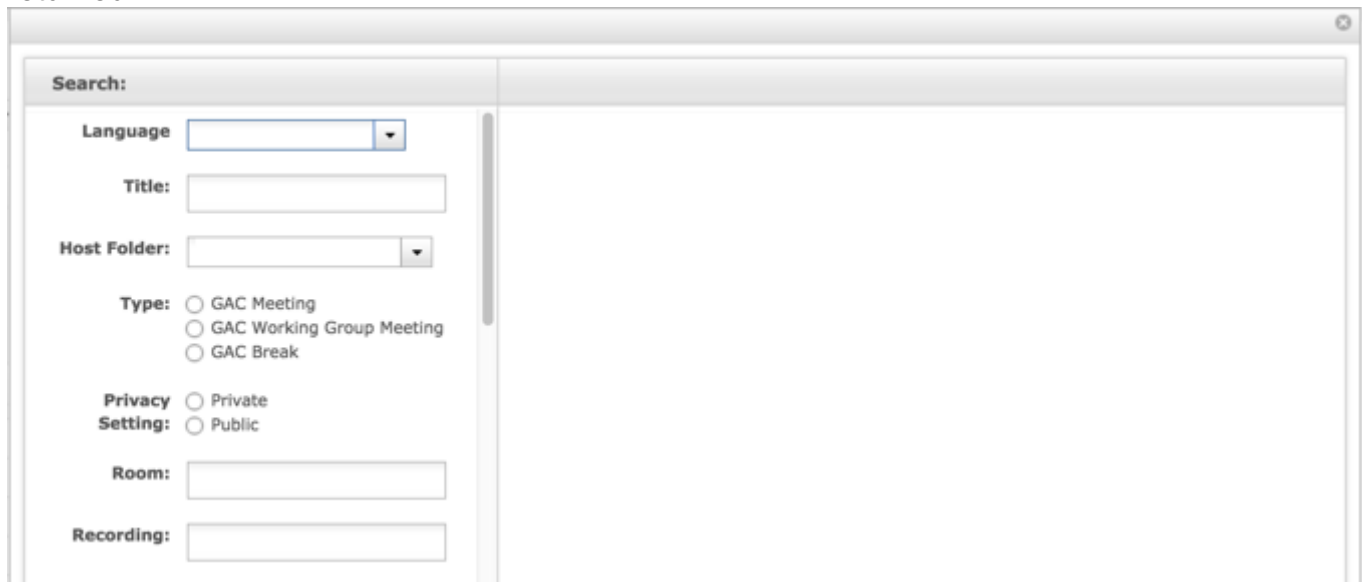
6. Once the Advice content has been locked, select the **Relate** dropdown list.



7. Select **Relate** from the Relate dropdown list.



8. Once Relate is selected, a **Search** pop-up will display. Select the **Search** button to return all results or enter criteria in any of the Search fields to refine the Search results returned.



The image shows a search filter interface with the following fields and controls:

- Start Date and Time: [dropdown arrow]
- End Date and Time: [dropdown arrow]
- Lead(s):
- Objectives:
- Expected Outcomes:
- Minutes:
- Action Items:
- Remote Participation URL:
- Remote Participation Phone:
- Remote Participation Access Code:
- International Phone Numbers link:

At the bottom, there are two buttons: "Search" (with a magnifying glass icon and a red border) and "Clear Search" (with a blue refresh icon).

Figure 26: You can refine your search by entering additional criteria in the Search pop-up and then selecting the Search button.

9. Once the Search button is selected, the results will display in the right side of the Search pop-up.

Search:

Minutes:

Action Items:

Remote Participation URL:

Remote Participation Phone:

Remote Participation Access Code:

International Phone Numbers link:

Matching Results (306)

	Language	Title	URL Title	Privacy Setting	Time Zone	Room	Recording
<input type="checkbox"/>	English (US)	GAC Working Group MeetingBQ Session28-11-16::15:30:588	gac-working-group-meetingbq-session28-11-16-15-30-588	private	UTC	Hall A	
<input type="checkbox"/>	English (US)	GAC Working Group MeetingBQ Session28-11-16::15:03:695	gac-working-group-meetingbq-session28-11-16-15-03-695	private	UTC	Hall A	
<input type="checkbox"/>	English (US)	GAC Working Group MeetingBQ	gac-working-group-meetingbq-	private	UTC	Hall A	

10. Select the **checkbox** next to the Session that you would like to relate to Advice.

Search:

Minutes:

Action Items:

Remote Participation URL:

Remote Participation Phone:

Remote Participation Access Code:

International Phone Numbers link:

Matching Results (306)

	Language	Title	URL Title	Privacy Setting	Time Zone	Room	Recording
<input checked="" type="checkbox"/>	English (US)	GAC Working Group MeetingBQ Session28-11-16::15:30:588	gac-working-group-meetingbq-session28-11-16-15-30-588	private	UTC	Hall A	
<input type="checkbox"/>	English (US)	GAC Working Group MeetingBQ Session28-11-16::15:03:695	gac-working-group-meetingbq-session28-11-16-15-03-695	private	UTC	Hall A	
<input type="checkbox"/>	English (US)	GAC Working Group MeetingBQ	gac-working-group-meetingbq-	private	UTC	Hall A	

11. Once the checkbox next to the Session that you would like to relate to Advice is selected, select the **Relate** button at the bottom of the page.

Search:

Minutes:

Action Items:

Remote Participation URL:

Remote Participation Phone:

Remote Participation Access Code:

International Phone Numbers link:

<input type="checkbox"/>	English (US)	MeetingBQ Session22-11-16::18:34:189	meetingbq-session22-11-16-18-34-189	public	UTC	Hall A
<input checked="" type="checkbox"/>	English (US)	GAC Working Group MeetingBQ Session22-11-16::18:27:644	gac-working-group-meetingbq-session22-11-16-18-27-644	private	UTC	Hall A
<input type="checkbox"/>	English (US)	GAC Working Group MeetingBQ Test Session21-11-16::17:29:368	gac-working-group-meetingbq-test-session21-11-16-17-29-368	private	UTC	Hall A

12. Select **Cancel** to negate adding the content.

Actions

-
-
-
-
-

OR

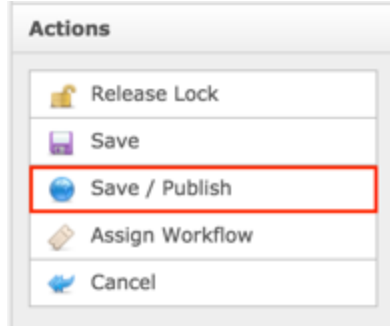
Select **Save** which will save the content and not publish it.

Actions

-
-
-
-
-

OR

Select **Save / Publish** which will save and publish the edits.

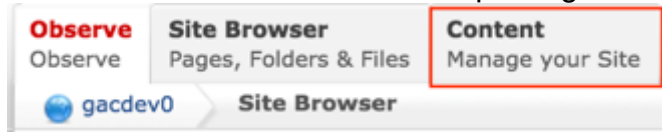


NOTE: Once Save / Publish is selected, the Advice will be published in the GAC Advice section of site.

Updating Advice

To update Advice content, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Content** tab from the top navigation.



3. Select **Advice - GAC** from the Type dropdown list.

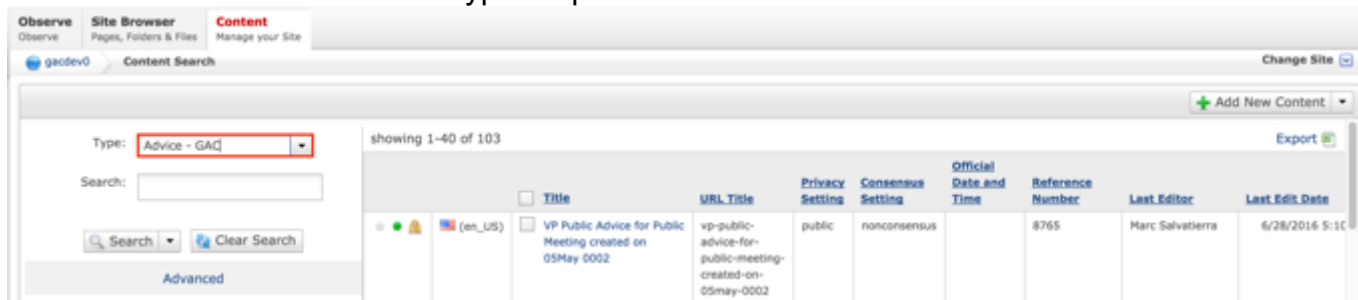


Figure 27: Navigating to the Content page within the Admin site will show all the Advice pages that have already been created.

4. On the right side on the Content Search page, select the Advice you would like to update by clicking on the Title.

The screenshot shows the 'Content Search' interface. On the left, there is a search filter set to 'Advice - GAC' and a search input field. The main area displays a table of search results. The table has the following columns: Title, URL Title, Privacy Setting, Consensus Setting, Official Date and Time, Reference Number, Last Editor, and Last Edit Date. The first row is 'New Advice by BQ script28-11-16::15:27:753' with a private setting and a consensus. The second row is 'Marrakech: Advice to ICANN for gTLD' with a public setting and a consensus. The third and fourth rows are 'BQ Advice created via outgoing correspondence18-11-16:19:28:122' and 'BQ Advice created via outgoing correspondence18-11-16:18:52:945' respectively, both with private settings and consensus. The first and fourth rows are highlighted with a red border.

	Title	URL Title	Privacy Setting	Consensus Setting	Official Date and Time	Reference Number	Last Editor	Last Edit Date
<input type="checkbox"/>	New Advice by BQ script28-11-16::15:27:753	new-advice-by-bq-script28-11-16-15-27-753	private	consensus	11/28/2016 12:00AM	123456789	GAC Secretariat	11/28/2016 9:57AM
<input type="checkbox"/>	Marrakech: Advice to ICANN for gTLD	marrakech-advice-to-icann-for-gtld	public	consensus	11/1/2016 12:00AM	45454	Vijay phalke	11/21/2016 11:45PM
<input type="checkbox"/>	BQ Advice created via outgoing correspondence18-11-16:19:28:122	bq-advice-created-via-outgoing-correspondence18-11-16-19-28-122	private	consensus	11/18/2016 12:00AM	1	GAC Secretariat	11/18/2016 1:59PM
<input type="checkbox"/>	BQ Advice created via outgoing correspondence18-11-16:18:52:945	bq-advice-created-via-outgoing-correspondence18-11-16-18-52-945	private	consensus	11/18/2016 12:00AM	1	GAC Secretariat	11/18/2016 1:22PM

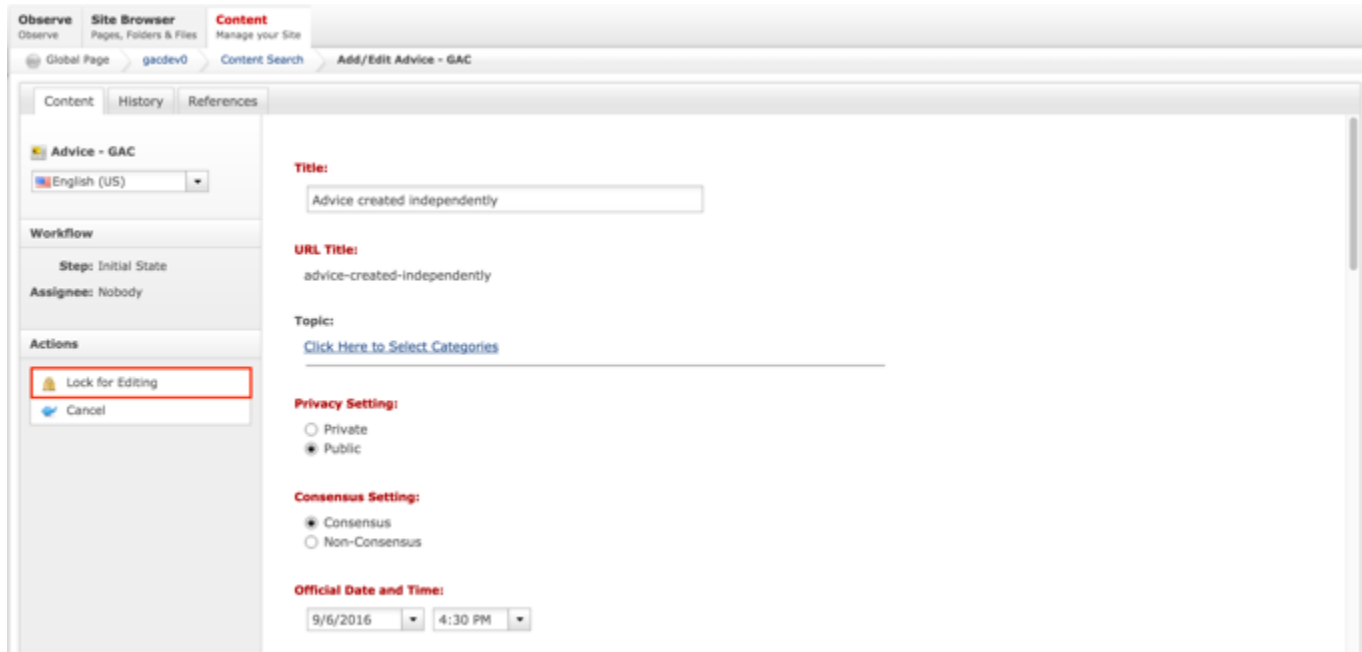
NOTE: You can refine your search by doing the following:

- Selecting any of the column headings to sort ascending and descending

AND / OR

- Enter additional data in the Search field on the left and click the **Search** button

5. After selecting the Advice that you would like to modify, the editor will be displayed. Lock the page for editing by clicking on **Lock for Editing** under the Actions menu.



6. Modify any of the following fields:

- a. Title
- b. Topic
- c. Privacy Setting
- d. Consensus Setting
- e. Official Date and Time
- f. Advice Statement
- g. Rationale
- h. Reference Number
- i. Related Session

Observe Site Browser Content
 Observe Pages, Folders & Files Manage your Site

Global Page gacdev0 Content Search Add/Edit Advice - GAC

Content History References

Advice - GAC
 English (US)

Workflow
 Step: Initial State
 Assignee: Nobody
 Locked: GAC Secretariat : (Seconds Ago)

Actions
 Release Lock
 Save
 Save / Publish
 Assign Workflow
 Cancel

Title:
 ICANN100 Advice received for gTLD Safegaurads

URL Title:
 icann100-advice-received-for-gtld-safegaurads

Topic:
[Click Here to Select Categories](#)
 Public Safety safeguards

Privacy Setting:
 Private
 Public

Consensus Setting:
 Consensus
 Non-Consensus

Official Date and Time:
 11/3/2016 12:00 AM

Observe Site Browser Content
 Observe Pages, Folders & Files Manage your Site

Global Page gacdev0 Content Search Add/Edit Advice - GAC

Content History References

Advice - GAC
 English (US)

Workflow
 Step: Initial State
 Assignee: Nobody
 Locked: GAC Secretariat : (Seconds Ago)

Actions
 Release Lock
 Save
 Save / Publish
 Assign Workflow
 Cancel

Advice Statement:

File Edit Insert View Format Tools
 Formats B I U S [List Icons]

TLD Safeguards

The GAC appreciates the efforts of the ICANN Board New gTLD Program Committee (NGPC) since the 2013 Beijing meeting to respond to the GAC's Safeguard advice. At the same time, however, despite guidance provided by the GAC in Communiqués generated during subsequent ICANN meetings, including the 2015 ICANN meeting in Singapore, contracts with the new gTLD Applicants have continued without the GAC previously recommended provisions requiring the verification of credentials for domains in highly regulated sectors.

Nonetheless, the GAC notes that an increasing number of Registries and Applicants for strings related to highly regulated sectors have, consistent with GAC advice, voluntarily committed to undertaking the verification and validation of credentials. These Applicants and Registries demonstrate that satisfactory solutions can be achieved based on the GAC advice.

The GAC recommends that the NGPC:

- Create a list of commended public interest commitment (PIC) examples related to verification and validation of credentials for domains in highly regulated sectors to serve as a model. These public interest commitments could demonstrate a best practice for other gTLD registry operators. For example the PIC for .bank appears to have taken steps to provide confidence to consumers that they can rely on the bona fide of the Registrants listed. Relevant stakeholders should be identified and encouraged to devise a set of PICs that work well for the protection of public interests in each of the new gTLDs related to highly regulated sectors.

The GAC additionally recommends:

- that the ICANN community creates a harmonised methodology to assess the number of abusive domain names within the current exercise of assessment of the new gTLD program.
- that the NGPC clarifies its acceptance or rejection of Safeguard advice. It would be useful to develop a straightforward scorecard on all elements of GAC Safeguard advice since the Beijing 2013 GAC Communiqué in order to clarify what elements of GAC advice have been implemented, what remains a work in progress, and what has not been accepted for implementation. In any instances of complete or partial rejection of the Advice, the GAC urges the NGPC to clarify the milestones intended to be followed in order to seek a mutually satisfactory solution as mandated by ICANN's Bylaws.

h4 Words: 360

Observe Site Browser Content
 Observe Pages, Folders & Files Manage your Site

Global Page gacdev0 Content Search Add/Edit Advice - GAC

Content History References

Advice - GAC
 English (US)

Workflow
 Step: Initial State
 Assignee: Nobody
 Locked: GAC Secretariat : (Seconds Ago)

Actions
 Release Lock
 Save
 Save / Publish
 Assign Workflow
 Cancel

Rationale:

File Edit Insert View Format Tools
 Formats B / U S [List Icons]

This is test rationale

p Words: 4

Observe Site Browser Content
 Observe Pages, Folders & Files Manage your Site

Global Page gacdev0 Content Search Add/Edit Advice - GAC

Content History References

Advice - GAC
 English (US)

Workflow
 Step: Initial State
 Assignee: Nobody
 Locked: GAC Secretariat : (Seconds Ago)

Actions
 Release Lock
 Save
 Save / Publish
 Assign Workflow
 Cancel

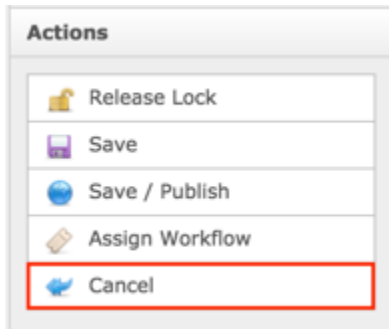
WYSIWYG Language Variables: [Text Box]

Reference Number:
 8778

Session - GAC: Parent (MeetingGac-AdviceGac) [Relate]

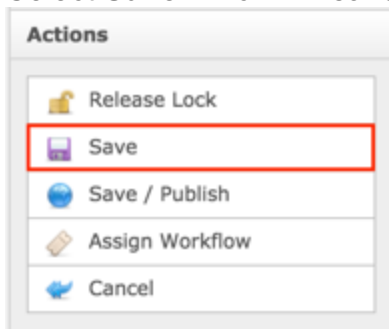
Title	URL Title	Privacy Setting	Time Zone	Room	Recording	Official Date and Time	Start Date and Time	End Date and Time	Remote Participation URL	Remote Participation Phone	Remote Participation Access Code	International Phone Number link
X ICANN100	icann100-	public	UTC			10/14/16	11/4/16	11/4/16				http://adigo.com/v

-
7. Once modifications have been made, you can either select **Cancel** to negate the edits.



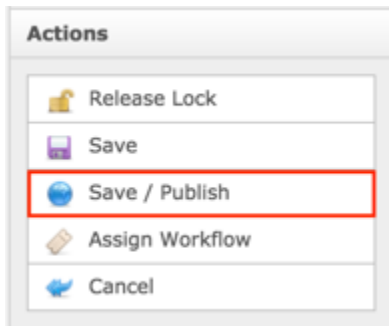
OR

Select **Save** which will save the edits and not publish them.



OR

Select **Save / Publish** which will save and publish the edits.



NOTE: Once Save / Publish is selected, the Itemized Advice will be published in the GAC Advice section of site.

Principles & Guidelines

The Principles & Guidelines section only contains migrated content. New content cannot be created within dotCMS and existing / migrated content cannot be modified within dotCMS. If new content needs to display, it will need to be migrated. If there is a need for a future enhancement to create new Principles & Guideline, that request will need to be submitted to ICANN ICT.

The following screenshot illustrates the contents of Principles & Guidelines:

The screenshot displays the dotCMS interface for the 'Principles & Guidelines' section. The navigation bar at the top includes 'Communiqués', 'Correspondence', 'Itemized Advice', and 'Principles & Guidelines'. The main content area shows a PDF document titled 'Interim GAC Principles on IDN ccTLDs'. Key elements are annotated with red boxes and arrows:

- Title:** Points to the document title 'Interim GAC Principles on IDN ccTLDs'.
- Edition Drop Down List:** Points to a dropdown menu showing 'INTERIM GAC PRINCIPLES ON IDN CCTLD'.
- PDF Link:** Points to a PDF icon and '[76kb]'.
- Official Date:** Points to '10 March 2010'.
- Topics Discussed:** Points to a list of categories including 'ADVICE', 'INTERNATIONALIZED DOMAIN NAMES', and 'COUNTRY CODE TOP LEVEL DOMAINS'.
- Uploaded File Name:** Points to 'principles-ldn-ccTlds.pdf'.
- Number of Pages:** Points to '1 / 3'.
- Rotate Clockwise Icon, Download Icon, and Print Icon:** Point to their respective icons.

The document content shows 'Annex A' and 'GAC Interim Principles on IDN ccTLDs' with two numbered items:

- General Principles:** The main provisions of the GAC ccTLDs principles: "Principles and Guidelines for the Delegation and Administration of Country Code Top Level Domains" apply also for IDN ccTLDs. The current principles are intended to supplement the aforementioned principles insofar as non-ASCII ccTLDs are concerned.
- The introduction and operation of IDN ccTLDs should not undermine the security and stability of the DNS. To this end, all actors, including TLD operators, ICANN and the relevant government should work together to ensure that the highest standards of TLD operation are achieved, taking account of best practices and internationally accepted technical standards where they exist.

Note the following elements of Principles & Guidelines:

- **Title:** This is the title given to the Outgoing Correspondence in dotCMS.
- **PDF Link:** Selecting this link will display the Outgoing Correspondence in PDF format.
- **Official Date:** This is the date that has been specified as the Official Date on the Principles & Guidelines.
- **Topics Discussed:** This is the categories / taxonomy attached to the Principles & Guidelines.
- **Edition Drop Down List:** The dropdown list allows you to select other published Principles & Guidelines.
- **Uploaded File Name:** This is the name of the file that was uploaded to create the Principles & Guidelines.
- **Number of Pages:** This is the number of pages of the Principles & Guidelines.
- **Rotate Clockwise Icon:** Selecting this icon will rotate the Principles & Guidelines clockwise.

-
- Download Icon: Selecting this icon will allow you to download the Principles & Guidelines to your computer.
 - Print Icon: Selecting this icon will allow you to print the Principles & Guidelines.
 - Principles & Guidelines: This is the Principles & Guidelines page(s) that were uploaded to dotCMS.

Updating Principles & Guidelines

To update the Principles & Guidelines content, a request will need to be sent to the Web Administration team.

Meetings & Records

The Meetings & Records section allows GAC Members to be informed of upcoming, current and past events so they can fully participate in those events. GAC Members can also view documentation associated to those events. The major content included within Meetings & Records includes:

- Calendar (including Sessions)
- ICANN Meeting Agendas
- ICANN Meeting Minutes

Introduction Header

The Introduction Header is meant to orient site visitors to the Meetings & Records page and give them a basic understanding of Agendas, Sessions, Meetings Minutes and their related artifacts.

The following screenshot illustrates the contents of the Meetings & Records Introduction:



Note the following elements of the Meetings & Records Introduction:

- Introduction Text: Brief informational section that informs the user of the Meetings & Records section
- Introduction Links: Links to resources to help educate the user about GAC Meetings and Travel Assistance. The links and destinations are listed below:
 - Attending Your First GAC Meeting: Selecting this link will automatically open <https://gacbeta.icann.org/meeting-services/attending-your-first-gac-meeting> page.
 - Travel Assistance: Selecting this link will automatically open <https://gacbeta.icann.org/meeting-services/travel-assistance> page.
 - Guidelines for High Level Government Meetings: Selecting this link will automatically open <https://gacbeta.icann.org/meeting-services/guidelines-for-high-level-government-meetings> page.
- Collapse Introduction: Selecting “X” will collapse the Introduction section
- Expand Introduction: Selecting “i” will expand the Introduction section

Updating the Introduction Header

To update the Introduction Header content, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Site Browser** tab from the top navigation.

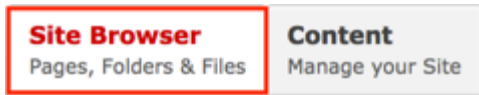


Figure 34: Navigating to the Site Browser page within the Admin site will show all the editable pages that you are able to modify.

3. On the Site Browser page, within the left pane, click on the **meetings-records** folder.

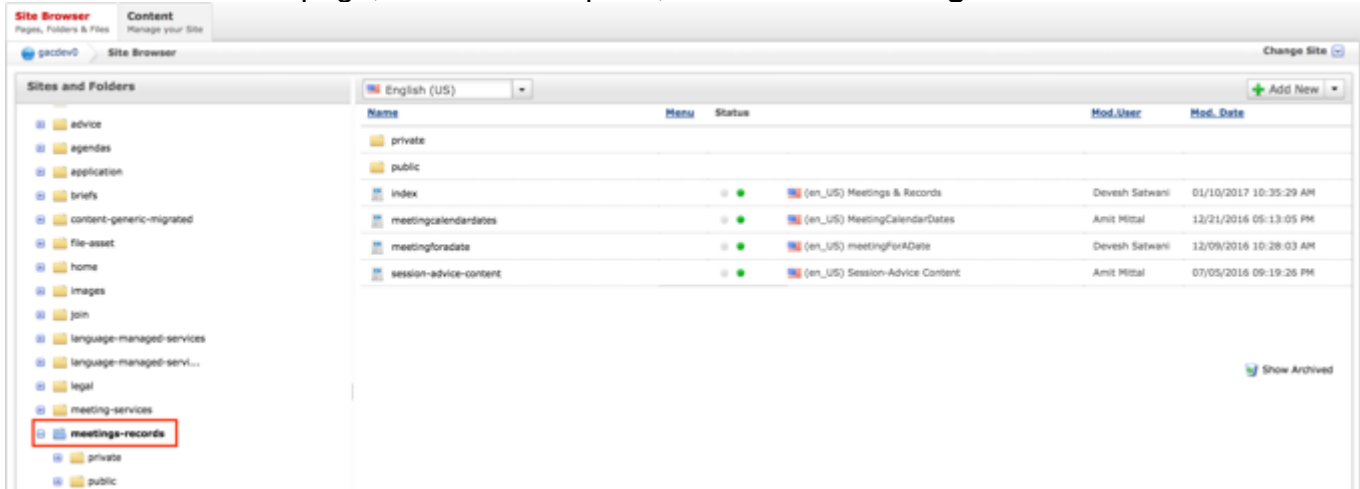


Figure 28: Clicking the meetings-records folder in the left pane will show the folders contents in the right pane. Notice that it includes the index html file.

4. Double click the **index** html page in the right pane to open the live editor interface for the page.

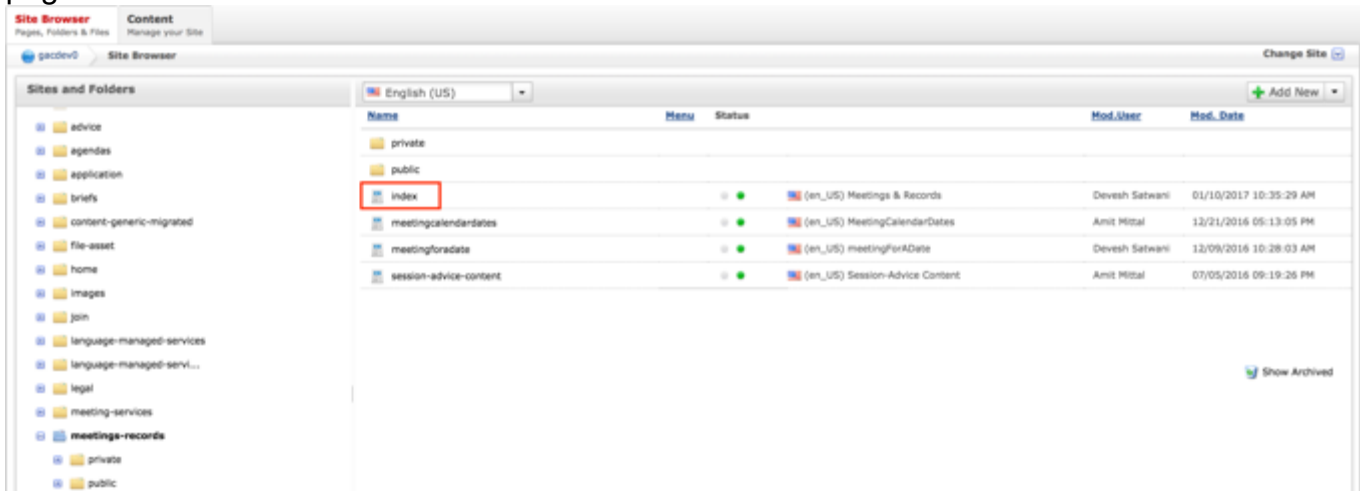
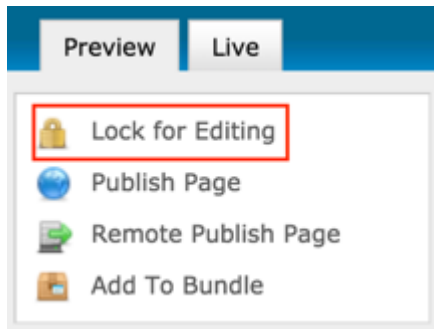


Figure 29: Double clicking index from the right pane will open the page in its Live Editor which allows the Secretariat to modify the contents of this page.

5. From the live editor mode, first lock the page for editing.



6. Click on the **Edit Content** button in the part of the Introduction section that needs to be edited.

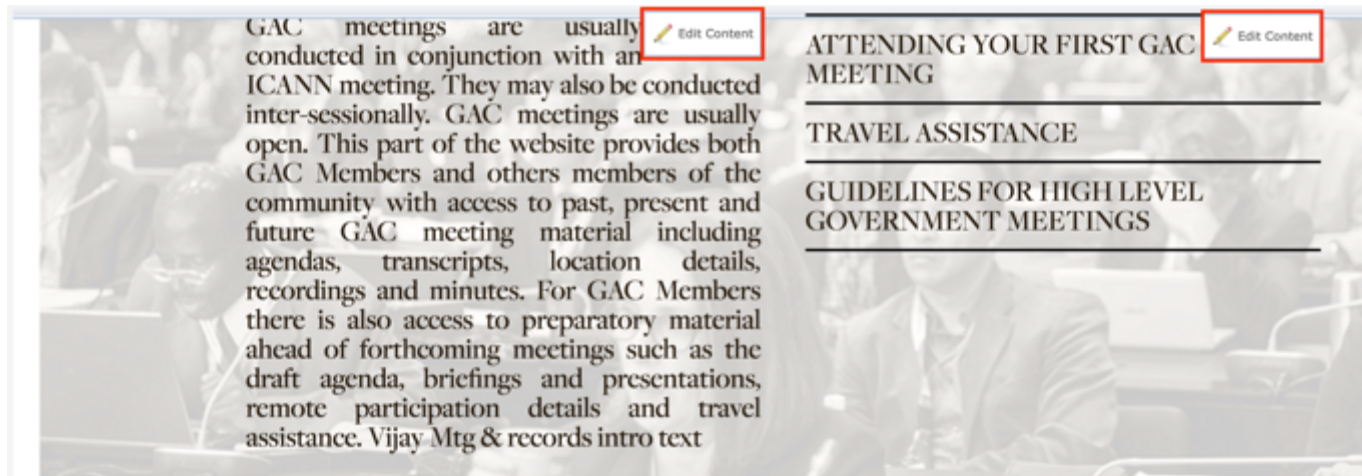
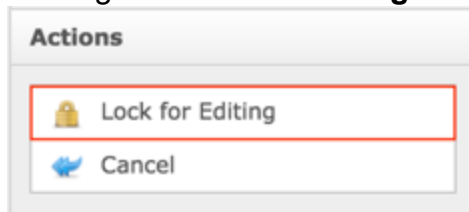


Figure 30: Clicking the Edit Content button will open a text editor that allows the Secretariat to change the contents of the Introduction section.

7. After clicking Edit Content, the editor will be displayed. Lock the page for editing by clicking on **Lock for Editing** under the Actions menu.



8. Modify **only** the **Body** editor's content as shown by the figure below.

Content (Generic)
English (US)

Workflow
Step: Initial State
Assignee: Nobody
Locked: GAC Secretariat : (Seconds Ago)

Actions
Release Lock
Save
Save / Publish
Assign Workflow
Cancel

Title:
Meetings & Records intro text

URL Title:
meetings-records-intro-text

Body:
GAC meetings are usually conducted in conjunction with an ICANN meeting. They may also be conducted inter-sessionally. GAC meetings are usually open. This part of the website provides both GAC Members and others members of the community with access to past, present and future GAC meeting material including agendas, transcripts, location details, recordings and minutes. For GAC Members there is also access to preparatory material ahead of forthcoming meetings such as the draft agenda, briefings and presentations, remote participation details and travel assistance. Vijay Mtg & records intro text

Observe **Site Browser** **Content**
Observe Pages, Folders & Files Manage your Site

Global Page gacdev0 Site Browser Add/Edit Content (Generic)

Content (Generic)
English (US)

Workflow
Step: Initial State
Assignee: Nobody
Locked: GAC Secretariat : (Seconds Ago)

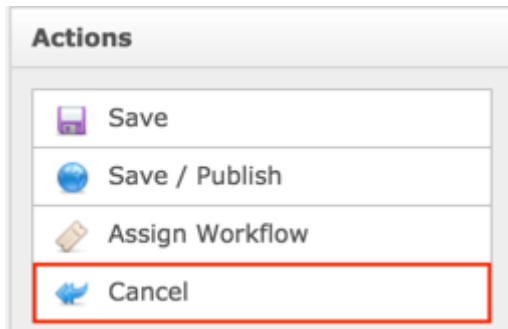
Actions
Release Lock
Save
Save / Publish
Assign Workflow
Cancel

Title:
Meetings & Records intro links

URL Title:
meetings-records-intro-links

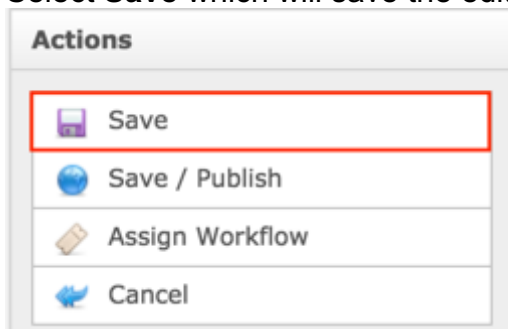
Body:
[ATTENDING YOUR FIRST GAC MEETING](#)
[TRAVEL ASSISTANCE](#)
[GUIDELINES FOR HIGH LEVEL GOVERNMENT MEETINGS](#)

9. Once the edits have been made, you can either select **Cancel** to negate the edits.



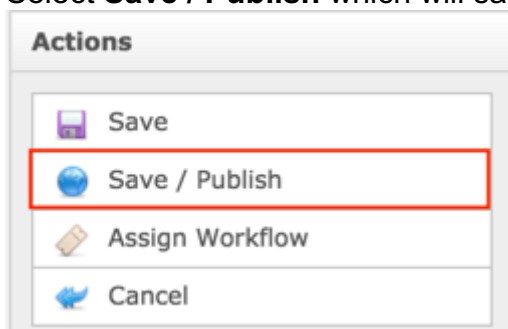
OR

Select **Save** which will save the edits and not publish them.

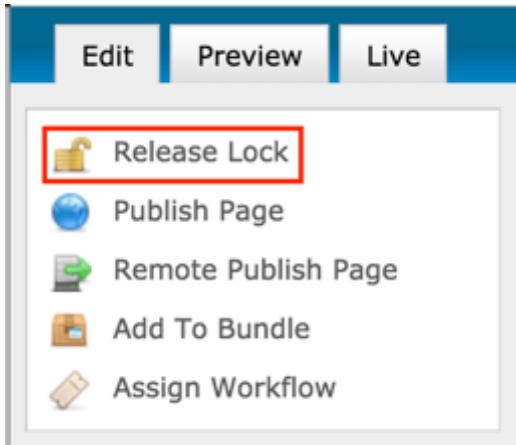


OR

Select **Save / Publish** which will save and publish the edits.



10. Select **Release Lock** to release the lock on the content.

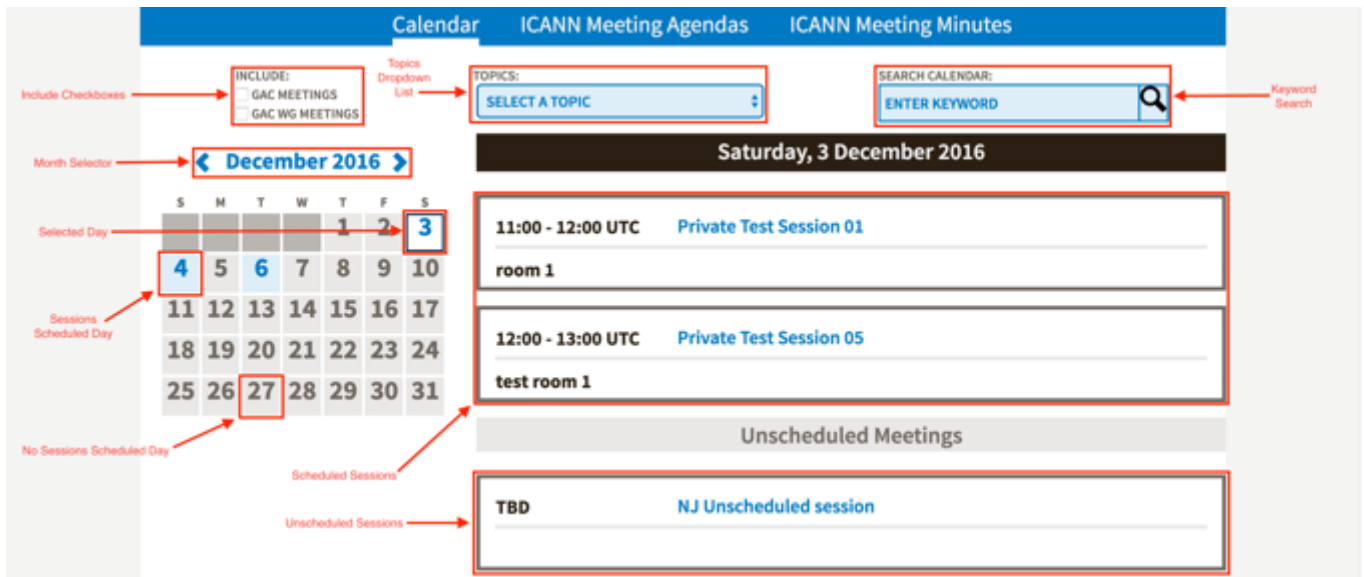


Calendar

The Calendar on the Meetings and Records page provides site visitors visibility to Sessions that have been created (Scheduled & Unscheduled). It allows a site visitor to select a specific day on the Calendar and view all Sessions (GAC Meetings and/or GAC Working Group Meetings), their details and artifacts scheduled on that day based upon the site visitor’s permissions.

NOTE: Once Sessions are created and scheduled, the sessions will display when that day is selected on the calendar. If Sessions are created and not scheduled, all unscheduled Sessions will display in the Unscheduled section that displays below the scheduled Sessions.

The following screenshot illustrates the contents of the Calendar:



Note the following elements of the Calendar:

- **Include Checkboxes:** Selecting these checkboxes will display meetings where the Meeting Type has been indicated to be GAC Meetings or GAC WG (Working Group) Meetings.
- **Topics Dropdown List:** This dropdown list allows categories / taxonomy to be selected so only meetings that have been tagged with the category / taxonomy selected will display.
- **Search Calendar:** This field allows the user to search meetings for a keyword(s) so only those meetings display.
- **Month Selector:** This field allows the user to select the month they would like to see displayed in the calendar.
- **Selected Day:** The selected day will display with a white background.
- **Sessions Scheduled Day:** The days Sessions have been scheduled on will display with a blue background.
- **No Sessions Scheduled Day:** The days that don't have any Sessions scheduled will display with a gray background.
- **Scheduled Sessions:** This section displays all the published Sessions scheduled on the day selected on the Calendar. The Session name is a link that will display the Sessions Details when selected.
- **Unscheduled Sessions:** This section displays all published Sessions that have not been scheduled. The Session name is a link that will display the Sessions Details when selected.

Session

The Session content allows GAC Members to specify Session details and attach important artifacts pertaining to the Session. It also allows site visitors the opportunity to view Session detail, included but not limited to, date, time, location and artifacts pertaining to the Session. A relationship can be established between Sessions and an Agenda so when the Agenda is viewed, all Sessions that have been related to that Agenda will display. A relationship can also be established between Sessions and Advice so the Advice can be traced back to the Session from which it originated.

The following screenshot illustrates the contents of the Sessions:

The screenshot shows a calendar entry for a session titled "Example Session" from 08:00 to 09:00 UTC. Below the title, there are several fields and links: "Crocker" (Room), "Transcript" (Transcript Link), and "Recording" (Recording Link). Below these are sections for "Leads:", "Objectives:", "Expected Outcomes:", and "Actions:", each with an example. At the bottom, there is a "Brief & Presentation Materials" section containing three items: "Plenary Brief [5 KB]", "Plenary Presentation One [5 KB]", and "test transcript [419 KB]". Red arrows point from labels to the corresponding elements in the screenshot.

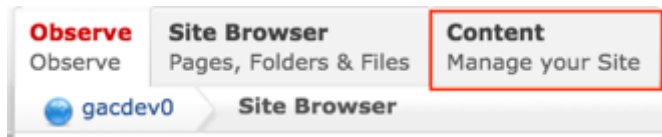
Note the following elements of the Sessions:

- Start & End Time: This element is the start and end times of the Session.
- Title: This element is the title given to the Session.
- Room: This element is the room in which the Session will be held.
- Transcript Link: Selecting this link will display the official transcript of the Session.
- Recording Link: Selecting this link will navigate the user to the recording of the Session.
- Leads: This element is the Leads specified on the Session.
- Objectives: This element is the Objectives specified on the Session.
- Expected Outcomes: This element is the Expected Outcomes specified on the Session.
- Actions: This element is the Actions specified on the Session.
- Brief & Presentation Materials: These elements are the Briefs, Presentations & Transcripts related to the Session.

Creating a Session

To create a new Session content, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Content** tab from the top navigation.



3. Select **Session - GAC** from the Type dropdown list.

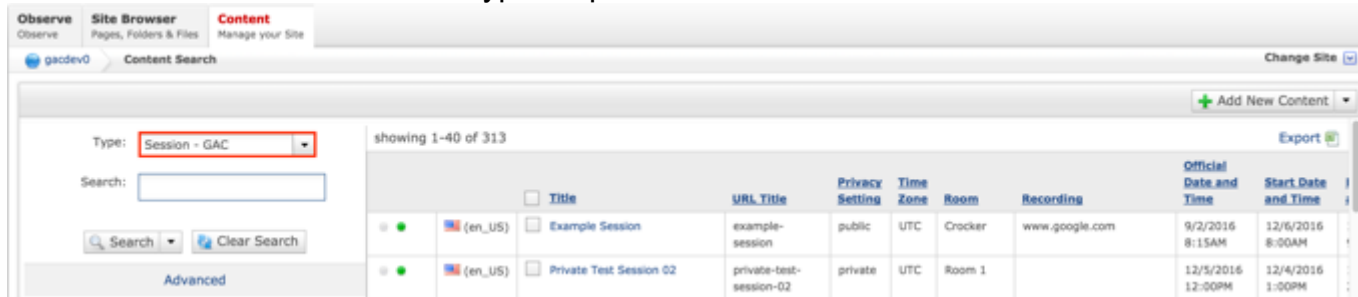
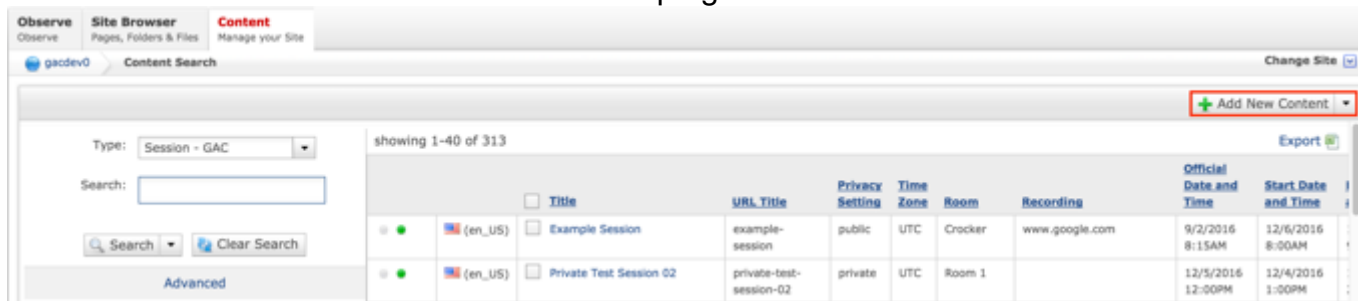


Figure 31: Navigating to the Content page within the Admin site will show all the Session pages that have already been created.

4. Select the **Add New Content** button on the top right.



5. Complete the following required fields:

- a. Title
- b. URL Title (automatically created based upon the Title)
- c. Type (defaults to GAC Meeting)
- d. Status (defaults to Open)
- e. Privacy Setting (defaults to Private)
- f. Time Zone (defaults to UTC+00:00 – Coordinated Universal Time (UTC))
- g. Official Date and Time

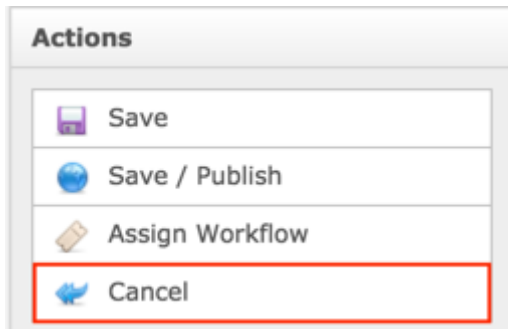
The screenshot shows the 'Add/Edit Session - GAC' form. The left sidebar contains navigation tabs (Content, Remote Participation, Relationships), session details (Session - GAC, Language: English (US)), workflow information (Step: Initial State, Assignee: Nobody), and a list of actions (Save, Save / Publish, Assign Workflow, Cancel). The main form area includes the following fields:

- Title:** A text input field.
- URL Title:** A text input field.
- Type:** Radio buttons for GAC Meeting (selected), GAC Working Group Meeting, and GAC Break.
- Status:** Radio buttons for Open (selected) and Closed.
- Privacy Setting:** Radio buttons for Private (selected) and Public.
- Topic:** A link labeled 'Click Here to Select Categories'.
- Time Zone:** A dropdown menu showing 'UTC+00:00 - Coordinate'.

The screenshot shows the 'Add/Edit Session - GAC' form with additional date and time fields and a rich text editor:

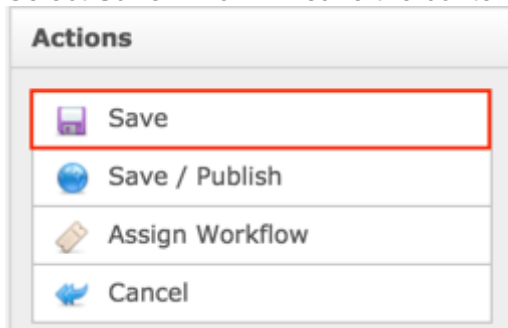
- Official Date and Time:** A date and time selection field.
- Start Date and Time:** A date and time selection field.
- End Date and Time:** A date and time selection field.
- Lead(s):** A rich text editor with a menu (File, Edit, Insert, View, Format, Tools) and a toolbar containing various formatting options like bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, and a checkmark.

6. Select **Cancel** to negate adding the content.



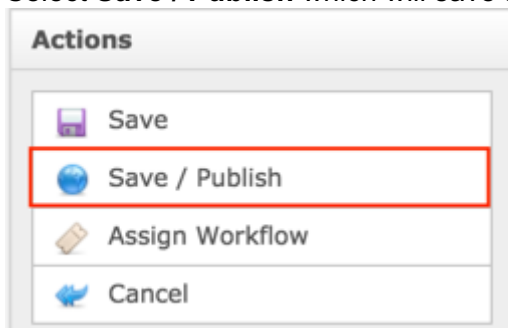
OR

Select **Save** which will save the content and not publish it.



OR

Select **Save / Publish** which will save and publish the content.

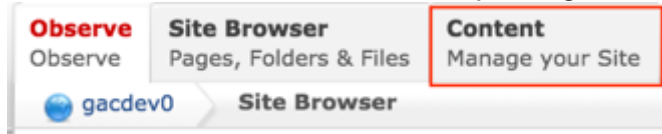


NOTE: Once Save / Publish is selected, the Session will be published in the Meetings & Records section of site.

Adding Remote Participation

To add or edit Remote Participation, follow the following steps:

1. Log into dotCMS Admin.
2. Click the **Content** tab from the top navigation.



3. Select **Session - GAC** from the Type dropdown list.

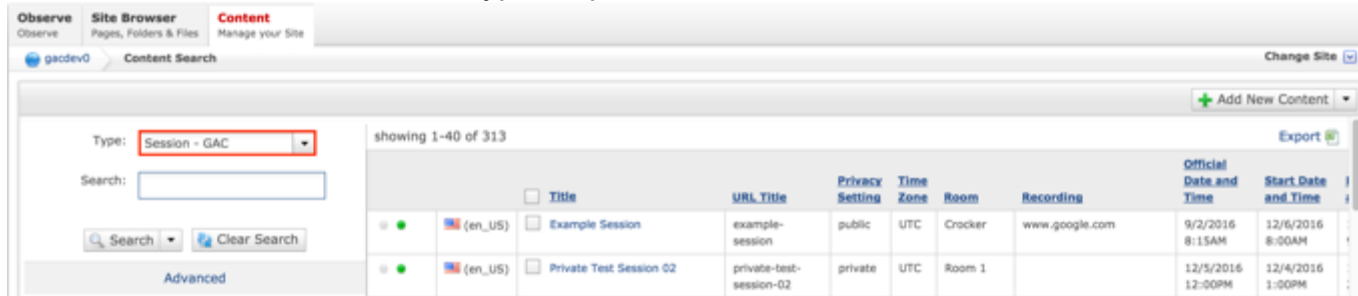
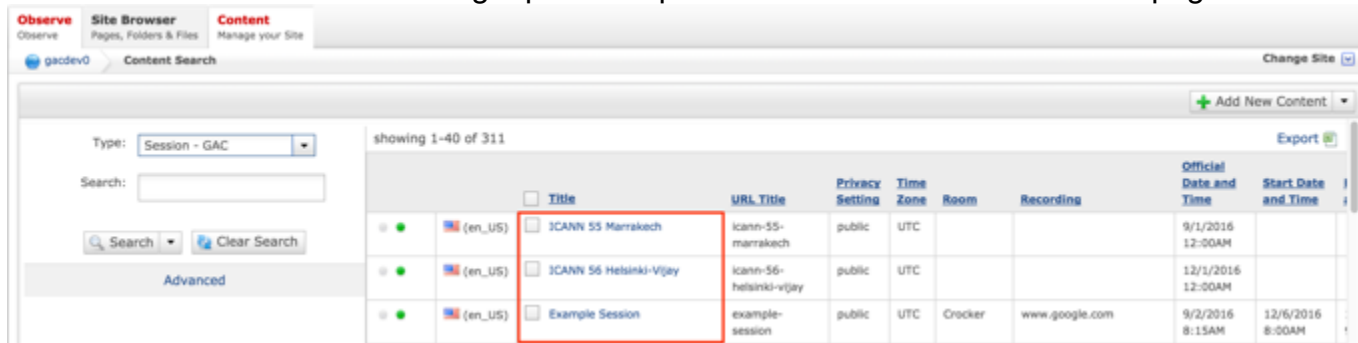


Figure 32: Navigating to the Content page within the Admin site will show all the Session pages that have already been created.

4. Click the **Session Name** in the right pane to open the live editor interface for the page.



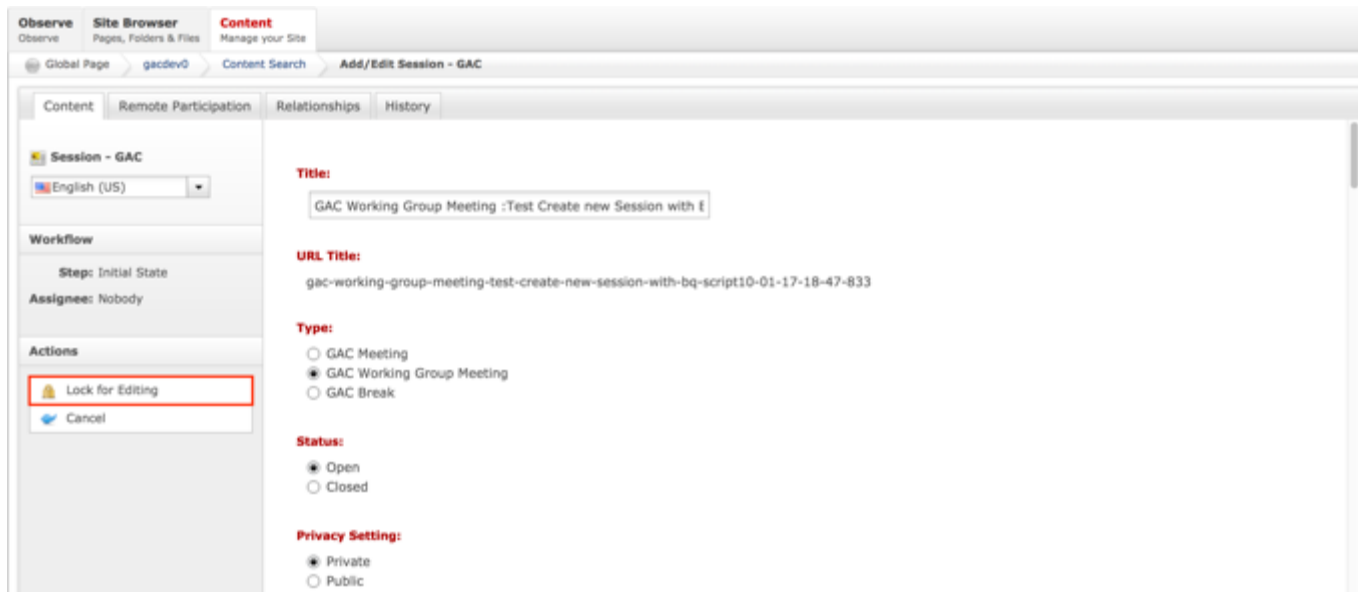
NOTE: You can refine your search by doing the following:

- Selecting any of the column headings to sort ascending and descending

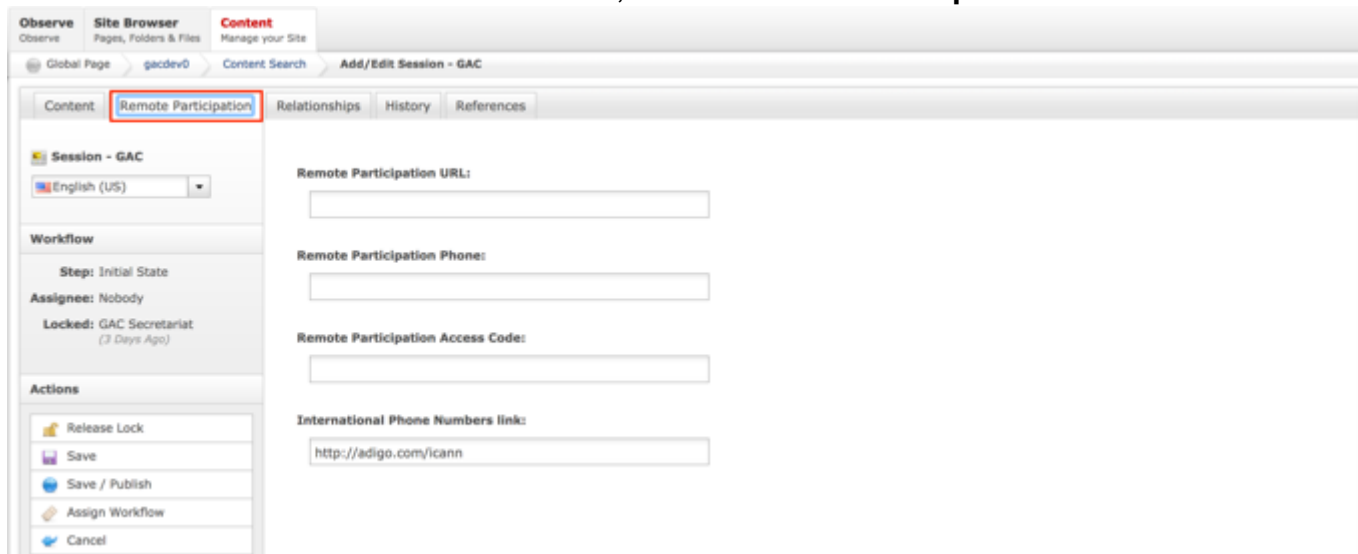
AND / OR

- Enter additional data in the “Search” field on the left and click the **Search** button

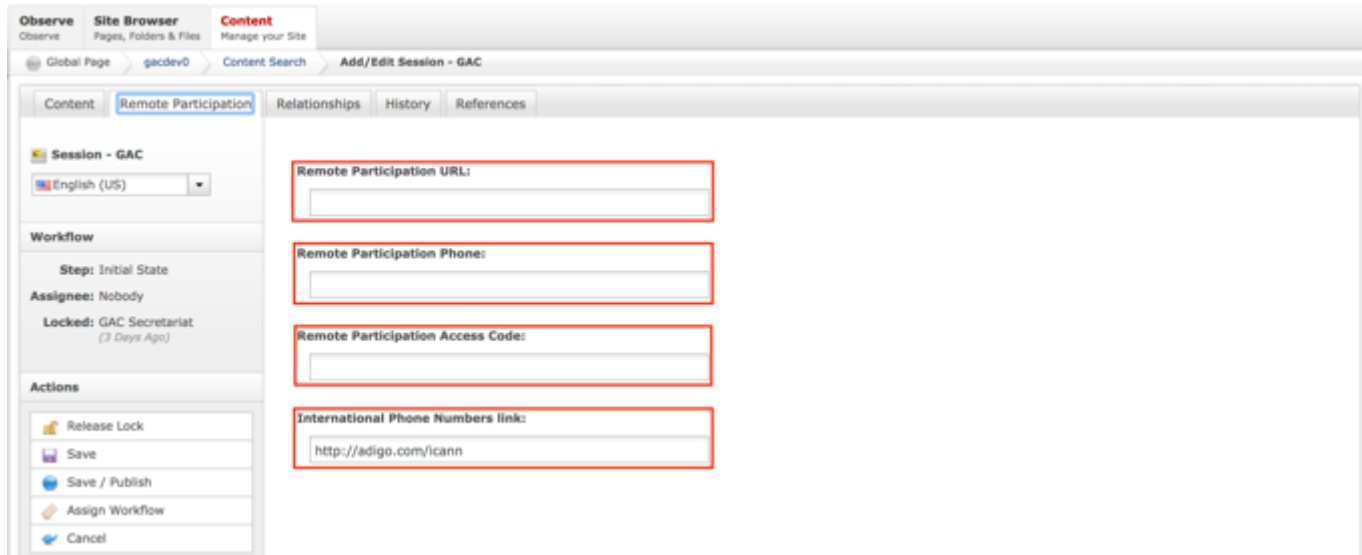
5. After selecting the Session that you would like to modify, the editor will be displayed. Lock the page for editing by clicking on **Lock for Editing** under the Actions menu.



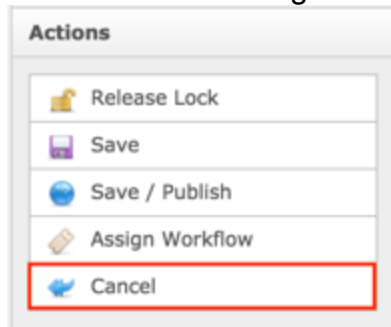
6. Once the Session content has been locked, select the **Relationships** tab.



7. Add the following Remote Participation details:
- Remote Participation URL
 - Remote Participation Phone
 - Remote Participation Access Code
 - International Phone Numbers link (pre-populated with <http://adigo.com/icann>)

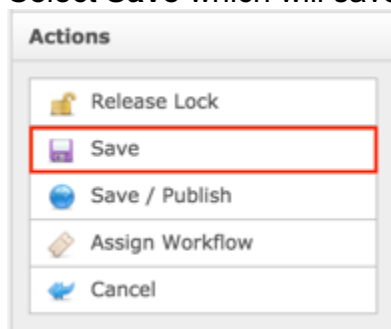


8. Select **Cancel** to negate adding Remote Participation.



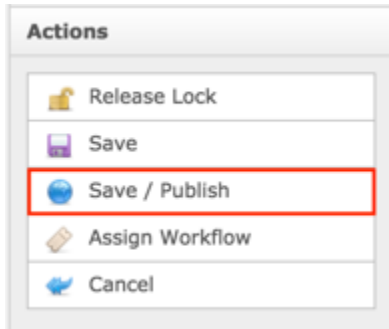
OR

Select **Save** which will save the Remote Participation and not publish it.



OR

Select **Save / Publish** which will save and publish the Remote Participation.



NOTE: Once Save / Publish is selected, the Remote Participation will be published in the Session.

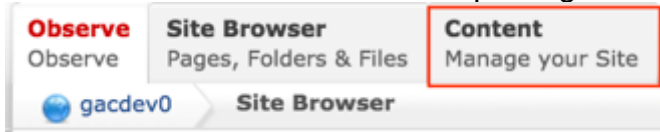
Relating Content to a Session

After a Session has been created, the Secretariat can relate an Agenda and Advice so information can display in an Agenda and Advice can be linked to the Session in which it was originated. In addition to an Agenda and Advice, the Secretariat can relate files / attachments to Sessions so they appear when the Session displays.

RELATING NEW CONTENT TO A SESSION

To relate a new Agenda, Advice and File / Attachment to a Session, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Content** tab from the top navigation.



3. Select **Session - GAC** from the Type dropdown list.

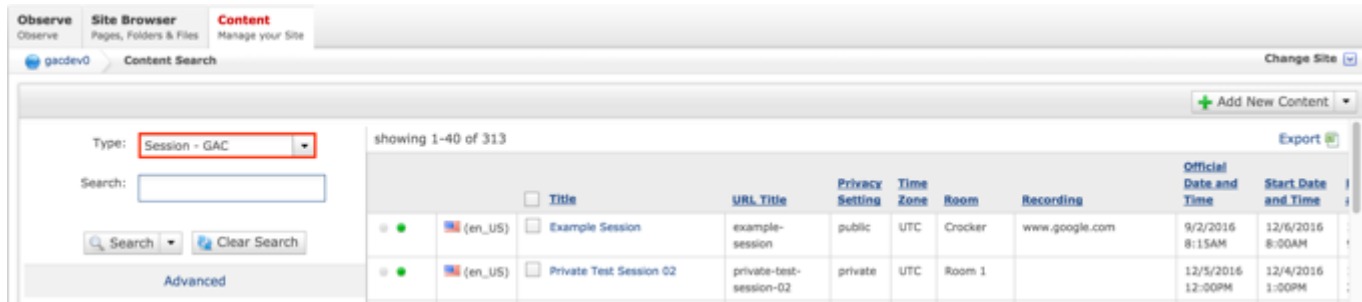
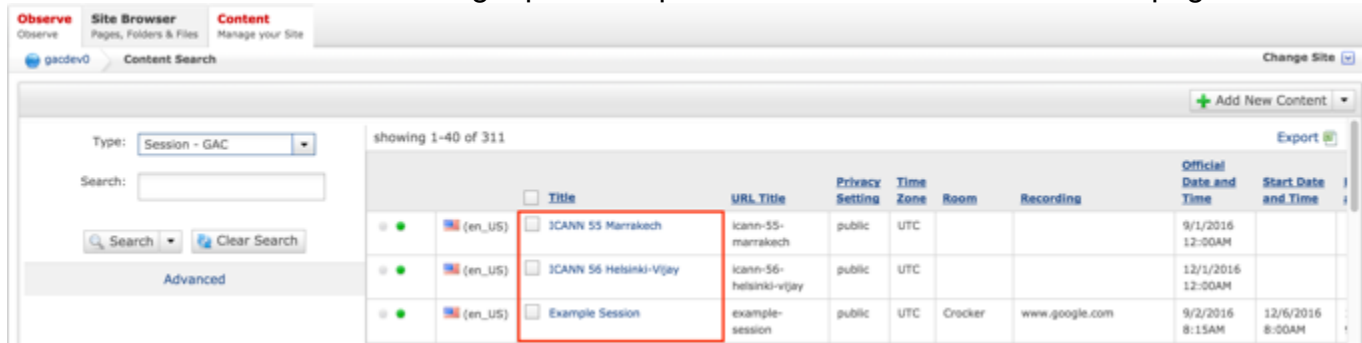


Figure 33: Navigating to the Content page within the Admin site will show all the Session pages that have already been created.

4. Click the **Session Name** in the right pane to open the live editor interface for the page.



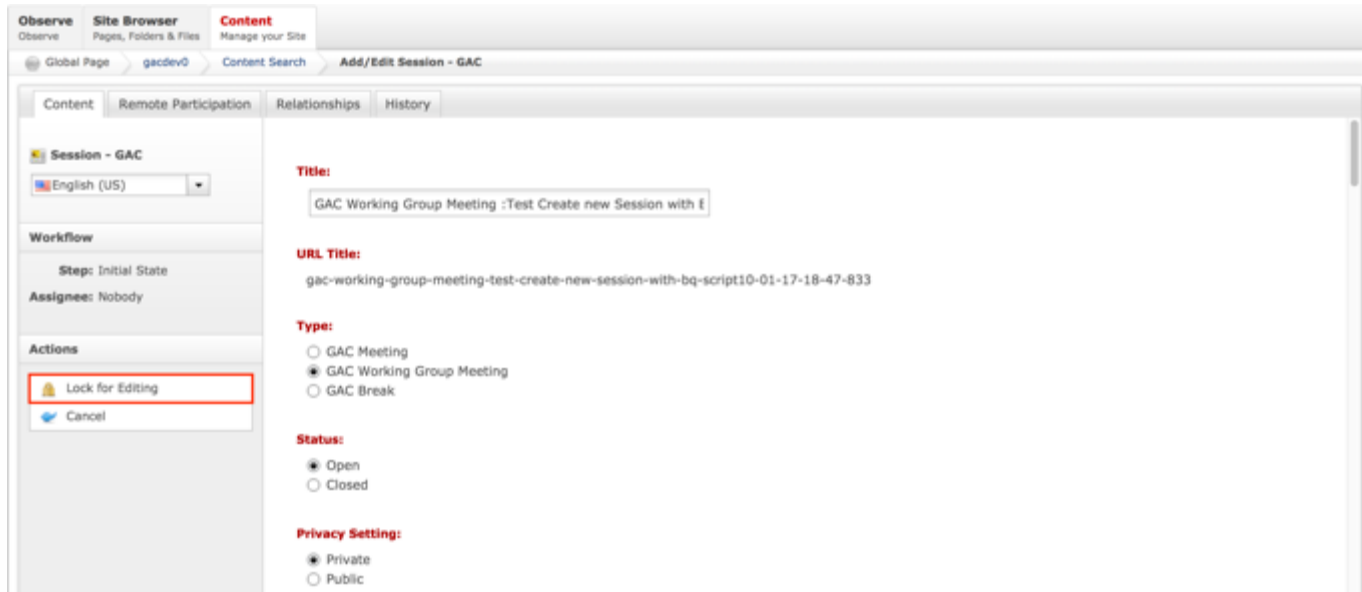
NOTE: You can refine your search by doing the following:

- Selecting any of the column headings to sort ascending and descending

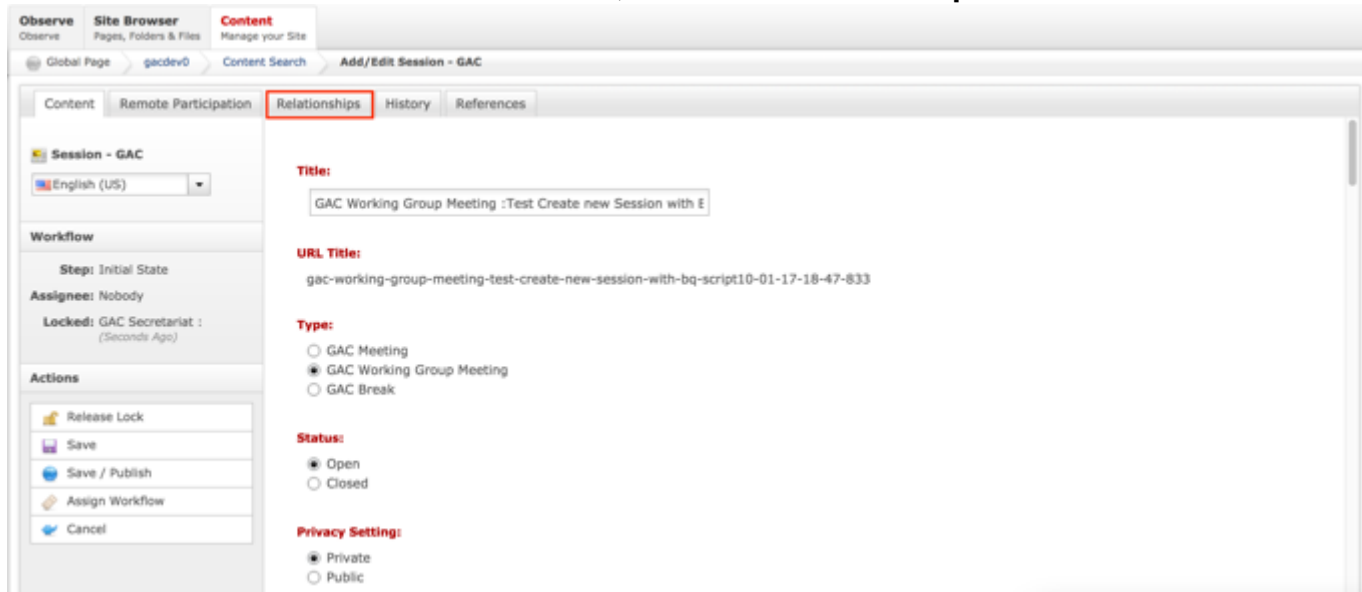
AND / OR

- Enter additional data in the “Search” field on the left and click the **Search** button

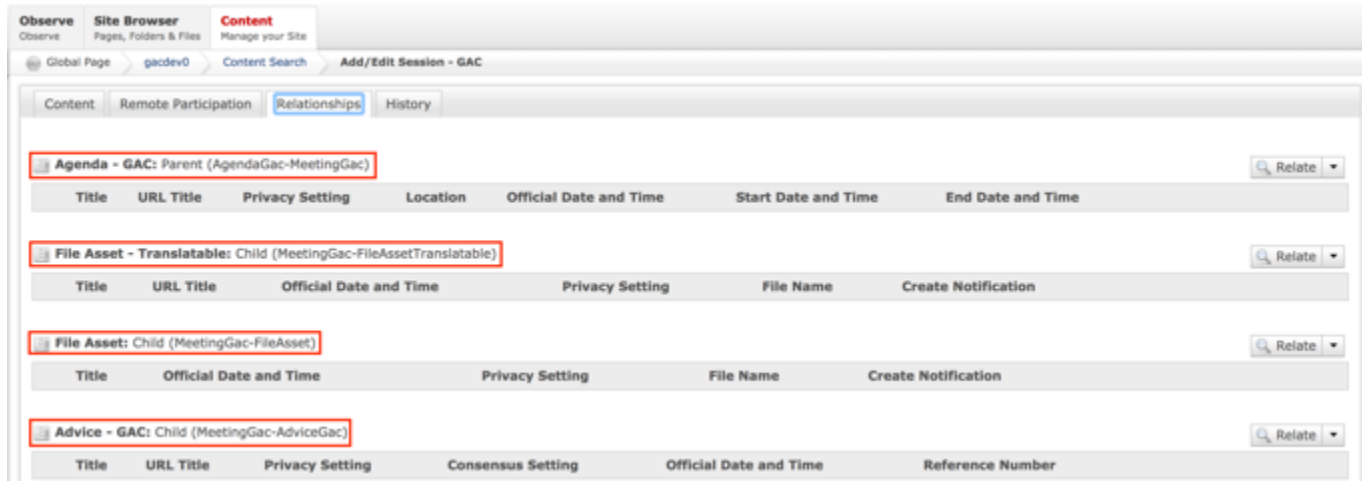
5. After selecting the Session that you would like to modify, the editor will be displayed. Lock the page for editing by clicking on **Lock for Editing** under the Actions menu.



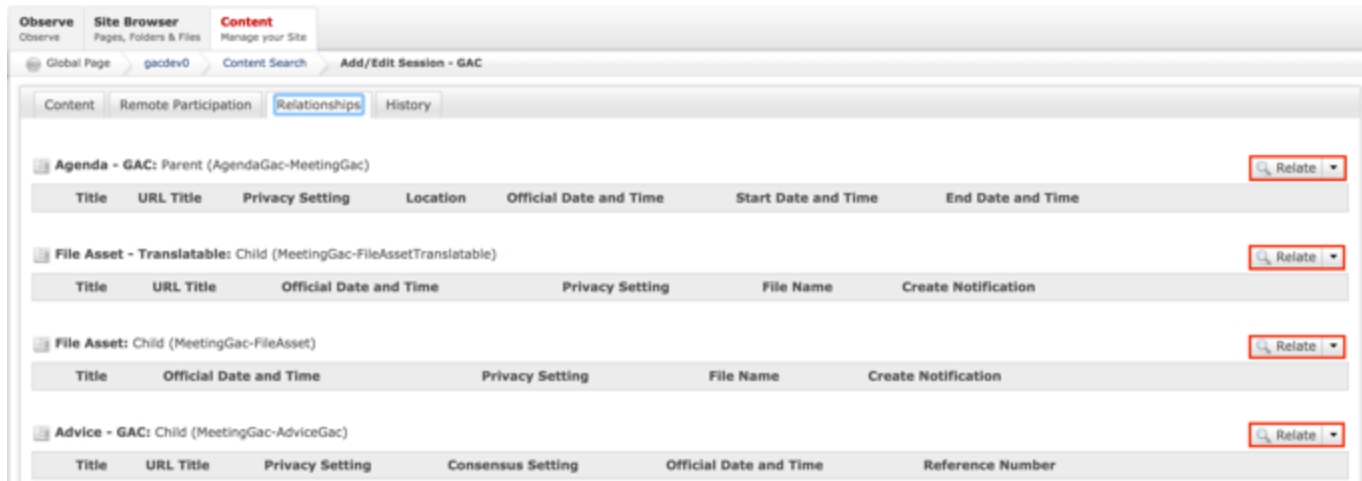
6. Once the Session content has been locked, select the **Relationships** tab.



7. From the Relationships tab, the following content can be related to a Session:
- a. Agenda
 - b. File Asset – Translatable
 - c. File Asset
 - d. Advice

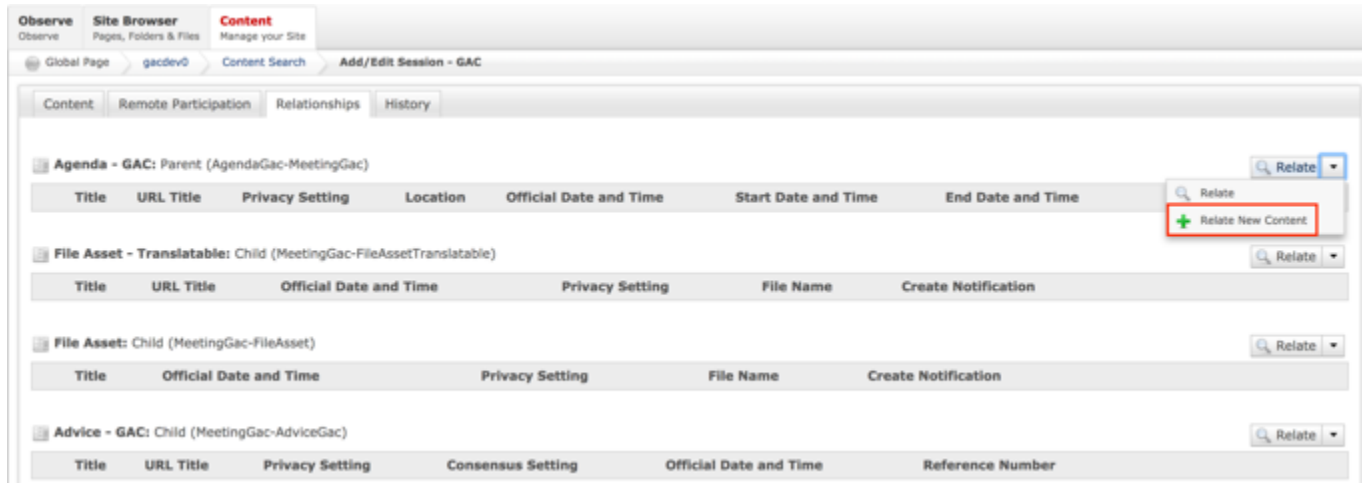


- From the Relationships tab, select the **Relate** dropdown list for the piece of content you would like to relate to the Session.



NOTE: The process for relating different pieces of content to a Session is the same however, each content type will have different required fields.

- Select **Relate New Content** from the Relate dropdown list for the piece of content you would like to relate to the Session.



10. Complete the following required fields for the content you would like to relate to a Session:

- a. Required fields for the Agenda
 - i. Title
 - ii. URL Title (automatically created based upon the Title)
 - iii. Privacy Setting (defaults to Private)
 - iv. Location
 - v. Official Date and Time
 - vi. Start Date and Time
 - vii. End Date and Time

The screenshot shows a web interface for editing an agenda item. The main content area contains the following fields, each highlighted with a red box:

- Title:** A text input field.
- URL Title:** A text input field.
- Privacy Setting:** Radio buttons for Private and Public.
- Location:** A text input field.
- Official Date and Time:** Two dropdown menus for date and time.
- Start Date and Time:** Two dropdown menus for date and time.
- End Date and Time:** Two dropdown menus for date and time.

The left sidebar contains the following sections:

- Content:** Agenda - GAC, English (US) dropdown.
- Workflow:** Step: Initial State, Assignee: Nobody.
- Actions:** Save, Save / Publish, Assign Workflow, Cancel.

- b. Required fields for the File Asset – Translatable
 - i. Title
 - ii. URL Title (automatically created based upon the Title)
 - iii. Official Date and Time
 - iv. Document Type (the user has the option to select multiple types, if needed)
 - v. File Asset

- c. Required fields for the File Asset
 - i. Title
 - ii. URL Title (automatically created based upon the Title)
 - iii. Official Date and Time
 - iv. Document Type (the user has the option to select multiple types, if needed)
 - v. File Asset
- d. Required fields for a piece of Advice
 - i. Title
 - ii. URL Title (automatically created based upon the Title)
 - iii. Privacy Setting (defaults to Private)
 - iv. Consensus Setting (defaults to Consensus)
 - v. Official Date and Time
 - vi. Advice Statement
 - vii. Rationale
 - viii. Reference Number

Observe | **Site Browser** | **Content**
 Observe | Pages, Folders & Files | Manage your Site

gacdev0 | Content Search | Add/Edit Advice - GAC

Content

Advice - GAC
 English (US)

Workflow
 Step: Initial State
 Assignee: Nobody

Actions

- Save
- Save / Publish
- Assign Workflow
- Cancel

Title:

URL Title:

Topic:
[Click Here to Select Categories](#)

Privacy Setting:

Private
 Public

Consensus Setting:

Consensus
 Non-Consensus

Official Date and Time:

Observe | **Site Browser** | **Content**
 Observe | Pages, Folders & Files | Manage your Site

gacdev0 | Content Search | Add/Edit Advice - GAC

Content

Advice - GAC
 English (US)

Workflow
 Step: Initial State
 Assignee: Nobody

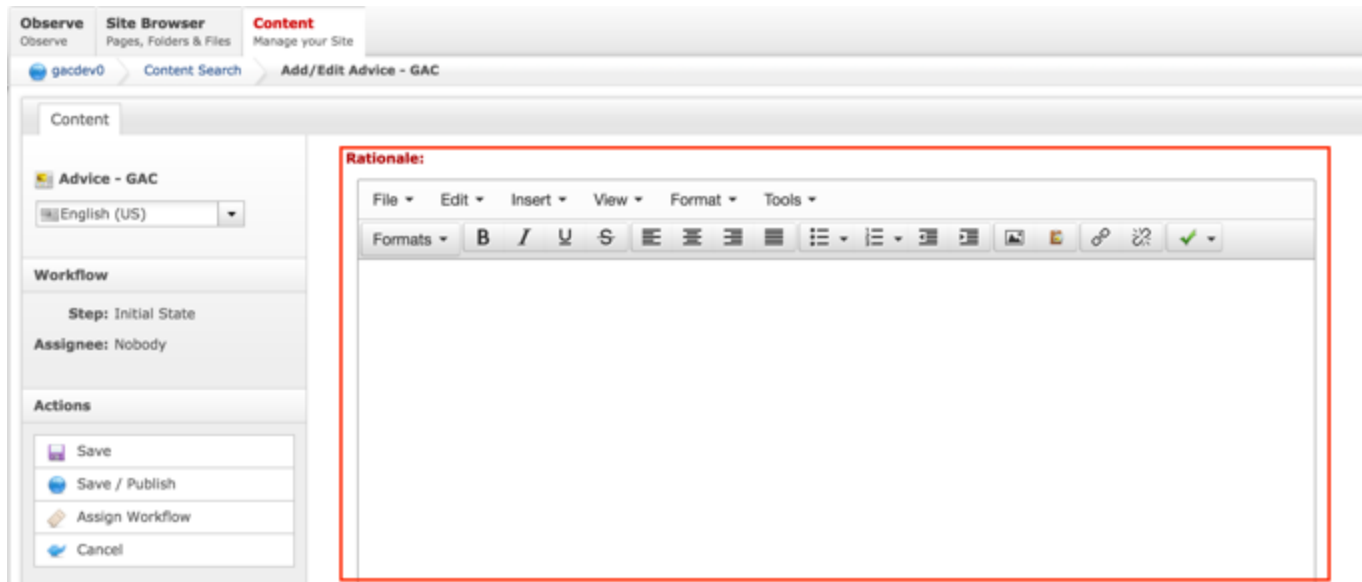
Actions

- Save
- Save / Publish
- Assign Workflow
- Cancel

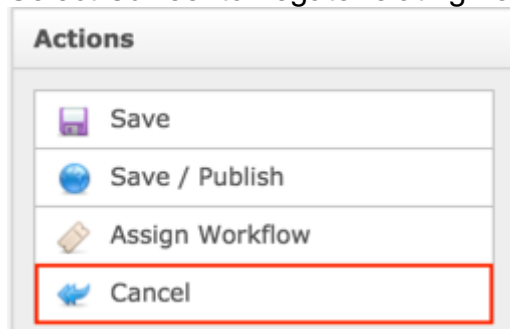
Advice Statement:

File | Edit | Insert | View | Format | Tools

Formats | **B** | *I* | U | ~~S~~ | | | | | |

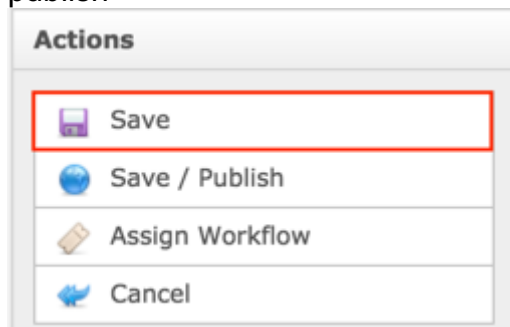


11. Select **Cancel** to negate relating new content to the Session



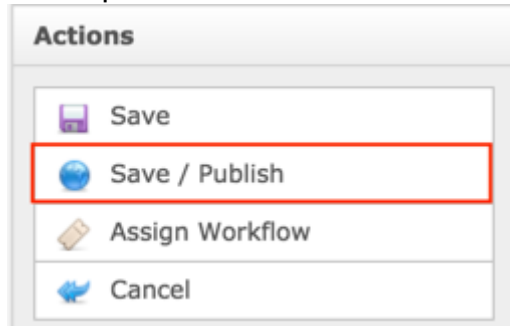
OR

Select **Save** which will create the new content that was related to the Session and not publish



OR

Select **Save / Publish** which will create the new content, relate it to the Session and save / publish

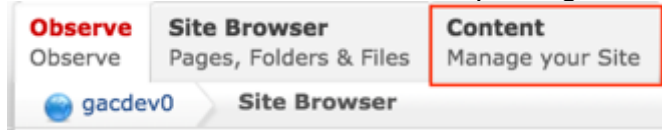


NOTE: Once Save / Publish is selected, the Session will be published in the Meetings & Records section of site and any newly created content that was related to the Session will be published in their respective sections of the site.

RELATING EXISTING CONTENT TO A SESSION

To relate existing Agenda, Advice and File / Attachment to a Session, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Content** tab from the top navigation.



3. Select **Session - GAC** from the Type dropdown list.

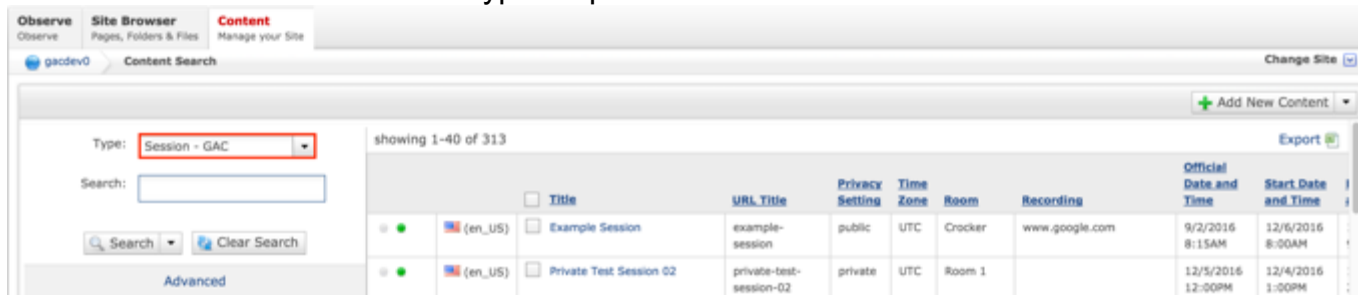
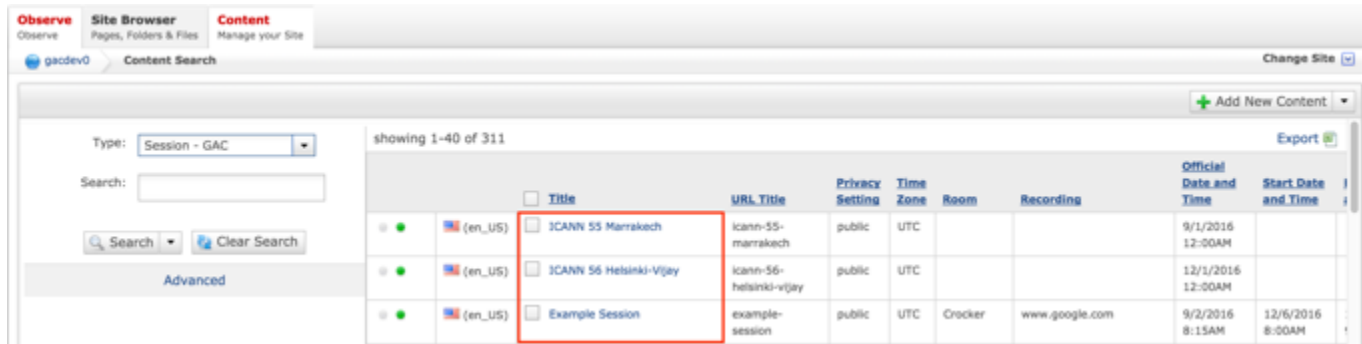


Figure 34: Navigating to the Content page within the Admin site will show all the Session pages that have already been created.

4. Click the **Session Name** in the right pane to open the live editor interface for the page.



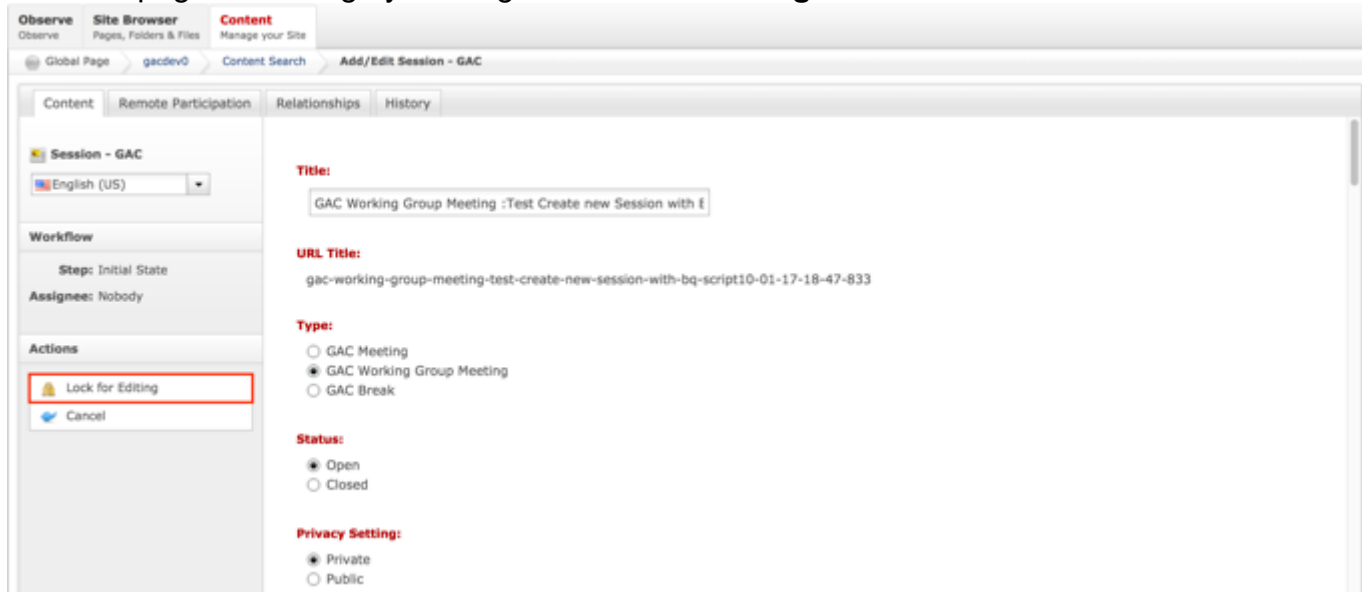
NOTE: You can refine your search by doing the following:

- Selecting any of the column headings to sort ascending and descending

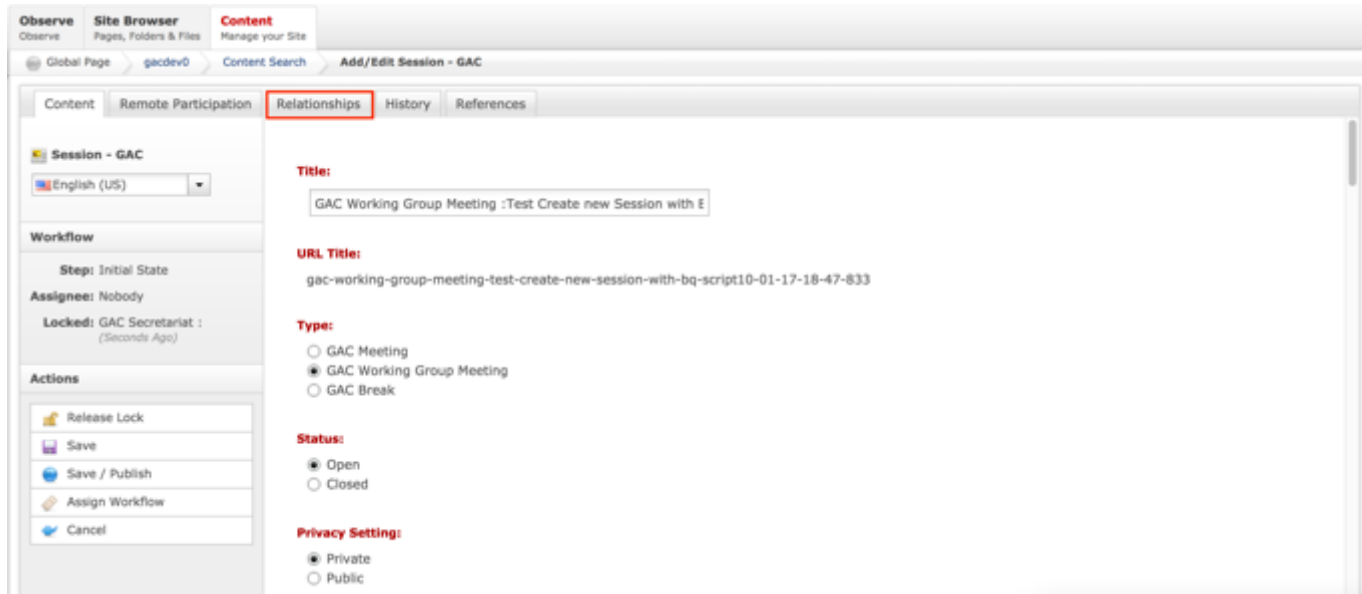
AND / OR

- Enter additional data in the “Search” field on the left and click the **Search** button

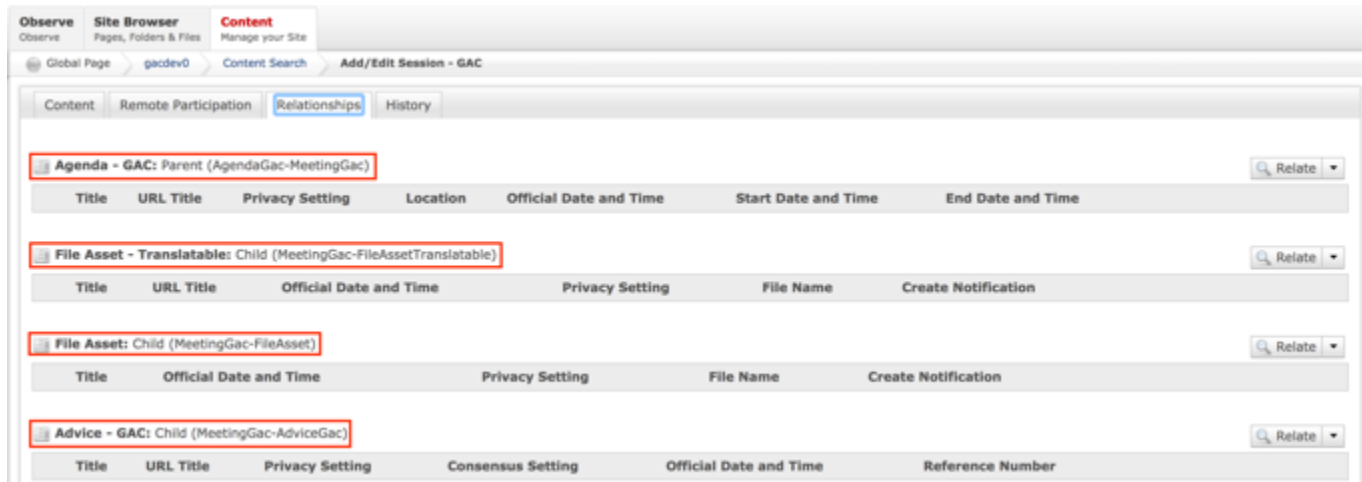
5. After selecting the Session that you would like to modify, the editor will be displayed. Lock the page for editing by clicking on **Lock for Editing** under the Actions menu.



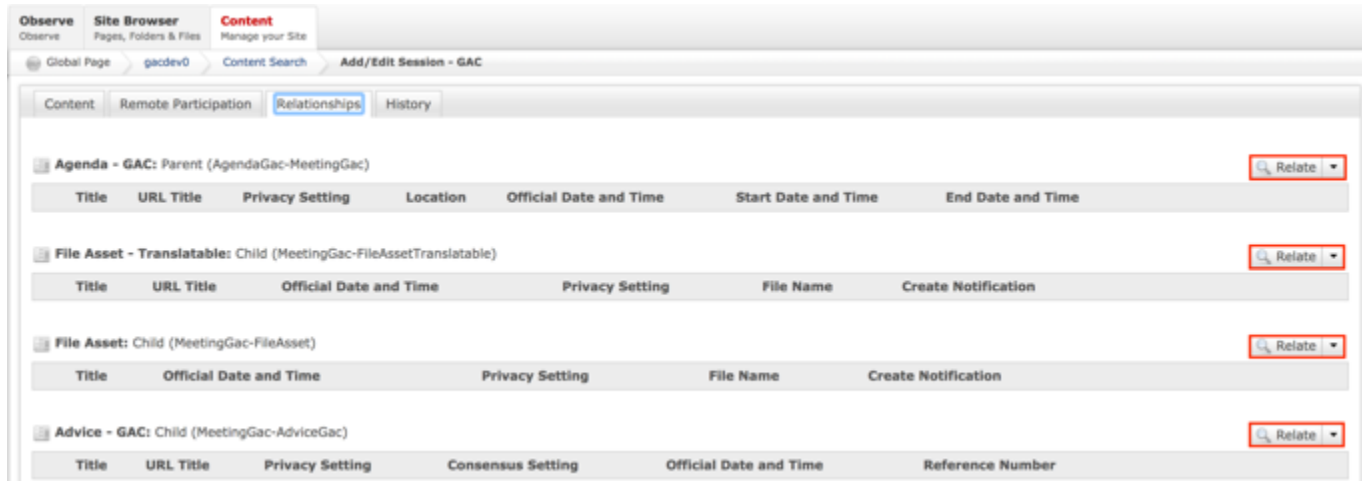
6. Once the Session content has been locked, select the **Relationships** tab.



7. From the Relationships tab, the following content can be related to a Session:
 - a. Agenda
 - b. File Asset – Translatable
 - c. File Asset
 - d. Advice

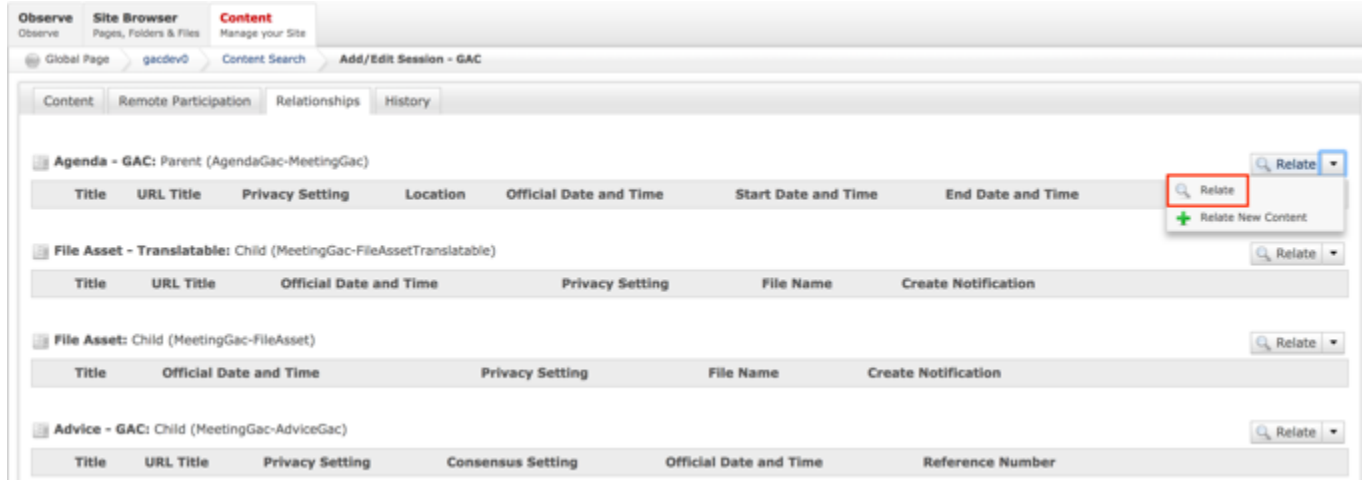


8. From the Relationships tab, select the **Relate** dropdown list for the piece of content you would like to relate to the Session.



NOTE: The process for relating different pieces of content to a Session is the same however, each content type will have different required fields.

9. Select **Relate** from the Relate dropdown list for the piece of content you would like to relate to the Session.



10. Once Relate is selected, a **Search** pop-up will display. Select the **Search** button to return all results or enter criteria in any of the Search fields to refine the Search results returned.

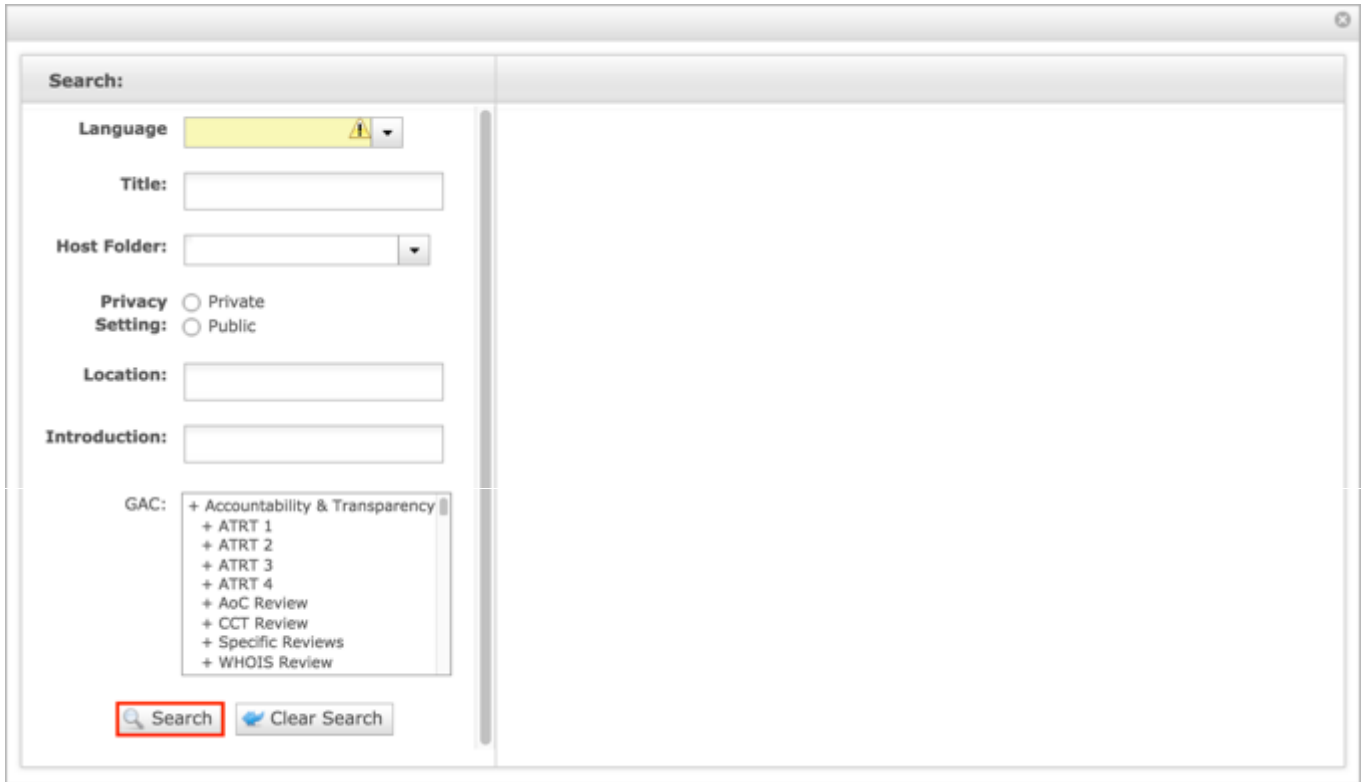
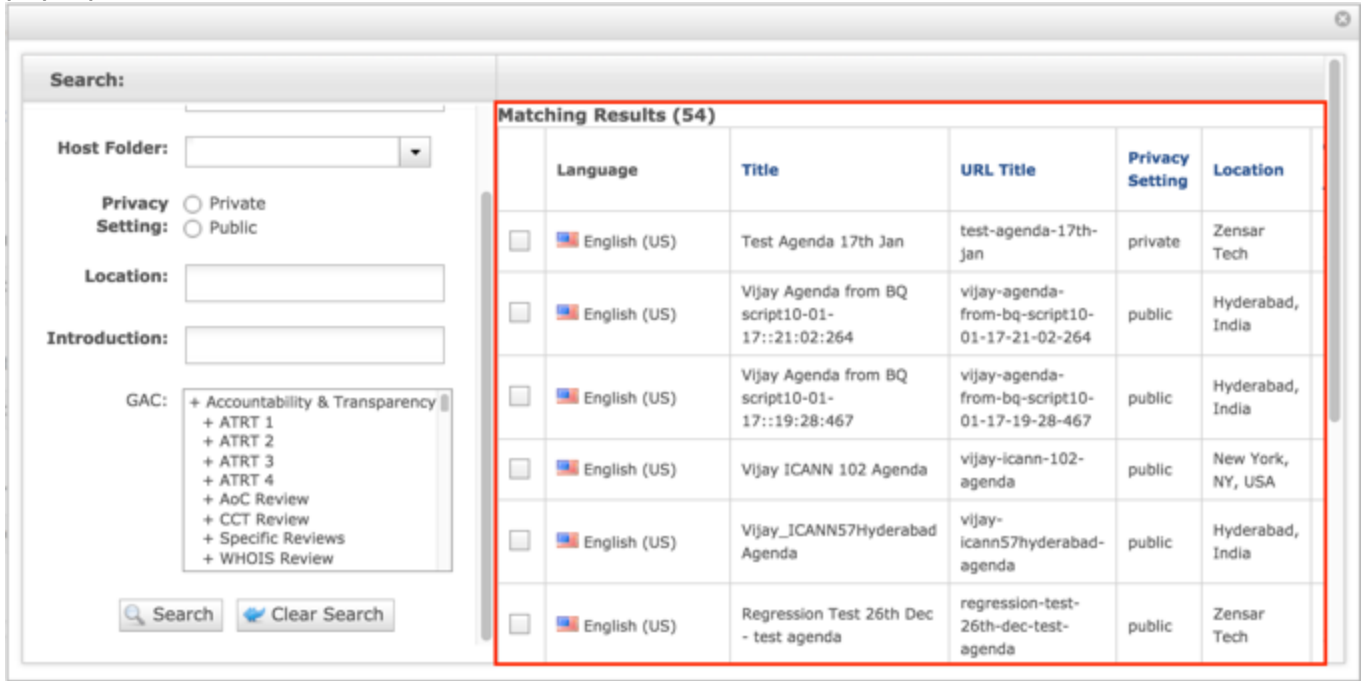


Figure 35: You can refine your search by entering additional criteria in the Search pop-up and then selecting the Search button.

11. Once the Search button is selected, the results will display in the right side of the Search pop-up.



12. Select the **checkbox** next to the Agenda, File Asset or Advice that you would like to relate to a Session.

Search:

Host Folder:

Privacy Setting: Private Public

Location:

Introduction:

GAC: + Accountability & Transparency
 + ATRT 1
 + ATRT 2
 + ATRT 3
 + ATRT 4
 + AoC Review
 + CCT Review
 + Specific Reviews
 + WHOIS Review

Matching Results (54)

	Language	Title	URL Title	Privacy Setting	Location
<input checked="" type="checkbox"/>	English (US)	Test Agenda 17th Jan	test-agenda-17th-jan	private	Zensar Tech
<input type="checkbox"/>	English (US)	Vijay Agenda from BQ script10-01-17::21:02:264	vijay-agenda-from-bq-script10-01-17-21-02-264	public	Hyderabad, India
<input type="checkbox"/>	English (US)	Vijay Agenda from BQ script10-01-17::19:28:467	vijay-agenda-from-bq-script10-01-17-19-28-467	public	Hyderabad, India
<input type="checkbox"/>	English (US)	Vijay ICANN 102 Agenda	vijay-icann-102-agenda	public	New York, NY, USA
<input type="checkbox"/>	English (US)	Vijay_ICANN57Hyderabad Agenda	vijay-icann57hyderabad-agenda	public	Hyderabad, India
<input type="checkbox"/>	English (US)	Regression Test 26th Dec - test agenda	regression-test-26th-dec-test-agenda	public	Zensar Tech

13. Once the checkbox next to the Agenda, File Asset or Advice that you would like to relate to a Session is selected, select the **Relate** button at the bottom of the page.

Search:

Language:

Title:

Host Folder:

Privacy Setting: Private Public

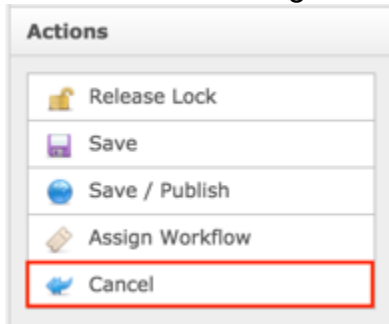
Location:

Introduction:

GAC: + Accountability & Transparency
 + ATRT 1
 + ATRT 2
 + ATRT 3
 + ATRT 4
 + AoC Review
 + CCT Review
 + Specific Reviews
 + WHOIS Review

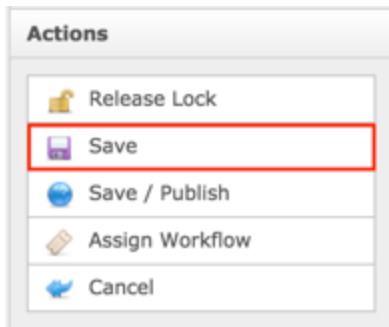
<input type="checkbox"/>	English (US)	Vijay ICANN 102 Agenda	vijay-icann-102-agenda	public	New York, NY, USA
<input type="checkbox"/>	English (US)	Vijay_ICANN57Hyderabad Agenda	vijay-icann57hyderabad-agenda	public	Hyderabad, India
<input type="checkbox"/>	English (US)	Regression Test 26th Dec - test agenda	regression-test-26th-dec-test-agenda	public	Zensar Tech
<input type="checkbox"/>	English (US)	22nd dec test agenda	22nd-dec-test-agenda	public	Zensar
<input type="checkbox"/>	English (US)	Test agenda - 21st dec	test-agenda-21st-dec	public	Zensar Tech
<input type="checkbox"/>	English (US)	Meeting 55 - Agenda	meeting-55-agenda	public	Marrakech, Morocco
<input type="checkbox"/>	English (US)	ICANN100 Agenda	icann100-agenda	public	Pune, India

14. Select **Cancel** to negate adding the content.



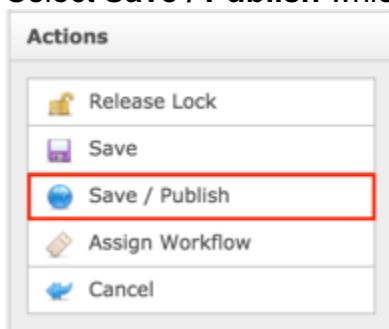
OR

Select **Save** which will save the content and not publish it.



OR

Select **Save / Publish** which will save and publish the edits.



NOTE: Once Save / Publish is selected, the Session will be published in the Meetings & Records section of site.

Updating a Session

To update a Session, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Content** tab from the top navigation.



3. Select **Session - GAC** from the Type dropdown list.

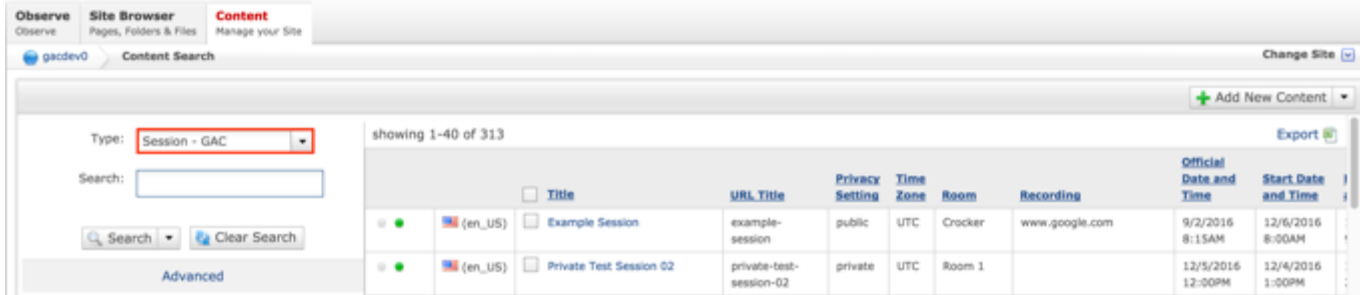
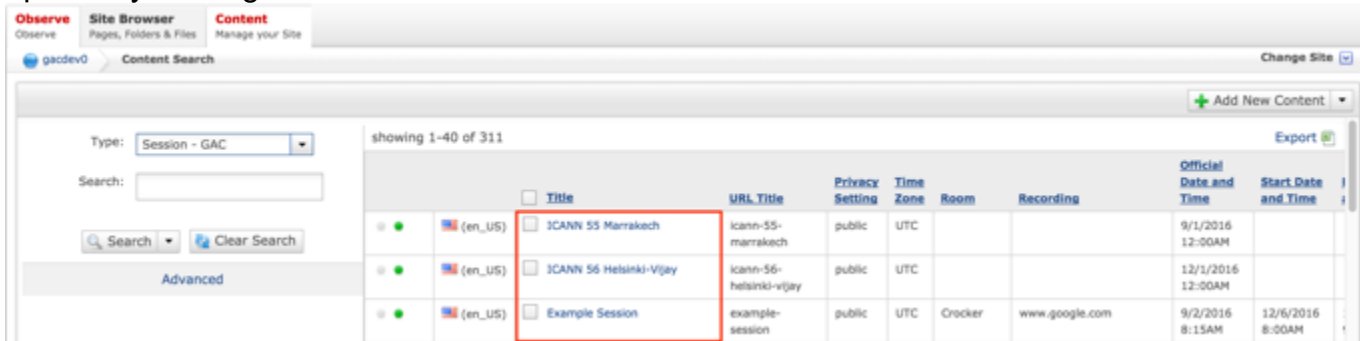


Figure 36: Navigating to the Content page within the Admin site will show all the Session pages that have already been created.

4. On the right side on the Content Search page, select the Session you would like to update by clicking on the Title.



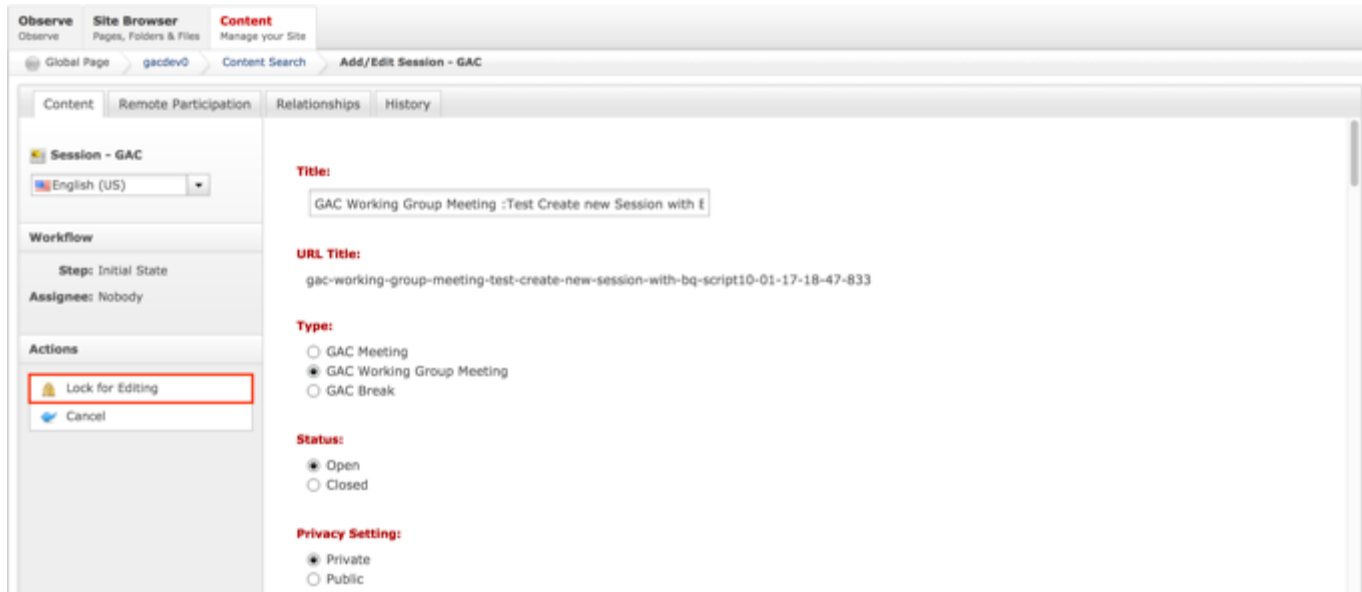
NOTE: You can refine your search by doing the following:

- Selecting any of the column headings to sort ascending and descending

AND / OR

- Enter additional data in the “Search” field on the left and click the **Search** button

5. After selecting the Session that you would like to modify, the editor will be displayed. Lock the page for editing by clicking on **Lock for Editing** under the Actions menu.



6. Modify any of the following fields:

- a. Title
- b. Type
- c. Status
- d. Privacy Setting
- e. Topic
- f. Time Zone
- g. Room
- h. Recording
- i. Official Date and Time
- j. Start Date and Time
- k. End Date and Time
- l. Leads
- m. Objectives
- n. Expected Outcomes
- o. Minutes
- p. Action Items
- q. Communiqué Text

Observe Site Browser Content
 Observe Pages, Folders & Files Manage your Site

Global Page gacdev0 Content Search Add/Edit Session - GAC

Content Remote Participation Relationships History References

Session - GAC
 English (US)

Workflow
 Step: Initial State
 Assignee: Nobody
 Locked: GAC Secretariat (3 Days Ago)

Actions
 Release Lock
 Save
 Save / Publish
 Assign Workflow
 Cancel

Title:
 GAC Working Group Meeting :Test Create new Session with E

URL Title:
 gac-working-group-meeting-test-create-new-session-with-bq-script13-01-17-19-15-885

Type:
 GAC Meeting
 GAC Working Group Meeting
 GAC Break

Status:
 Open
 Closed

Privacy Setting:
 Private
 Public

Topic:
[Click Here to Select Categories](#)
 * gTLD Programs

Observe Site Browser Content
 Observe Pages, Folders & Files Manage your Site

Global Page gacdev0 Content Search Add/Edit Session - GAC

Content Remote Participation Relationships History References

Session - GAC
 English (US)

Workflow
 Step: Initial State
 Assignee: Nobody
 Locked: GAC Secretariat (3 Days Ago)

Actions
 Release Lock
 Save
 Save / Publish
 Assign Workflow
 Cancel

Time Zone:
 UTC+00:00 - Coordinate

Room:
 Hall A

Recording:

Official Date and Time:
 1/10/2017 12:00 AM

Start Date and Time:
 11/3/2016 8:00 AM

End Date and Time:
 11/7/2016 12:00 AM

Lead(s):
 File Edit Insert View Format Tools
 Formats B / U S [Icons]

Observe Site Browser Content
 Observe Pages, Folders & Files Manage your Site

Global Page gacdev0 Content Search Add/Edit Session - GAC

Content Remote Participation Relationships History References

Session - GAC
 English (US)

Workflow
 Step: Initial State
 Assignee: Nobody
 Locked: GAC Secretariat (3 Days Ago)

Actions
 Release Lock
 Save
 Save / Publish
 Assign Workflow
 Cancel

Objectives:

File Edit Insert View Format Tools
 Formats B / U S [Icons]

p Words: 0

Observe Site Browser Content
 Observe Pages, Folders & Files Manage your Site

Global Page gacdev0 Content Search Add/Edit Session - GAC

Content Remote Participation Relationships History References

Session - GAC
 English (US)

Workflow
 Step: Initial State
 Assignee: Nobody
 Locked: GAC Secretariat (3 Days Ago)

Actions
 Release Lock
 Save
 Save / Publish
 Assign Workflow
 Cancel

Expected Outcomes:

File Edit Insert View Format Tools
 Formats B / U S [Icons]

p Words: 0

Observe Site Browser Content
 Observe Pages, Folders & Files Manage your Site

Global Page gacdev0 Content Search Add/Edit Session - GAC

Content Remote Participation Relationships History References

Session - GAC
 English (US)

Workflow
 Step: Initial State
 Assignee: Nobody
 Locked: GAC Secretariat (3 Days Ago)

Actions
 Release Lock
 Save
 Save / Publish
 Assign Workflow
 Cancel

Minutes:

File Edit Insert View Format Tools
 Formats B / U S [List Icons] [Checkmark]

Minutes forthcoming.

p Words: 2

Observe Site Browser Content
 Observe Pages, Folders & Files Manage your Site

Global Page gacdev0 Content Search Add/Edit Session - GAC

Content Remote Participation Relationships History References

Session - GAC
 English (US)

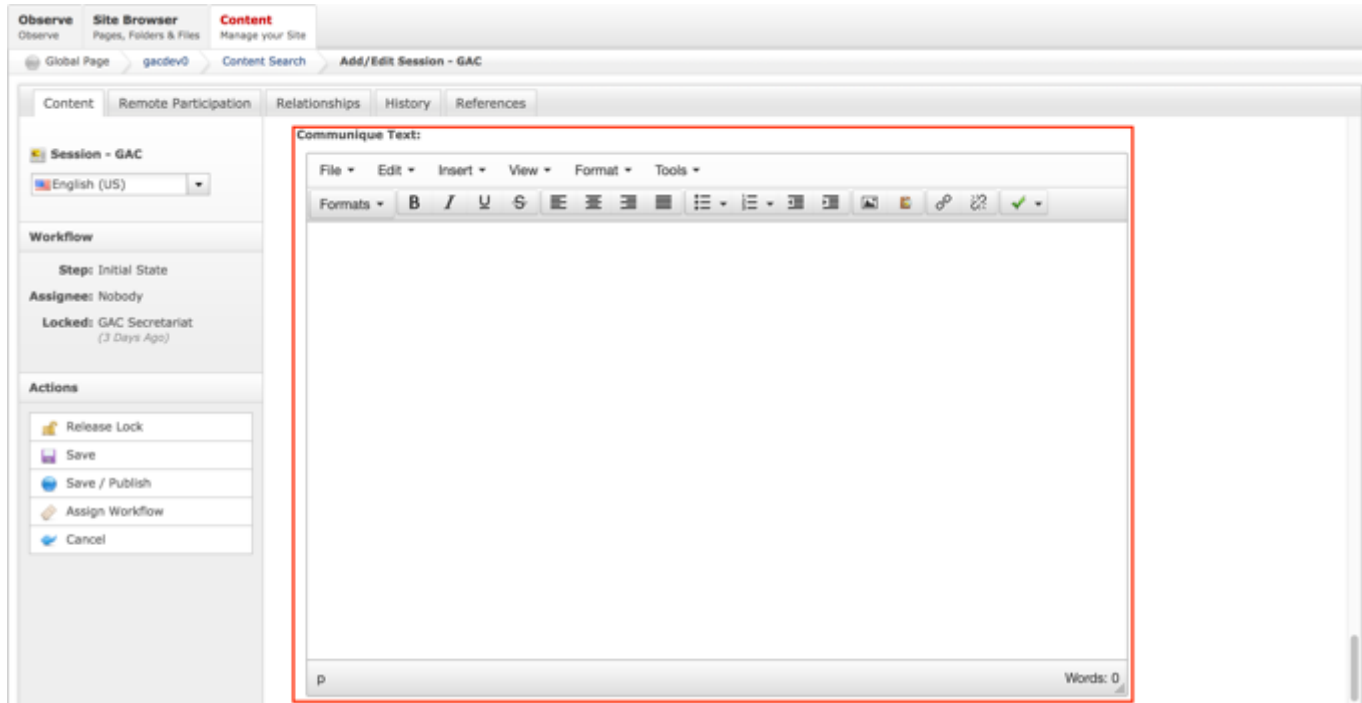
Workflow
 Step: Initial State
 Assignee: Nobody
 Locked: GAC Secretariat (3 Days Ago)

Actions
 Release Lock
 Save
 Save / Publish
 Assign Workflow
 Cancel

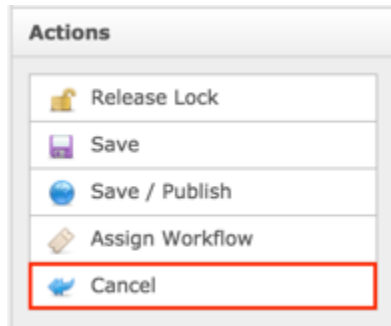
Action Items:

File Edit Insert View Format Tools
 Formats B / U S [List Icons] [Checkmark]

p Words: 0

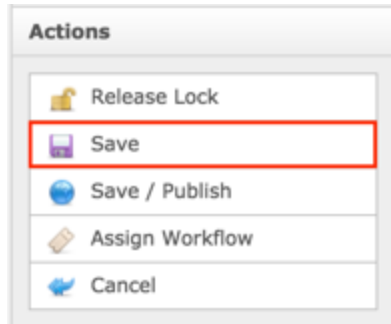


7. Once modifications have been made, you can either select **Cancel** to negate the edits.



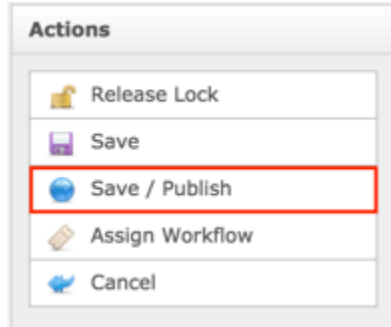
OR

Select **Save** which will save the edits and not publish them.



OR

Select **Save / Publish** which will save and publish the edits.

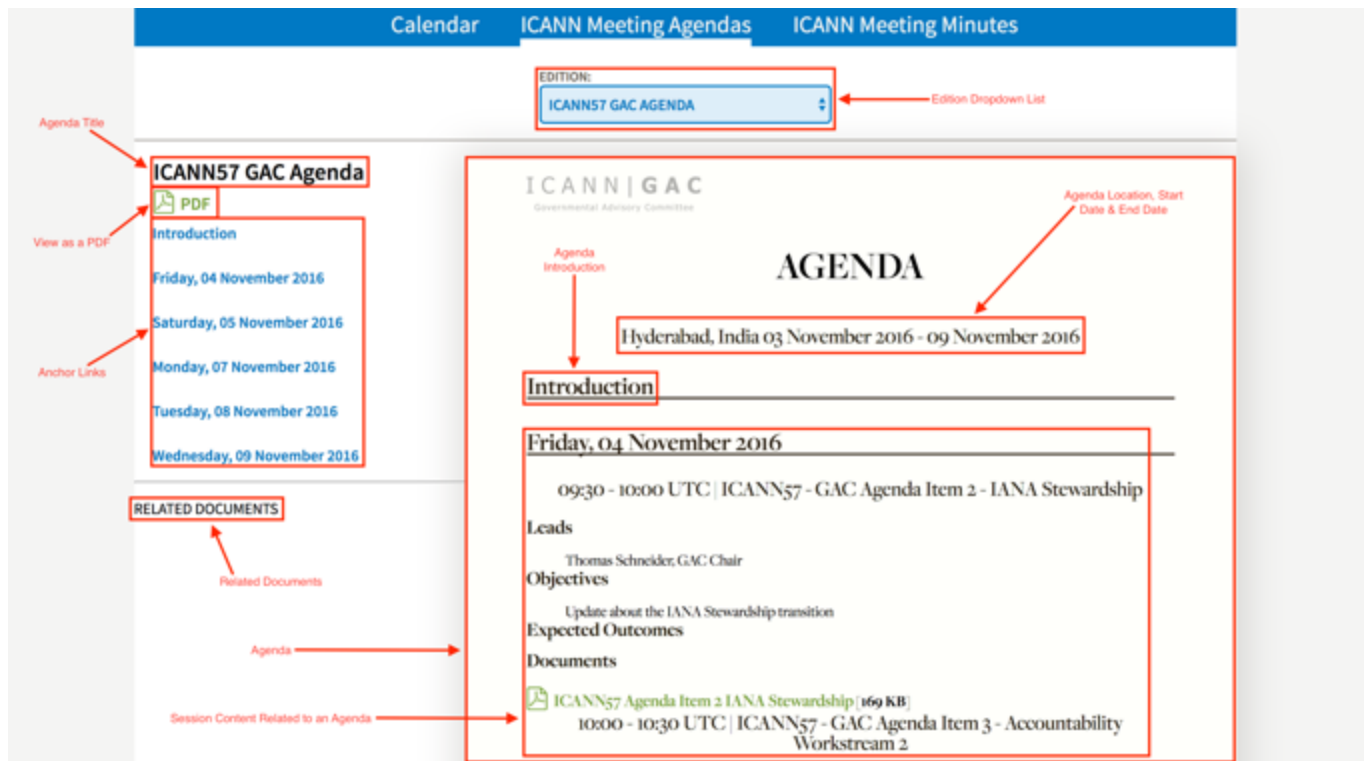


NOTE: Once Save / Publish is selected, the Session will be published in the Meetings & Records section of site.

ICANN Meeting Agendas

The Meeting Agendas content is a representation of an event and provides a holistic view of all Sessions scheduled to take place during an event. A relationship can be established between Sessions and an Agenda so when the Agenda is viewed, all Sessions that have been related to that Agenda will display.

The following screenshot illustrates the contents of the ICANN Meeting Agendas:



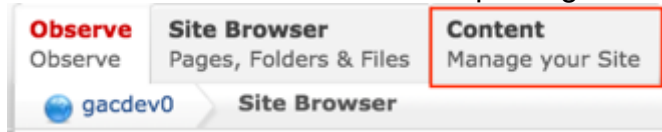
Note the following elements of the Agenda:

- Agenda Title: This element is the title specified in the Title field when creating the Agenda content
- View as a PDF: This element is the link that will allow the user to view and download the Agenda as a PDF and then print
- Anchor Links: This element is the link that will automatically navigate the user to the section that corresponds with the selected link
- Related Documents: This element is a section that displays documents that have been related to the Agenda content.
- Agenda: This element is the view of the published Agenda
- Session Content Related to an Agenda: This element is the Session content that has been related to the Agenda
- Edition Dropdown List: This element is the dropdown list allows you to select other published Agendas
- Agenda Location, Start Date & End Date: This element is the Location, Start Date & End Date specified in the Agenda content
- Agenda Introduction: This element is the Introduction specified in the Agenda content

Creating ICANN Meeting Agendas

To create new Meeting Agenda content, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Content** tab from the top navigation.



3. Select **Agenda – GAC** from the Type dropdown list.

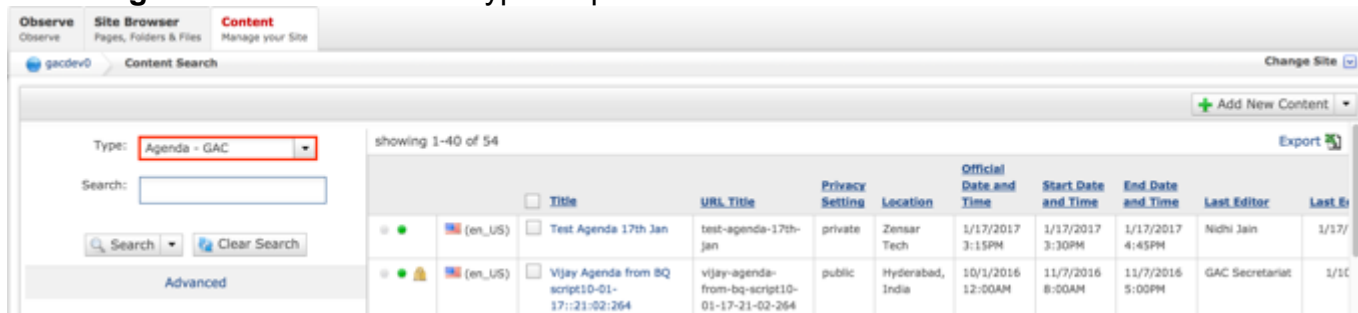
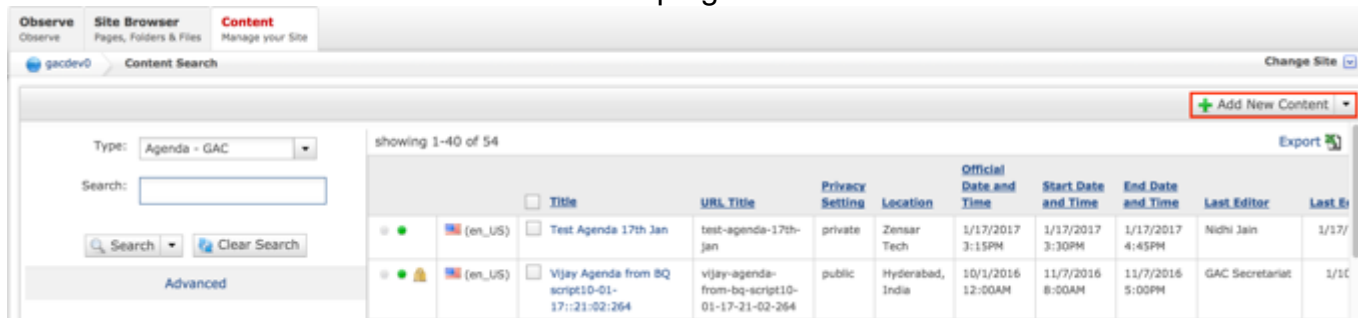
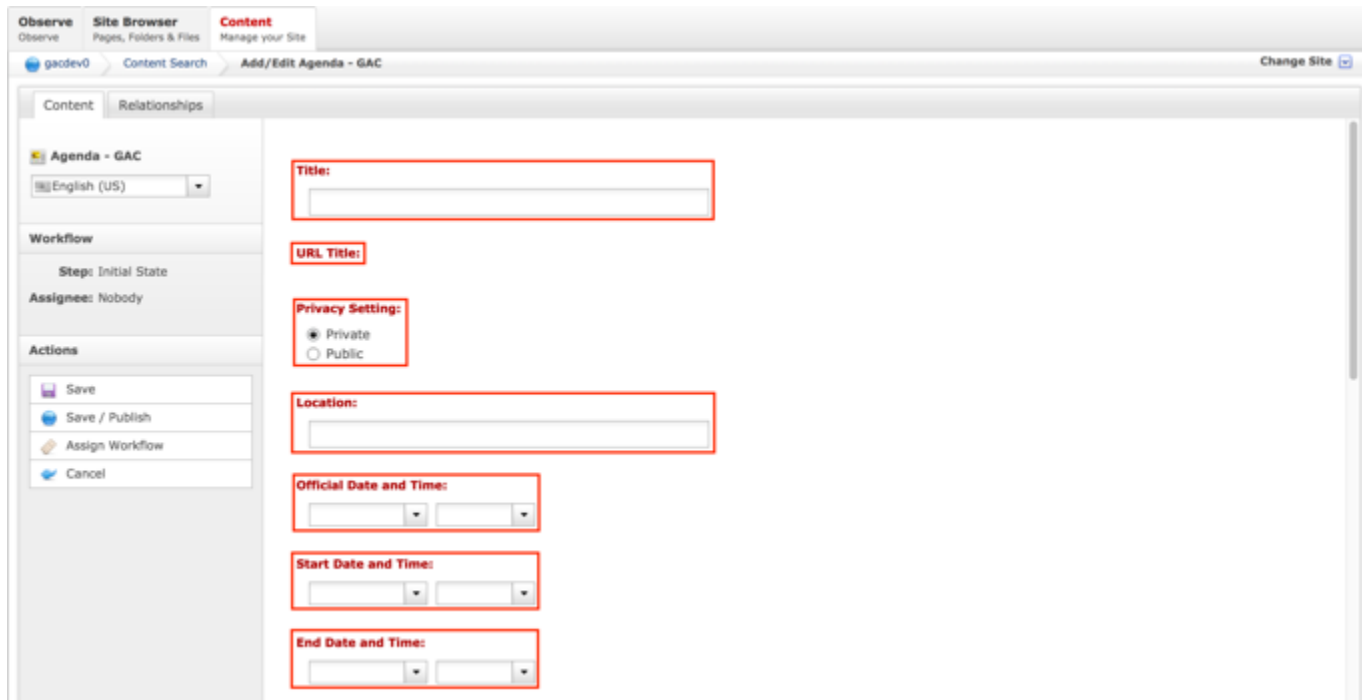


Figure 37: Navigating to the Content page within the Admin site will show all the Agenda pages that have already been created.

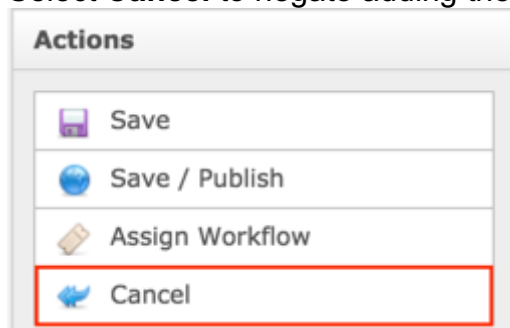
4. Select the **Add New Content** button on the top right.



5. Complete the following required fields:
 - a. Title
 - b. URL Title (automatically created based upon the Title)
 - c. Privacy Setting (defaults to Private)
 - d. Location
 - e. Official Date and Time
 - f. Start Date and Time
 - g. End Date and Time

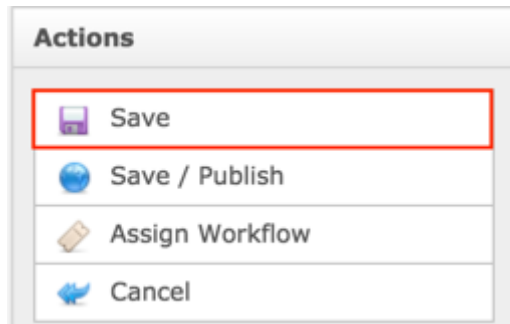


6. Select **Cancel** to negate adding the content.



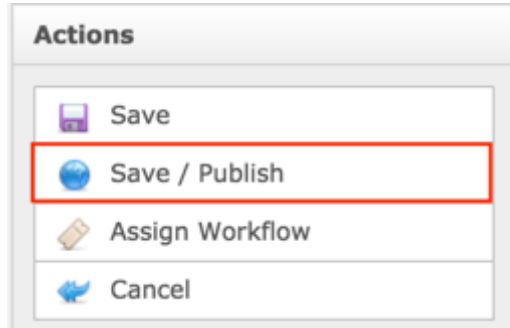
OR

Select **Save** which will save the content and not publish it.



OR

Select **Save / Publish** which will save and publish the content.



NOTE: Once Save / Publish is selected, the Agenda will be published in the Meetings & Records section of site.

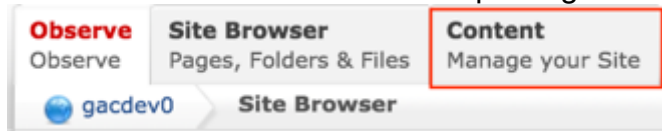
Relating Content to an Agenda

After an Agenda has been created, the Secretariat can relate Minutes and Sessions so the Agenda provides a holistic view of all Sessions scheduled and the Minutes associated to each Session.

RELATING NEW CONTENT TO AN AGENDA

To relate a new Minutes and Sessions to an Agenda, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Content** tab from the top navigation.



3. Select **Agenda - GAC** from the Type dropdown list.

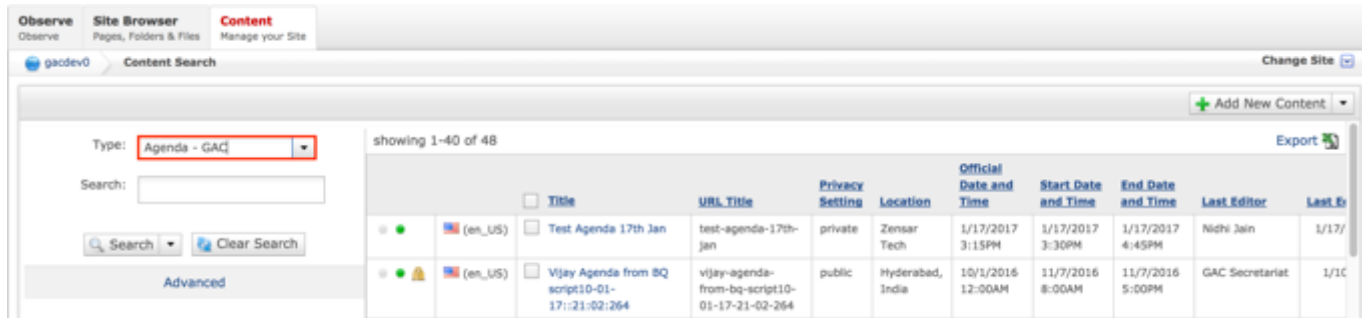
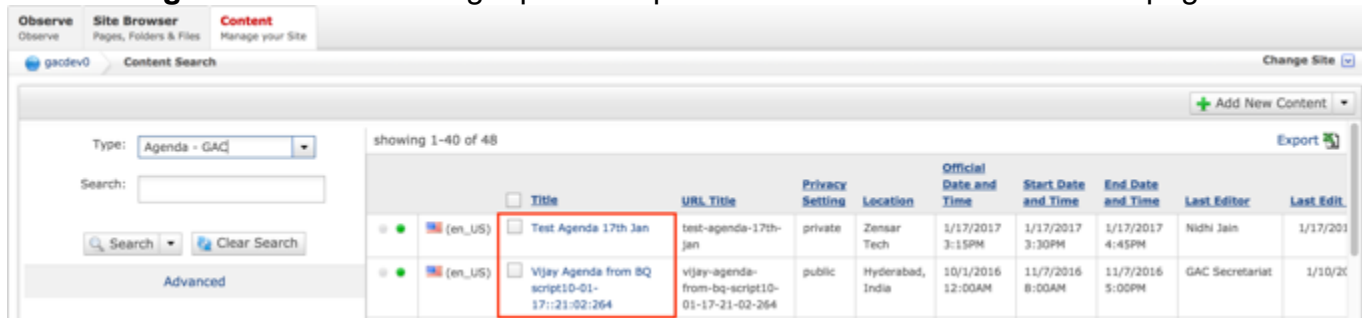


Figure 38: Navigating to the Content page within the Admin site will show all the Agenda pages that have already been created.

4. Click the **Agenda Name** in the right pane to open the live editor interface for the page.



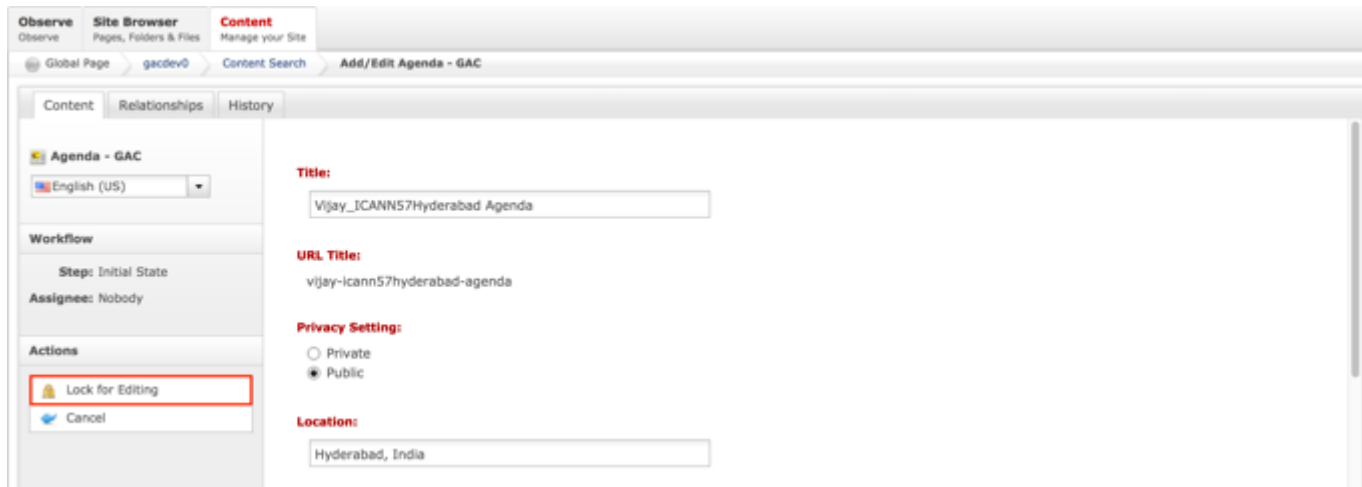
NOTE: You can refine your search by doing the following:

- Selecting any of the column headings to sort ascending and descending

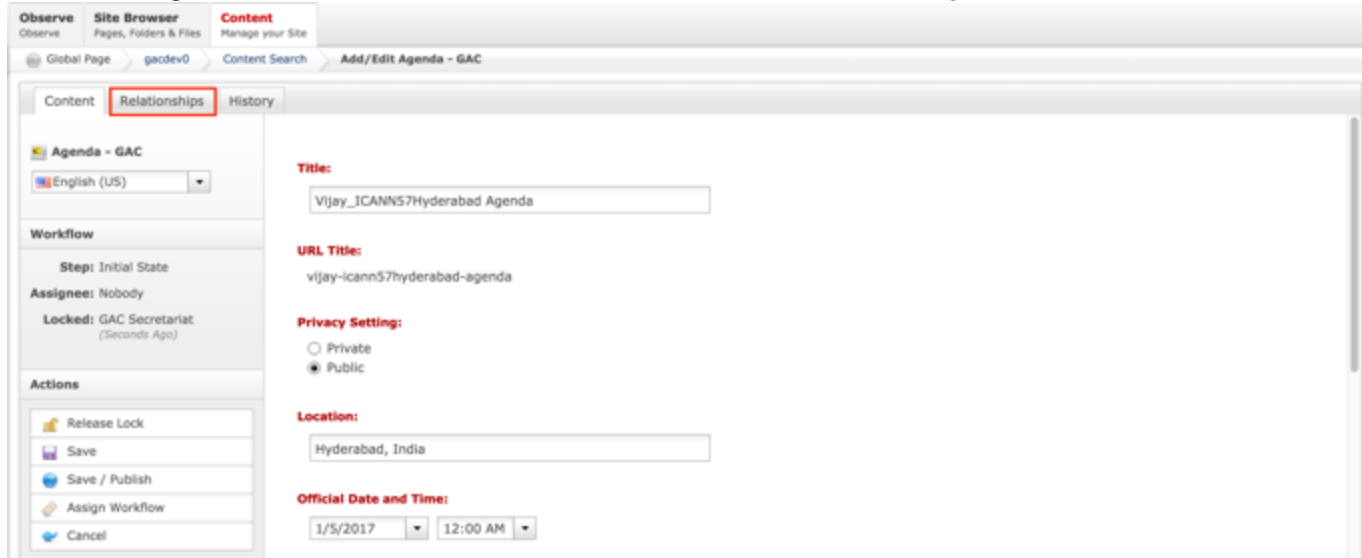
AND / OR

- Enter additional data in the Search field on the left and click the **Search** button

5. After selecting the Agenda that you would like to modify, the editor will be displayed. Lock the page for editing by clicking on **Lock for Editing** under the Actions menu.

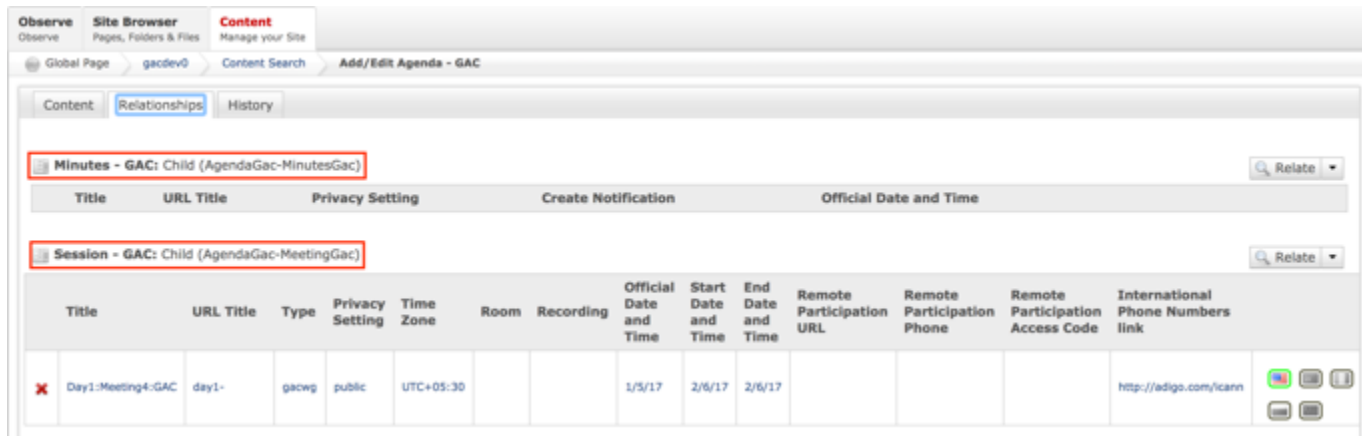


6. Once the Agenda content has been locked, select the **Relationships** tab.

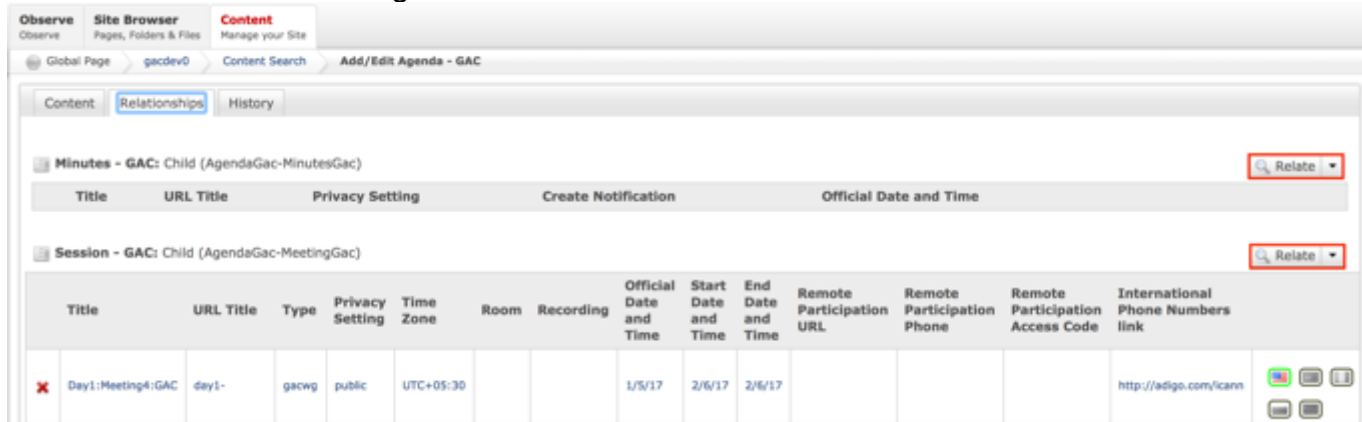


7. From the Relationships tab, the following content can be related to an Agenda:

- a. Minutes
- b. Sessions

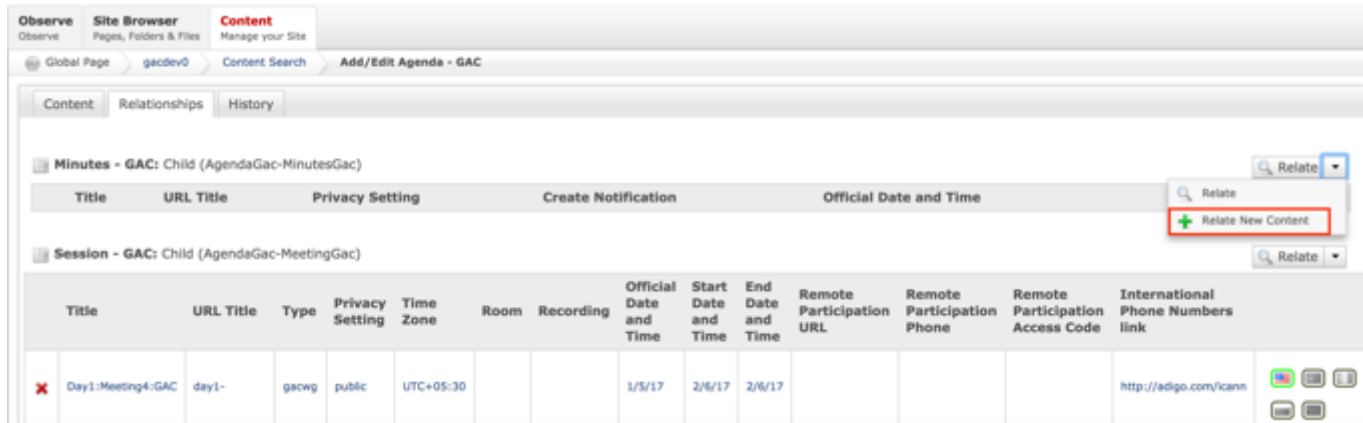


- From the Relationships tab, select the **Relate** dropdown list for the piece of content you would like to relate to the Agenda.



NOTE: The process for relating different pieces of content to an Agenda is the same however, each content type will have different required fields.

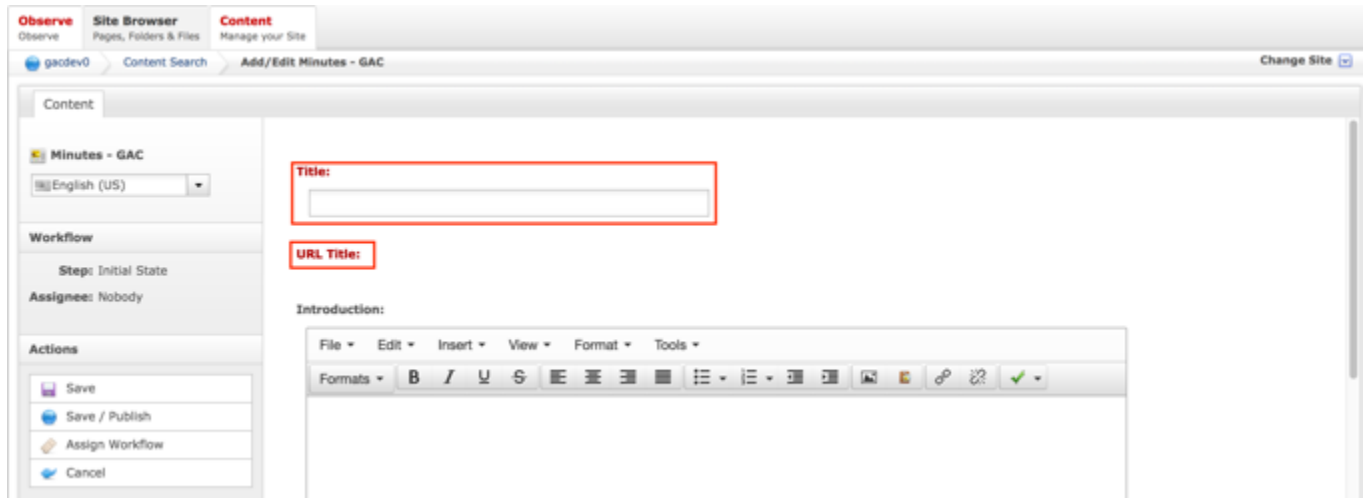
- Select **Relate New Content** from the Relate dropdown list for the piece of content you would like to relate to the Agenda.



10. Complete the following required fields for the content you would like to relate to an Agenda:

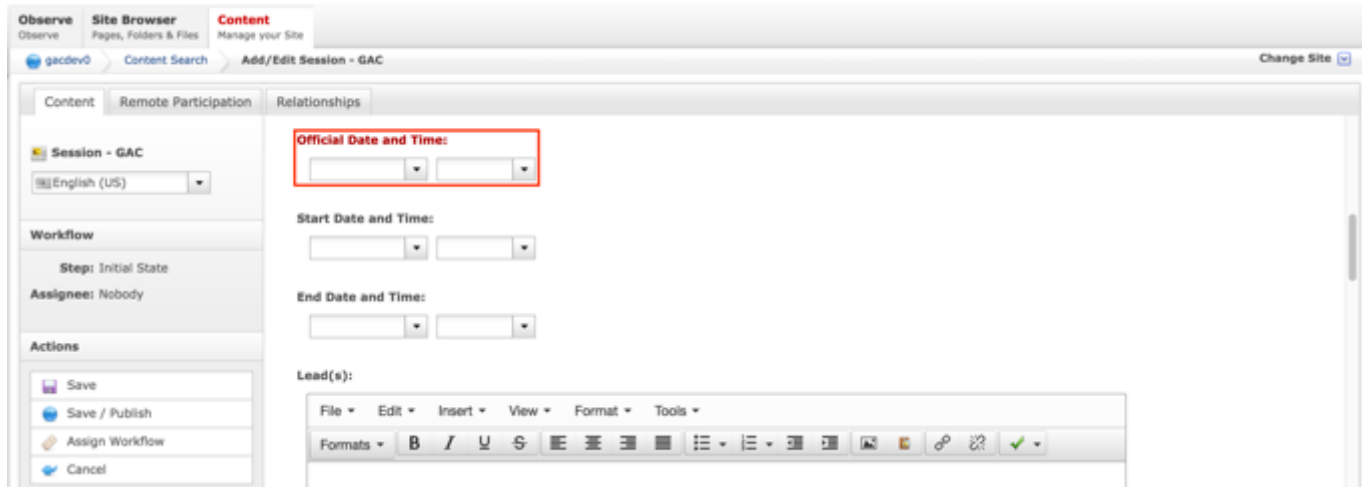
a. Required fields for Minutes:

- i. Title
- ii. URL Title (automatically created based upon the Title)
- iii. Privacy Setting (defaults to Private)
- iv. Official Date and Time

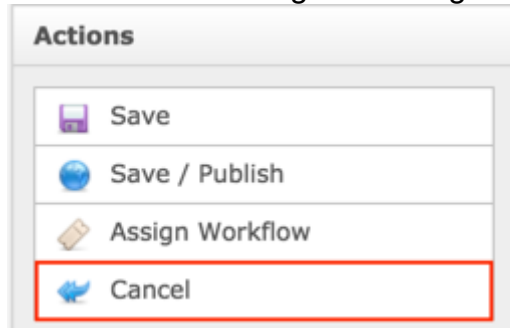


b. Required fields for Sessions:

- i. Title
- ii. URL Title (automatically created based upon the Title)
- iii. Type (defaults to GAC Meeting)
- iv. Status (defaults to Open)
- v. Privacy Setting (defaults to Private)
- vi. Time Zone (defaults to UTC+00:00 – Coordinated Universal Time (UTC))
- vii. Official Date and Time

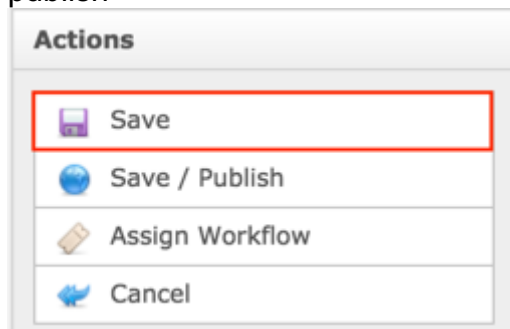


11. Select **Cancel** to negate relating new content to the Agenda



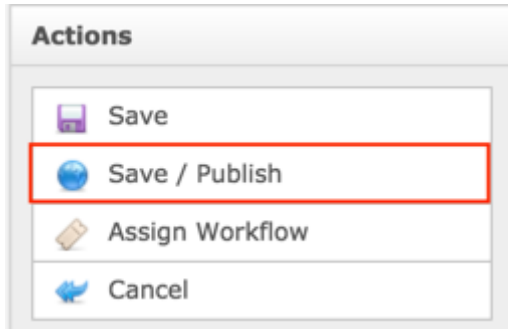
OR

Select **Save** which will create the new content that was related to the Agenda and not publish



OR

Select **Save / Publish** which will create the new content, relate it to the Agenda and save / publish

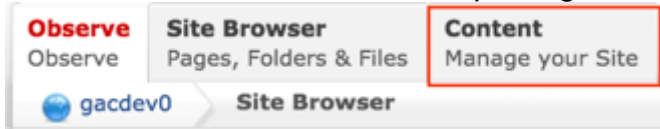


NOTE: Once Save / Publish is selected, the Agenda will be published in the Meetings & Records section of site and any newly created content that was related to the Agenda will be published in their respective sections of the site.

RELATING EXISTING CONTENT TO AN AGENDA

To relate existing Minutes and Sessions to an Agenda, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Content** tab from the top navigation.



3. Select **Agenda - GAC** from the Type dropdown list.

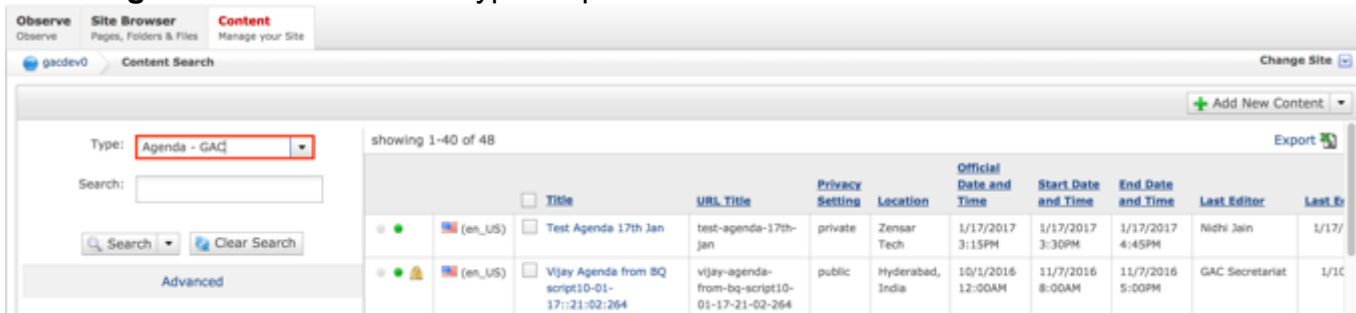
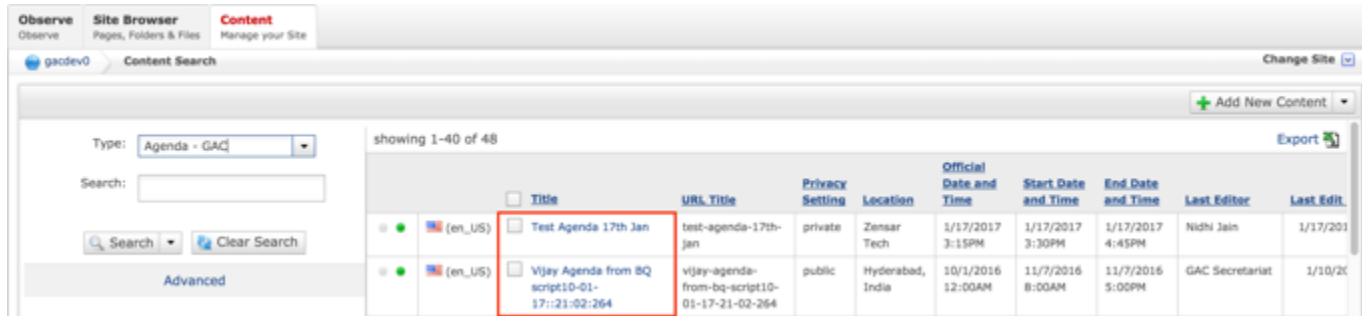


Figure 39: Navigating to the Content page within the Admin site will show all the Agenda pages that have already been created.

4. Click the **Agenda Name** in the right pane to open the live editor interface for the page.



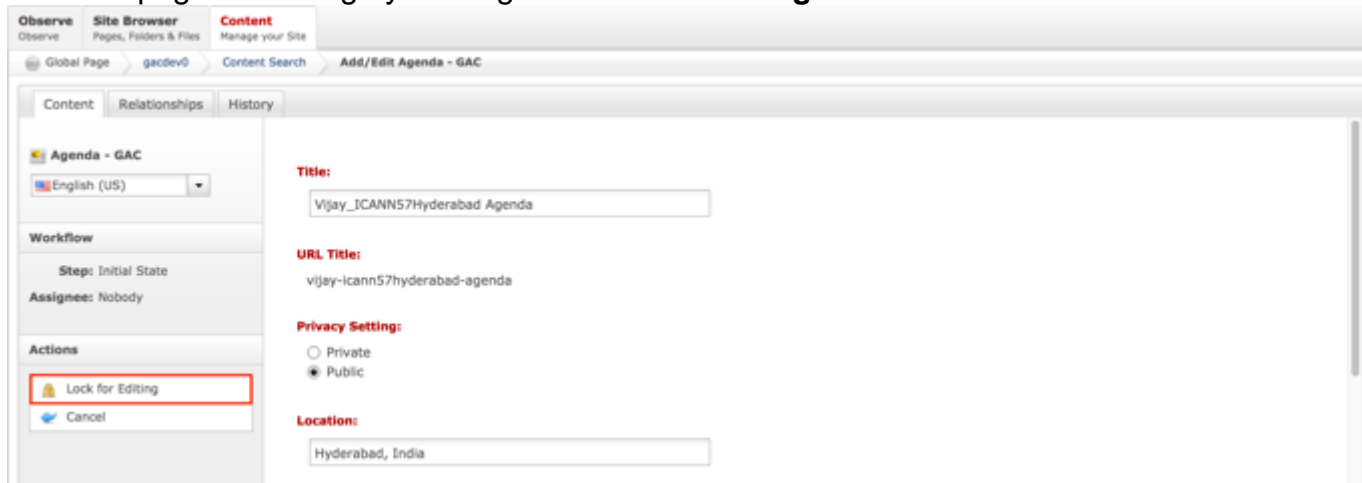
NOTE: You can refine your search by doing the following:

- Selecting any of the column headings to sort ascending and descending

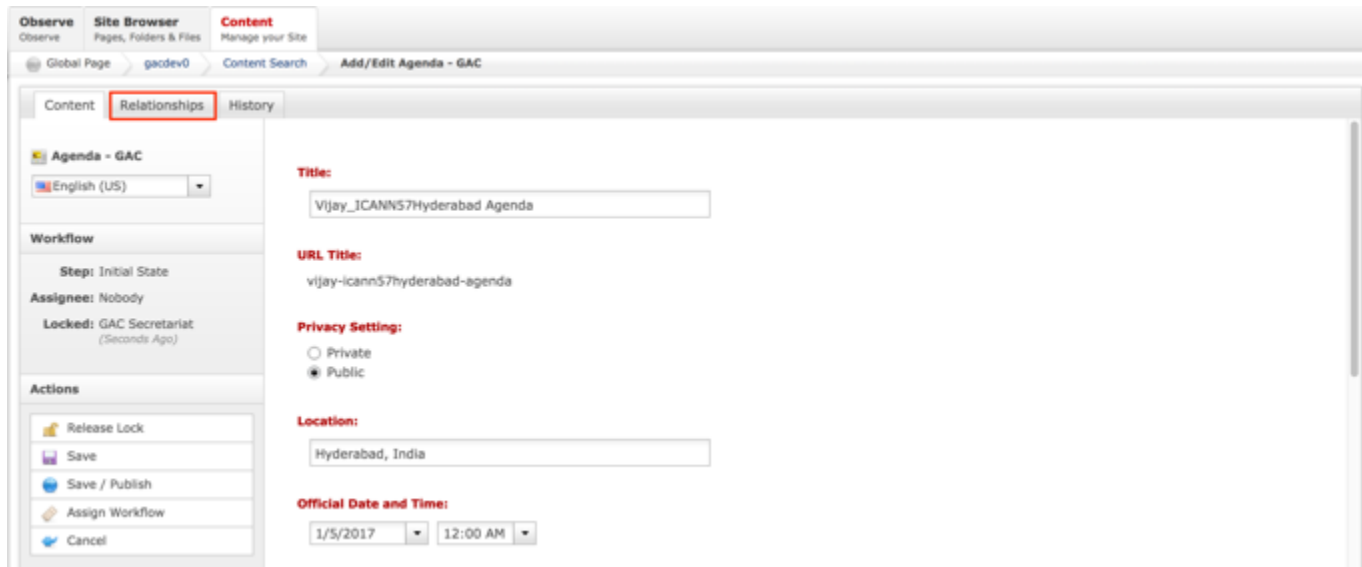
AND / OR

- Enter additional data in the Search field on the left and click the **Search** button

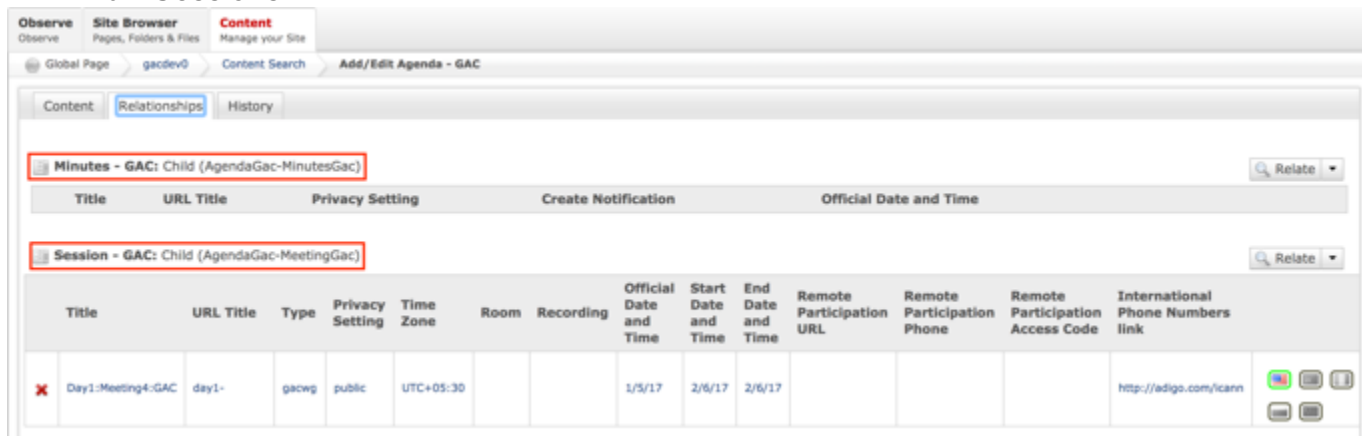
5. After selecting the Agenda that you would like to modify, the editor will be displayed. Lock the page for editing by clicking on **Lock for Editing** under the Actions menu.



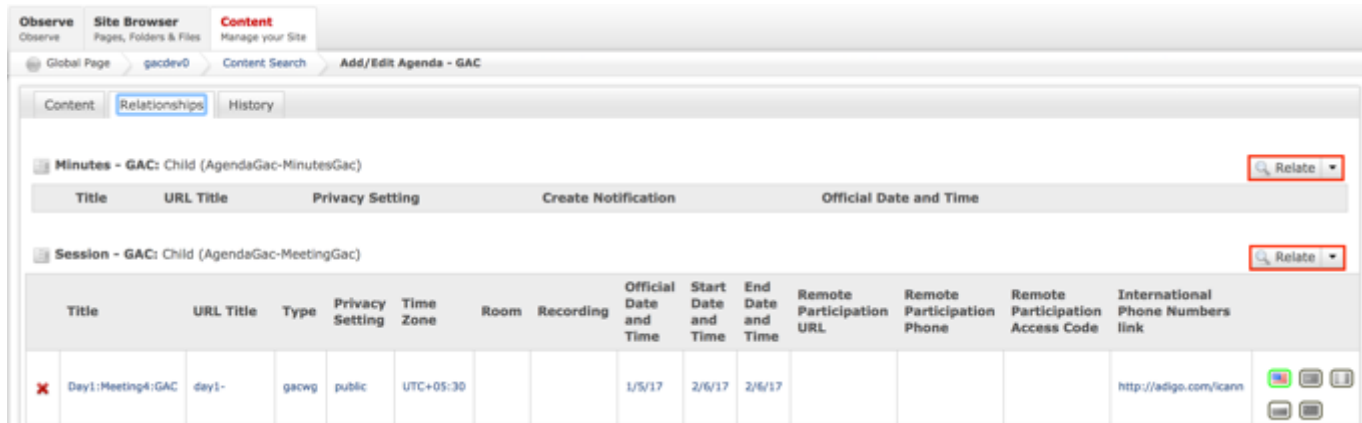
6. Once the Agenda content has been locked, select the **Relationships** tab.



7. From the Relationships tab, the following content can be related to an Agenda:
 - a. Minutes
 - b. Sessions

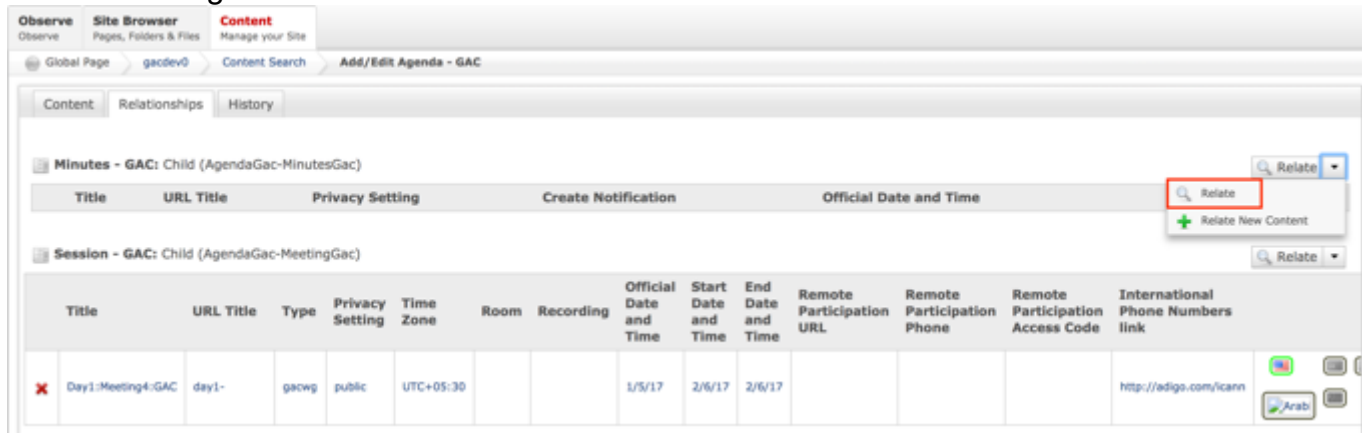


8. From the Relationships tab, select the **Relate** dropdown list for the piece of content you would like to relate to the Agenda.



NOTE: The process for relating different pieces of content to an Agenda is the same however, each content type will have different required fields.

9. Select **Relate** from the Relate dropdown list for the piece of content you would like to relate to the Agenda.



10. Once Relate is selected, a **Search** pop-up will display. Select the **Search** button to return all results or enter criteria in any of the Search fields to refine the Search results returned.

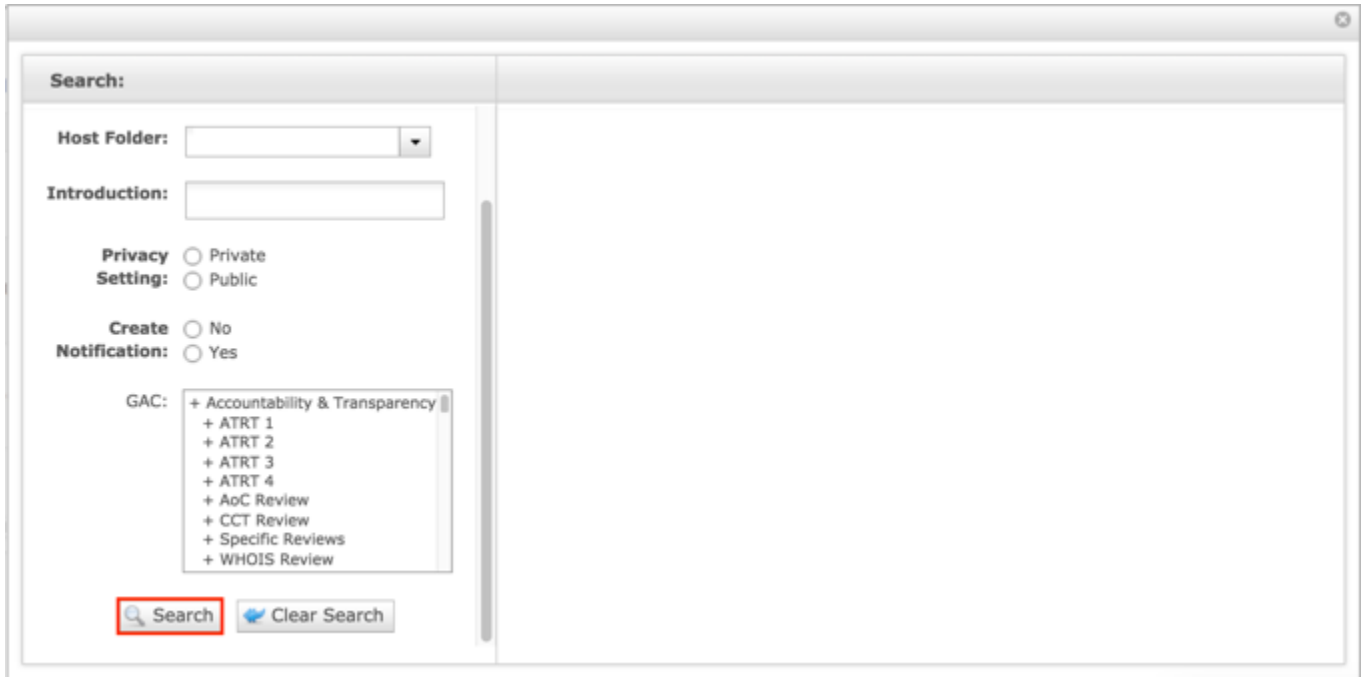
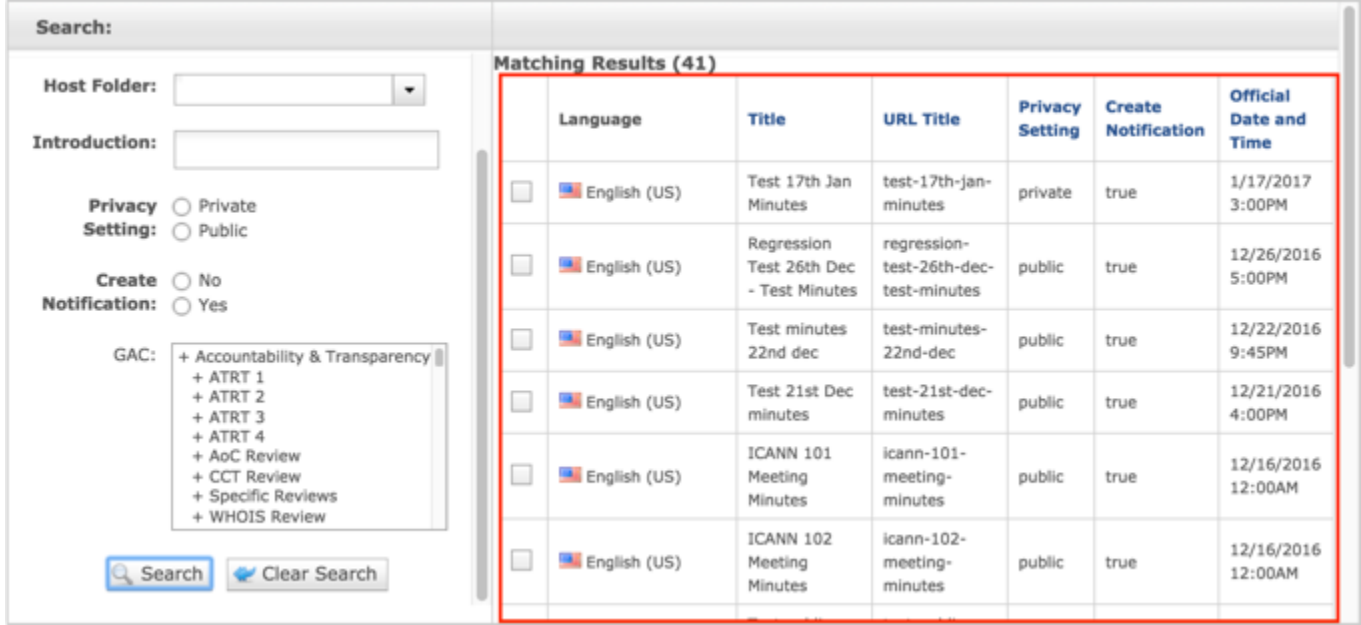


Figure 40: You can refine your search by entering additional criteria in the Search pop-up and then selecting the Search button.

11. Once the Search button is selected, the results will display in the right side of the Search pop-up.



12. Select the **checkbox** next to the Minutes or Session you would like to relate to an Agenda.

Search:

Host Folder:

Introduction:

Privacy Setting: Private Public

Create Notification: No Yes

GAC: + Accountability & Transparency
 + ATRT 1
 + ATRT 2
 + ATRT 3
 + ATRT 4
 + AoC Review
 + CCT Review
 + Specific Reviews
 + WHOIS Review

Matching Results (41)

	Language	Title	URL Title	Privacy Setting	Create Notification	Official Date and Time
<input checked="" type="checkbox"/>	English (US)	Test 17th Jan Minutes	test-17th-jan-minutes	private	true	1/17/2017 3:00PM
<input type="checkbox"/>	English (US)	Regression Test 26th Dec - Test Minutes	regression-test-26th-dec-test-minutes	public	true	12/26/2016 5:00PM
<input type="checkbox"/>	English (US)	Test minutes 22nd dec	test-minutes-22nd-dec	public	true	12/22/2016 9:45PM
<input type="checkbox"/>	English (US)	Test 21st Dec minutes	test-21st-dec-minutes	public	true	12/21/2016 4:00PM
<input type="checkbox"/>	English (US)	ICANN 101 Meeting Minutes	icann-101-meeting-minutes	public	true	12/16/2016 12:00AM
<input type="checkbox"/>	English (US)	ICANN 102 Meeting Minutes	icann-102-meeting-minutes	public	true	12/16/2016 12:00AM

13. Once the checkbox next to the Minutes or Session that you would like to relate to an Agenda is selected, select the **Relate** button at the bottom of the page.

Search:

Language:

Title:

Host Folder:

Introduction:

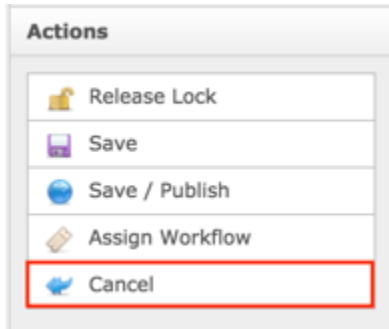
Privacy Setting: Private Public

Create Notification: No Yes

GAC: + Accountability & Transparency
 + ATRT 1
 + ATRT 2
 + ATRT 3
 + ATRT 4
 + AoC Review
 + CCT Review
 + Specific Reviews

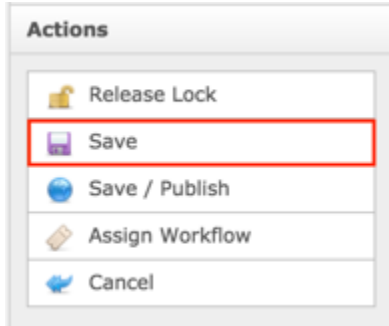
<input type="checkbox"/>	English (US)	ICANN 101 Meeting Minutes	icann-101-meeting-minutes	public	true	12/16/2016 12:00AM
<input type="checkbox"/>	English (US)	ICANN 102 Meeting Minutes	icann-102-meeting-minutes	public	true	12/16/2016 12:00AM
<input type="checkbox"/>	English (US)	Test public minutes - 9th Dec	test-public-minutes-9th-dec	public	true	12/9/2016 10:30PM
<input type="checkbox"/>	English (US)	Test new private minutes - 9th dec	test-new-private-minutes-9th-dec	private	true	12/9/2016 10:30PM
<input type="checkbox"/>	English (US)	Public Test Minutes 08	public-test-minutes-08	public	false	12/7/2016 12:00PM
<input type="checkbox"/>	English (US)	Public Test Minutes 07	public-test-minutes-07	public	false	12/7/2016 12:00PM

14. Select **Cancel** to negate adding the content.



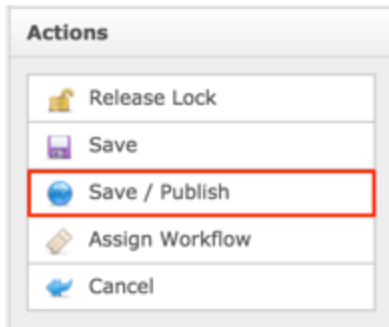
OR

Select **Save** which will save the content and not publish it.



OR

Select **Save / Publish** which will save and publish the edits.

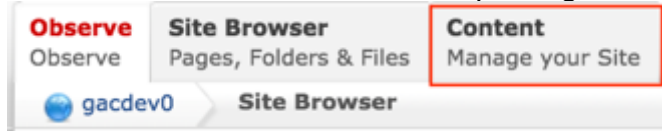


NOTE: Once Save / Publish is selected, the Agenda will be published in the Meetings & Records section of site.

Updating ICANN Meeting Agendas

To update Meeting Agenda content, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Content** tab from the top navigation.



3. Select **Agenda - GAC** from the Type dropdown list.

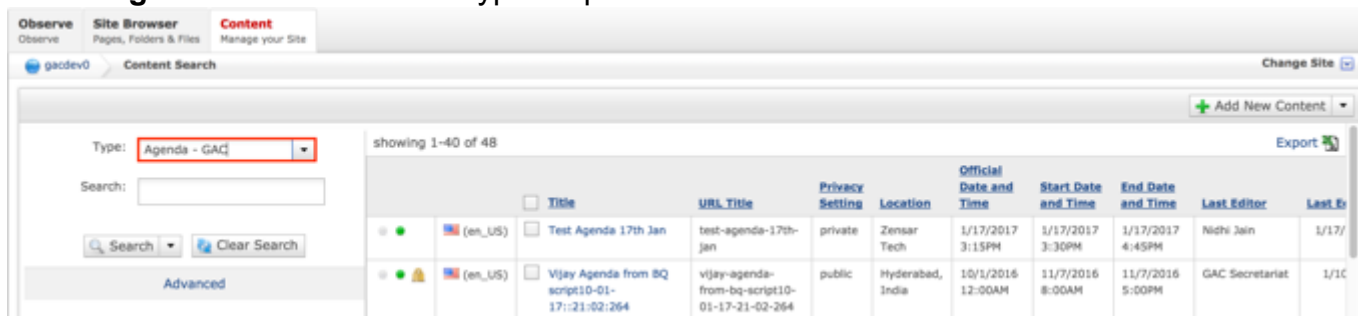
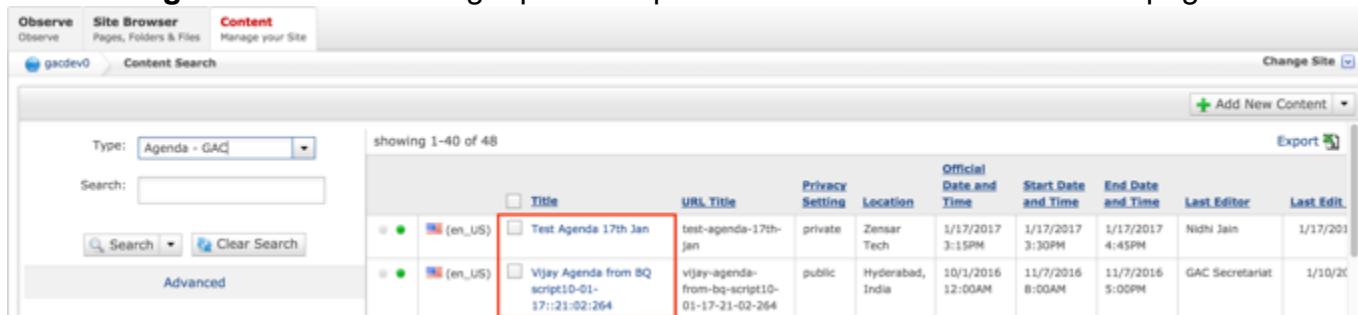


Figure 41: Navigating to the Content page within the Admin site will show all the Agenda pages that have already been created.

4. Click the **Agenda Name** in the right pane to open the live editor interface for the page.



NOTE: You can refine your search by doing the following:

- Selecting any of the column headings to sort ascending and descending

AND / OR

- Enter additional data in the Search field on the left and click the **Search** button

5. After selecting the Agenda that you would like to modify, the editor will be displayed. Lock the page for editing by clicking on **Lock for Editing** under the Actions menu.

Observe Site Browser Content
Observe Pages, Folders & Files Manage your Site

Global Page gacdev0 Content Search Add/Edit Agenda - GAC

Content Relationships History

Agenda - GAC
English (US)

Workflow
Step: Initial State
Assignee: Nobody

Actions
Lock for Editing
Cancel

Title:
Vijay_ICANN57Hyderabad Agenda

URL Title:
vijay-icann57hyderabad-agenda

Privacy Setting:
 Private
 Public

Location:
Hyderabad, India

6. Modify any of the following fields:

- a. Title
- b. Privacy Setting
- c. Location
- d. Official Date and Time
- e. Start Date and Time
- f. End Date and Time
- g. Introduction
- h. Topic

Observe Site Browser Content
Observe Pages, Folders & Files Manage your Site

Global Page gacdev0 Content Search Add/Edit Agenda - GAC

Content Relationships History

Agenda - GAC
English (US)

Workflow
Step: Initial State
Assignee: Nobody
Locked: GAC Secretariat (4 Days Ago)

Actions
Release Lock
Save
Save / Publish
Assign Workflow
Cancel

Title:
Vijay_ICANN57Hyderabad Agenda

URL Title:
vijay-icann57hyderabad-agenda

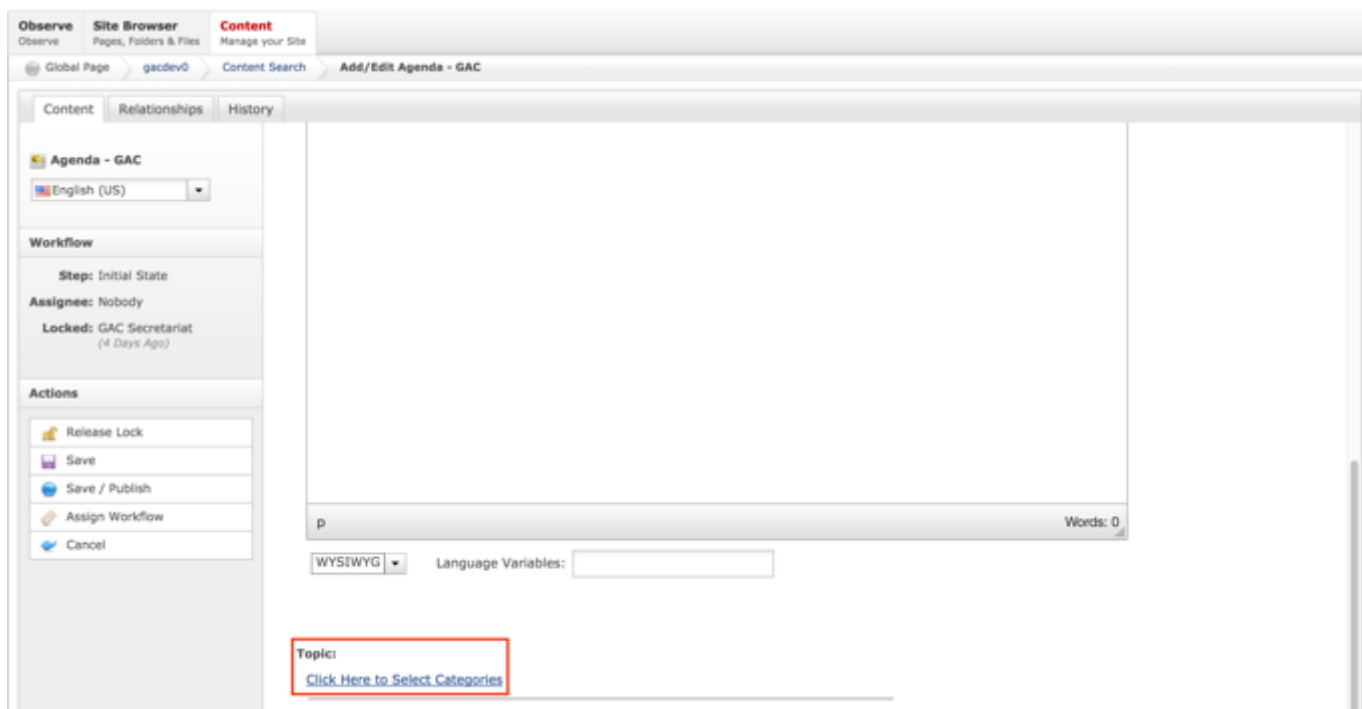
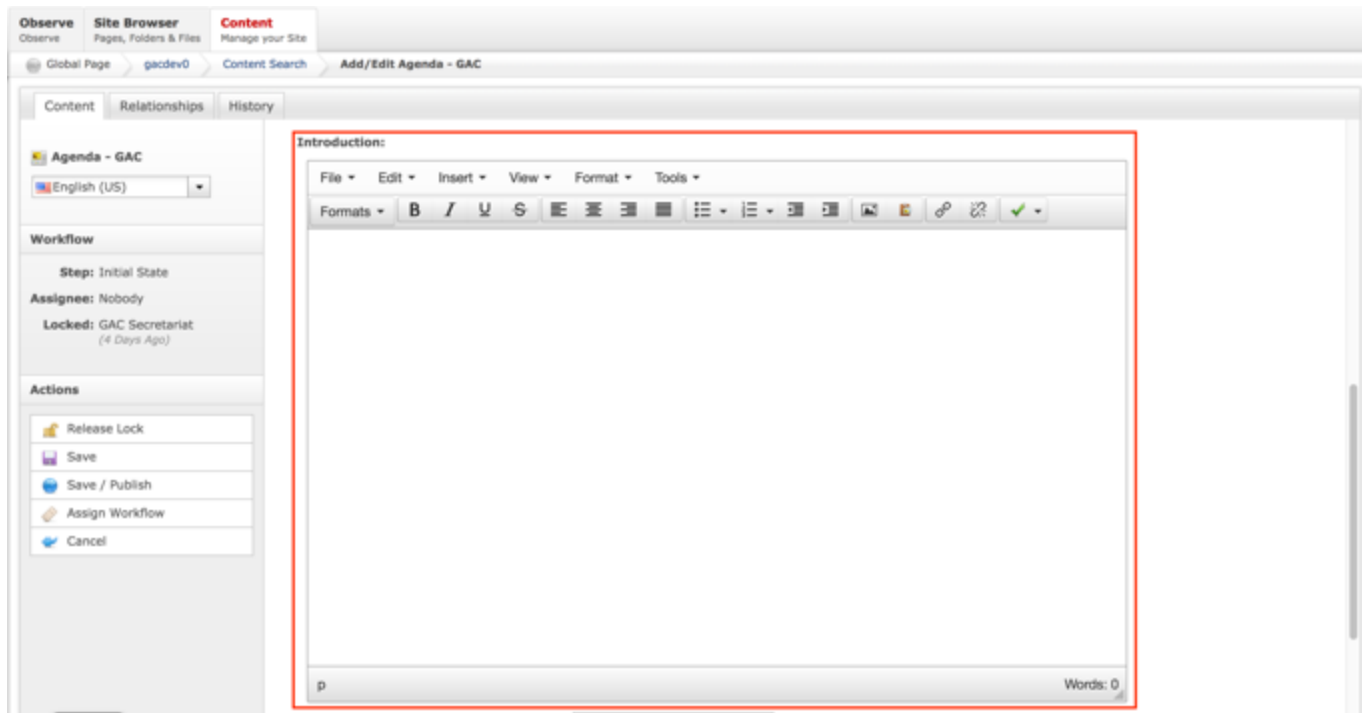
Privacy Setting:
 Private
 Public

Location:
Hyderabad, India

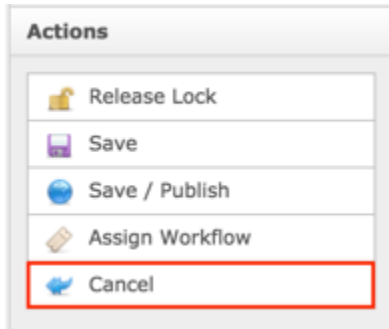
Official Date and Time:
1/5/2017 12:00 AM

Start Date and Time:
2/6/2017 12:00 AM

End Date and Time:
2/10/2017 12:00 AM

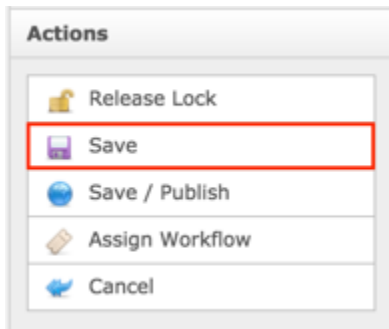


7. Once modifications have been made, you can either select **Cancel** to negate the edits.



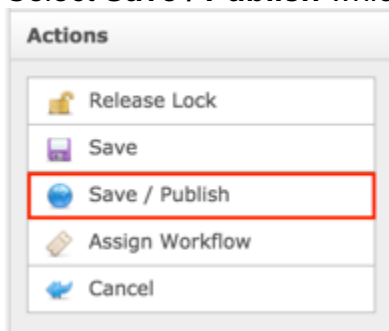
OR

Select **Save** which will save the edits and not publish them.



OR

Select **Save / Publish** which will save and publish the edits.



NOTE: Once Save / Publish is selected, the Agenda will be published in the Meetings & Records section of site.

ICANN Meeting Minutes

The Meeting Minutes content is an official document published by the Secretariat on behalf of the GAC so that GAC Members and other community members can confirm what took place in

a session. The document is composed of several sessions and includes all the notes and outcomes from those sessions. The document gives an accurate record of the session in case there is ever question about what happened, what was said, or decided in that session. A relationship can be established between Minutes and an Agenda so when the Agenda is viewed, the Minutes will display on the Session that has also been related to the Agenda.

The following screenshot illustrates the contents of the ICANN Meeting Agendas:

The screenshot displays the ICANN Meeting Agendas website interface. At the top, there is a navigation bar with three tabs: "Calendar", "ICANN Meeting Agendas", and "ICANN Meeting Minutes". Below the navigation bar, there is a dropdown menu labeled "EDITION:" with the selected option "ICANN57 GAC MEETING MINUTES".

The main content area is divided into two columns. The left column contains a sidebar with the following elements:

- Meeting Minutes Title:** "ICANN57 GAC Meeting Minutes"
- View as a PDF:** A PDF icon and the text "PDF".
- Anchor Links:** A list of dates: "Introduction", "Friday, 04 November 2016", "Saturday, 05 November 2016", "Monday, 07 November 2016", "Tuesday, 08 November 2016", and "Wednesday, 09 November 2016".
- Meeting Minutes Introduction:** A link pointing to the introduction section.
- Meeting Minutes:** A link pointing to the main content area.

The right column displays the main content of the meeting minutes, which includes:

- Meeting Minutes Title:** "ICANN57 GAC MEETING MINUTES"
- Meeting Location, Start & End Dates:** "Hyderabad, India 03-09 November 2016"
- Introduction:** A section titled "Introduction" containing the following text:

These are the official minutes from the meeting of the Government Advisory Committee (GAC) as part of ICANN57 3-9 November 2016 in Hyderabad, India.

The GAC discussed a range of topics of interest as well as meeting formally with:

 - Generic Names Supporting Organisation (GNSO)
 - Board-GAC Recommendations Implementation Working Group (BGRl)
 - Country Code Names Supporting Organisation (ccNSO)
 - The CCT Review Team
 - The At-Large Advisory Committee (ALAC); and
 - The ICANN Board.

The GAC published an official communique for the meeting and also participated in a range of outreach activities with the Government of India and the Government of the State of Telangana.

Friday, 04 November 2016

ICANN57 - GAC Agenda Item 2 - IANA Stewardship 09:30 - 10:00 UTC Hall 4

Leads:
Thomas Schneider, GAC Chair

Objective:
Update about the IANA Stewardship transition

Expected Outcome:

Session Minutes:
The GAC were reminded that the IANA Transition occurred on 30th September 2016.
The GAC were reminded that the GAC liaison to the Post IANA Transition (PTI) Customer Standing Committee (CSC) is Elise Lindeberg from Norway.
The CSC Liaison informed the GAC that there had been two meetings of the CSC to date via teleconference, both for administrative purposes. The first face to face meeting of the CSC is this week in Hyderabad.
It was noted that there are some unresolved issues in relation to the IANA Transition which are being covered by discussions on the new ICANN Bylaws which are taking place. These relate to GAC appointments to the new PTI bodies such as the CSC and ICANN review bodies. There are also specific community powers related to the handling of the IANA function.
Those GAC Members who have worked on the IANA Stewardship activity on behalf of the GAC were formally thanked by the GAC Chair.

Action Items:

Brief & Presentation Materials:

[ICANN57 Agenda Item 2 IANA Stewardship \(169 KB\)](#)

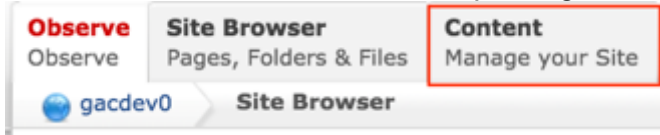
Note the following elements of the Meeting Minutes:

- Meeting Minutes Title: This element is the title specified in the Title field when creating the Meeting Minutes content
- View as a PDF: This element is the link that will allow the user to view and download the Meeting Minutes as a PDF and then print
- Anchor Links: This element is the link that will automatically navigate the user to the section that corresponds with the selected link
- Meeting Minutes Introduction: This element is the Introduction specified in the Meeting Minutes content
- Meeting Minutes: This element is the view of the published Meeting Minutes
- Edition Dropdown List: This element is the dropdown list allows you to select other published Meeting Minutes
- Meeting Location, Start Date & End Date: This element is the Location, Start Date & End Date specified in the Agenda content
- Related Session Content: This element is the Session content that has been related to the Agenda

Creating Meeting Minutes

To create new Meeting Minutes content, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Content** tab from the top navigation.



3. Select **Minutes – GAC** from the Type dropdown list.

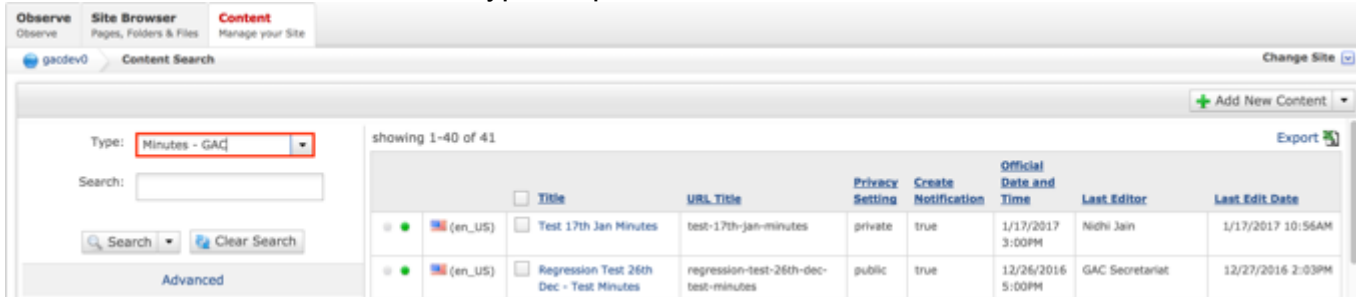
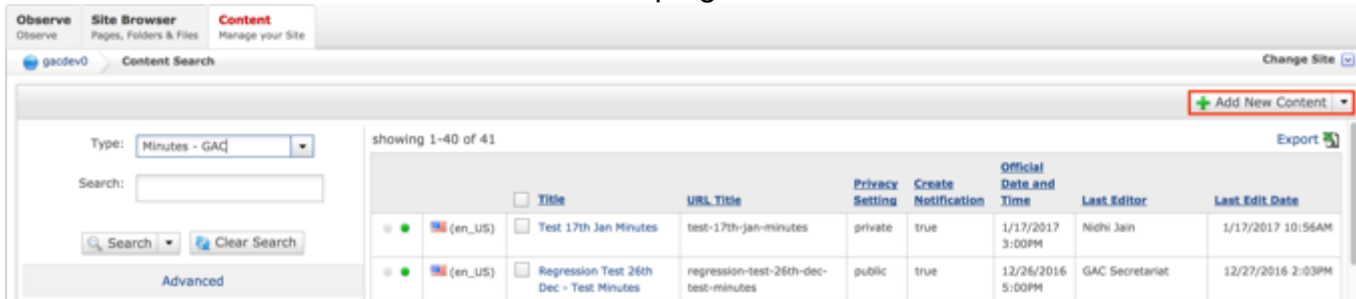
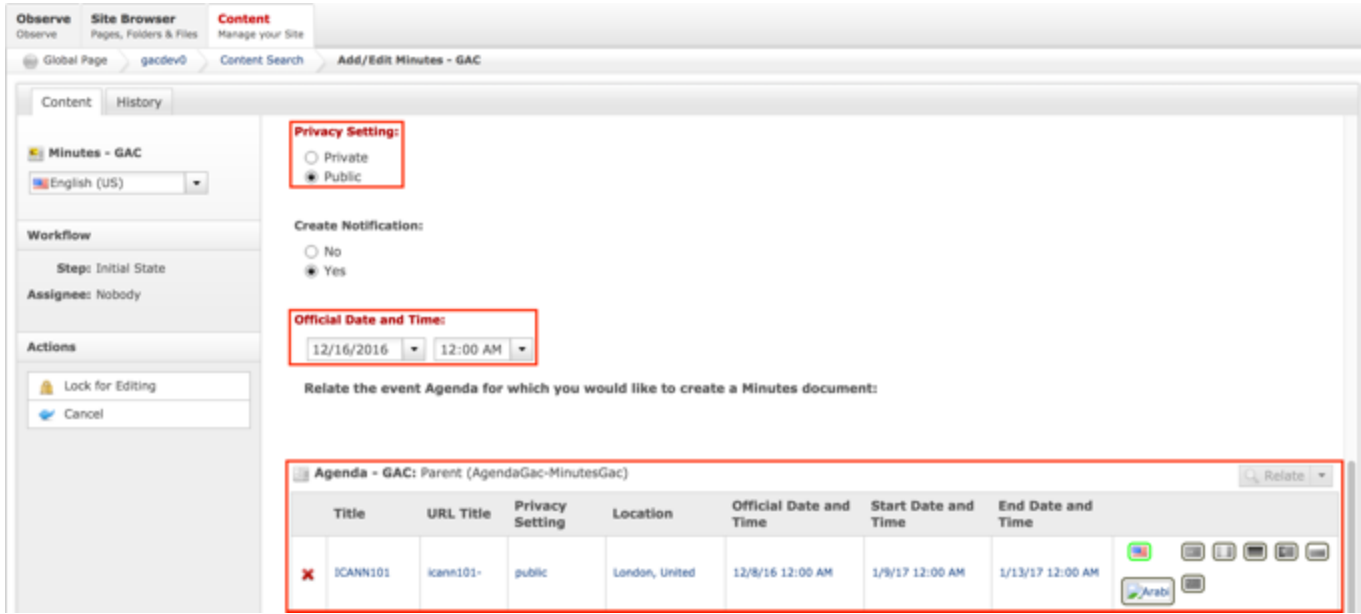
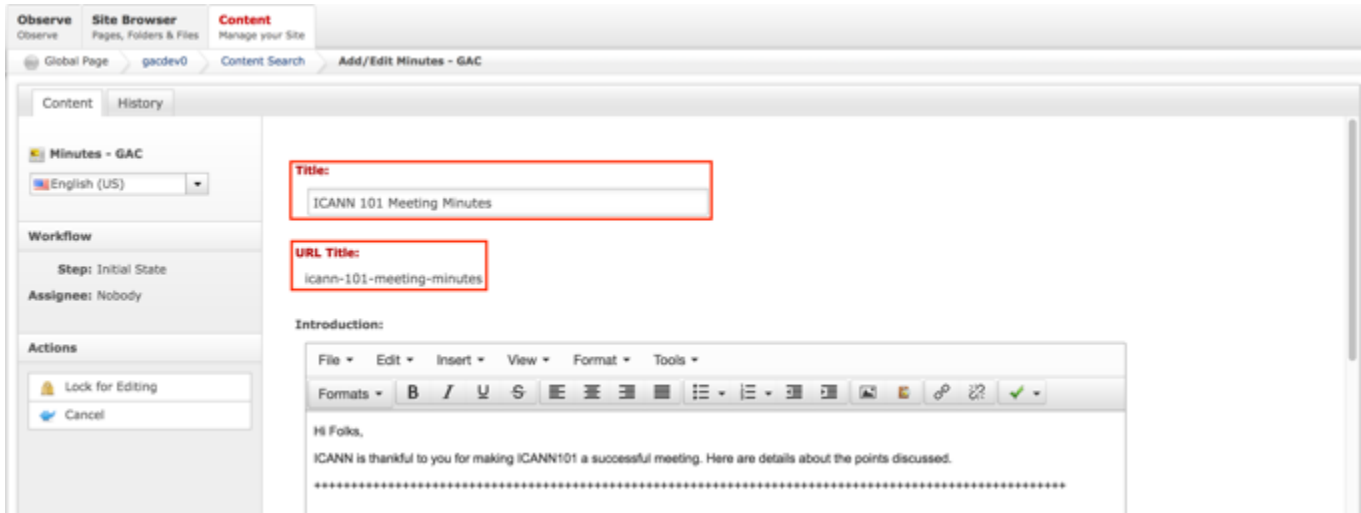


Figure 42: Navigating to the Content page within the Admin site will show all the Minutes pages that have already been created.

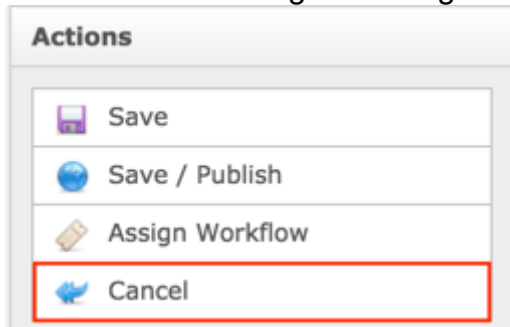
4. Select the **Add New Content** button on the top right.



5. Complete the following required fields:
 - a. Title
 - b. URL Title (automatically created based upon the Title)
 - c. Privacy Setting (defaults to Private)
 - d. Official Date and Time
 - e. Agenda – GAC Relationship

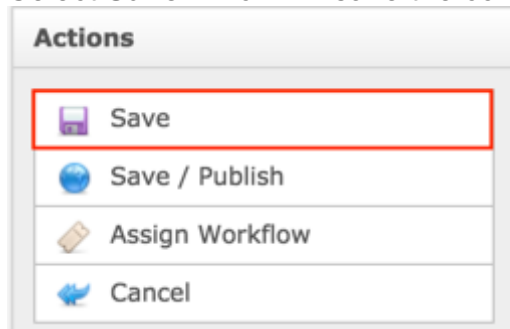


6. Select **Cancel** to negate adding the content.



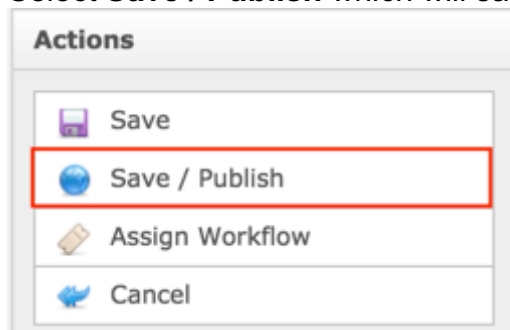
OR

Select **Save** which will save the content and not publish it.



OR

Select **Save / Publish** which will save and publish the content.



NOTE: Once Save / Publish is selected, the Minutes will be published in the Meetings & Records section of site.

Relating Content to Meeting Minutes

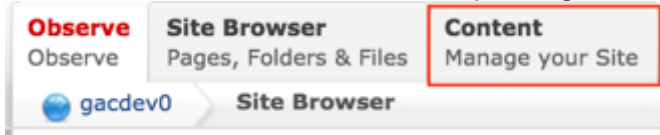
While creating the Meetings Minutes content, the Secretariat can relate the Minutes to an Agenda so the Minutes can be associated to the Session in which they were taken.

NOTE: In order for the Minutes to be associated to the Session in which they belong, the Session will need to be related to the same Agenda so there is a relationship between the Agenda, Session and Minutes.

RELATING NEW CONTENT TO MEETING MINUTES

To relate a new Agenda to Minutes, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Content** tab from the top navigation.



3. Select **Minutes - GAC** from the Type dropdown list.

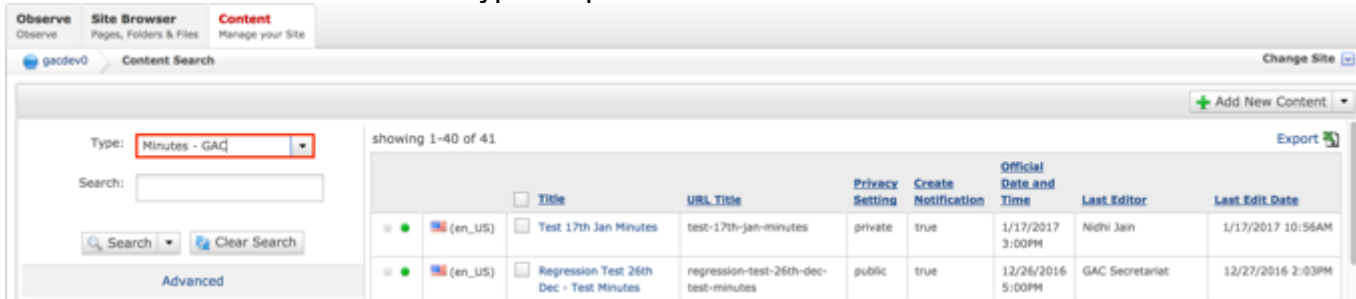
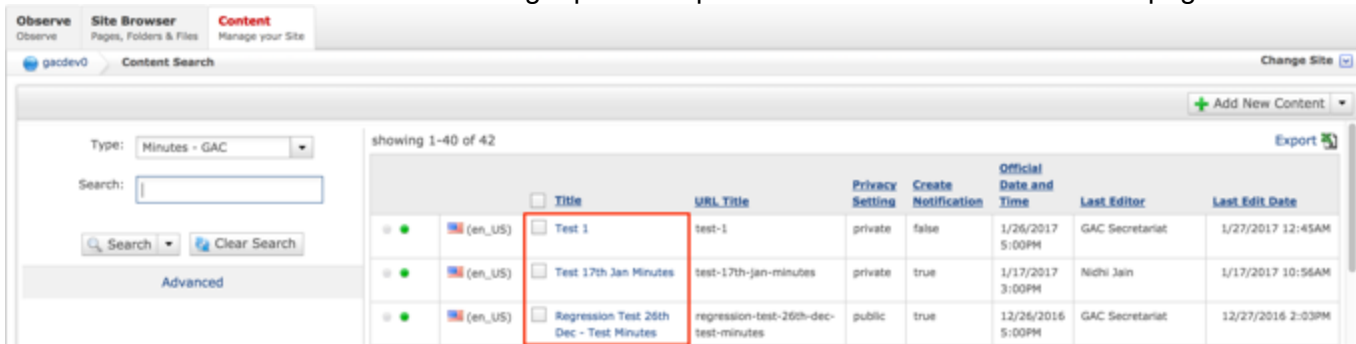


Figure 43: Navigating to the Content page within the Admin site will show all the Minutes pages that have already been created.

4. Double click the **Minutes Name** in the right pane to open the live editor interface for the page.



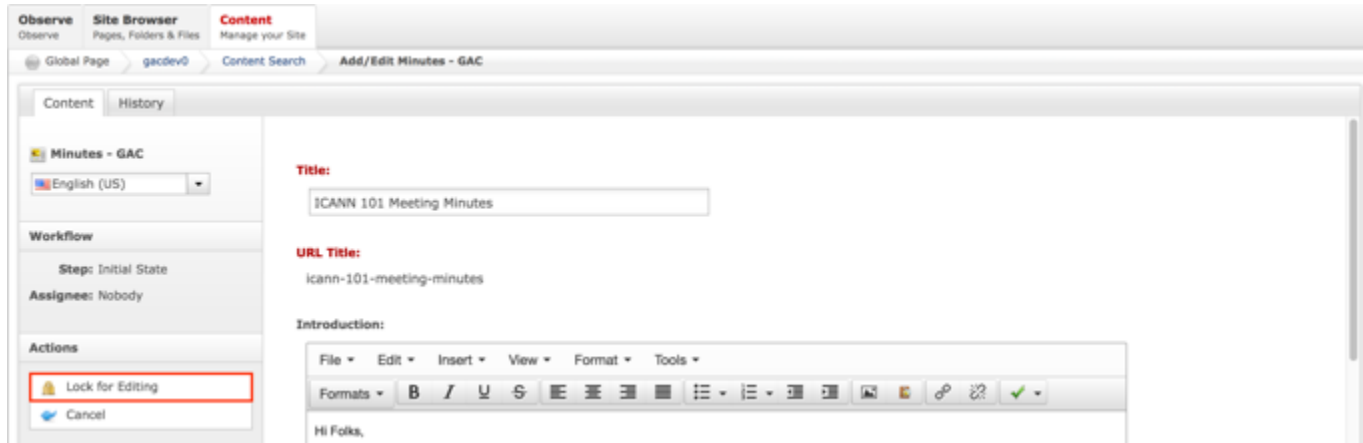
NOTE: You can refine your search by doing the following:

- Selecting any of the column headings to sort ascending and descending

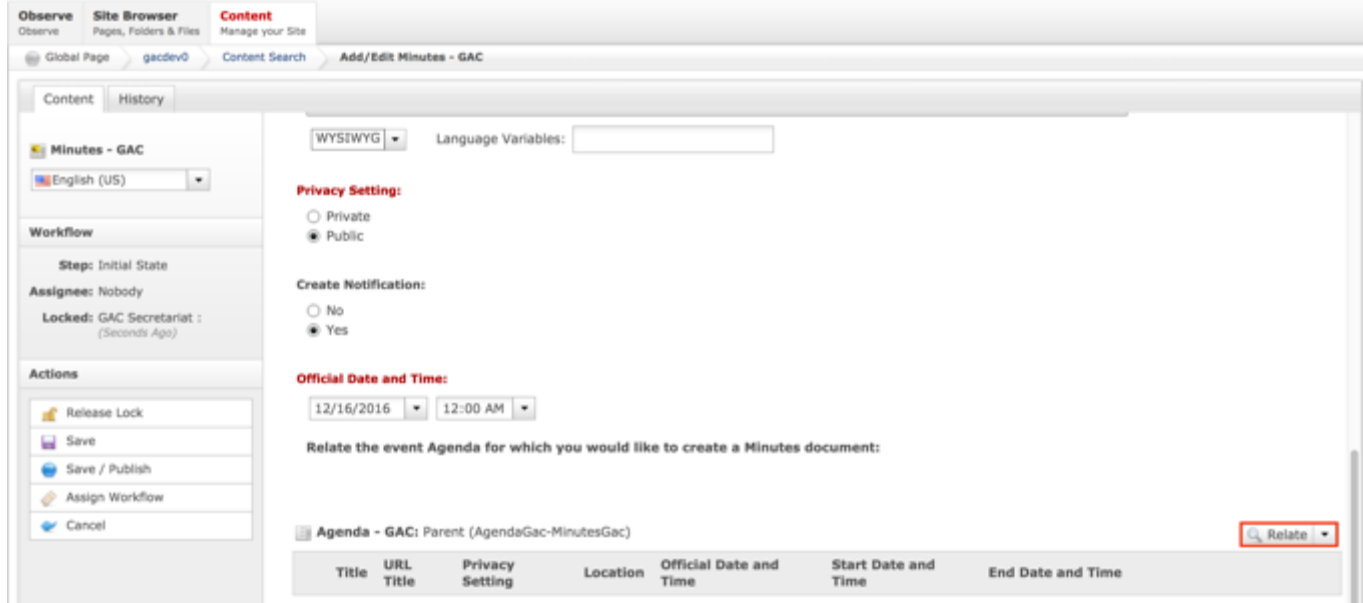
AND / OR

- Enter additional data in the Search field on the left and click the **Search** button

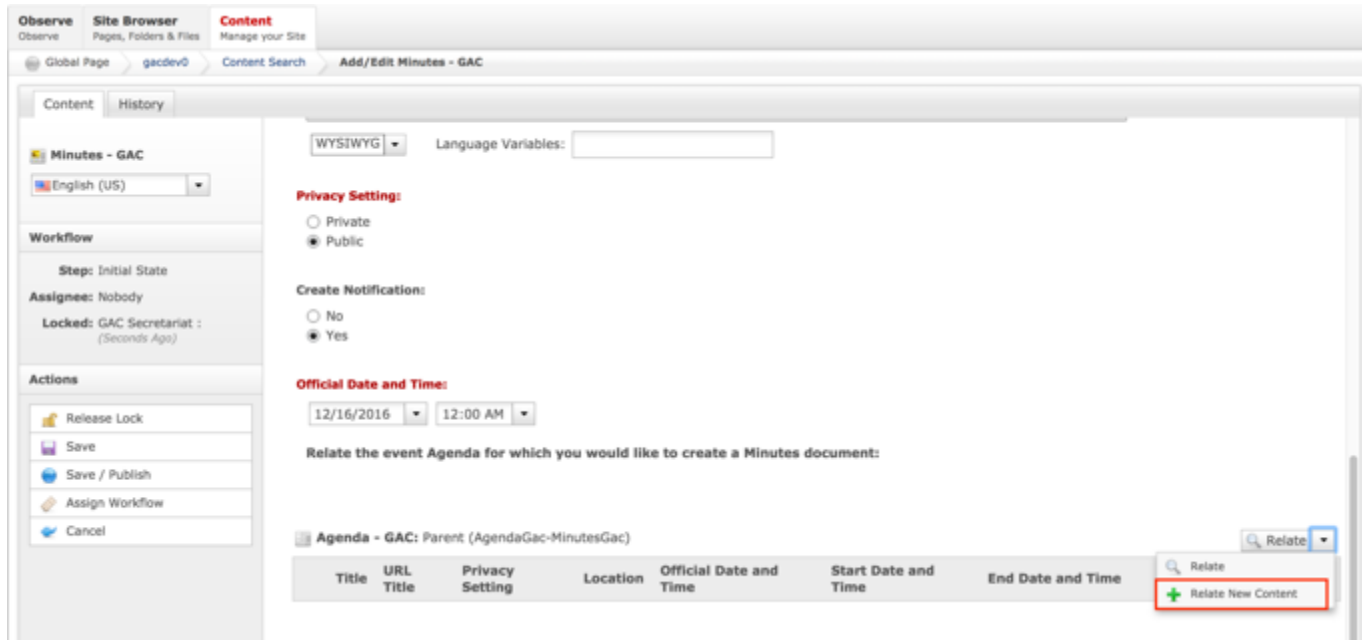
5. After selecting the Minutes that you would like to modify, the editor will be displayed. Lock the page for editing by clicking on **Lock for Editing** under the Actions menu.



6. Once the Minutes content has been locked, select the **Relate** dropdown list.



7. Select **Relate New Content** from the Relate dropdown list.



8. Complete the following required fields to create a new Agenda to relate Minutes to:
- Title
 - URL Title (automatically created based upon the Title)
 - Privacy Setting (defaults to Private)
 - Location
 - Official Date and Time
 - Start Date and Time
 - End Date and Time

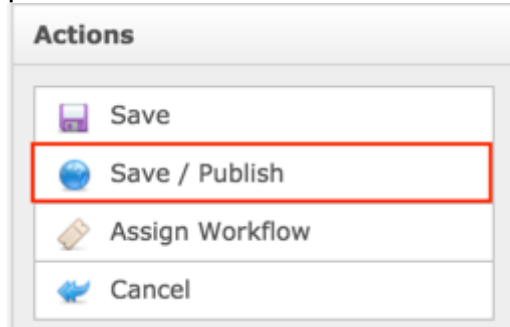
9. Select **Cancel** to negate creating the Agenda and relating it to Minutes

OR

Select **Save** which will create the Agenda, relate it to Minutes and not publish

OR

Select **Save / Publish** which will create the Agenda, relate it to Minutes and save / publish the Minutes



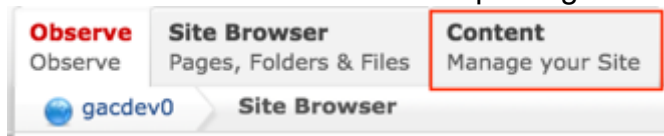
NOTE:

- Once Save / Publish is selected, the Minutes will be published in the Meetings & Records section of site.
- Relating a new Agenda will create the Agenda content that is attached to Minutes but is also independently accessible and will display in their respective site section.

RELATING EXISTING CONTENT TO MEETING MINUTES

To relate an existing Agenda to Minutes, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Content** tab from the top navigation.



3. Select **Minutes - GAC** from the Type dropdown list.

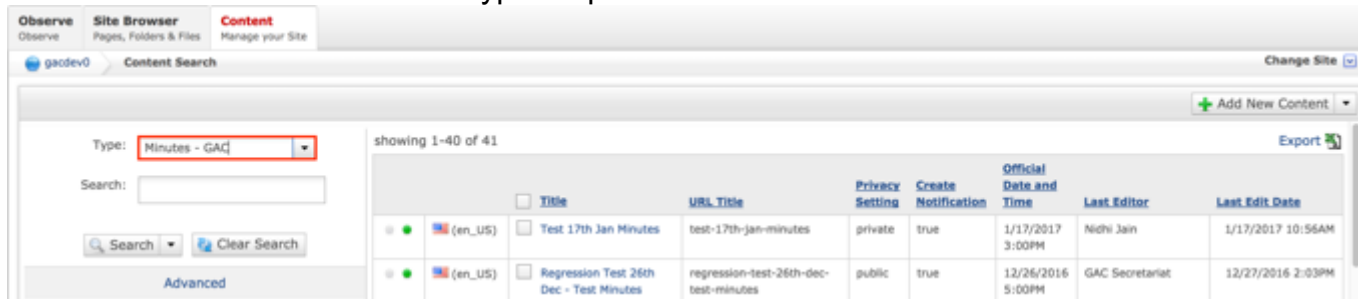
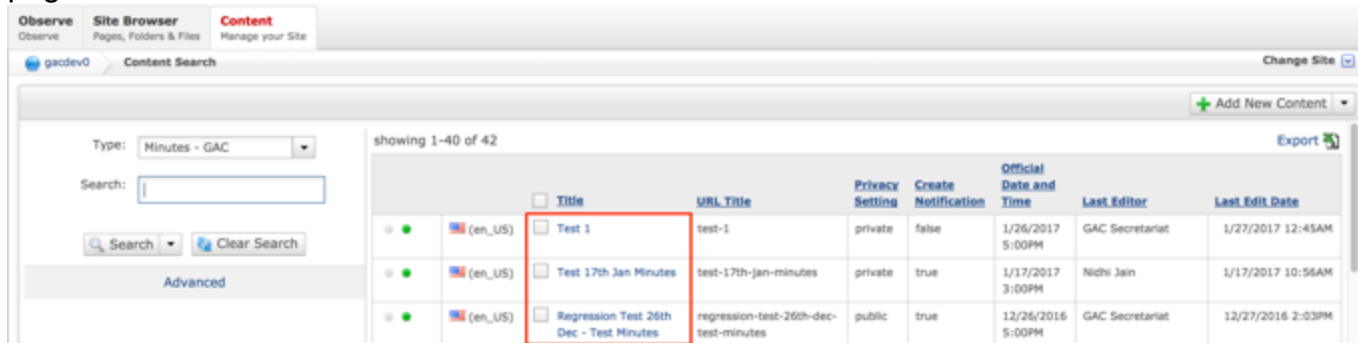


Figure 44: Navigating to the Content page within the Admin site will show all the Minutes pages that have already been created.

4. Double click the **Minutes Name** in the right pane to open the live editor interface for the page.



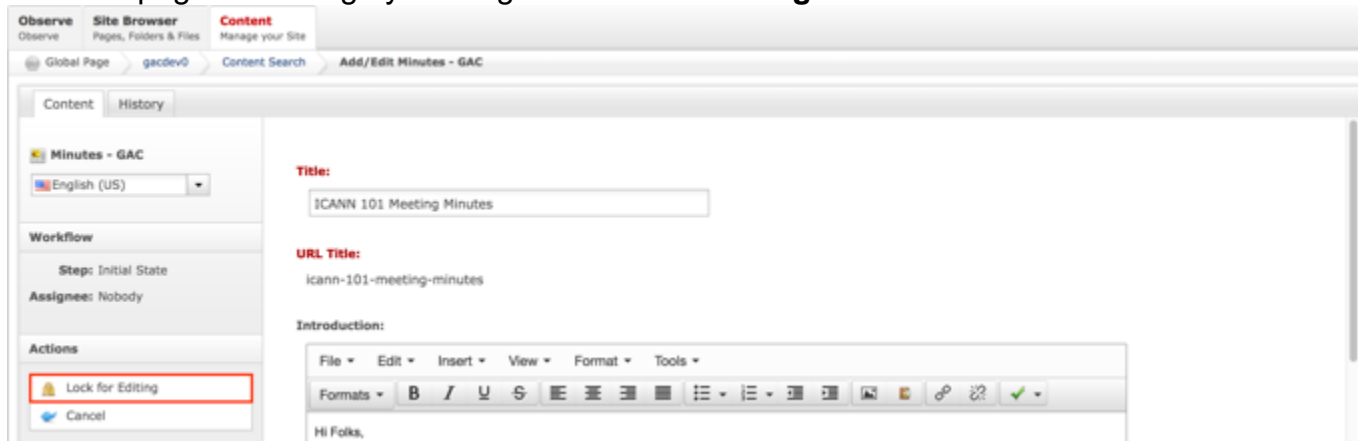
NOTE: You can refine your search by doing the following:

- Selecting any of the column headings to sort ascending and descending

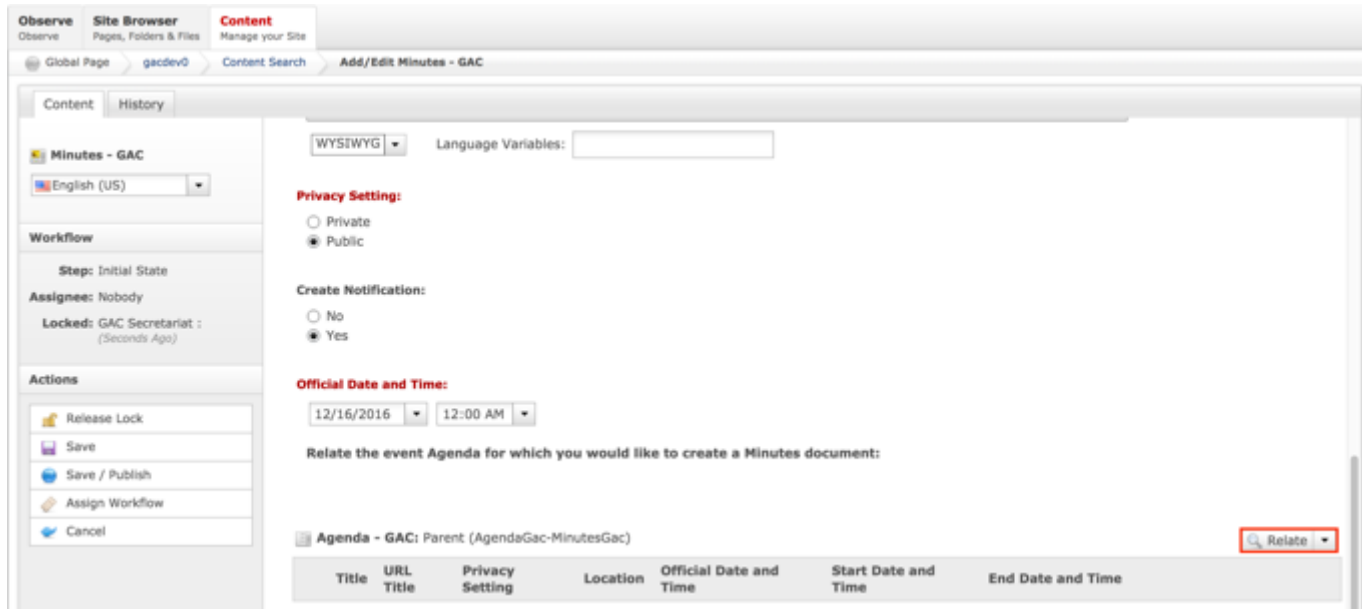
AND / OR

- Enter additional data in the Search field on the left and click the **Search** button

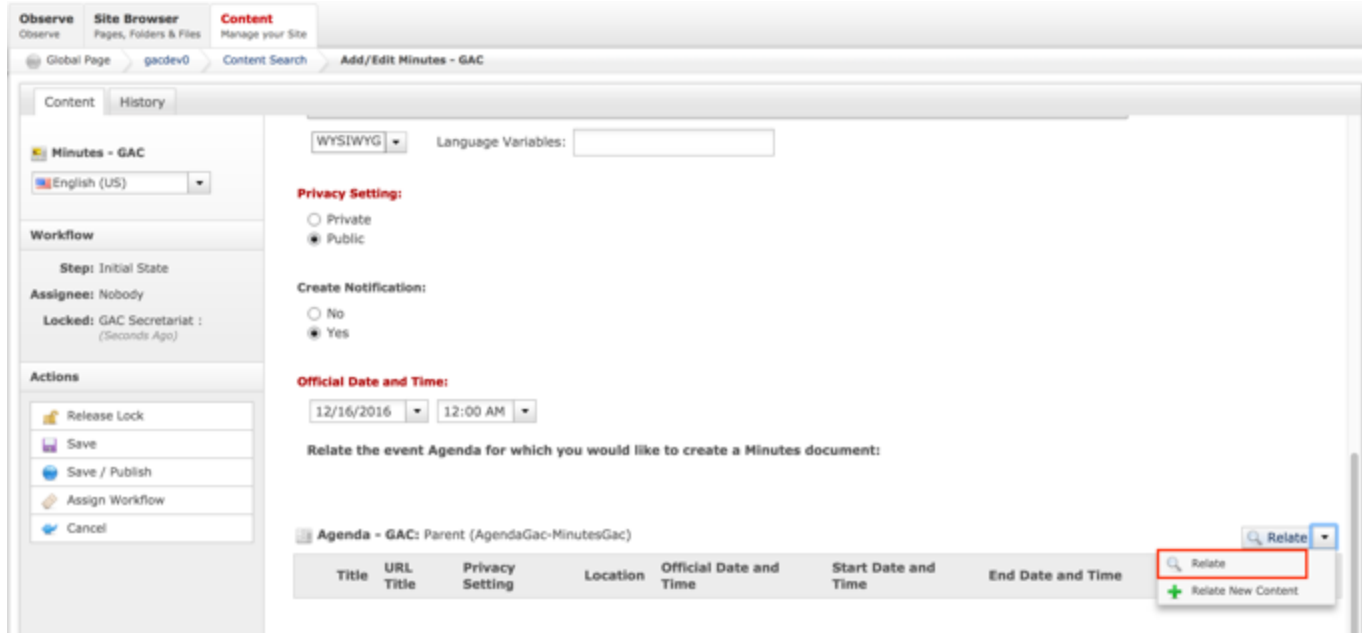
5. After selecting the Minutes that you would like to modify, the editor will be displayed. Lock the page for editing by clicking on **Lock for Editing** under the Actions menu.



6. Once the Minutes content has been locked, select the **Relate** dropdown list.



7. Select **Relate** from the Relate dropdown list.



8. Once Relate is selected, a **Search** pop-up will display. Select the **Search** button to return all results or enter criteria in any of the Search fields to refine the Search results returned.

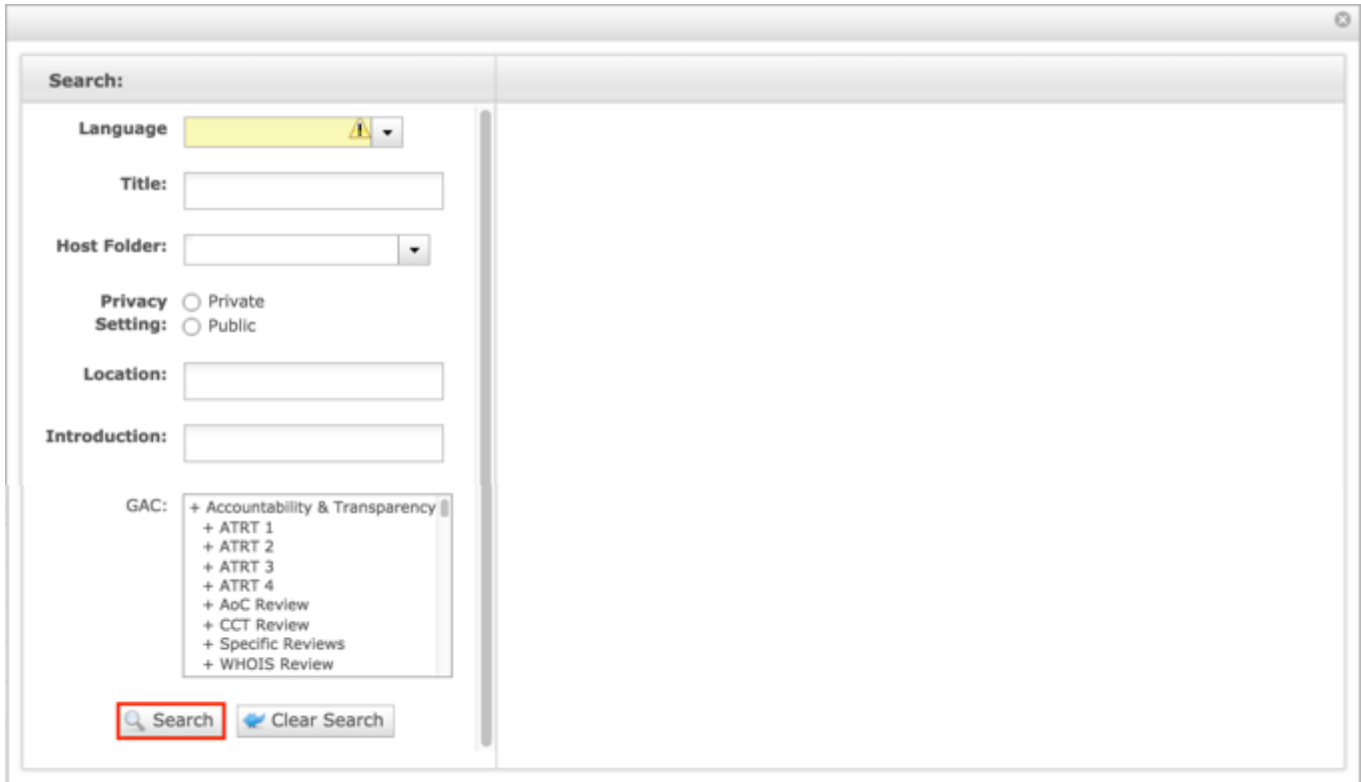
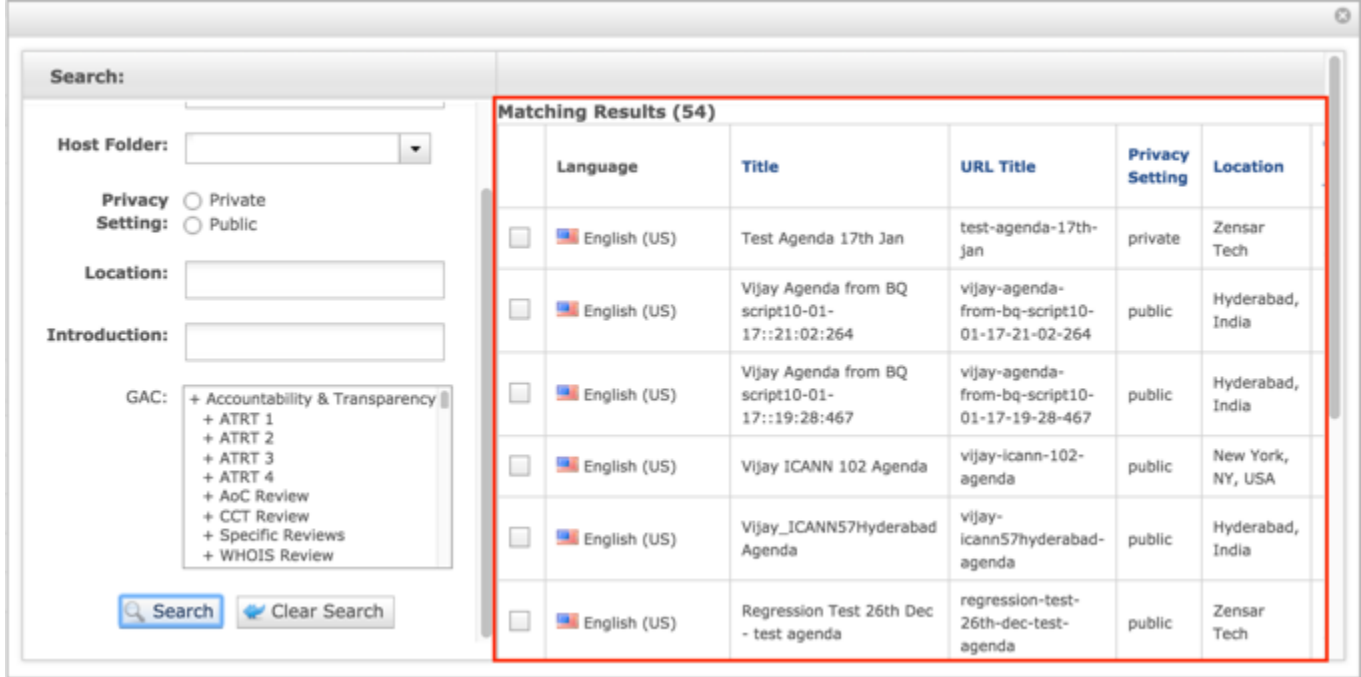


Figure 45: You can refine your search by entering additional criteria in the Search pop-up and then selecting the Search button.

- Once the Search button is selected, the results will display in the right side of the Search pop-up.



10. Select the **checkbox** next to the Agenda that you would like to relate to Minutes.

The screenshot shows a search interface with a search bar on the left and a table of results on the right. The search bar includes fields for Host Folder, Privacy Setting (Private/Public), Location, and Introduction, along with a GAC dropdown menu. The table has columns for Language, Title, URL Title, Privacy Setting, and Location. The first row, 'Test Agenda 17th Jan', has a red box around its checkbox.

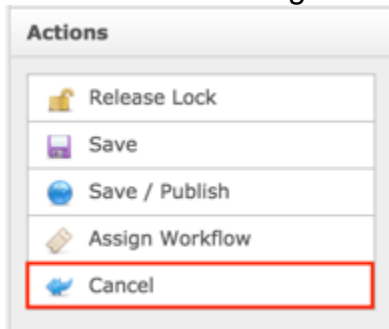
	Language	Title	URL Title	Privacy Setting	Location
<input checked="" type="checkbox"/>	English (US)	Test Agenda 17th Jan	test-agenda-17th-jan	private	Zensar Tech
<input type="checkbox"/>	English (US)	Vijay Agenda from BQ script10-01-17::21:02:264	vijay-agenda-from-bq-script10-01-17-21-02-264	public	Hyderabad, India
<input type="checkbox"/>	English (US)	Vijay Agenda from BQ script10-01-17::19:28:467	vijay-agenda-from-bq-script10-01-17-19-28-467	public	Hyderabad, India
<input type="checkbox"/>	English (US)	Vijay ICANN 102 Agenda	vijay-icann-102-agenda	public	New York, NY, USA
<input type="checkbox"/>	English (US)	Vijay_ICANN57Hyderabad Agenda	vijay-icann57hyderabad-agenda	public	Hyderabad, India
<input type="checkbox"/>	English (US)	Regression Test 26th Dec - test agenda	regression-test-26th-dec-test-agenda	public	Zensar Tech

11. Once the checkbox next to the Agenda that you would like to relate to Minutes is selected, select the **Relate** button at the bottom of the page.

The screenshot shows the same search interface as above, but with the 'Relate' button at the bottom right highlighted with a red box. The table now shows the 'Vijay ICANN 102 Agenda' row selected.

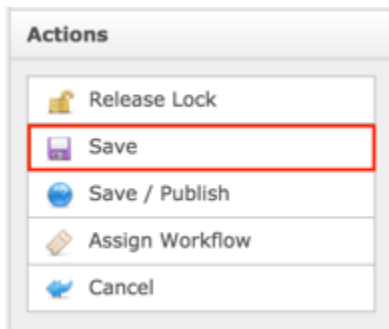
<input type="checkbox"/>	English (US)	Vijay ICANN 102 Agenda	vijay-icann-102-agenda	public	New York, NY, USA
<input type="checkbox"/>	English (US)	Vijay_ICANN57Hyderabad Agenda	vijay-icann57hyderabad-agenda	public	Hyderabad, India
<input type="checkbox"/>	English (US)	Regression Test 26th Dec - test agenda	regression-test-26th-dec-test-agenda	public	Zensar Tech
<input type="checkbox"/>	English (US)	22nd dec test agenda	22nd-dec-test-agenda	public	Zensar
<input type="checkbox"/>	English (US)	Test agenda - 21st dec	test-agenda-21st-dec	public	Zensar Tech
<input type="checkbox"/>	English (US)	Meeting 55 - Agenda	meeting-55-agenda	public	Marrakech, Morocco
<input type="checkbox"/>	English (US)	ICANN100 Agenda	icann100-agenda	public	Pune, India

12. Select **Cancel** to negate adding the content.



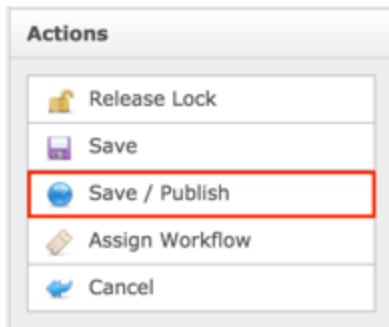
OR

Select **Save** which will save the content and not publish it.



OR

Select **Save / Publish** which will save and publish the edits.



NOTE: Once Save / Publish is selected, the Meetings Minutes will be published in the Meetings & Records section of site.

Updating Meeting Minutes

To update Meeting Minutes content, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Content** tab from the top navigation.



3. Select **Minutes - GAC** from the Type dropdown list.

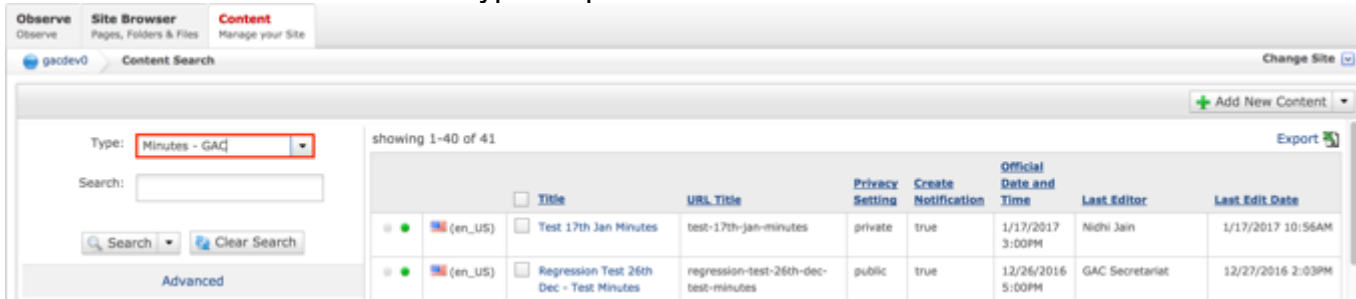
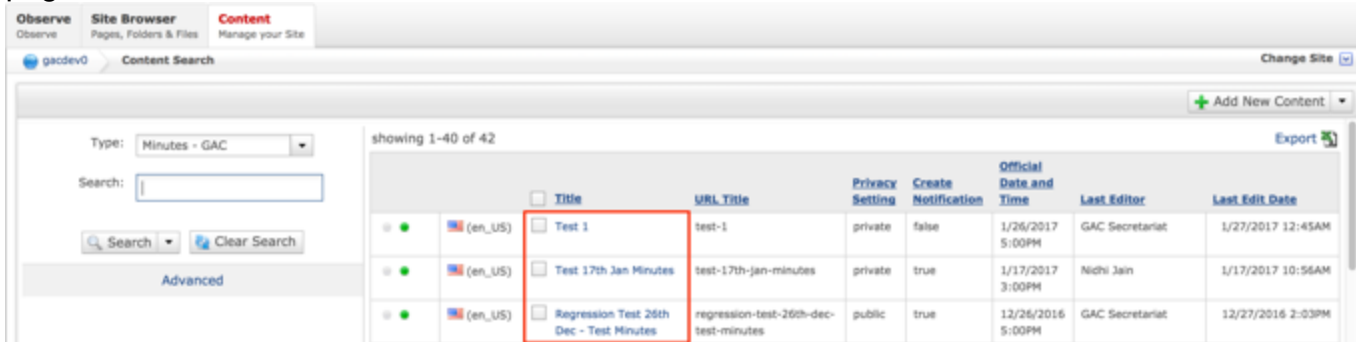


Figure 46: Navigating to the Content page within the Admin site will show all the Minutes pages that have already been created.

4. Double click the **Minutes Title** in the right pane to open the live editor interface for the page.



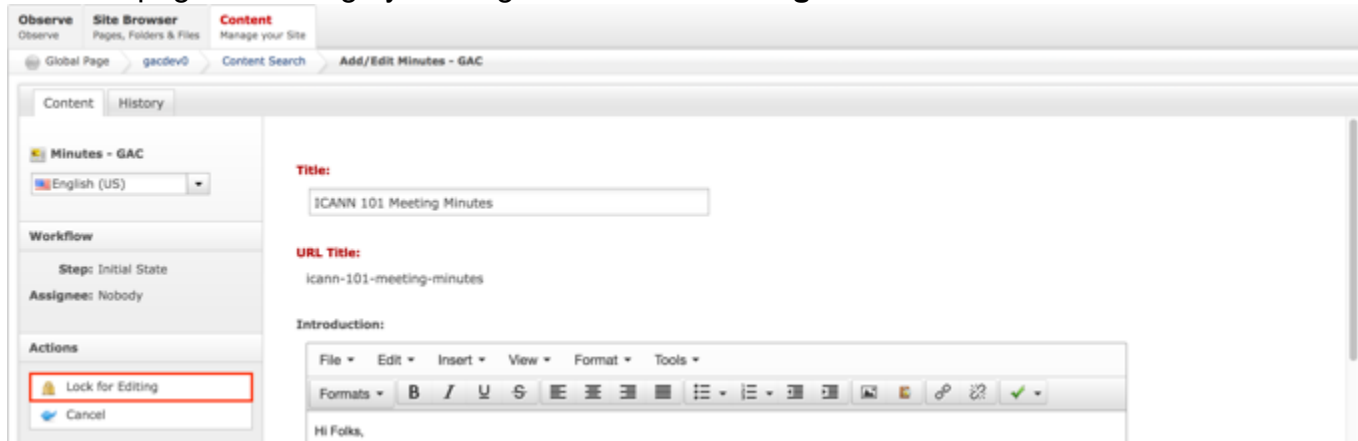
NOTE: You can refine your search by doing the following:

- Selecting any of the column headings to sort ascending and descending

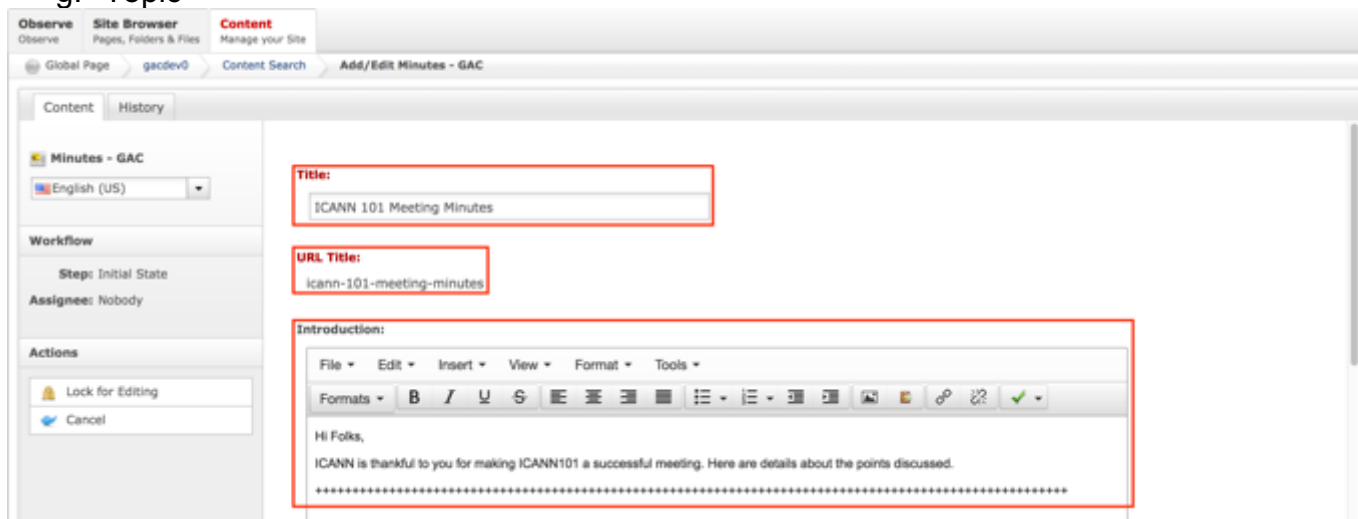
AND / OR

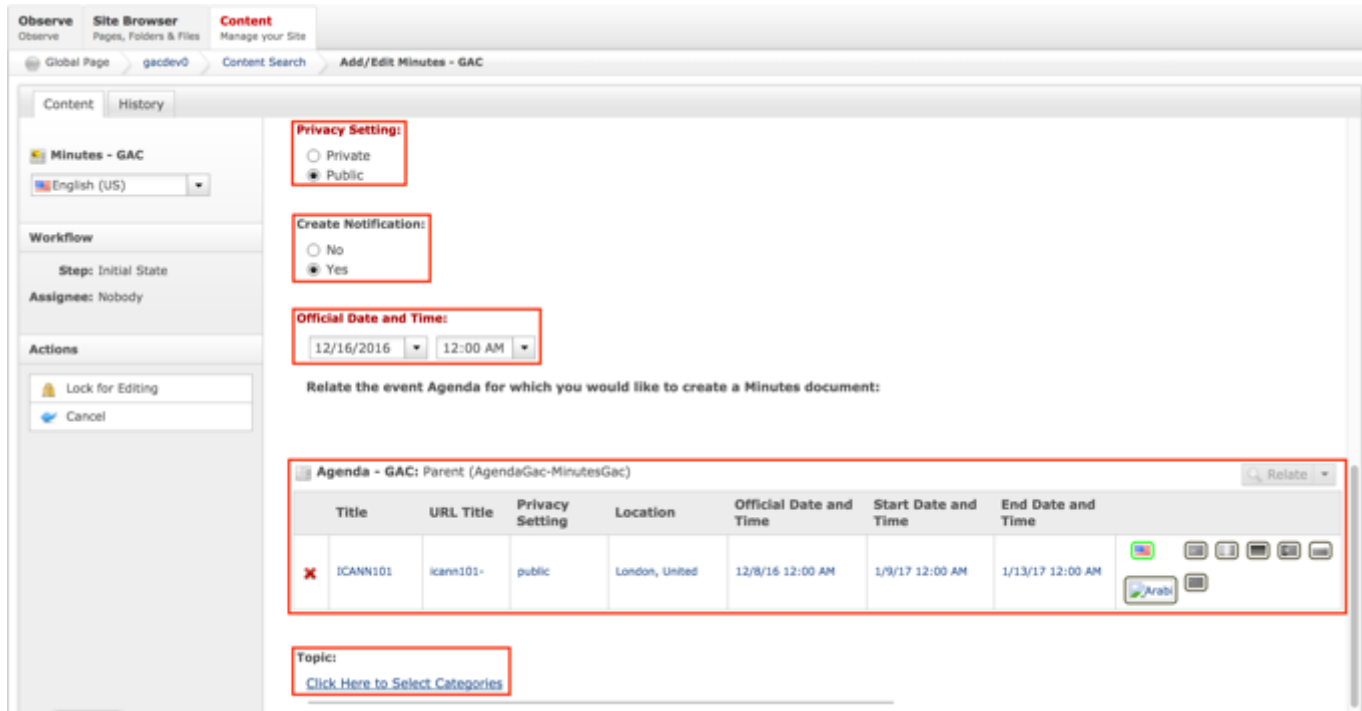
- Enter additional data in the Search field on the left and click the **Search** button

5. After selecting the Minutes that you would like to modify, the editor will be displayed. Lock the page for editing by clicking on **Lock for Editing** under the Actions menu.

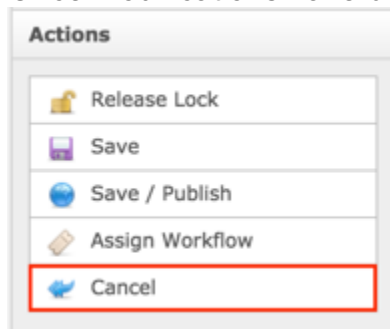


6. Modify any of the following fields:
 - a. Title
 - b. Introduction
 - c. Privacy Setting
 - d. Create Notification
 - e. Official Date and Time
 - f. Agenda – GAC Relationship
 - g. Topic



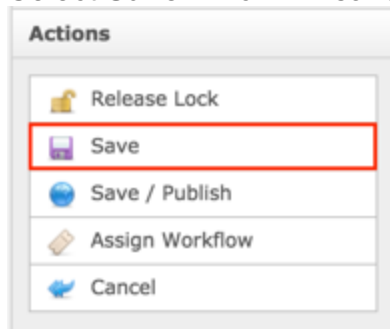


7. Once modifications have been made, you can either select **Cancel** to negate the edits.



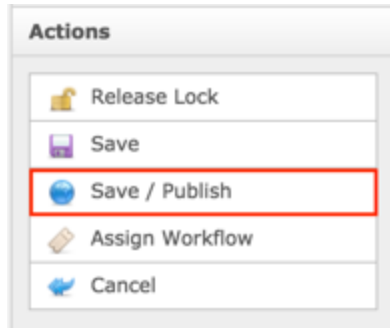
OR

Select **Save** which will save the edits and not publish them.



OR

Select **Save / Publish** which will save and publish the edits.



NOTE: Once Save / Publish is selected, the Minutes will be published in the Meetings & Records section of site.

Work Efforts

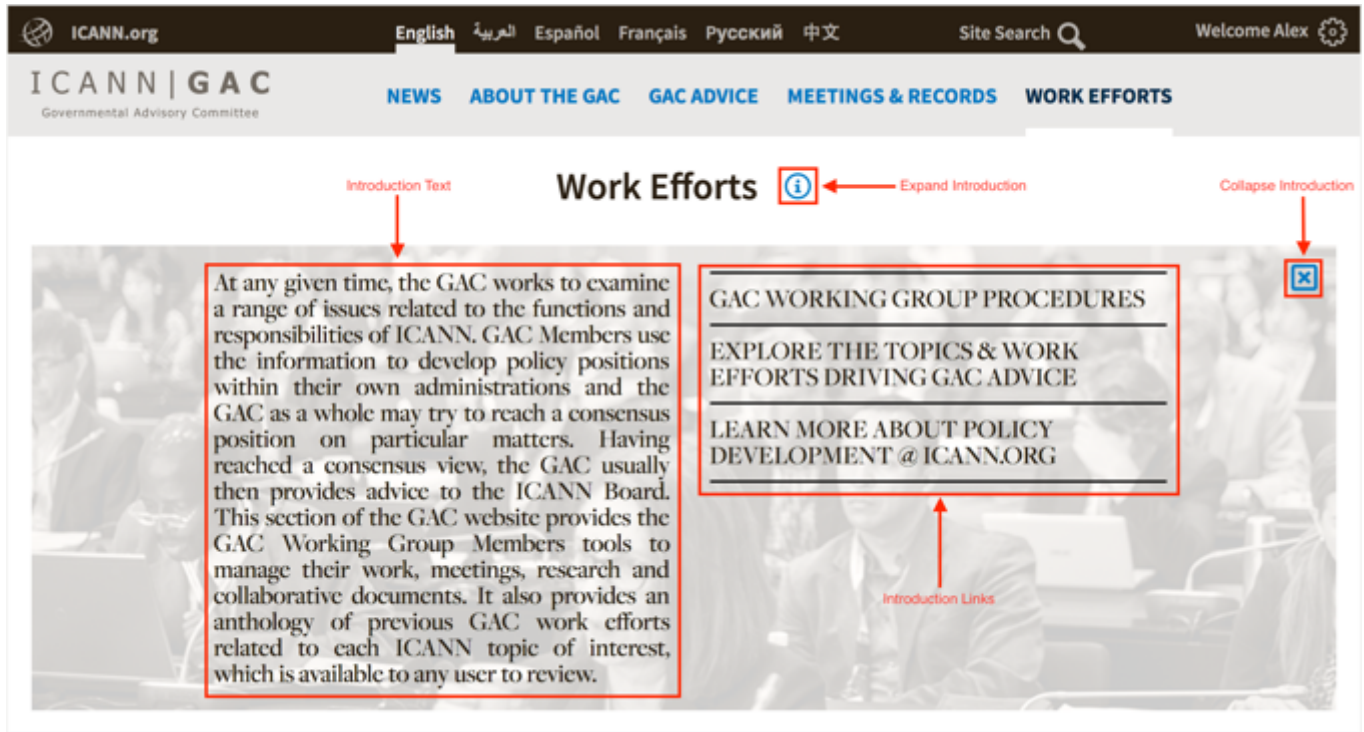
The Work Efforts section allows site visitors to be informed of Work Topics, the Activities associated to the Work Topics and GAC Working Groups performing those Activities. The major content included within Work Efforts includes:

- Work Topics
- Activities
- GAC Working Groups

Introduction Header

The Introduction Header is meant to orient site visitors to the Work Efforts page and give them a basic understanding of Work Topics, Activities, GAC Working Groups and their related artifacts.

The following screenshot illustrates the contents of the Work Efforts Introduction:



Note the following elements of the Work Efforts Introduction:

- Introduction Text: Brief informational section that informs the user of the Work Efforts section
- Introduction Links: Links to resources to help educate the user about GAC Working Group Procedures, Topics & Work Efforts driving Advice as well as Policy Development. The links and destinations are listed below:
 - GAC Working Group Procedures: Selecting this link will automatically open <https://gacbeta.icann.org/member-resources/working-group-procedures>.
 - Explore the Topics & Work Efforts Driving GAC Advice: Selecting this link will automatically open <https://gacbeta.icann.org/work-efforts/work-topics>.
 - Learn More About Policy Development @ ICANN.org: Selecting this link will automatically open <https://www.icann.org/policy>.
- Collapse Introduction: Selecting “X” will collapse the Introduction section
- Expand Introduction: Selecting “i” will expand the Introduction section

Updating the Introduction Header Contents

To update the Introduction Header content, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Site Browser** tab from the top navigation.

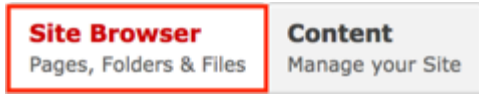


Figure 34: Navigating to the Site Browser page within the Admin site will show all the editable pages that you are able to modify.

3. On the Site Browser page, within the left pane, click on the **work-efforts** folder.

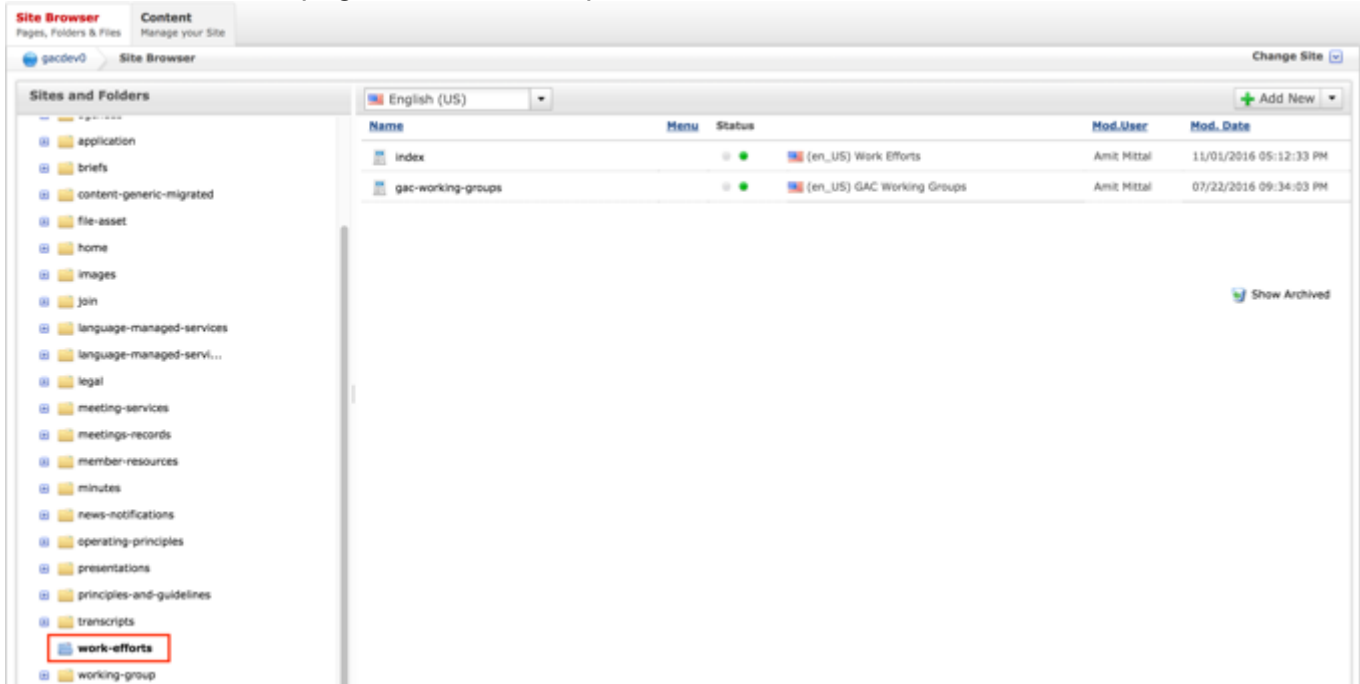


Figure 47: Clicking the meetings-records folder in the left pane will show the folders contents in the right pane. Notice that it includes the index html file.

4. Double click the **index** html page in the right pane to open the live editor interface for the page.

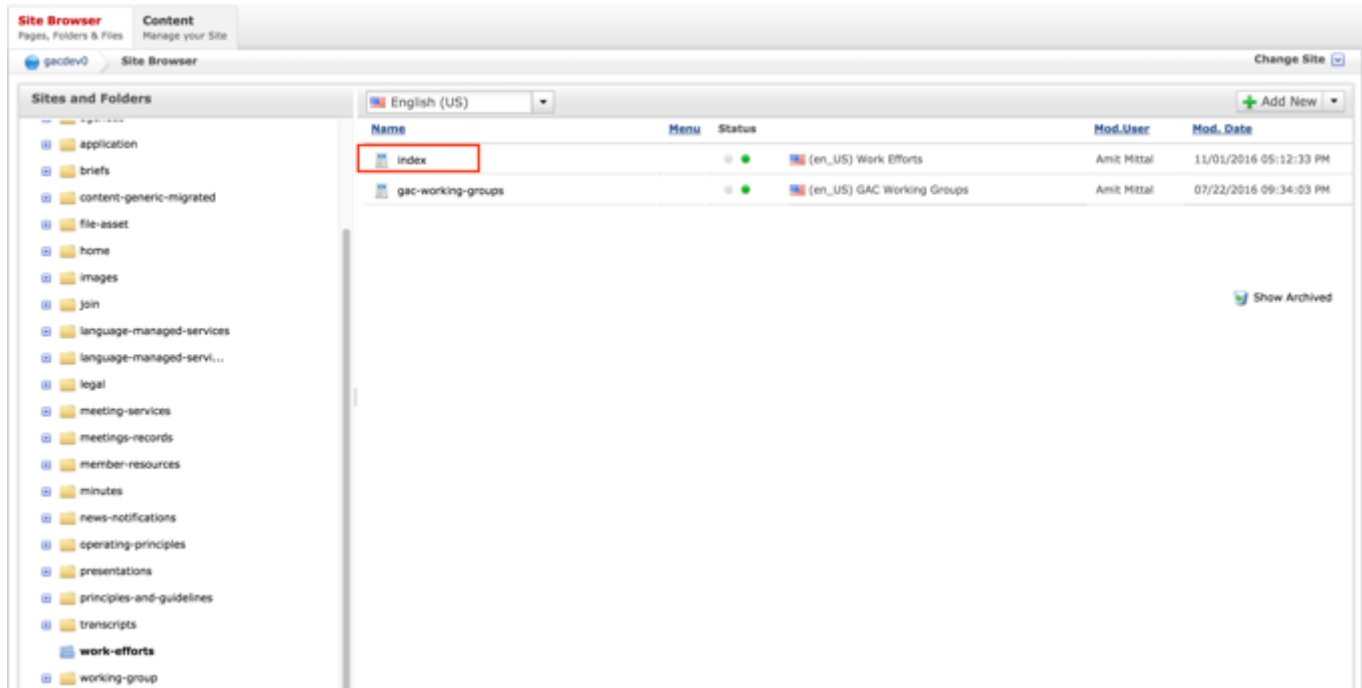
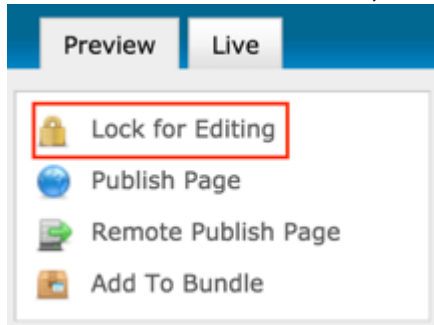


Figure 48: Double clicking index from the right pane will open the page in its Live Editor which allows the Secretariat to modify the contents of this page.

- From the live editor mode, first lock the page for editing.



- Click on the **Edit Content** button in the part of the Introduction section that needs to be edited.

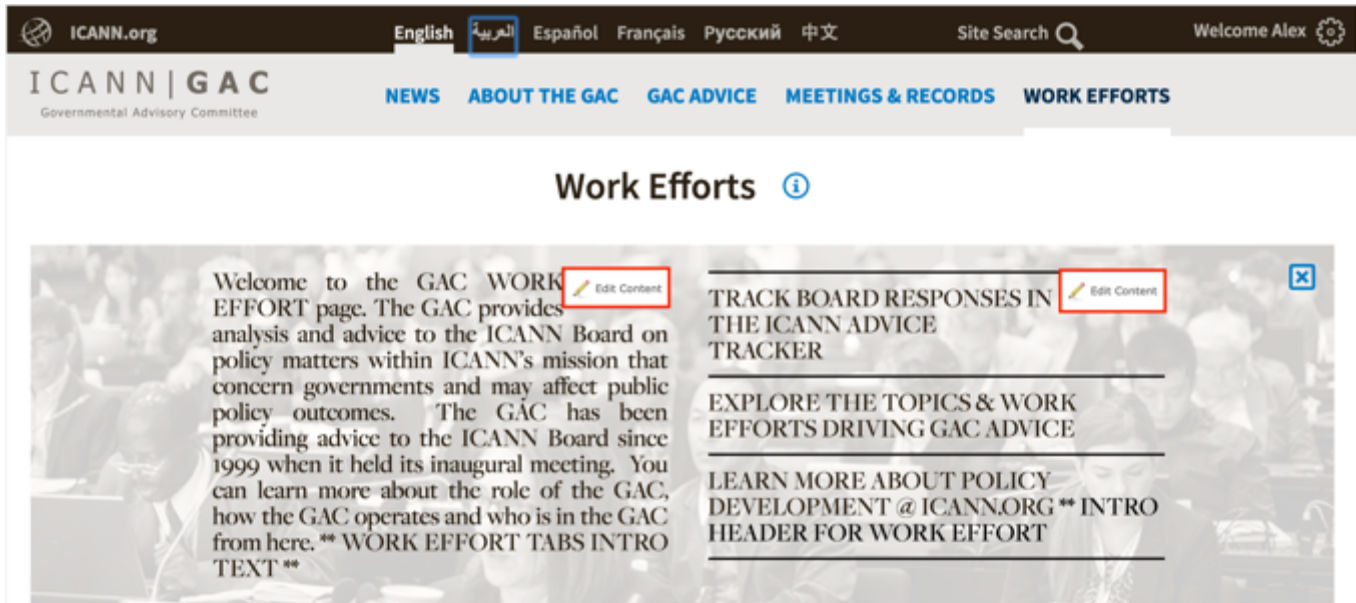
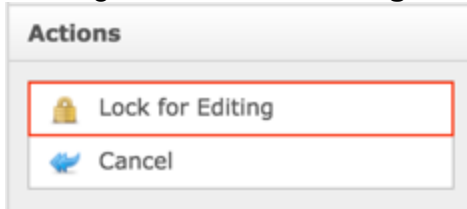
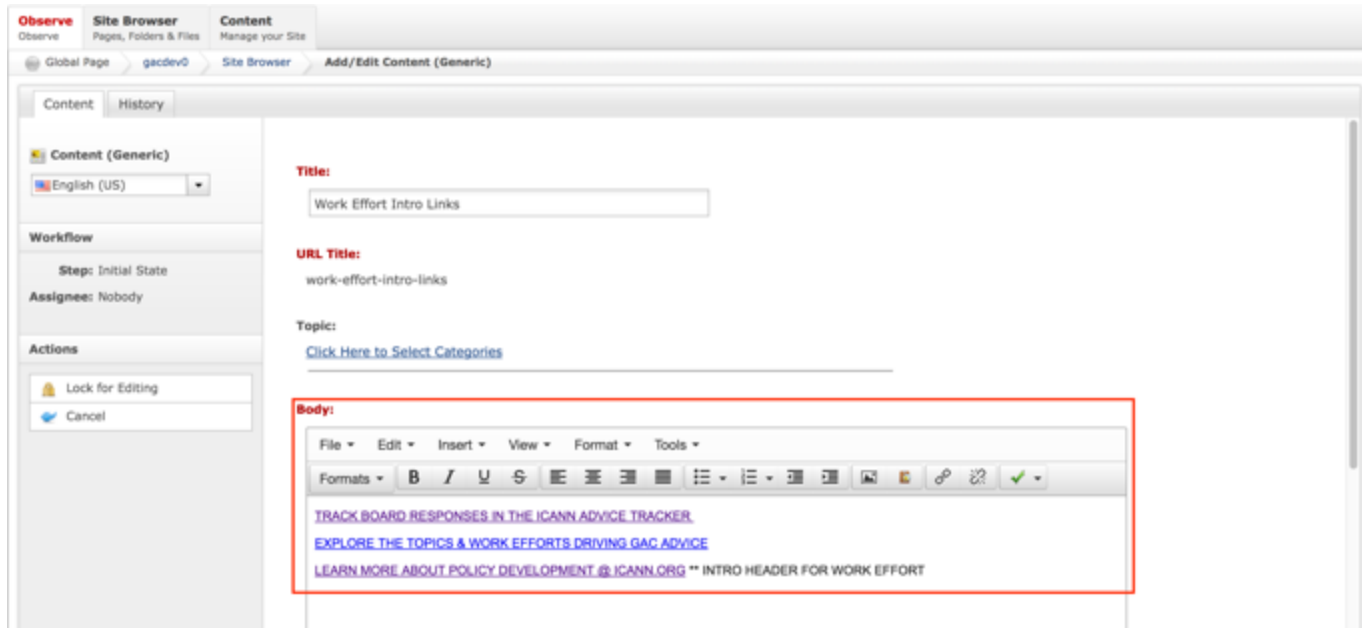
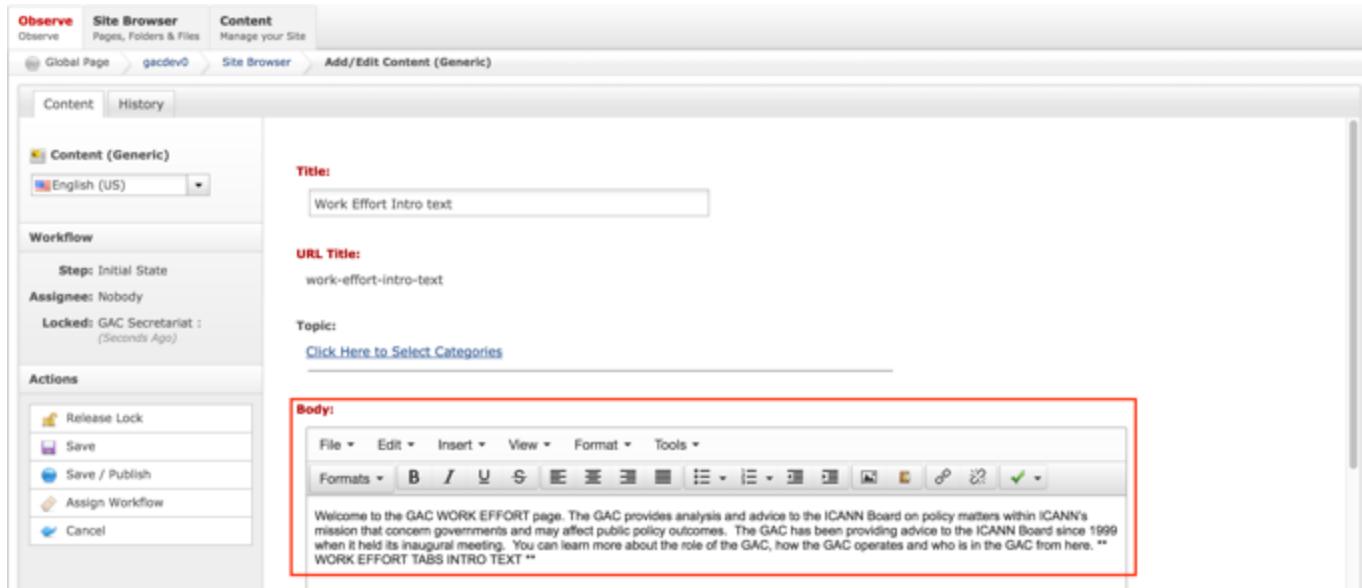


Figure 49: Clicking the Edit Content button will open a text editor that allows the Secretariat to change the contents of the Introduction section.

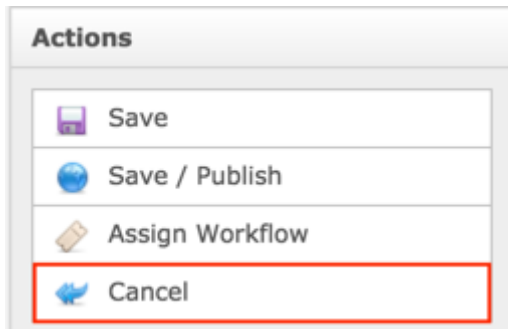
7. After clicking Edit Content, the editor will be displayed. Lock the page for editing by clicking on **Lock for Editing** under the Actions menu.



8. Modify **only** the **Body** editor's content as shown by the figure below.

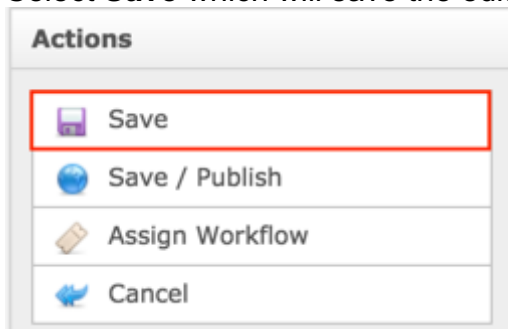


9. Once the edits have been made, you can either select **Cancel** to negate the edits.



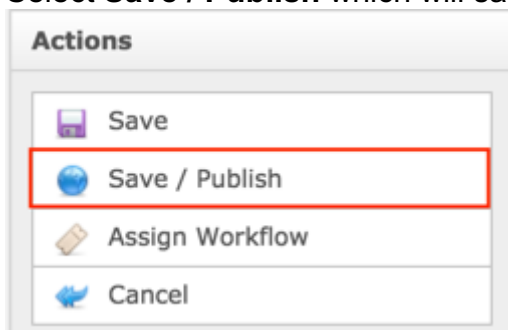
OR

Select **Save** which will save the edits and not publish them.

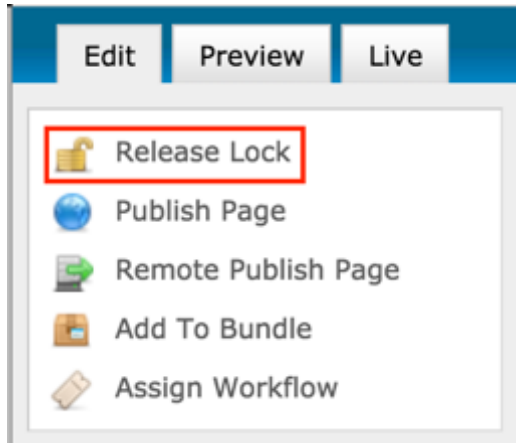


OR

Select **Save / Publish** which will save and publish the edits.



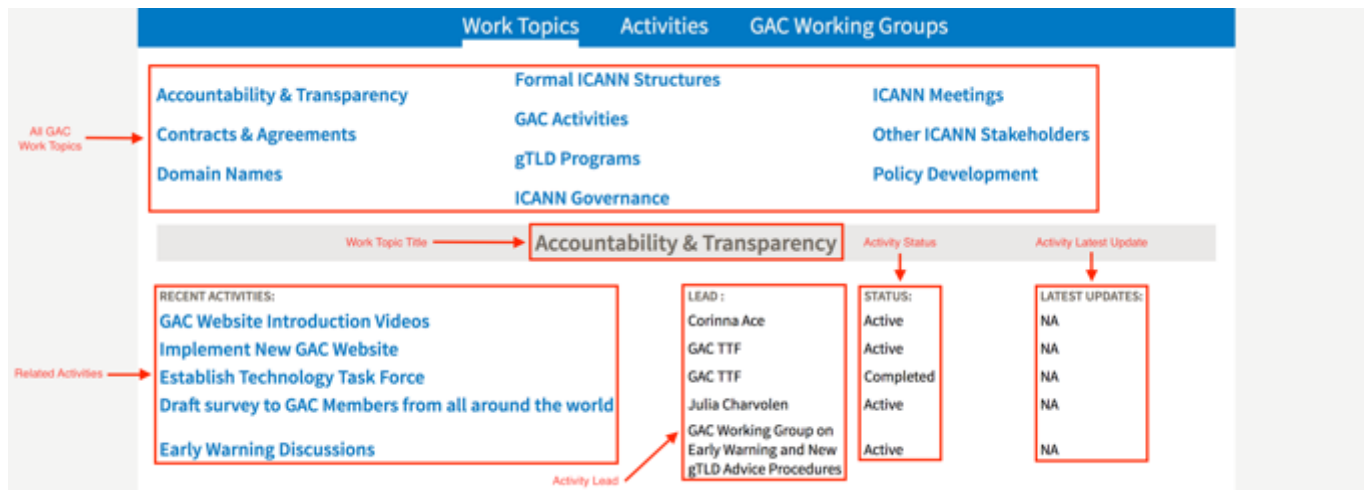
10. Select **Release Lock** to release the lock on the content.



Work Topics

The Work Topics content type is a list of topics that work is taking place around. A site visitor will be able to traverse a list of work topics to stay up to date with the type of work that is taking place.

The following screenshot illustrates the contents of the Work Topics:



Note the following elements of the Work Topics:

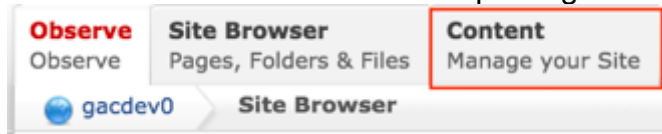
- All GAC Work Topics: List of all Work Topics
- Work Topic Title: Title specified on the Work Topic content
- Related Activities: Activities that have been related to the Work Topic
- Activity Lead: Lead specified on the Activity content related to the Work Topic
- Activity Status: Status specified on the Activity content related to the Work Topic

- Activity Latest Update: Latest update on the Activity content related to the Work Topic

Creating Work Topics

To create new Work Topics content, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Content** tab from the top navigation.



3. Select **Work Topics - GAC** from the Type dropdown list.

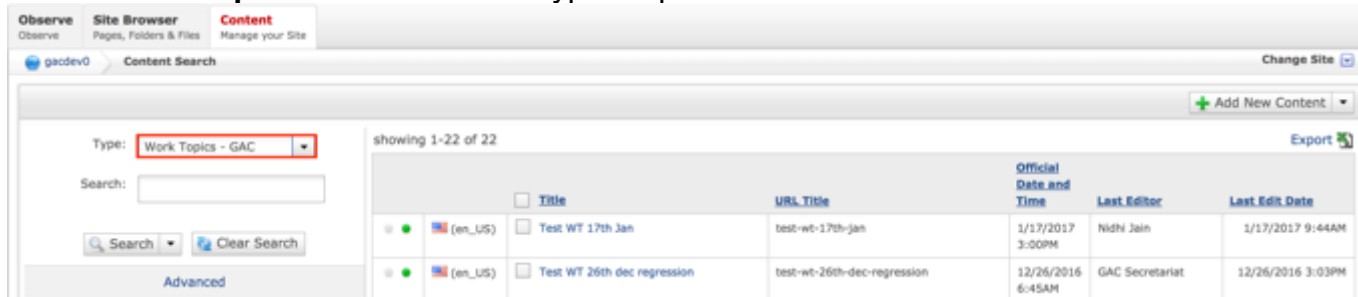
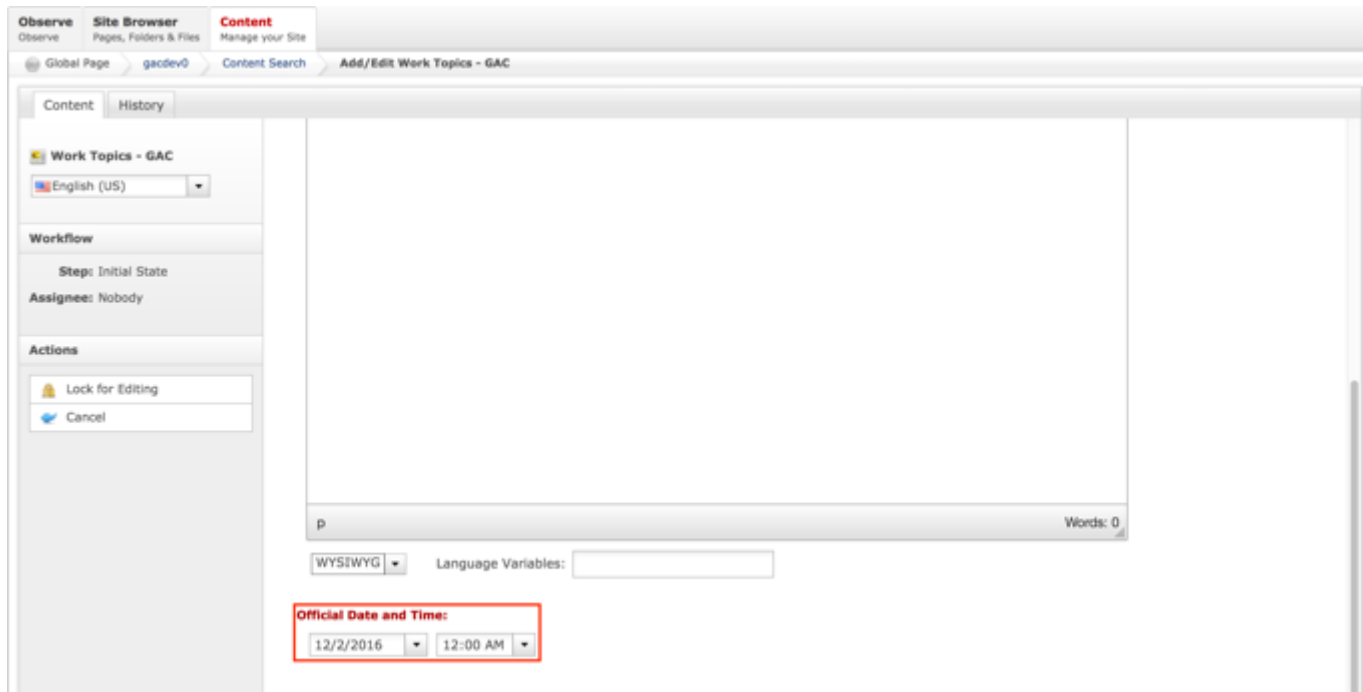
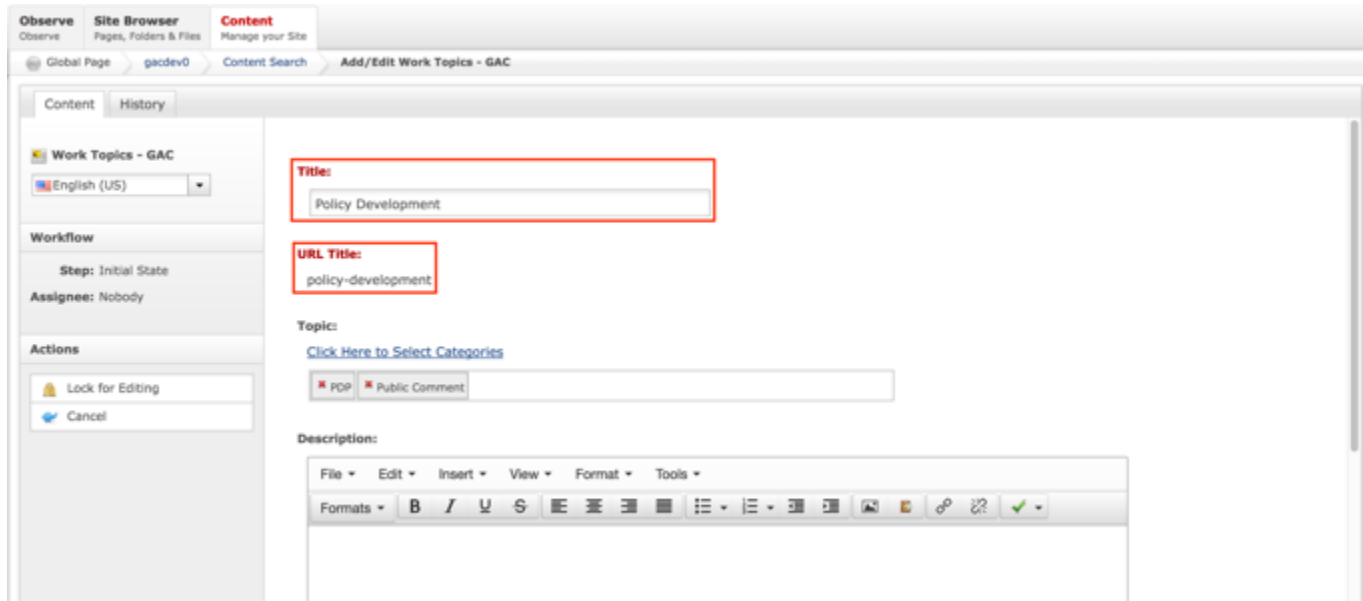


Figure 50: Navigating to the Content page within the Admin site will show all the Work Topics that have already been created.

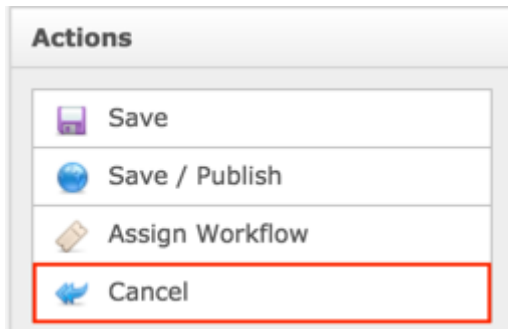
4. Select the **Add New Content** button on the top right.



5. Complete the following required fields:
 - a. Title
 - b. URL Title (automatically created based upon the Title)
 - c. Official Date and Time

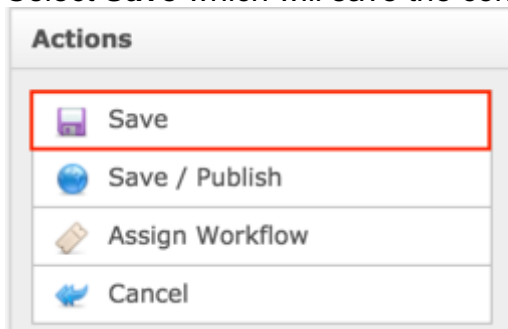


6. Select **Cancel** to negate adding the content.



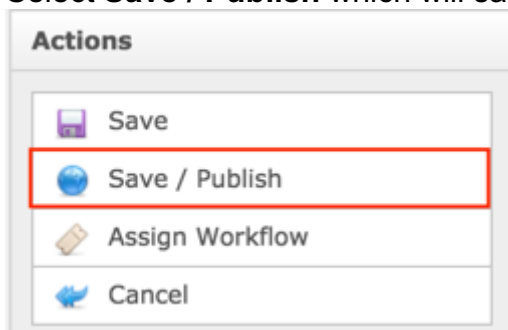
OR

Select **Save** which will save the content and not publish it.



OR

Select **Save / Publish** which will save and publish the content.



NOTE: Once Save / Publish is selected, the Work Topic will be published in the Work Efforts section of site.

Relating Content to Work Topics

After the Work Topics content has been created and published, the Secretariat can relate Activities to a Work Topic so site visitors can be informed of Activities pertaining to a specific Work Topic.

To relate Activities to a Work Topic, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Content** tab from the top navigation.

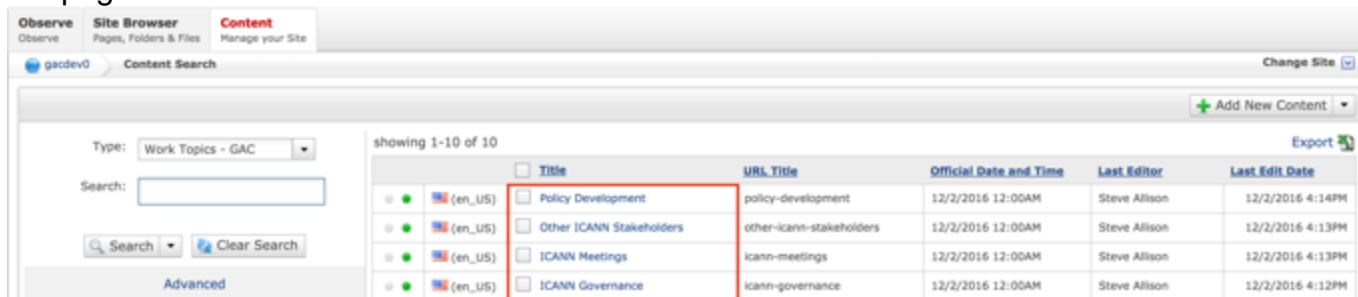


3. Select **Work Topics - GAC** from the Type dropdown list.



Figure 51: Navigating to the Content page within the Admin site will show all the Work Topics that have already been created.

4. Double click the **Work Topics Title** in the right pane to open the live editor interface for the page.



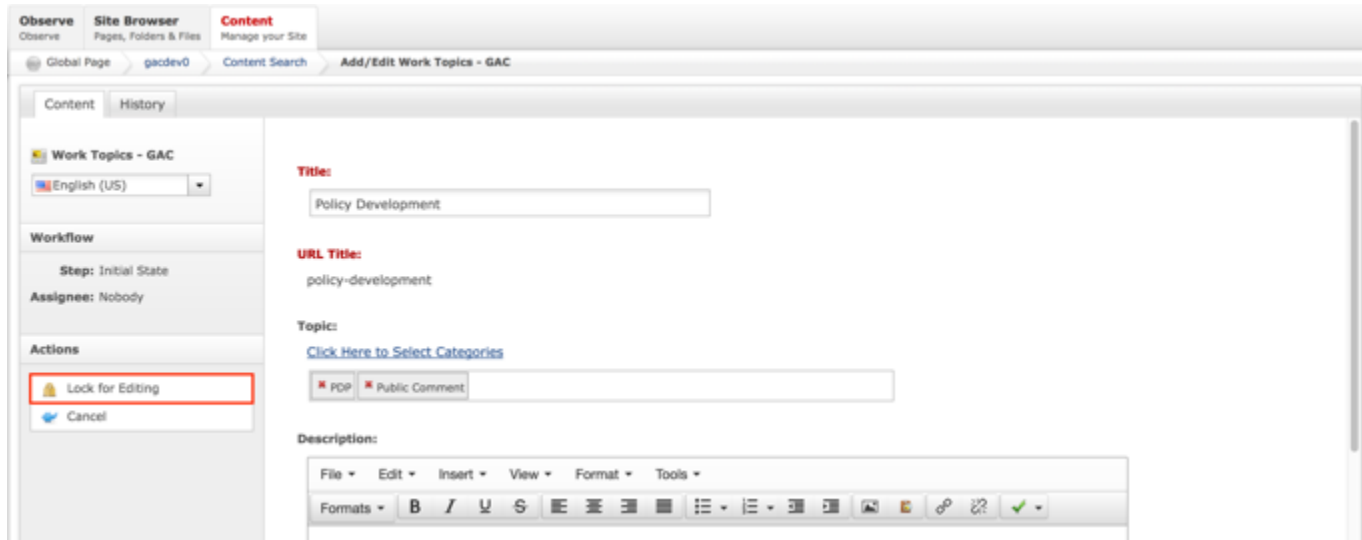
NOTE: You can refine your search by doing the following:

- Selecting any of the column headings to sort ascending and descending

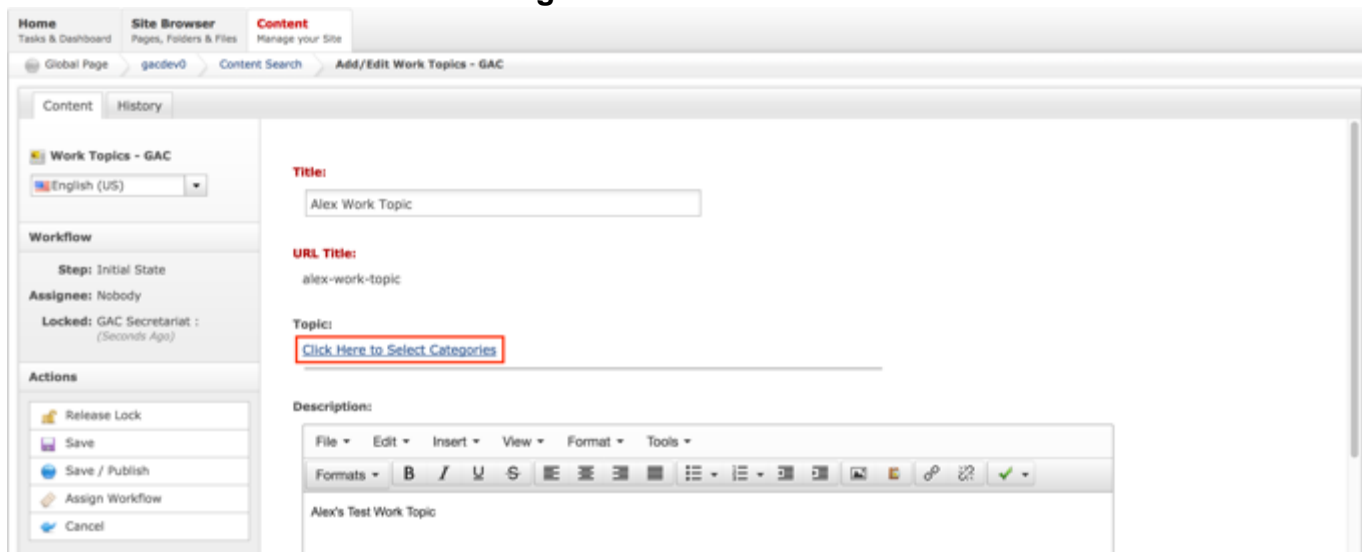
AND / OR

- Enter additional data in the Search field on the left and click the **Search** button

5. After selecting the Work Topic that you would like to relate an Activity to, the editor will be displayed. Lock the page for editing by clicking on **Lock for Editing** under the Actions menu.



6. Select the **Click Here to Select Categories** link.



7. Add a Topic to the Work Topic content by selecting the green + next to the Topic name.

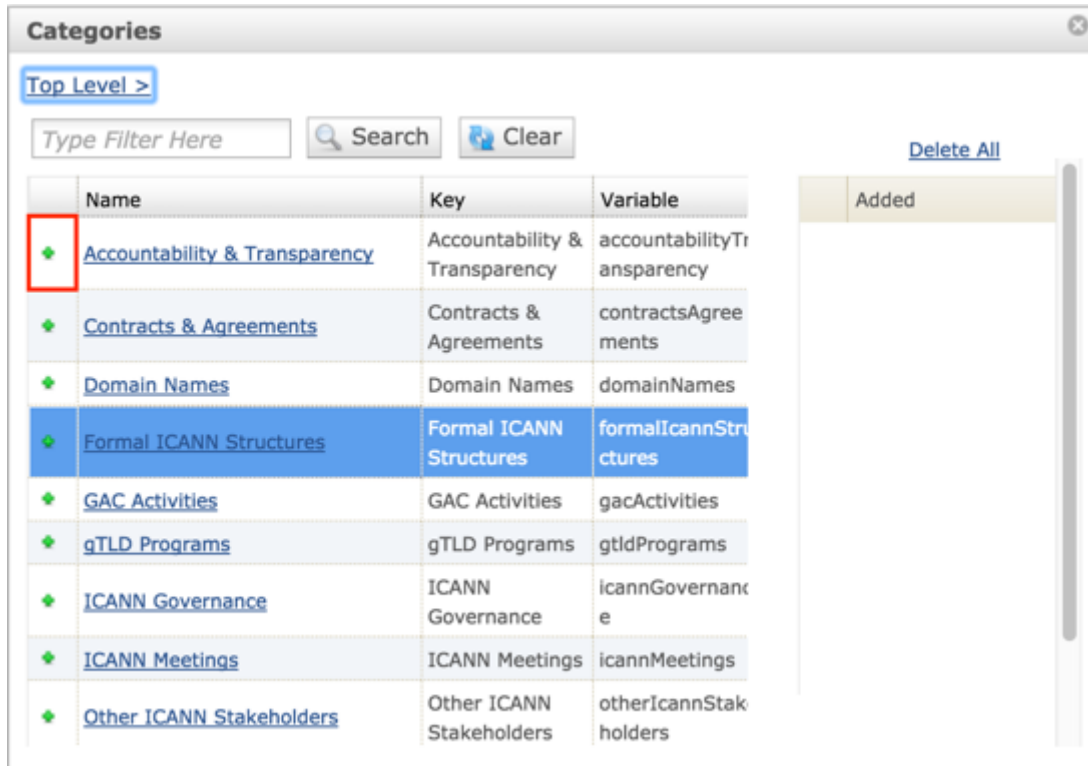
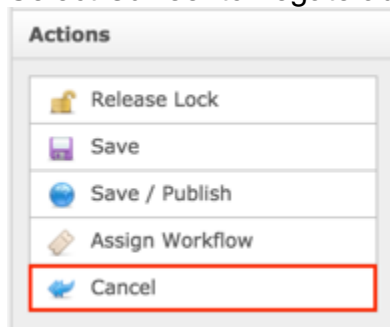


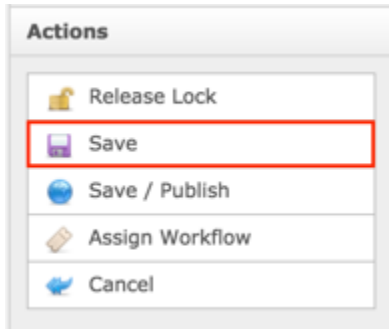
Figure 52: Once the Topic has been added and the Categories pop-up is closed, the Topic will display in the editor under the Topics title.

8. Select **Cancel** to negate adding the Topic the Work Topic content.



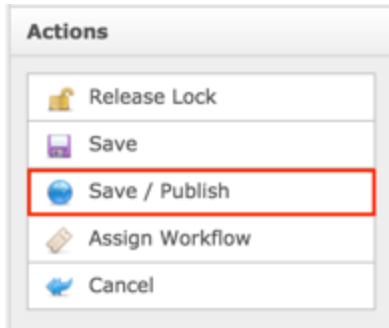
OR

Select **Save** which will save the Topic to the Work Topic content and not publish it.



OR

Select **Save / Publish** which will save and publish the Topic to the Work Topic content.



9. Select **Activity - GAC** from the Type dropdown list.

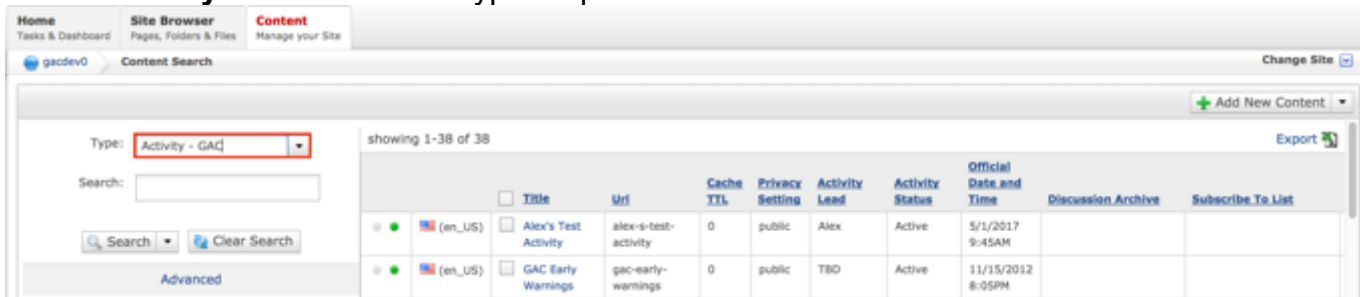
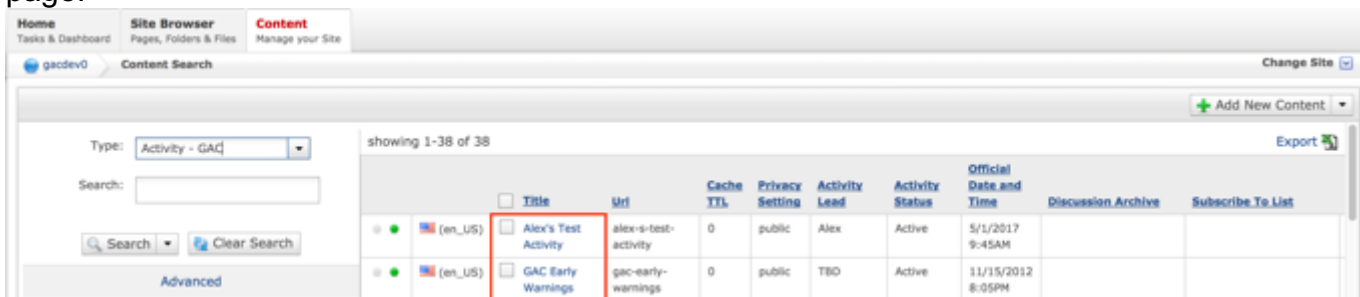


Figure 53: Navigating to the Content page within the Admin site will show all the Activities that have already been created.

10. Double click the **Activity Title** in the right pane to open the live editor interface for the page.



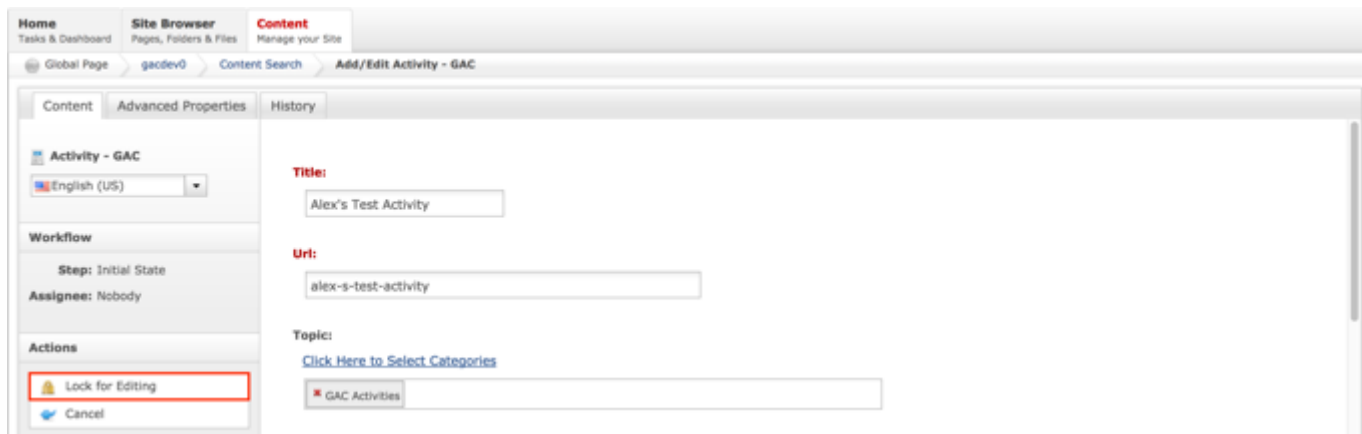
NOTE: You can refine your search by doing the following:

- Selecting any of the column headings to sort ascending and descending

AND / OR

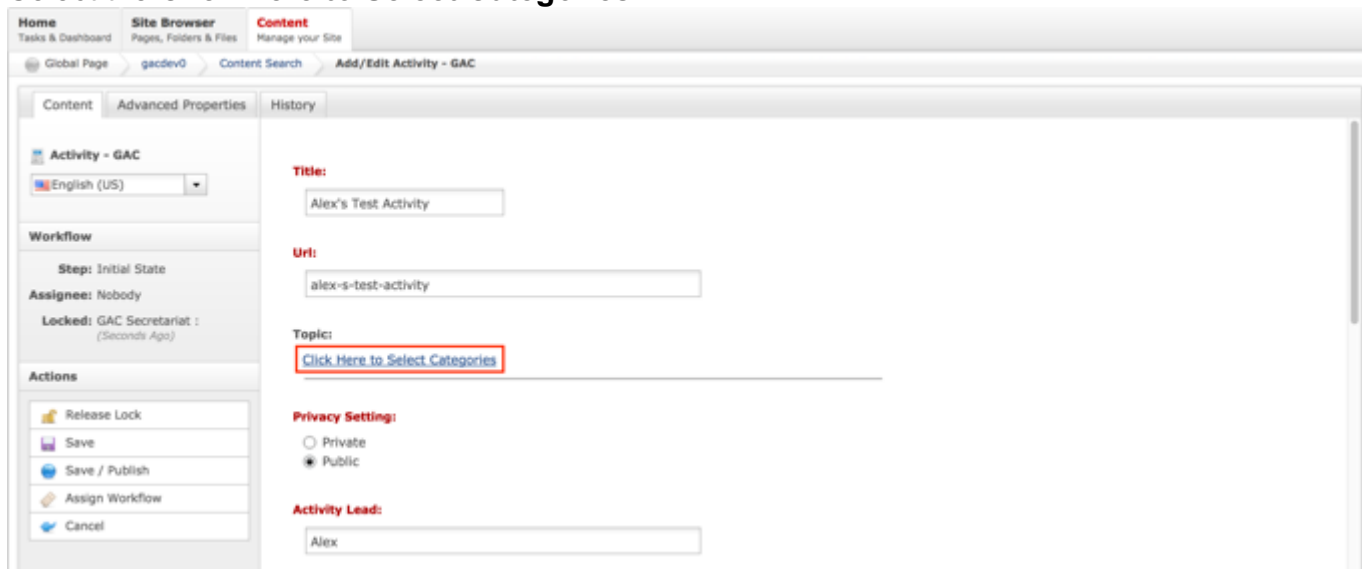
- Enter additional data in the Search field on the left and click the **Search** button

11. After selecting the Activity that you would like to relate to a Work Topic, the editor will be displayed. Lock the page for editing by clicking on **Lock for Editing** under the Actions menu.



The screenshot shows the 'Add/Edit Activity - GAC' page. The left sidebar contains the 'Actions' menu with the 'Lock for Editing' button highlighted with a red box. The main content area shows the 'Title' field with 'Alex's Test Activity', the 'Uri' field with 'alex-s-test-activity', and the 'Topic' field with 'GAC Activities'. The 'Click Here to Select Categories' link is visible below the Topic field.

12. Select the **Click Here to Select Categories** link.



The screenshot shows the 'Add/Edit Activity - GAC' page. The 'Click Here to Select Categories' link in the Topic field is highlighted with a red box. The 'Actions' menu now includes 'Release Lock', 'Save', 'Save / Publish', and 'Assign Workflow'. The 'Privacy Setting' section shows 'Public' selected, and the 'Activity Lead' field contains 'Alex'.

13. Add the same Topic to the Activity content that was added to the Work Topic content by selecting the green + next to the Topic name.

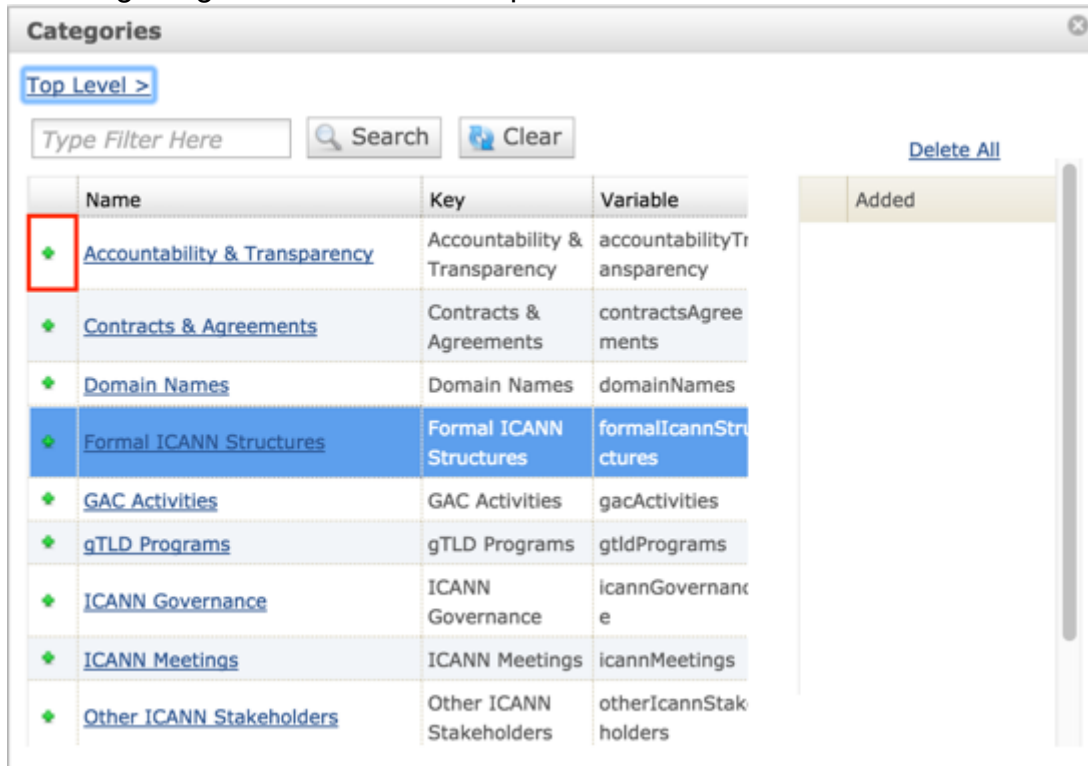
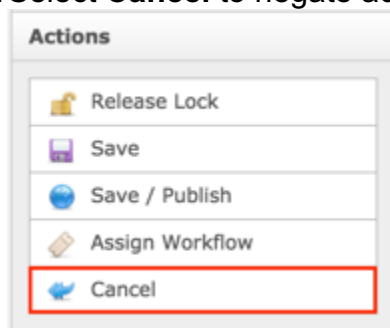


Figure 54: Once the Topic has been added and the Categories pop-up is closed, the Topic will display in the editor under the Topics title.

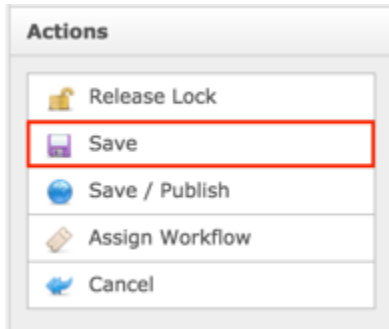
NOTE: If the same Topic is not added to both the Work Topic and Activity content, the Activity content will not be related to the Work Topic content.

14. Select **Cancel** to negate adding the Topic the Activity content.



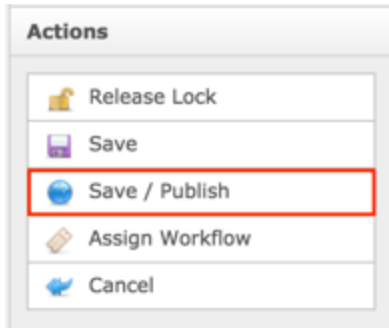
OR

Select **Save** which will save the Topic to the Activity content and not publish it.



OR

Select **Save / Publish** which will save and publish the Topic to the Activity content.

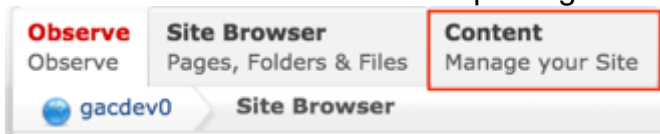


NOTE: Once Save / Publish is selected, the Activity will be related to the Work Topic and display on the Work Topics page in the Work Efforts section.

Updating Work Topics

To update Work Topics content, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Content** tab from the top navigation.

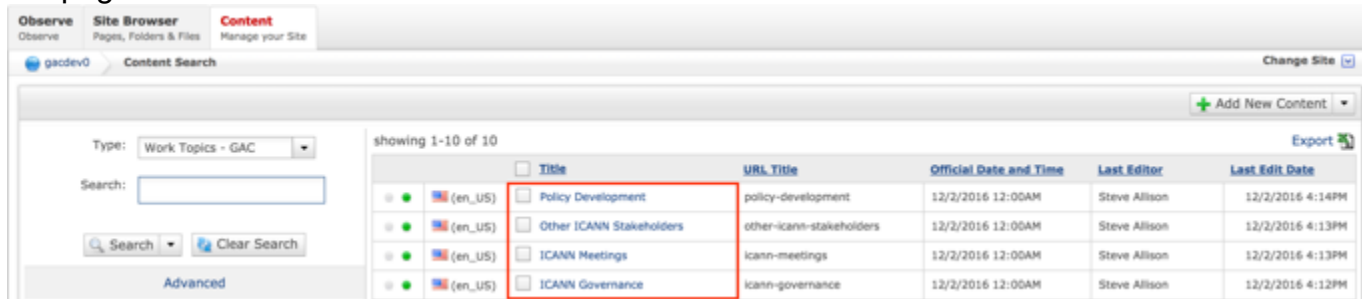


3. Select **Work Topics - GAC** from the Type dropdown list.



Figure 55: Navigating to the Content page within the Admin site will show all the Work Topics that have already been created.

4. Double click the **Work Topics Title** in the right pane to open the live editor interface for the page.



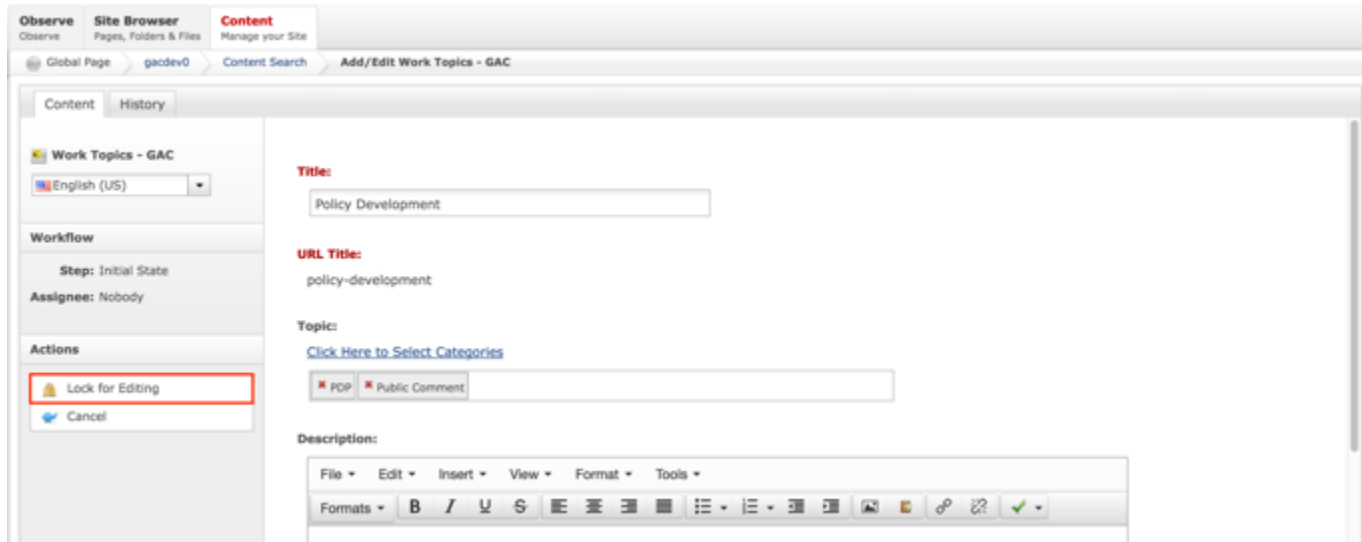
NOTE: You can refine your search by doing the following:

- Selecting any of the column headings to sort ascending and descending

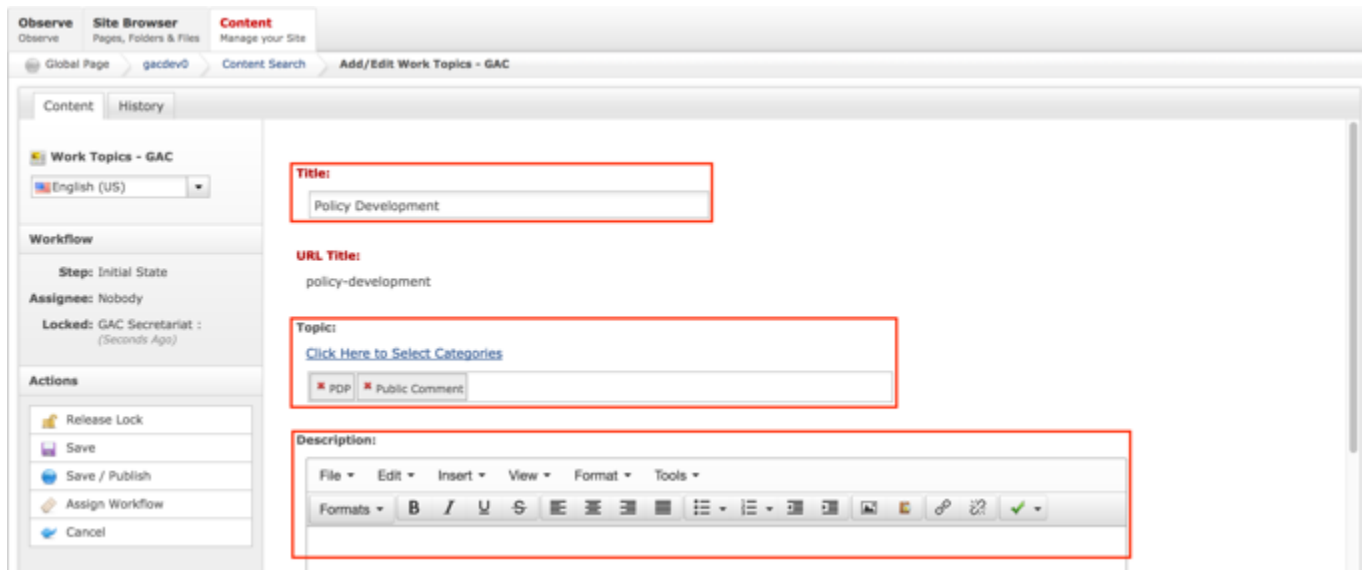
AND / OR

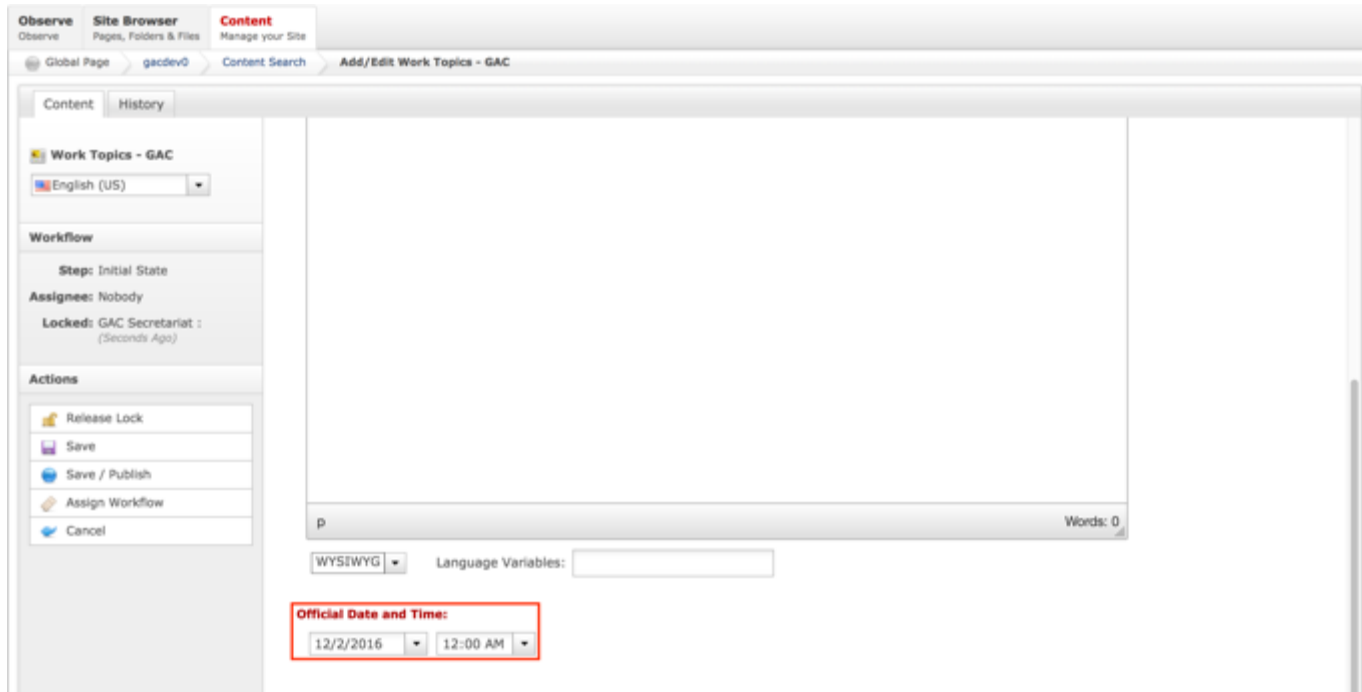
- Enter additional data in the Search field on the left and click the **Search** button

5. After selecting the Work Topic that you would like to modify, the editor will be displayed. Lock the page for editing by clicking on **Lock for Editing** under the Actions menu.

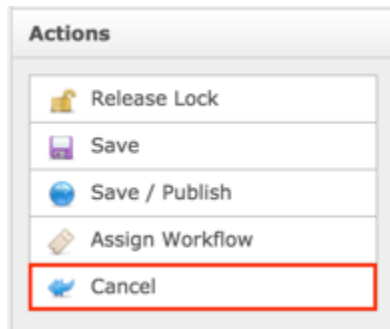


6. Modify any of the following fields:
 - a. Title
 - b. Topic
 - c. Description
 - d. Official Date and Time



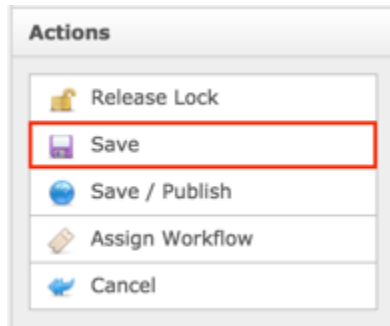


7. Once modifications have been made, you can either select **Cancel** to negate the edits.



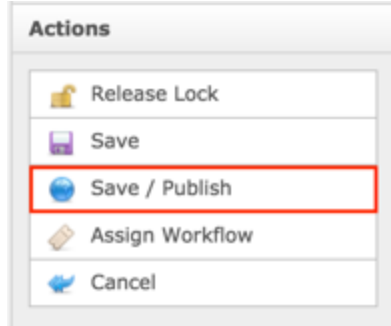
OR

Select **Save** which will save the edits and not publish them.



OR

Select **Save / Publish** which will save and publish the edits.

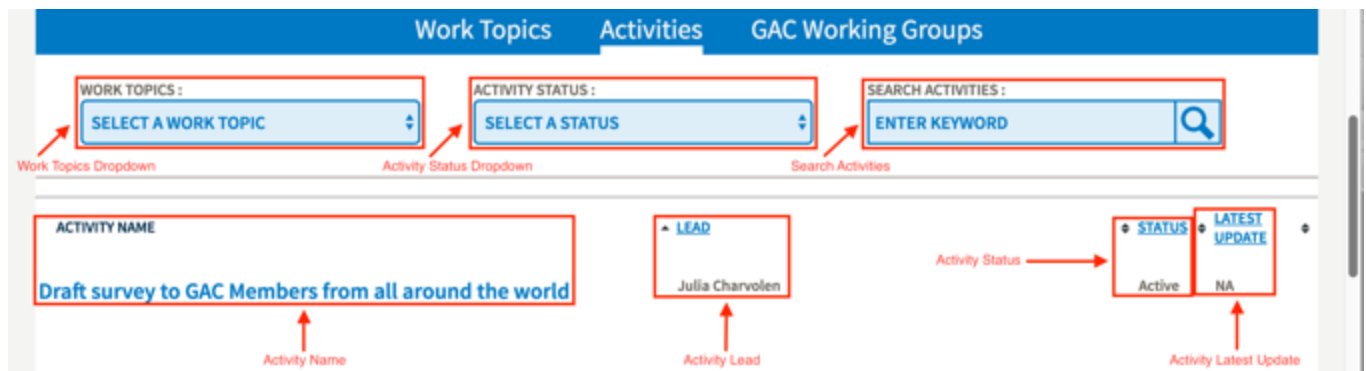


NOTE: Once Save / Publish is selected, the Work Topic will be published in the Work Efforts section of site.

Activities

The Activities content type is an action taking place pertaining to a topic and provides site visitors a comprehensive understanding of all the information that makes up an Activity. A relationship can be established between an Activity, Activity Update, Advice, Correspondence Incoming, Correspondence Outgoing, Sessions and File Assets so there is a comprehensive view of all related actions and artifacts pertaining to an Activity.

The following screenshot illustrates the contents of the Activities Index:



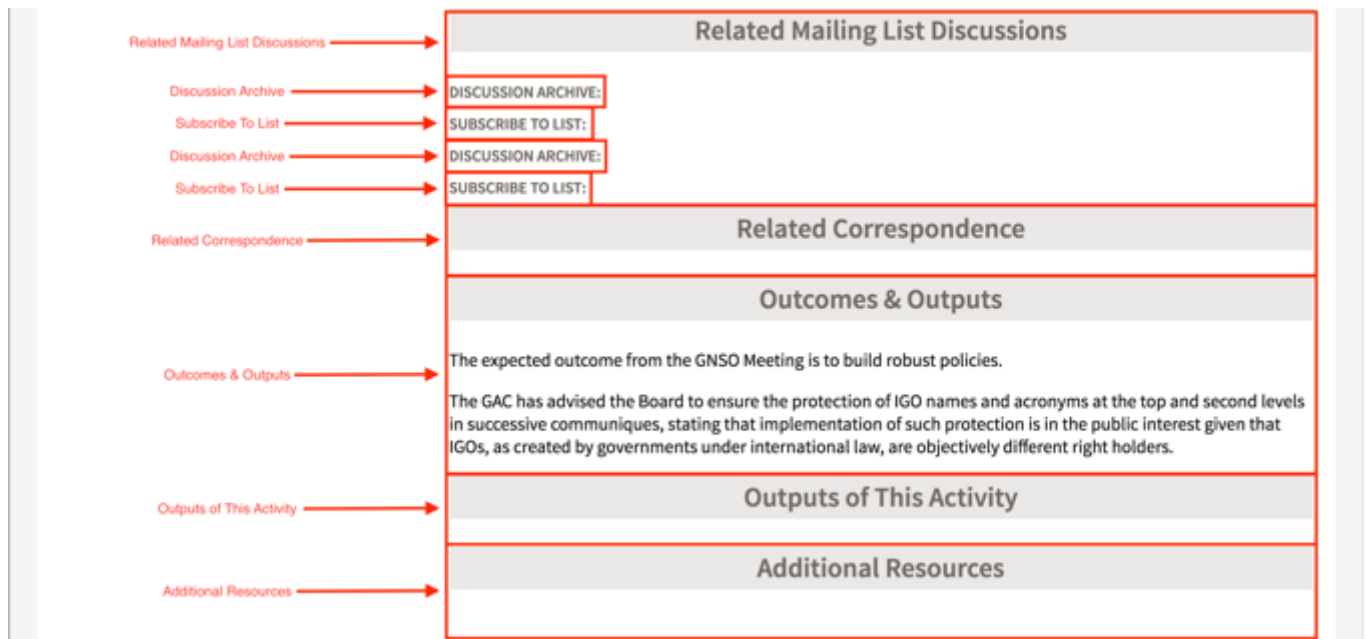
Note the following elements of the Activities Index:

- Work Topics Dropdown: Allows the user to filter the index by Work Topic
- Activity Status Dropdown: Allow the user to filter the index by Activity Status
- Search Activities: Search field that allows the user to search for Activities by keyword(s)

- Activity Name: Title specified on the Activity content
- Activity Lead: Lead specified on the Activity content
- Activity Status: Status specified on the Activity content
- Activity Latest Update: Latest update on the Activity content

The following screenshot illustrates the contents of an Activity:

The screenshot shows a web interface for an activity. At the top, there are navigation tabs: 'Work Topics', 'Activities', and 'GAC Working Groups'. The main content area is titled 'Vijay Early GAC engagement in ccNSO PDPs'. On the left, there is a sidebar with a 'Send for Translation' button and a 'Send for Translation Button' label. Below this, the activity title is repeated, followed by 'STATUS: On Hold' and 'LEAD: CCNSO Chair'. The sidebar also contains a 'Latest Updates' section with links for 'Background, Relevance & Goal', 'Related Meeting and Records', 'Related Correspondences', 'Outcomes & Outputs', and 'Additional Resources'. Below the sidebar, there are sections for 'GENERATED ADVICE:', 'RELATED TOPICS:', and 'Anchor Links'. The main content area has a 'Latest Update' section with the date 'December 01, 2016' and a 'PAST UPDATES' dropdown menu. Below this is a 'Background, Relevance & Goal' section with a paragraph of text. Underneath is a 'BACKGROUND DOCUMENTS:' section. The final section is 'Related Meeting and Records', which lists two meetings: '09:30 - 14:30 UTC Vijay_Public Session_31May1434_GNSO Standing Committee for Improvements Implementation (SCI)' and '09:30 - 10:30 UTC Meeting with the GNSO'. Red arrows point from various labels to specific elements in the screenshot.



Note the following elements of an Activity:

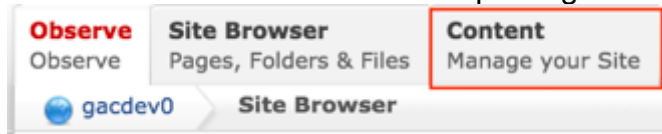
- Send for Translation Button: This element is the button will package the html page and prepare it to be translated
- Activity Title: This element is the title specified on the Activity content
- Activity Status: This element is the status specified on the Activity content
- Activity Lead: This element is the Lead specified on the Activity content
- Anchor Links: This element is the link that will automatically navigate the user to the section that corresponds with the selected link
- Generated Advice: This element displays the Advice that was generated from the Activity
- Related Topics: This element is the topics that have been tagged to the Activity
- Latest Update: This element is the latest update on the Activity content
- Past Updates Dropdown: This element allows the user to select past Activity updates
- Background, Relevance & Goal: This element displays the Background, Relevance & Goal specified on the Activity content
- Background Documents: This element allows the user to relate a background document to the Activity content
- Related Meeting and Records: This element allows the user to relate meetings and records to the Activity content
- Related Mailing List Discussions: This element is the main section that displays Discussion Archive and Subscribe To List
- Discussion Archive: This element allows the user to specify a discussion archive pertaining to the Activity

- **Subscribe To List:** This element allows the user to specify a list where site visitors can subscribe to follow the Activity
- **Related Correspondence:** This element is Correspondence that has been related to the Activity content
- **Outcomes & Outputs:** This element allows the user to specify outcomes & outputs related to the Activity content
- **Outputs of This Activity:** This element allows the user to attach outputs related to the Activity content
- **Additional Resources:** This element allows the user to attach any additional resources that are relevant to the Activity content

Creating Activities

To create Activities content, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Content** tab from the top navigation.



3. Select **Activity - GAC** from the Type dropdown list.

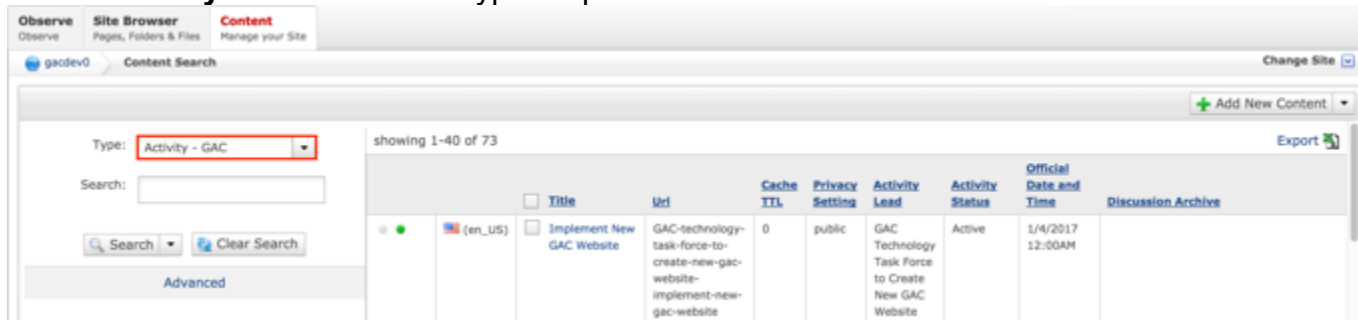
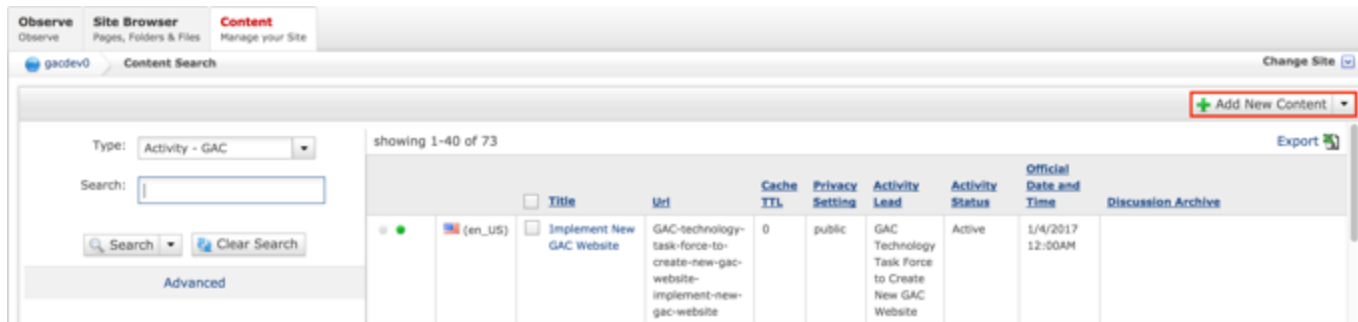
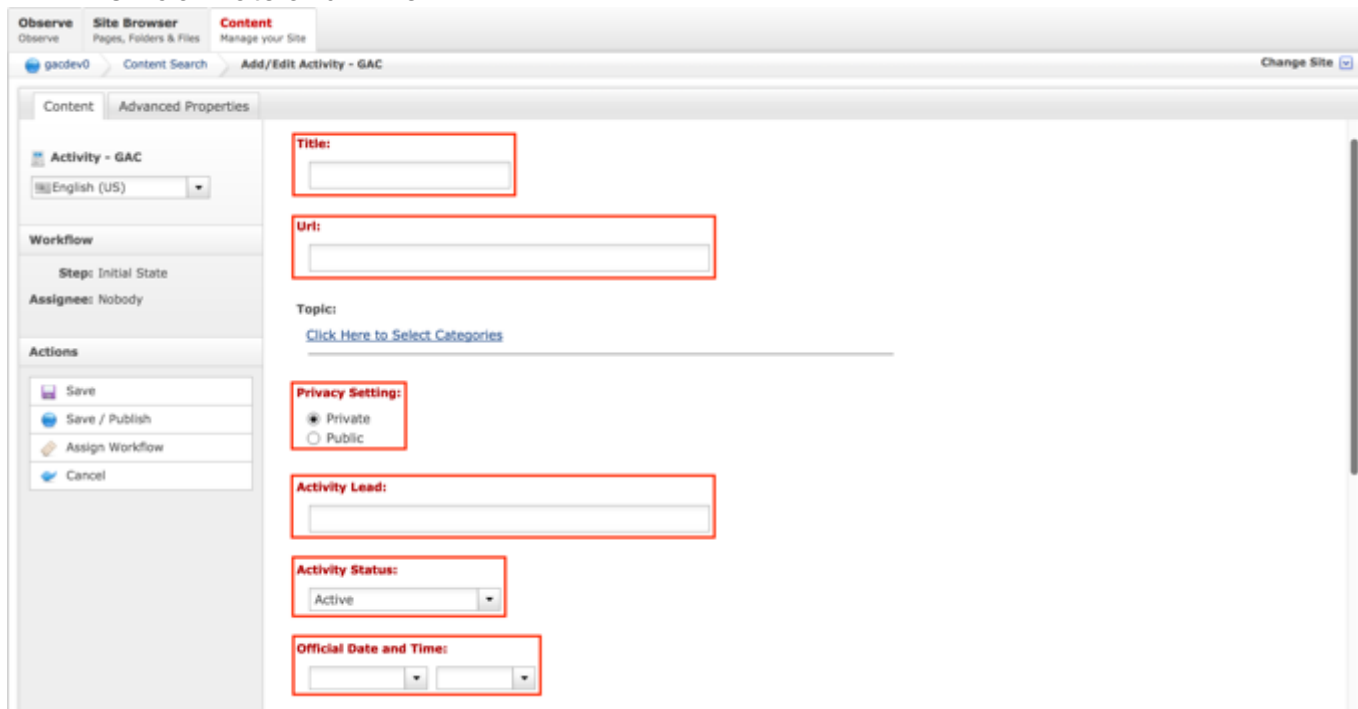


Figure 56: Navigating to the Content page within the Admin site will show all the Activities that have already been created.

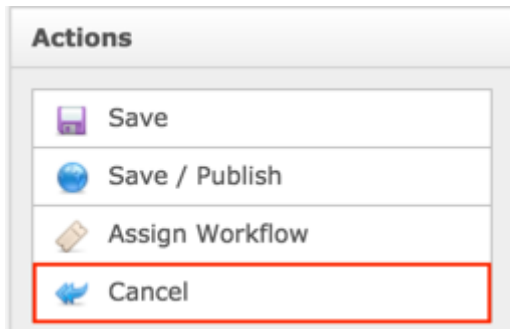
4. Select the **Add New Content** button on the top right.



5. Complete the following required fields:
 - a. Title
 - b. URL Title (automatically created based upon the Title)
 - c. Privacy Setting (defaults to Private)
 - d. Activity Lead
 - e. Activity Status (defaults to Active)
 - f. Official Date and Time

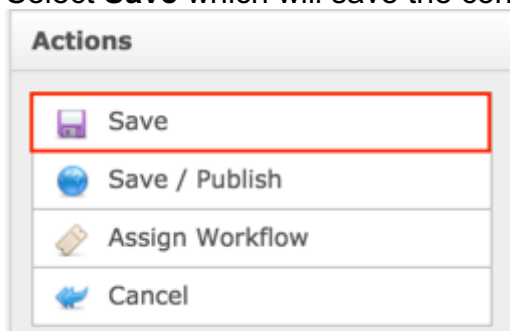


6. Select **Cancel** to negate adding the content.



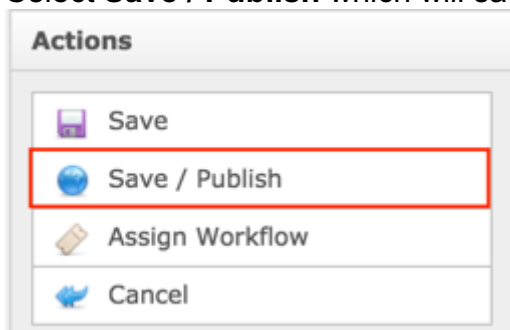
OR

Select **Save** which will save the content and not publish it.



OR

Select **Save / Publish** which will save and publish the content.



NOTE: Once Save / Publish is selected, the Activity will be published in the Work Efforts section of site.

Relating Content to an Activity

After the Activity content has been created and published, the Secretariat can relate File Assets, Sessions, Correspondence Incoming and Correspondence Outgoing, to an Activity so information from the related content displays in the Activity. In addition, the Secretariat can relate Document Sections to various sections of the Activity which will allow them to add a free-form section that they can use to add documentation / information as needed.

RELATING NEW CONTENT TO AN ACTIVITY

To relate new Activity Updates, File Assets, Sessions, Correspondence Incoming, Correspondence Outgoing and Document Sections to an Activity, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Site Browser** tab from the top navigation.

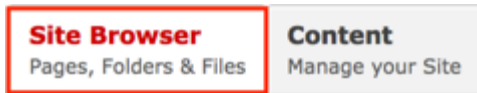


Figure 34: Navigating to the Site Browser page within the Admin site will show all the editable pages that you are able to modify.

3. On the Site Browser page, within the left pane, click on the **activity** folder.

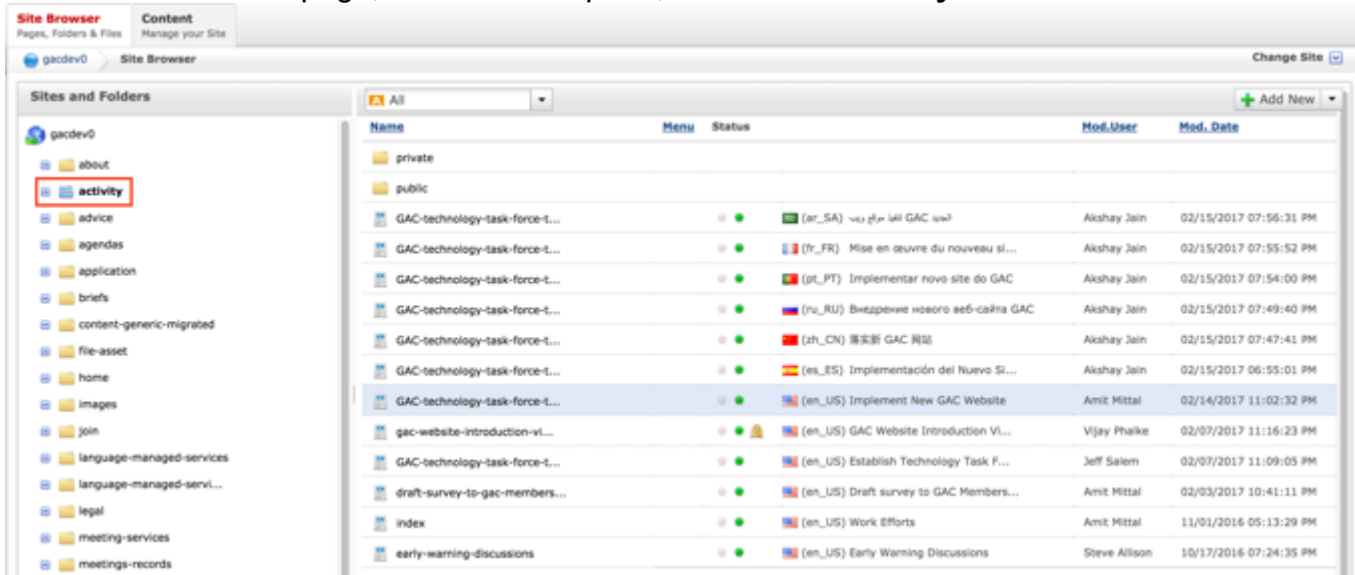


Figure 57: Clicking the activity folder in the left pane will show the folders contents in the right pane. Notice that it includes a list of Activities.

4. Double click the **Activity Name** in the right pane to open the live editor interface for the page.

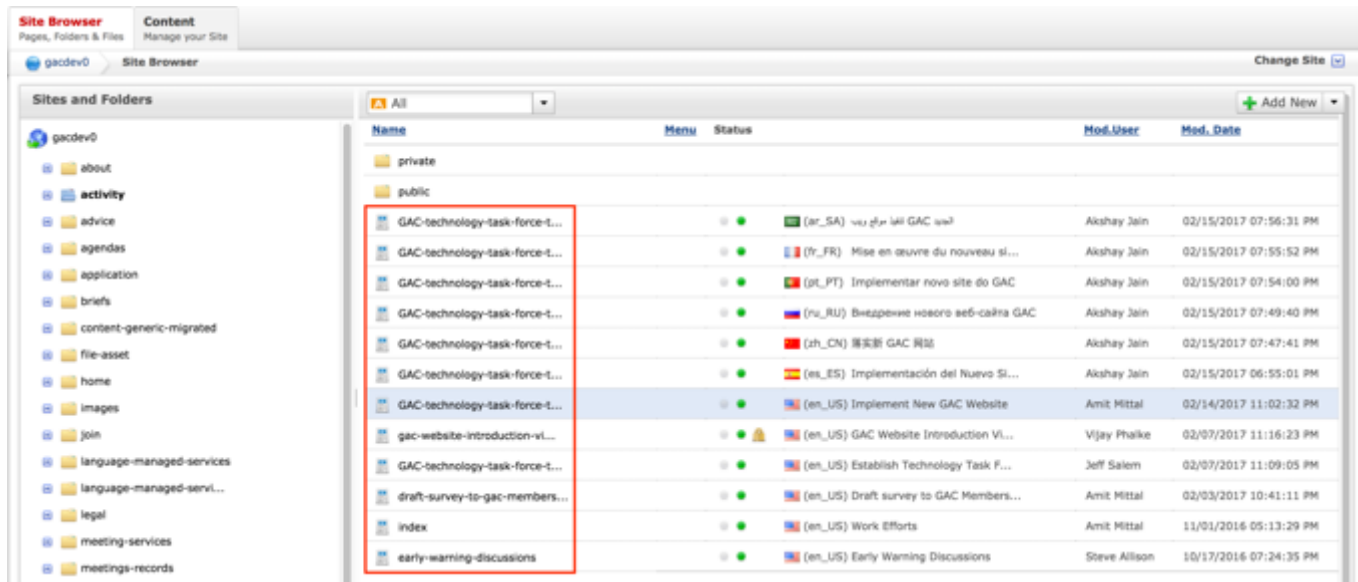
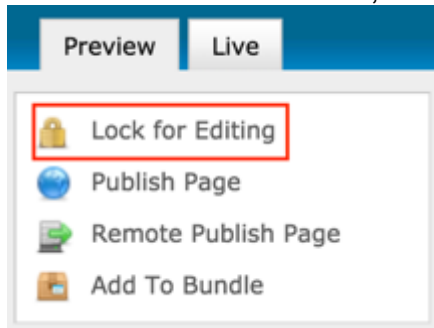


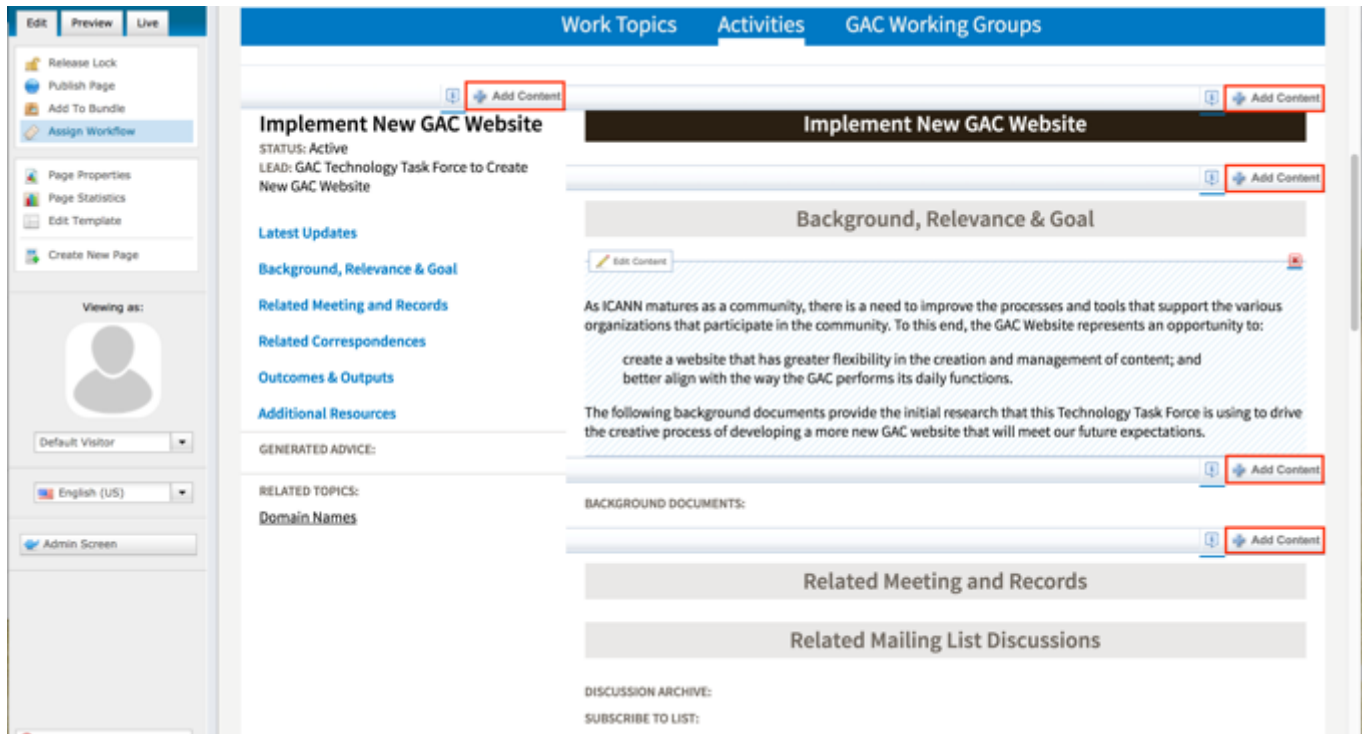
Figure 58: Double clicking the Activity Name from the right pane will open the page in its Live Editor which allows the Secretariat to modify the contents of this page.

NOTE: You can sort the Activity Name column (ascending or descending) by clicking on the column heading.

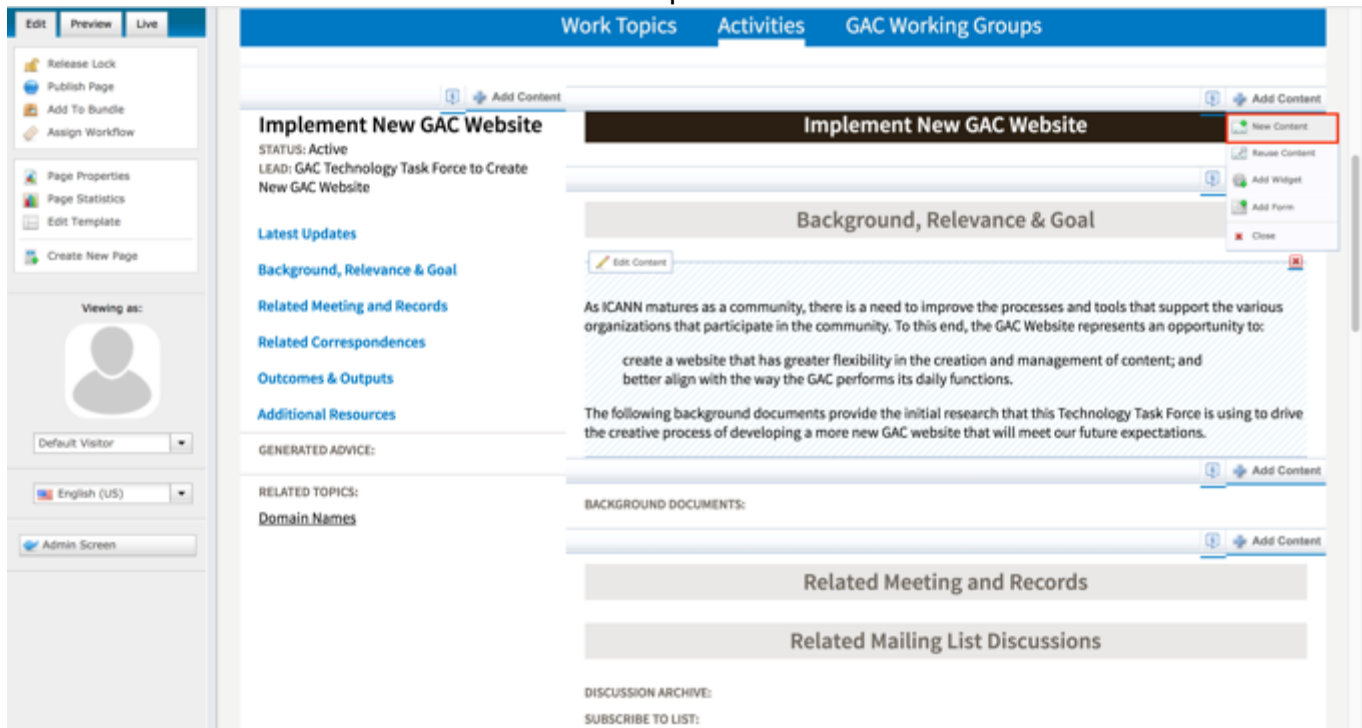
- From the live editor mode, first lock the page for editing.



- Select the **Add Content** button on the page.



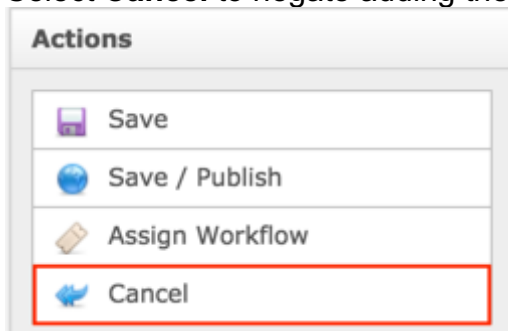
7. Select **New Content** from the Add Content dropdown.



-
8. An **Add New Content** pop-up will display allowing you to add content to sections. The following content can be added to the following sections:
 - a. Generated Advice section
 - i. Advice content
 - b. Activity Update section
 - i. Activity Update content
 - c. Background Documents section
 - i. File Asset content
 - d. Related Meetings and Records section
 - i. Sessions content
 - e. Related Correspondence section
 - i. Correspondence Incoming content
 - ii. Correspondence Outgoing content
 - f. Outcomes and Outputs section
 - i. Document Section
 - g. Outputs of This Activity section
 - i. File Asset content
 - h. Additional Resources section
 - i. File Asset content
 - ii. Document Section
 9. Select the content type you would like to add to the Activity.
 10. Complete the required fields (headings in red) for the content type selected.
 - a. Advice
 - i. Title
 - ii. URL Title (automatically created based upon the Title)
 - iii. Privacy Setting (defaults to Private)
 - iv. Consensus Setting (defaults to Consensus)
 - v. Official Date and Time
 - vi. Advice Statement
 - vii. Rationale
 - viii. Reference Number
 - b. Activity Update
 - i. Title
 - ii. Body
 - iii. Official Date and Time
 - c. File Asset
 - i. Title
 - ii. File Asset
 - d. Session
 - i. Title
 - ii. URL Title (automatically created based upon the Title)
 - iii. Type (defaults to GAC Meeting)

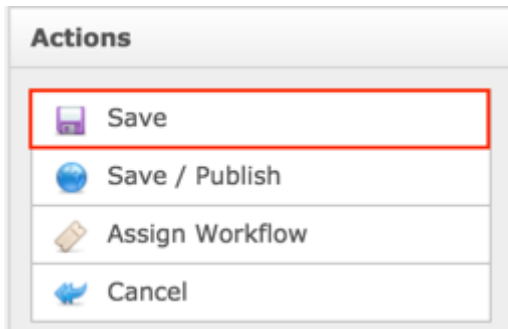
- iv. Status (defaults to Open)
- v. Privacy Setting (defaults to Private)
- vi. Time Zone (defaults to UTC+00:00 – Coordinated Universal Time (UTC))
- vii. Official Date and Time
- e. Correspondence Incoming
 - i. Title
 - ii. Correspondence File
 - iii. Privacy Setting (defaults to Private)
 - iv. Received
 - v. From
 - vi. To
 - vii. Official Date and Time
- f. Correspondence Outgoing
 - i. Title
 - ii. Official Date and Time
 - iii. Privacy Setting (defaults to Private)
 - iv. From
 - v. To
- g. Document Section: This content does not have required fields however, the Title and Body must be completed so the Document Section added has a Title and support text (Body)

11. Select **Cancel** to negate adding the content.



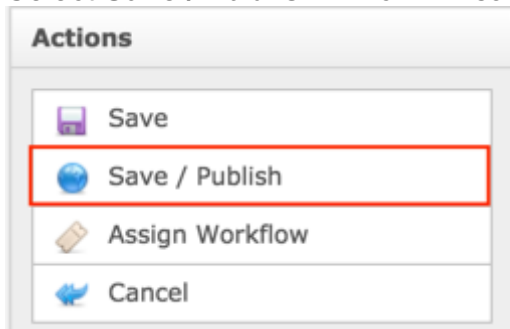
OR

Select **Save** which will save the content and not publish it.



OR

Select **Save / Publish** which will save and publish the content.



NOTE:

- Once Save / Publish is selected, the Activity will be published in the Work Efforts section of site.
- Selecting Session, Advice, Incoming Correspondence or Outgoing Correspondence will create a piece of content that is attached to an Activity but is also independently accessible and will display in their respective site sections.
- Selecting Document Section, Activity Update or File Asset will create content in the Activity, not an independently accessible piece of content.

RELATING EXISTING CONTENT TO AN ACTIVITY

To relate existing Activity Updates, File Assets, Sessions, Correspondence Incoming, Correspondence Outgoing and Document Sections to an Activity, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Site Browser** tab from the top navigation.

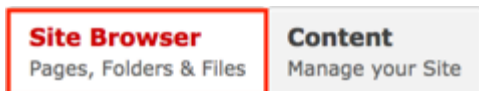


Figure 34: Navigating to the Site Browser page within the Admin site will show all the editable pages that you are able to modify.

3. On the Site Browser page, within the left pane, click on the **activity** folder.

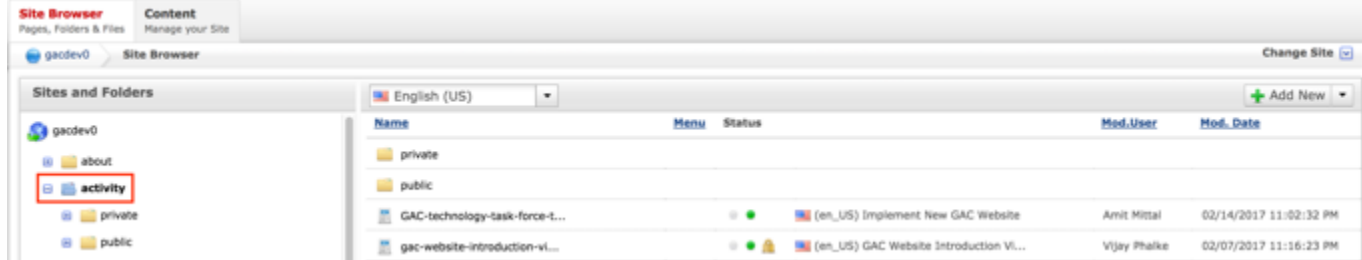


Figure 59: Clicking the activity folder in the left pane will show the folders contents in the right pane. Notice that it includes a list of Activities.

4. Double click the **Activity Name** in the right pane to open the live editor interface for the page.

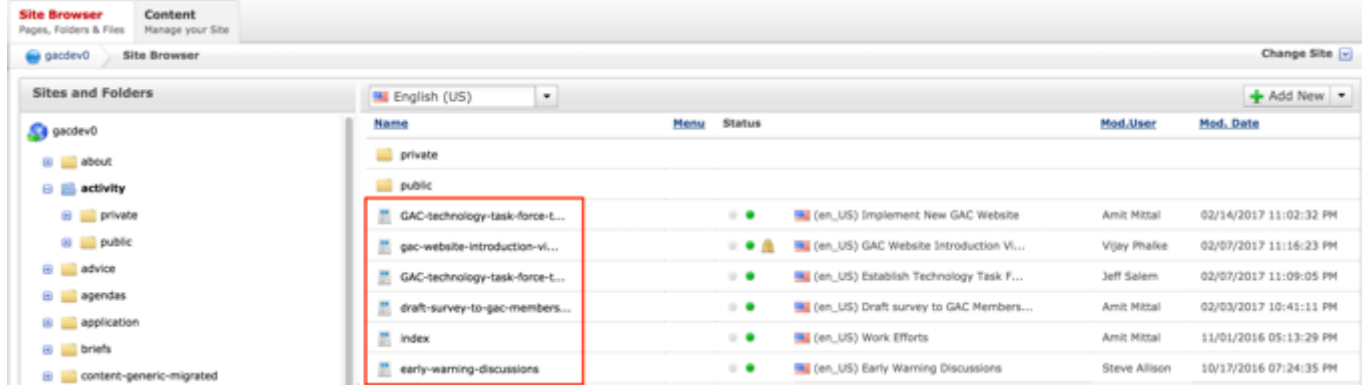
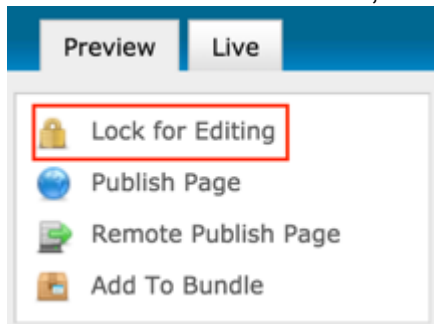


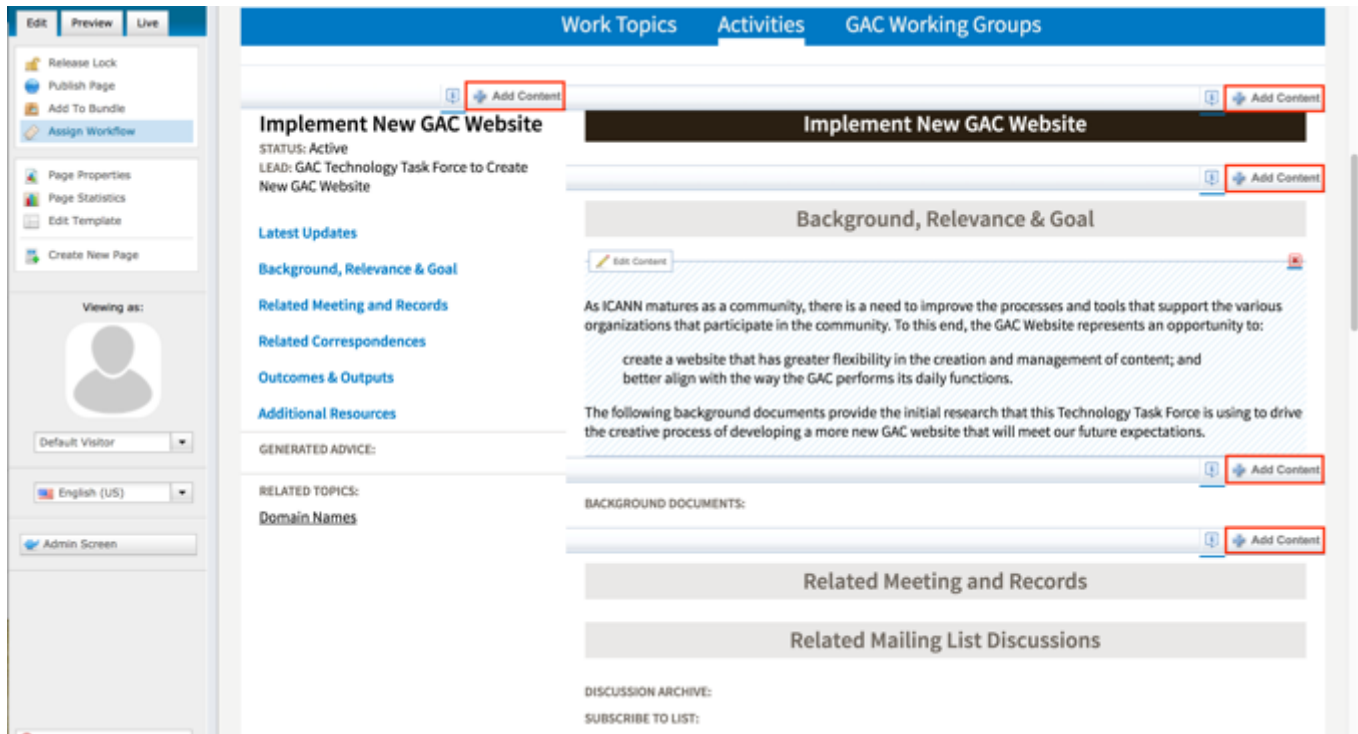
Figure 60: Double clicking the Activity Name from the right pane will open the page in its Live Editor which allows the Secretariat to modify the contents of this page.

NOTE: You can sort the Activity Name column (ascending or descending) by clicking on the column heading.

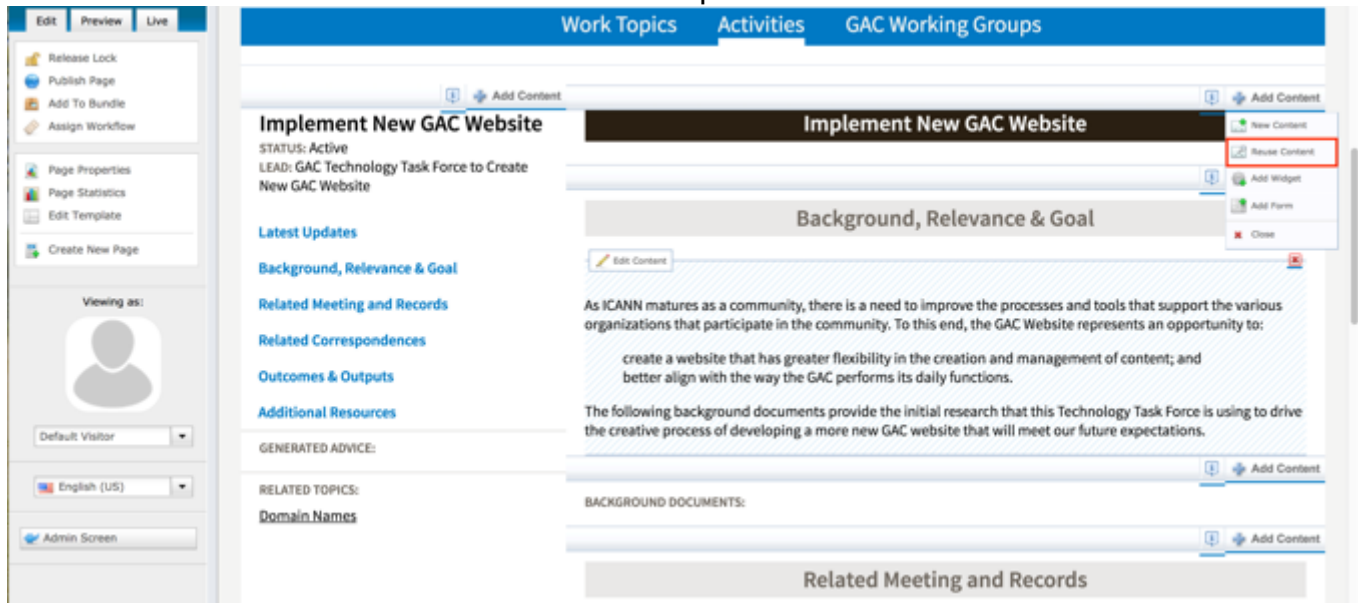
5. From the live editor mode, first lock the page for editing.



6. Select the **Add Content** button on the page.



7. Select **Reuse Content** from the Add Content dropdown.



8. A **Reuse Content** pop-up will display allowing you to add content to sections. The following content can be added to the following sections:
- a. Generated Advice section
 - i. Advice content

- b. Activity Update section
 - i. Activity Update content
- c. Background Documents section
 - i. File Asset content
- d. Related Meetings and Records section
 - i. Sessions content
- e. Related Correspondence section
 - i. Correspondence Incoming content
 - ii. Correspondence Outgoing content
- f. Outcomes and Outputs section
 - i. Document Section
- g. Outputs of This Activity section
 - i. File Asset content
- h. Additional Resources section
 - i. File Asset content
 - ii. Document Section

NOTE: The Search pop-up allows you to refine your search by specifying additional search criteria. Search criteria differs based upon the content type being searched.

9. Select the **Search** button at the bottom of the Search pop-up to execute your search or select the **Clear Search** button to clear your search criteria.



Figure 61: You can refine your search by entering additional criteria in the Search pop-up and then selecting the Search button.

10. Once the search results display, click the **Select** button to select the content you would like to reuse.



Figure 62: Once the content you would like to reuse has been selected, it is attached to the Activity and you will be automatically navigated back to the content editor.

NOTE: Once Save / Publish is selected, the Activity will be published in the Work Efforts section of site.

Updating Activities

To update Activity content, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Site Browser** tab from the top navigation.

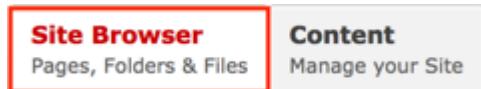


Figure 34: Navigating to the Site Browser page within the Admin site will show all the editable pages that you are able to modify.

3. On the Site Browser page, within the left pane, click on the **activity** folder.

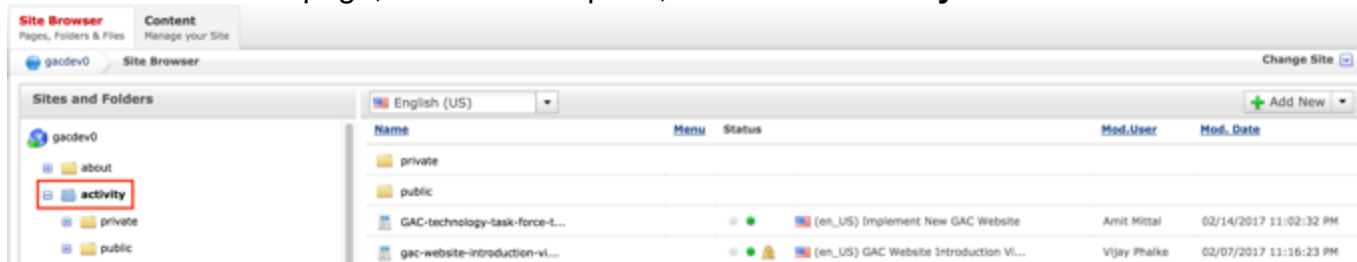


Figure 63: Clicking the activity folder in the left pane will show the folders contents in the right pane. Notice that it includes a list of Activities.

4. Double click the **Activity Name** in the right pane to open the live editor interface for the page.

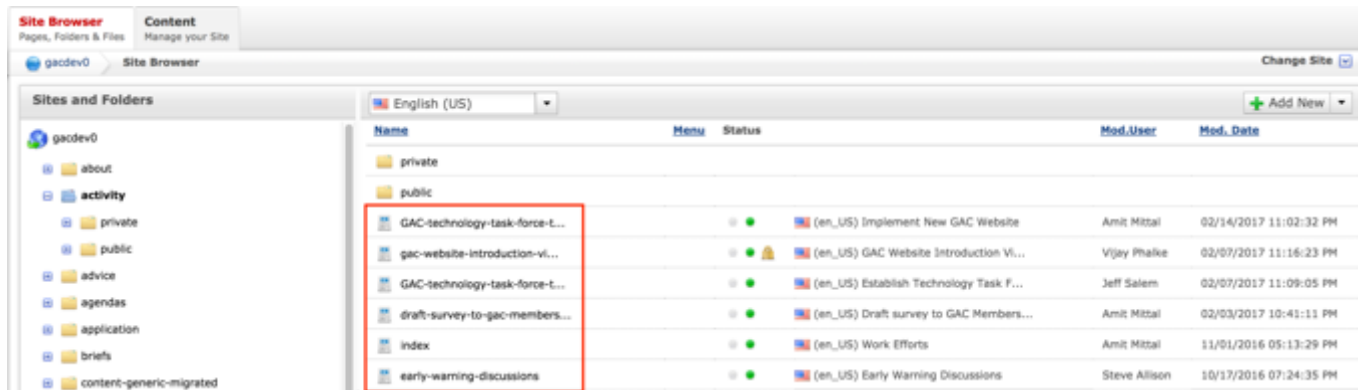
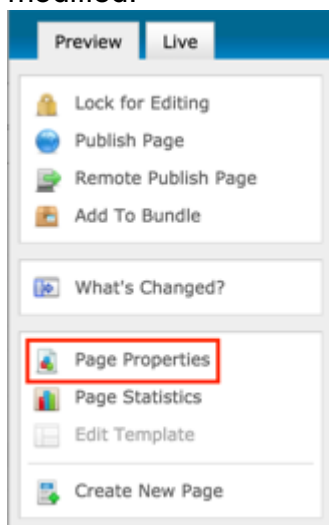


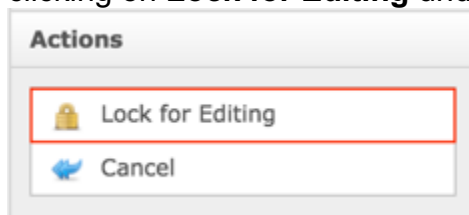
Figure 64: Double clicking the Activity Name from the right pane will open the page in its Live Editor which allows the Secretariat to modify the contents of this page.

NOTE: You can sort the Activity Name column (ascending or descending) by clicking on the column heading.

5. Select **Page Properties** to access the content backend so the content properties can be modified.



6. After clicking Page Properties, the editor will be displayed. Lock the page for editing by clicking on **Lock for Editing** under the Actions menu.

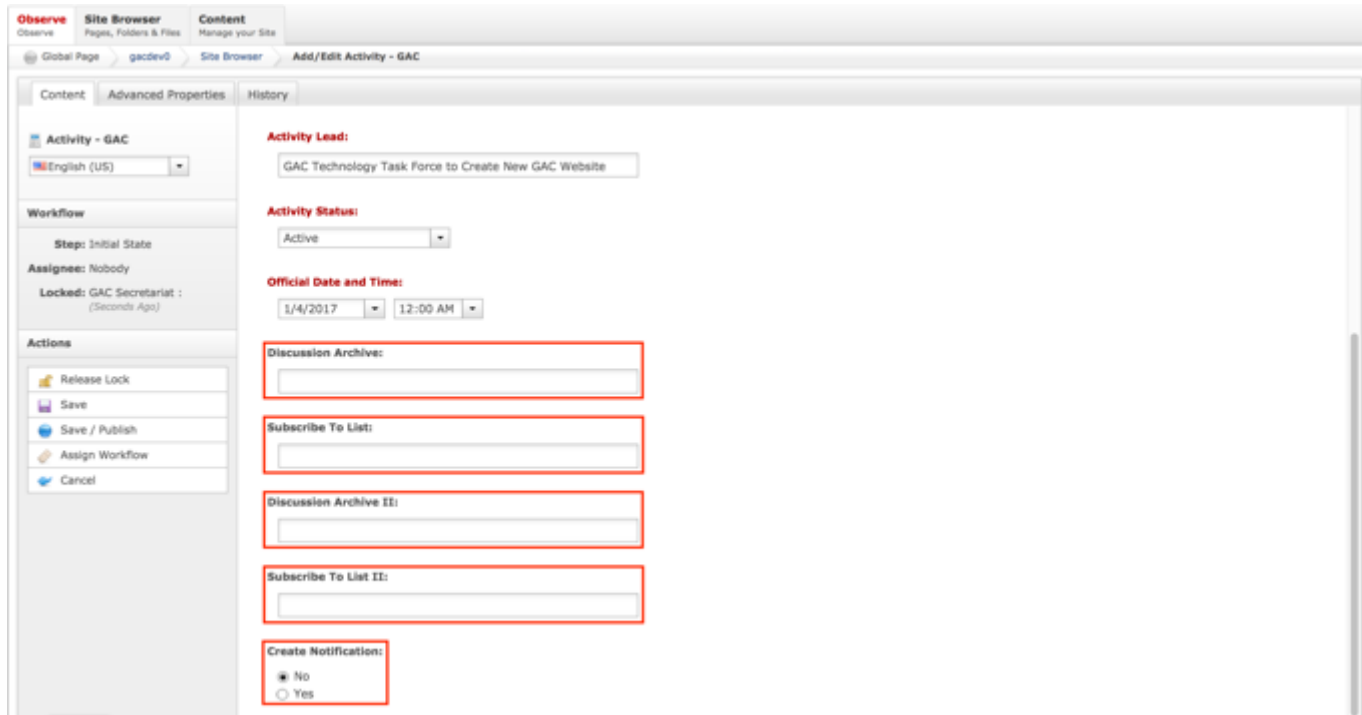


7. Modify any of the following fields:

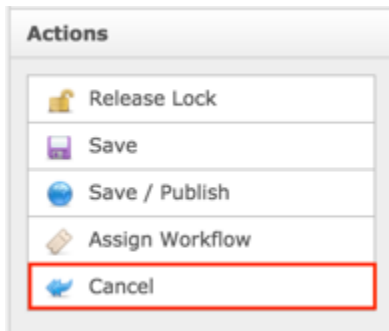
- a. Title
- b. Topic
- c. Privacy Setting
- d. Activity Lead
- e. Activity Status
- f. Official Date and Time
- g. Discussion Archive
- h. Subscribe To List
- i. Discussion Archive II
- j. Subscribe To List II
- k. Create Notification

The screenshot shows a web application interface for editing an activity. The interface is divided into a left sidebar and a main content area. The sidebar contains navigation tabs (Content, Advanced Properties, History) and a list of actions (Release Lock, Save, Save / Publish, Assign Workflow, Cancel). The main content area displays the activity details for 'Activity - GAC'. The following fields are highlighted with red boxes:

- Title:** Implement New GAC Website
- Uri:** GAC-technology-task-force-to-create-new-gac-website-imple
- Topic:** [Click Here to Select Categories](#) (with a 'Domain Names' category selected)
- Privacy Setting:** Public (with Private also visible)
- Activity Lead:** GAC Technology Task Force to Create New GAC Website
- Activity Status:** Active
- Official Date and Time:** 1/4/2017 12:00 AM

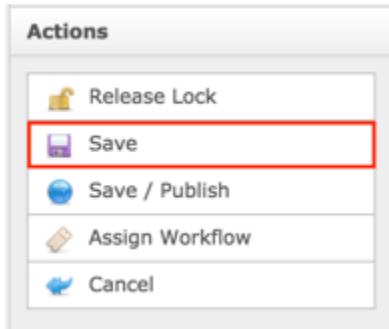


8. Once the edits have been made, you can either select **Cancel** to negate the edits



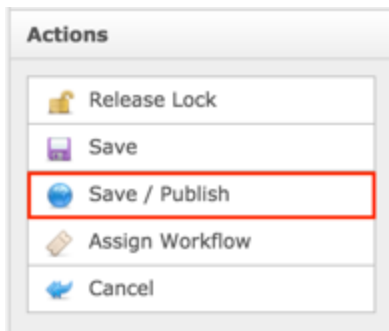
OR

Select **Save** which will save the edits and not publish them



OR

Select **Save / Publish** which will save and publish the edits



NOTE: Once Save / Publish is selected, the Activity will be published in the Work Efforts section of the site.

Activity Update

The Activity Update content type allows the Secretariat to provide an update of the most recent work that has taken place on an Activity. An Activity Update can be related to an Activity so when the Activity is viewed the latest update displays.

NOTE: When referencing an attachment on the Activity, specify where the attachment can be located on the Activity Detail page.

The following screenshot illustrates the contents of an Activity Status:

The screenshot displays a dotCMS activity page for "Establish Technology Task Force". The page is divided into a sidebar on the left and a main content area. The sidebar contains a "Send for Translation" button and a list of navigation links: "Latest Updates", "Background, Relevance & Goal", "Related Meeting and Records", "Related Correspondences", "Outcomes & Outputs", and "Additional Resources". Below these are sections for "GENERATED ADVICE:" and "RELATED TOPICS:". The main content area features a dark header with the activity title, a status of "Completed", and a lead of "GAC TTF". A red-bordered box highlights the "Activity Update" section, which includes the date "Latest Update: June 30, 2015", a "PAST UPDATES" dropdown menu, and the text "The TTF has drafted the first version of the Terms of Reference for the group." Below this is the "Background, Relevance & Goal" section, which describes the purpose of the activity and lists several goals to be met, such as "Creation of the Working Group" and "Establish Chair/Co-Chair".

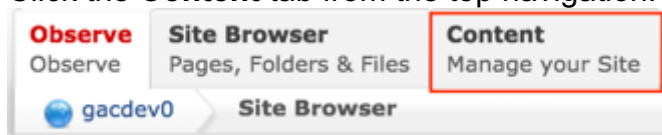
Note the following elements of the Activity Update:

- Latest Update Date: This element is the Official Date specified on the Activity Update content
- Past Updates Dropdown: This element allows the user to select past Activity Updates that have been published
- Activity Update Text: This element is detail of the Activity Update specified on the Activity Update content

Creating an Activity Update

To create new Activity Update content, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Content** tab from the top navigation.



3. Select **Activity Update - GAC** from the Type dropdown list.

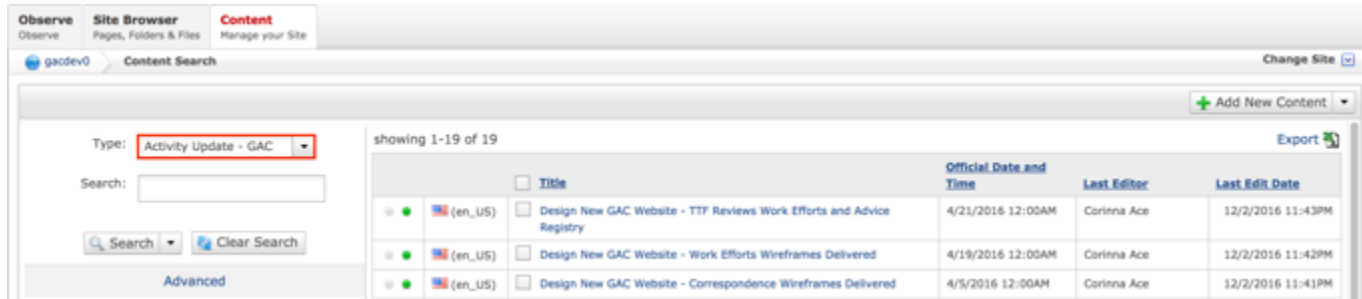
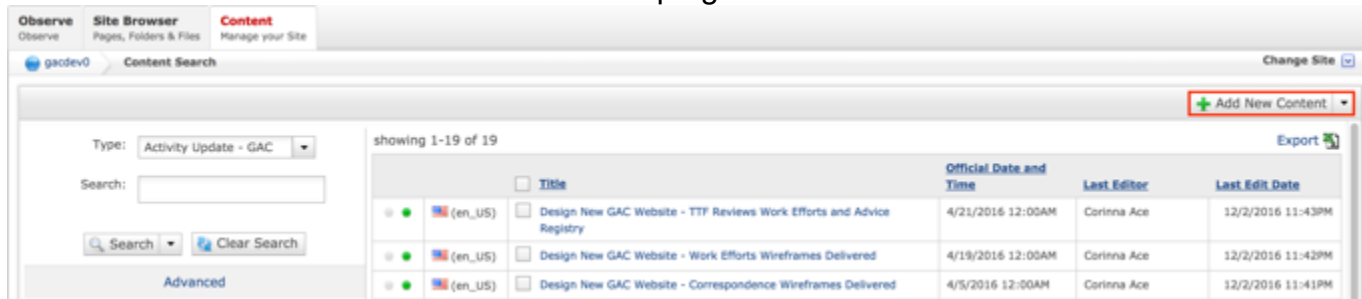


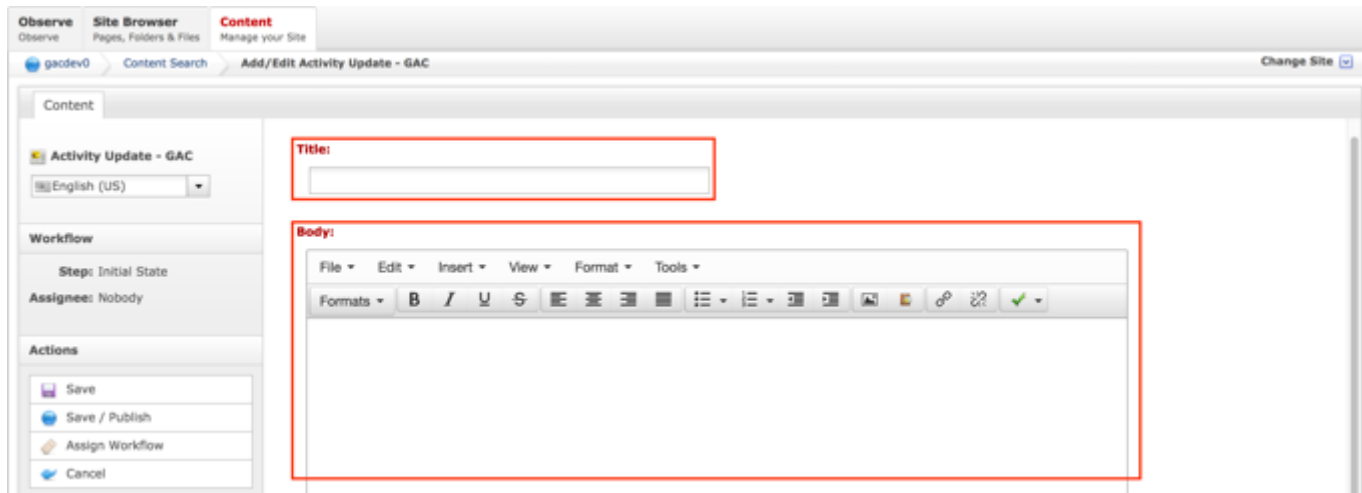
Figure 65: Navigating to the Content page within the Admin site will show all the Activity Updates that have already been created.

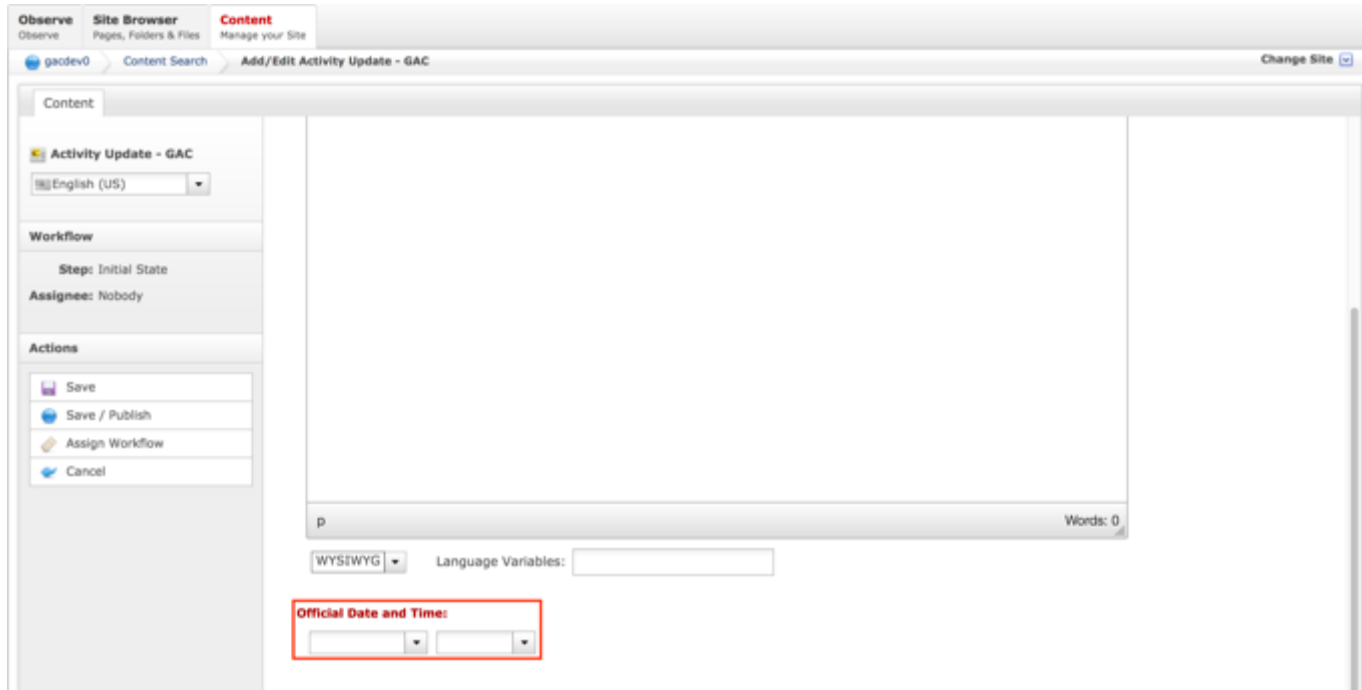
4. Select the **Add New Content** button on the top right.



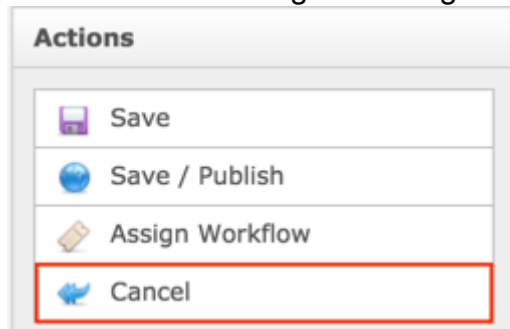
5. Complete the following required fields:

- a. Title
- b. Body
- c. Official Date and Time



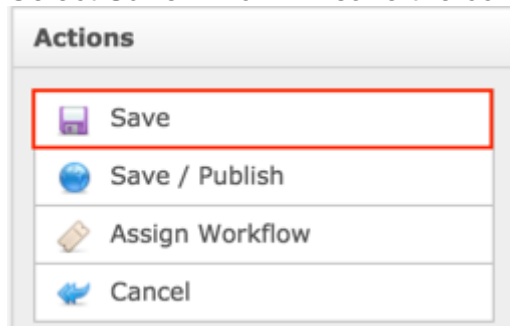


6. Select **Cancel** to negate adding the content.



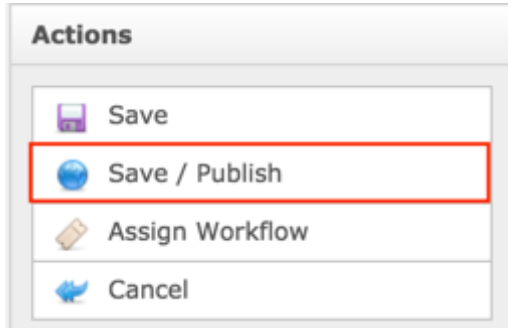
OR

Select **Save** which will save the content and not publish it.



OR

Select **Save / Publish** which will save and publish the content.

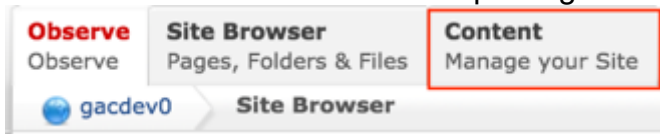


NOTE: Once Save / Publish is selected, the Activity Update will need to be related to the Activity it pertains to so it is visible on the Activity in the Work Efforts section.

Updating Activity Updates

To update Activity Update content, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Content** tab from the top navigation.



3. Select **Activity Update - GAC** from the Type dropdown list.

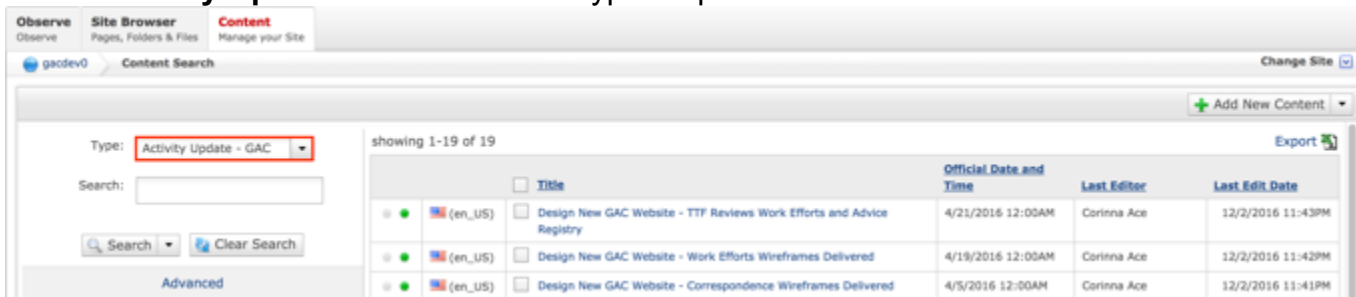
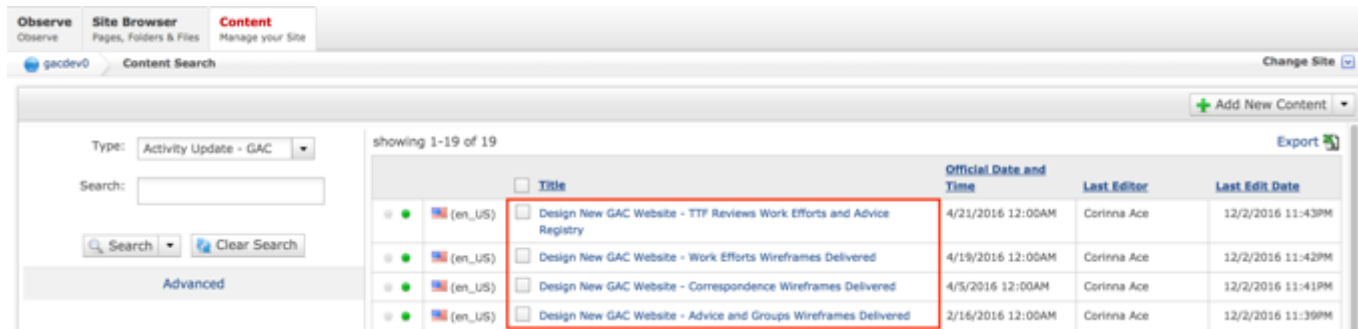


Figure 66: Navigating to the Content page within the Admin site will show all the Activity Updates that have already been created.

4. Double click the **Activity Update Name** in the right pane to open the live editor interface for the page.



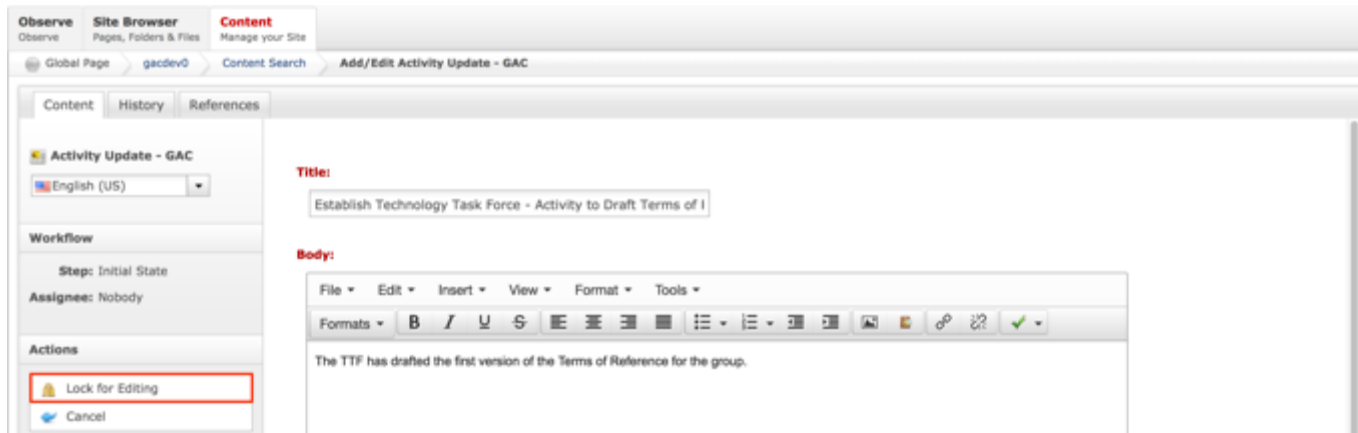
NOTE: You can refine your search by doing the following:

- Selecting any of the column headings to sort ascending and descending

AND / OR

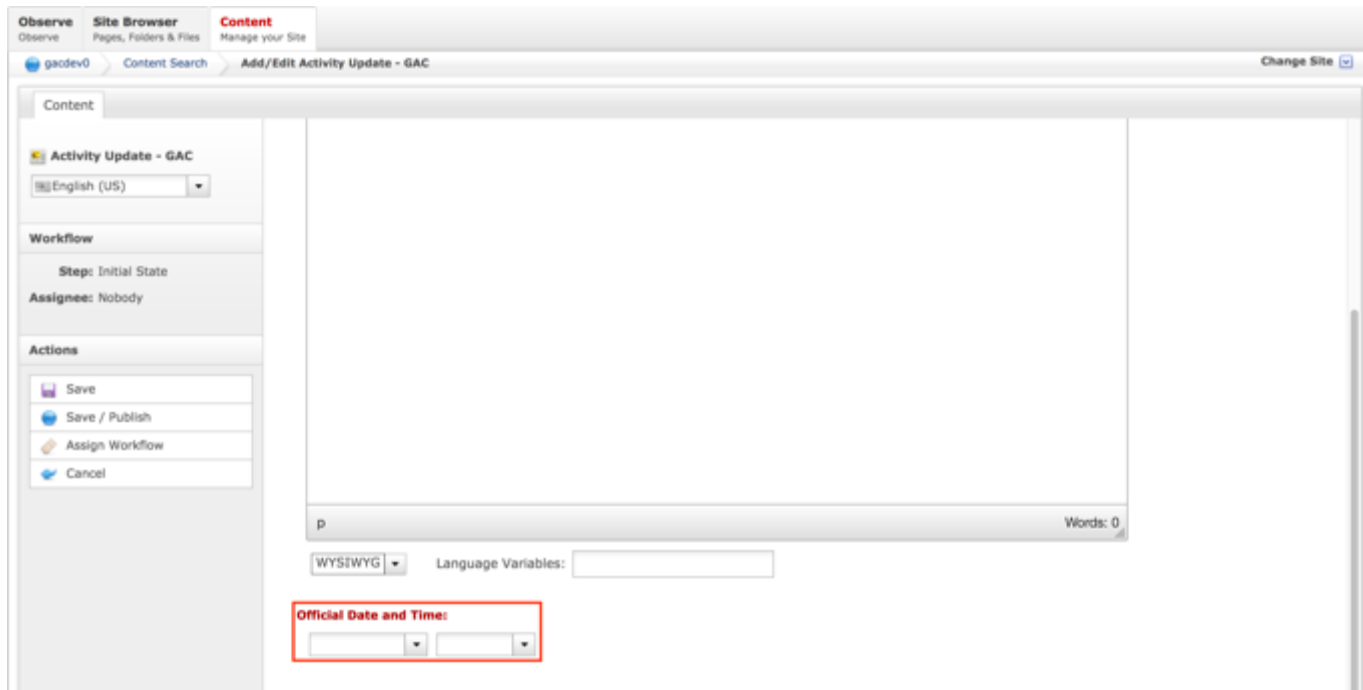
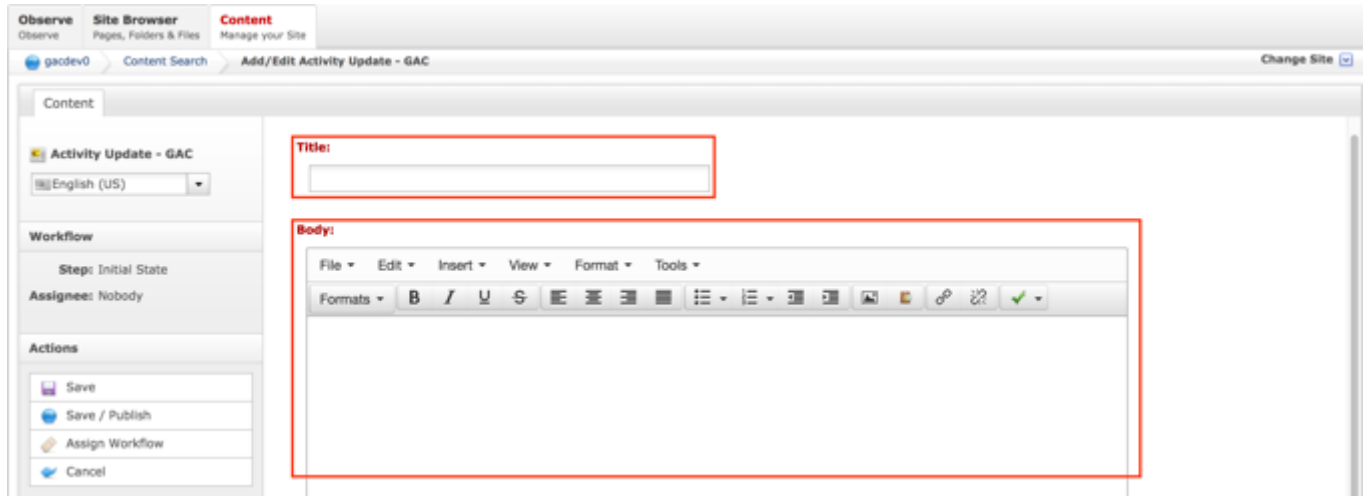
- Enter additional data in the Search field on the left and click the **Search** button

5. After selecting the Activity Update that you would like to modify, the editor will be displayed. Lock the page for editing by clicking on **Lock for Editing** under the Actions menu.

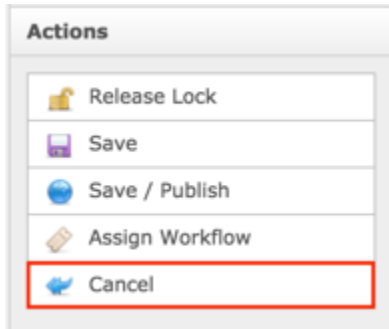


6. Modify any of the following fields:

- a. Title
- b. Body
- c. Official Date and Time

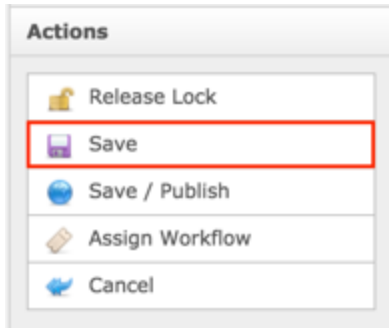


12. Once modifications have been made, you can either select **Cancel** to negate the edits.



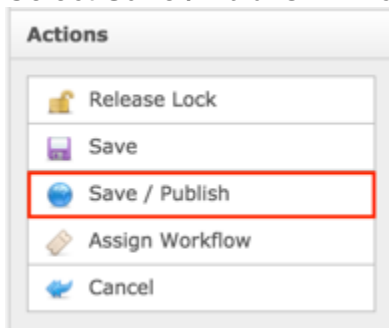
OR

Select **Save** which will save the edits and not publish them.



OR

Select **Save / Publish** which will save and publish the edits.



NOTE: Once Save / Publish is selected, the Activity Update will need to be related to the Activity it pertains to so it is visible on the Activity in the Work Efforts section.

GAC Working Groups

The GAC Working Groups content type allows the Secretariat to create a group that is tasked with conducting work based upon their Terms of Reference. The work that is conducted by the

Working Groups are Activities that are assigned to the Working Groups. A relationship can be established between a Working Group, Activity, Sessions and File Assets so there is a comprehensive view of all related actions and artifacts associated to a Working Group.

The following screenshot illustrates the contents of the Working Groups Index:

Note the following elements of the Working Groups Index:

- Search Working Groups: Search field that allows the user to search for Groups by keyword(s)
- Active Groups: This element is a list of currently active Working Groups and Other Groups
- Date Formed: This element is specified on the Working Group content as the date the Group was formed
- Closed Groups: This element is a list of currently closed Working Groups and Other Groups
- Date Closed: This element is specified on the Working Group content as the date the Group was closed

The following screenshot illustrates the contents of a Working Group:

Send for Translation Button
Title

GAC Technology Task Force to Create New GAC Website

A GAC sponsored and ICANN supported project to redefine and reimplement the necessary components of the GAC Website on a more mature content management platform. Within this space, you will find all the materials needed to become informed on the project, track our progress, and share any feedback you may have.

See [Terms of Reference.](#) Terms of Reference Link

CHAIR: **Tracy Hackshaw, Trinidad & Tobago** Link to email Chair

SUPPORT: **Tracey Hind, Independent Secretariat Support** Link to email Support

STATUS: **Active, Group formed 01 Jun, 2015**

Work Stream & Associated Deliverables

ACTIVITIES: **Establish Technology Task Force** Activities

GAC Website Introduction Videos Activity Status

STATUS: **Completed**

Active

Meetings & Records

Members

Work Stream & Deliverables

- Meetings & Records
- Members
- Terms of Reference
- Miscellaneous Resources

TOPICS DISCUSSED

Topics Discussed Anchor Links

Work Stream & Associated Deliverables Section

Meetings & Records Section

Chair Name & Country → CHAIR: Tracy Hackshaw, Trinidad & Tobago [✉](#) **Link to email Chair**

SUPPORT: Tracey Hind, Independent Secretariat Support [✉](#)

Members →

Miguel Ignacio Estrada, Argentina	Chris Gift, ICANN Staff
Tepua Hunter, Cook Islands	Jeff Salem, ICANN Staff
Rika Tsunoda, Japan	Steve Allison, ICANN Staff
Nicolas Caballero, Paraguay	Jackie Moyer, ICANN Staff
Choon Sai Lim, Singapore	Alex Hutson, ICANN Staff
Gary Hunt, United Kingdom	Karine Perset, ICANN Staff
Ryan Caroll, United States	Julia Charvolen, GAC Support Staff

Observers → OBSERVERS:

Join This Group Button → **Join This Group**

Terms of Reference Section → **Terms of Reference**

Terms of Reference Text →

Support Name & Title →

Link to email Support →

Overview

As ICANN matures as a community, there is a need to improve the processes and tools that support the various organizations that participate in the community. To this end, the GAC Website represents an opportunity to create a website that has greater flexibility in the creation and management of content as well as to better align with the way the GAC performs its daily functions.

Current Situation

The existing [GAC website](#) (Confluence Wiki) was established without clear business requirements and the key audiences were not well defined. The existing wiki platform does not perform well as a website and as a result, it is difficult to organize and find information, not intuitive, and prone to errors. The GAC seeks to upgrade their web presence based on a set of [recommendations](#) that followed a set of interviews with GAC members and general users.

The following comments about the GAC website were provided during ACIG's consultations with ICANN IT and support staff.

Terms of Reference Section

Reported strengths:

"User-friendly, ability to collaborate, feature-rich, nice appearance."

"Useful as a collaborative tool, with spaces for [collaboration] dedicated to each Working Group for example [but] it hasn't been used much as such."

"The wiki is a good document management system if used properly."

Reported weaknesses:

"It's not actually a website and has a hard time functioning as one."

"[The GAC website is] not particularly appealing and welcoming."

"The graphics don't work well, there are only specified styles and templates you can use to do page design, and it's not very pretty to look at."

"Custom-theme makes some customization options difficult or not possible; custom-theme has been buggy."

"Links have an unwieldy structure (some are unrepresentable as other than hyperlinks) and also break for no apparent reason. [This lack of] permanence is not really ideal for a repository."

"The current structure of the website is far from intuitive when looking for information – and some [information] is stored on multiple pages, without links."

"Not user friendly. You have to go through too many steps to access one page [in order to update it]. Each time you go onto another page you have to re-enter your credentials even if you are logged in already."

"There is no SEARCH function."

Terms of Reference Text

In coordination with the GAC TTF on the new website, ICANN has documented the following as a summary of the core issues with the website in support of the GAC's website needs:

The information architecture of the website has become unorganized making it difficult to find important information or documentation

The existing functionality fails to adequately support online collaboration and revision of work

The static nature of content within the wiki requires significant overhead by support resources to maintain the website often leading to content that becomes out-dated or conflicting across the website

Objectives

The GAC TTF Work on the new GAC website has been leading the effort, with support from ICANN staff, to architect a new GAC website that will resolve the issues laid out above. The main objective of the project is to, in consideration with the new CMS platform, reimagine the processes and approaches the GAC has taken in the organization, creation, and publication of content across the entire website such that:

Terms of Reference Section →

- Content is easier to find
- Content is presented in more legible formats (both online and offline)
- Content duplication is reduced or eliminated completely
- Enhance the collaborative nature of the GAC
- The day-to-day maintenance on support staff is reduced

These objectives, summarized, are to deliver a website that provides the GAC with an environment that enhances their productivity and organization through improved processes, workflow and has efficient platform support.

Vision for the GAC Website

The vision for the GAC Website is one in which GAC support can quickly author and publish content without having to reinvent the wheel each time. One of the major hurdles with the wiki-style approach to a website is that it requires extremely careful planning on a page-by-page basis... for as long as the wiki exists.

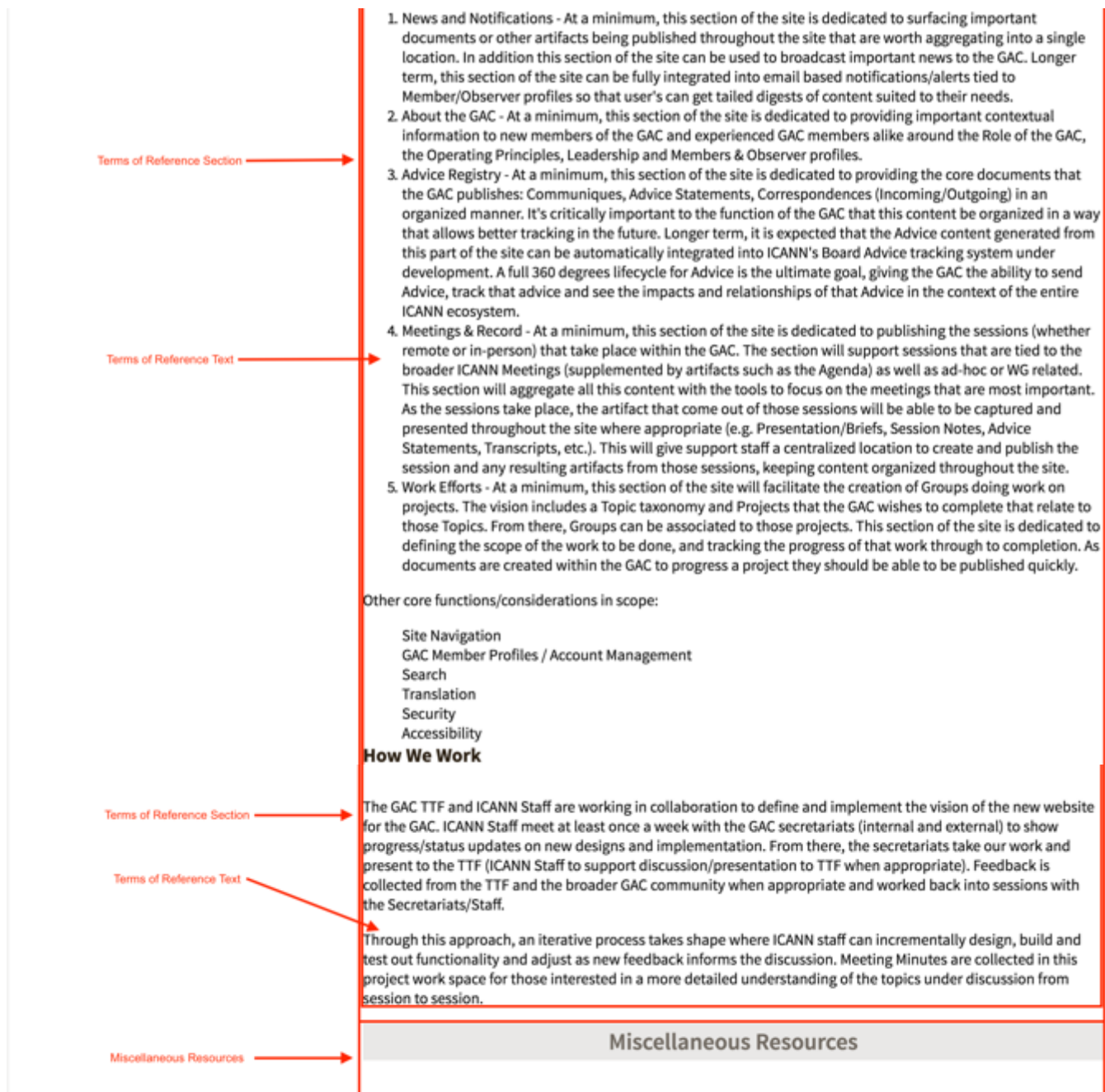
For the new GAC website, the plan is remove some of the flexibility provided by a wiki platform and replace with a more traditional CMS approach. With the CMS approach, it's important that all content be thoroughly considered:

Terms of Reference Text →

- Page Layouts
- Content Templates
- Business Logic & Process Flows
- Relational Content

These are some of the steps involved with constructing the important content the GAC needs long term. If thought out properly, the day-to-day operations of managing the site become less overwhelming: the GAC can focus on the content itself, not the presentation or organization of it as the site will facilitate those tasks.

This is the vision for the GAC website: one where support staff can create the most important elements of content for the GAC quickly and consistently every time. So what are those important elements of content? The TTF has defined the following areas of the site:



Note the following elements of Working Groups:

- Send for Translation Button: This element is the button will package the html page and prepare it to be translated
- Title: This element is the title specified on the Working Group content

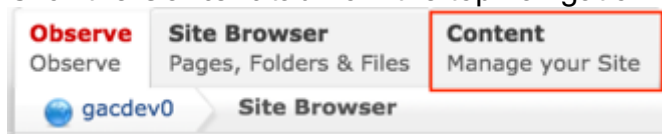
-
- Topics Discussed: This element is the topics that have been tagged to the Working Group
 - Anchor Links: This element is the link that will automatically navigate the user to the section that corresponds with the selected link
 - Description: This element is a high-level description specified on the Working Group content
 - Terms of Reference Link: This element is a link to the Terms of Reference section; similar to the Terms of Reference anchor link
 - Chair Name & Country: This element is the Chair Name and Country specified on the Working Group content
 - Link to email Chair: This element is a link to the Chair's email specified on the Working Group content
 - Support Name and Title: This element is the Support Name and Country specified on the Working Group content
 - Link to email Support: This element is a link to the Support's email specified on the Working Group content
 - Status & Date Formed: This element is the Working Group Status and date the Working Group was formed that is specified on the Working Group content
 - Work Stream & Associated Deliverables Section: The elements of this section contain the Activities that have been related to the Working Group content and their associated status'
 - Activities: This element is the Activities that have been related to the Working Group content
 - Activities Status: This element is the status' that are associated to the Activities that have been related to the Working Group content
 - Meetings & Records Section: The elements of this section contain Sessions that have been related to the Working Group content
 - Members Section: The elements of this section contain the Chair, Support, Members & Observers that have been specified on the Working Group content
 - Chair Name & Country: This element is the Chair Name and Country specified on the Working Group content
 - Link to email Chair: This element is a link to the Chair's email specified on the Working Group content
 - Support Name and Title: This element is the Support Name and Country specified on the Working Group content
 - Link to email Support: This element is a link to the Support's email specified on the Working Group content
 - Members: This element is a list of the Members and their Countries specified on the Working Group content
 - Observers: This element is a list of the Observers and their Countries specified on the Working Group content

- **Join This Group Button:** This element is a button that will send an email to GAC Support Staff notifying them a GAC Member would like to join a Working Group
- **Terms of Reference Section:** The element of this section is the Terms of Reference related to the Working Group content
- **Terms of Reference Text:** This element is the Terms of Reference that have been related via a Document Section to the Working Group content
- **Miscellaneous Resources Section:** The elements of this section are the File Assets that have been related to the Working Group content

Creating a Working Group

To create new Working Group content, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Content** tab from the top navigation.



3. Select **Working Group - GAC** from the Type dropdown list.

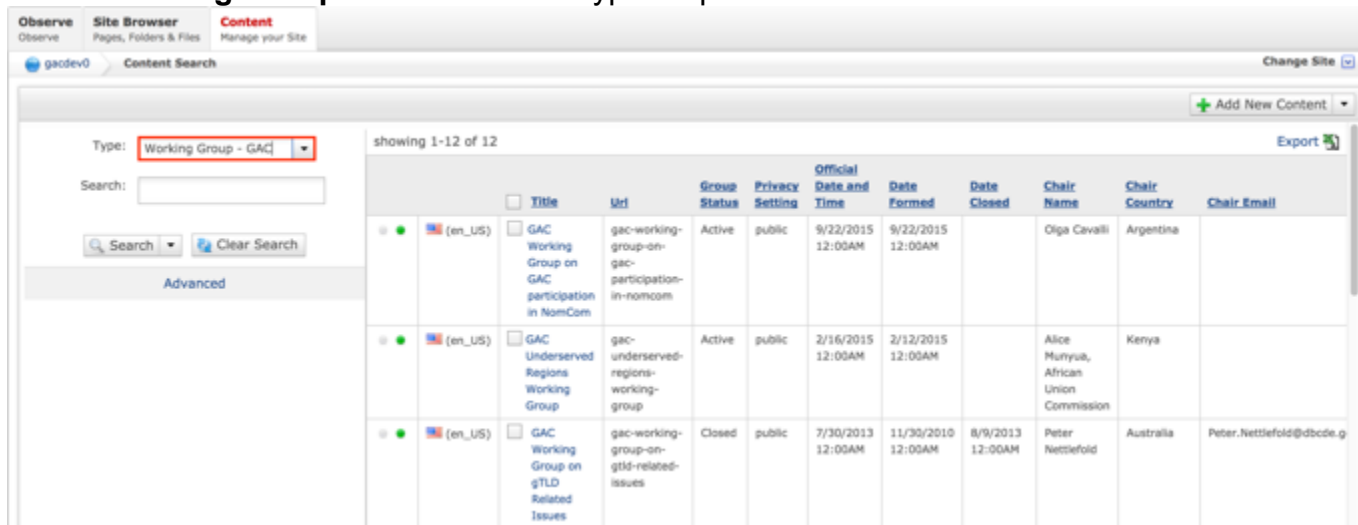


Figure 67: Figure 50: Navigating to the Content page within the Admin site will show all the Working Groups that have already been created.

4. Select the **Add New Content** button on the top right.

		Title	Url	Group Status	Privacy Setting	Official Date and Time	Date Formed	Date Closed	Chair Name	Chair Country	Chair Email
<input type="checkbox"/>	(en_US)	GAC Working Group on GAC participation in NomCom	gac-working-group-on-gac-participation-in-nomcom	Active	public	9/22/2015 12:00AM	9/22/2015 12:00AM		Olga Cavalli	Argentina	
<input type="checkbox"/>	(en_US)	GAC Underserved Regions Working Group	gac-underserved-regions-working-group	Active	public	2/16/2015 12:00AM	2/12/2015 12:00AM		Alice Muriyuk, African Union Commission	Kenya	
<input type="checkbox"/>	(en_US)	GAC Working Group on gTLD Related Issues	gac-working-group-on-gtld-related-issues	Closed	public	7/30/2013 12:00AM	11/30/2010 12:00AM	8/9/2013 12:00AM	Peter Nettlefold	Australia	Peter.Nettlefold@dbcde.g

5. Complete the following required fields:
 - a. Title
 - b. URL Title (automatically created based upon the Title)
 - c. Group Status (defaults to Active)
 - d. Privacy Setting (defaults to Public)
 - e. Official Date and Time
 - f. Date Formed
 - g. High Level Description
 - h. Chair Name
 - i. Chair Country
 - j. Support Name
 - k. Support Country

Observe **Site Browser** **Content**
 Observe Pages, Folders & Files Manage your Site

gaudev0 Content Search Add/Edit Working Group - GAC Change Site

Content **Advanced Properties**

Working Group - GAC
 English (US)

Workflow
 Step: Initial State
 Assignee: Nobody

Actions
 Save
 Save / Publish
 Assign Workflow
 Cancel

Title:

Url:

Topic:
[Click Here to Select Categories](#)

Group Status:
 Active
 Closed

Privacy Setting:
 Public
 Private

Official Date and Time:

Date Formed:

Observe **Site Browser** **Content**
 Observe Pages, Folders & Files Manage your Site

gaudev0 Content Search Add/Edit Working Group - GAC Change Site

Content **Advanced Properties**

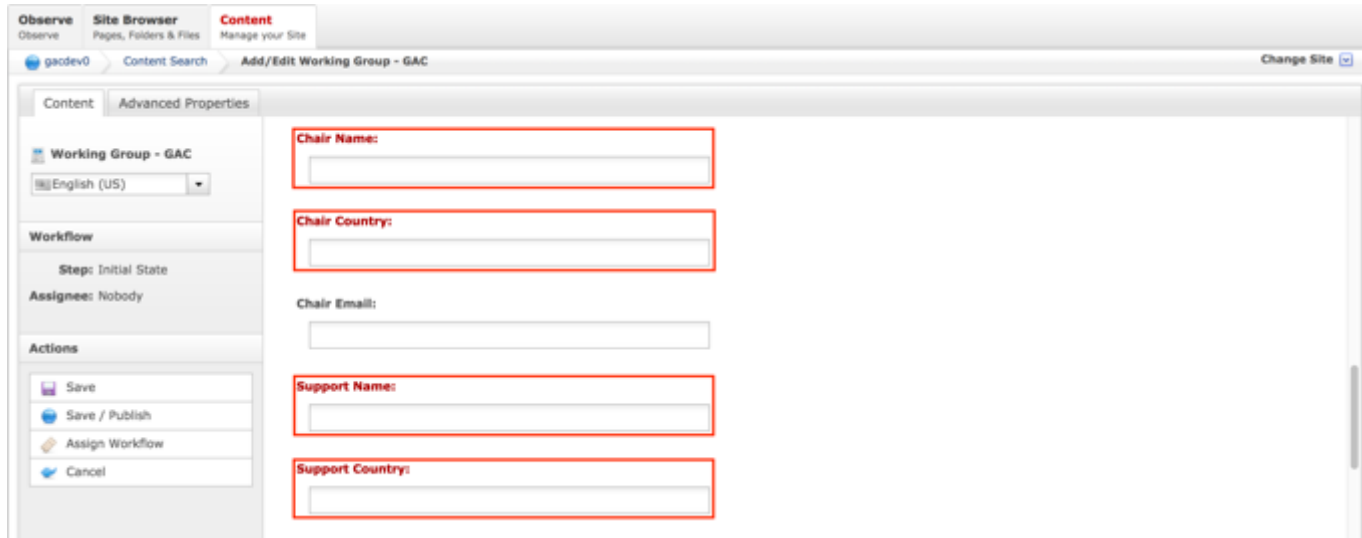
Working Group - GAC
 English (US)

Workflow
 Step: Initial State
 Assignee: Nobody

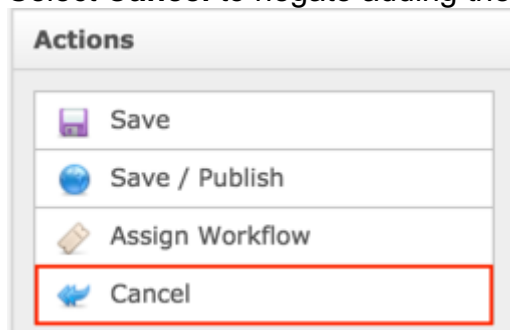
Actions
 Save
 Save / Publish
 Assign Workflow
 Cancel

High Level Description:

File Edit Insert View Format Tools
 Formats **B** / U **S**

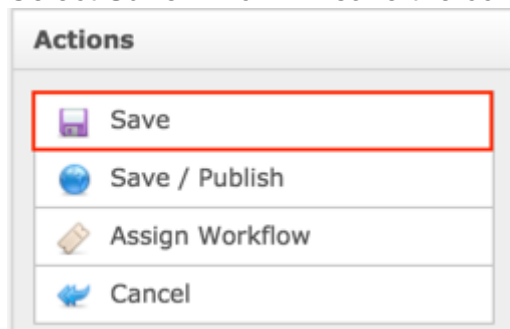


6. Select **Cancel** to negate adding the content.



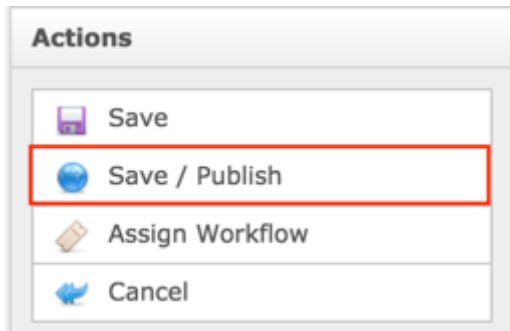
OR

Select **Save** which will save the content and not publish it.



OR

Select **Save / Publish** which will save and publish the content.



NOTE: Once Save / Publish is selected, the Working Group will be published in the Work Efforts section of the site.

Relating Content to a Working Group

After the Working Group content has been created and published, the Secretariat can relate Activities, Sessions & File Assets to a Working Group so information from the related content displays in the Working Group.

RELATING NEW CONTENT TO A WORKING GROUP

To relate new Activities, Sessions and File Assets to a Working Group, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Site Browser** tab from the top navigation.

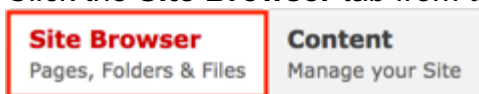


Figure 34: Navigating to the Site Browser page within the Admin site will show all the editable pages that you are able to modify.

3. On the Site Browser page, within the left pane, click on the **working-group** folder.

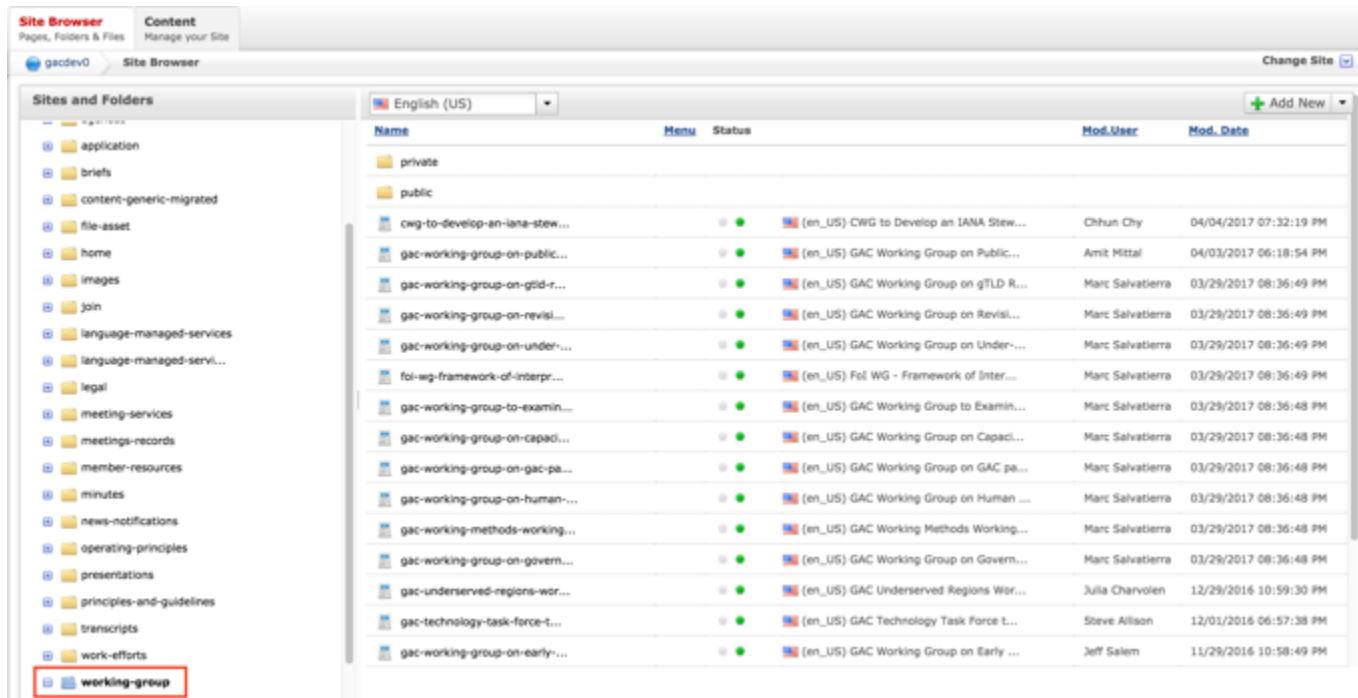


Figure 68: Clicking the working-group folder in the left pane will show the folders contents in the right pane. Notice that it includes a list of Working Groups.

4. Double click the **Working Group Name** in the right pane to open the live editor interface for the page.

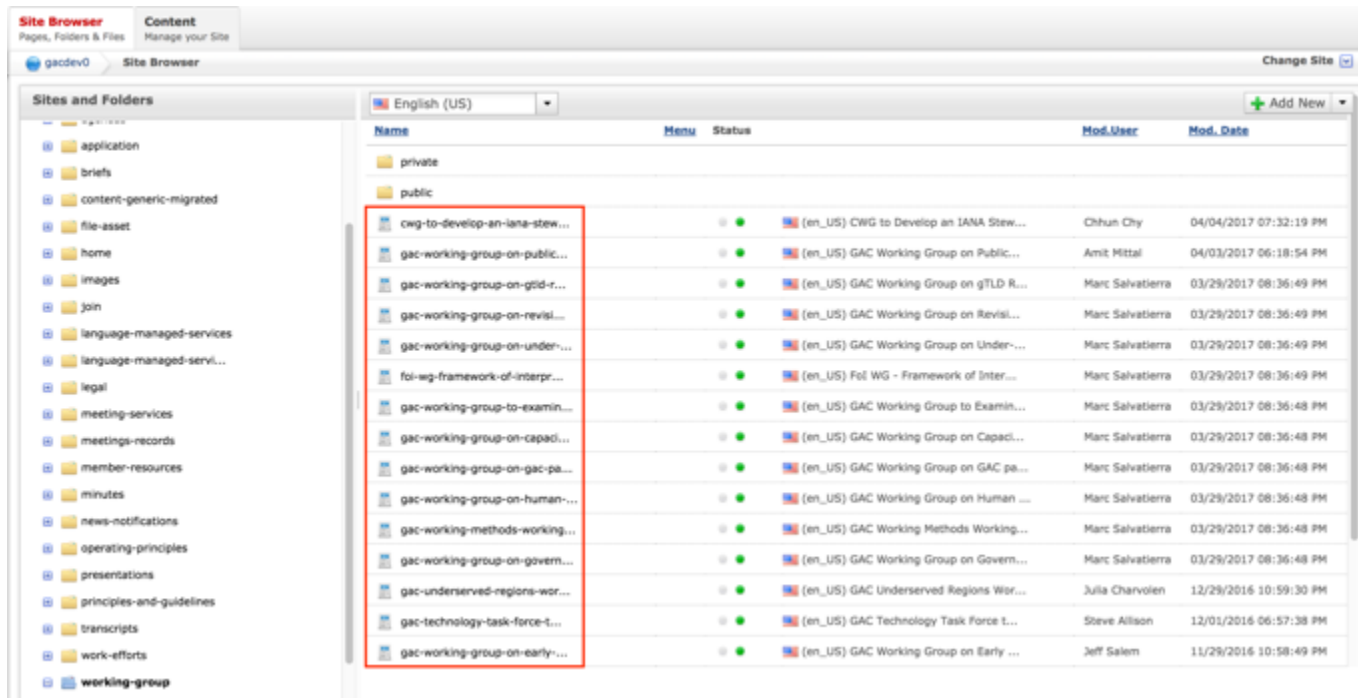
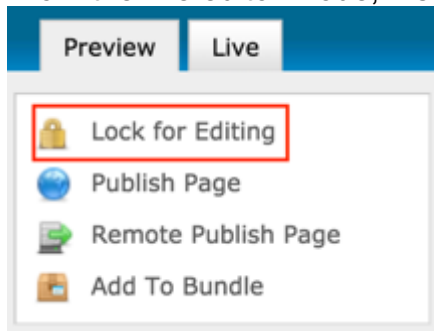


Figure 69: Double clicking the Working Group Name from the right pane will open the page in its Live Editor which allows the Secretariat to modify the contents of this page.

- From the live editor mode, first lock the page for editing.

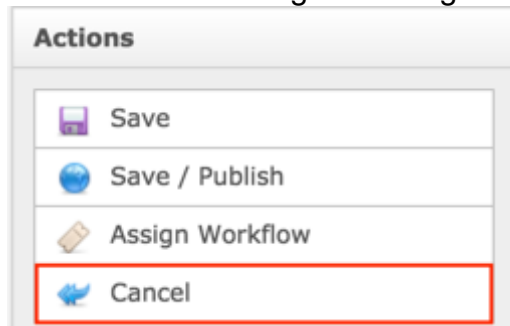


- Select the **Add Content** button on the page.

7. Select **New Content** from the Add Content dropdown.

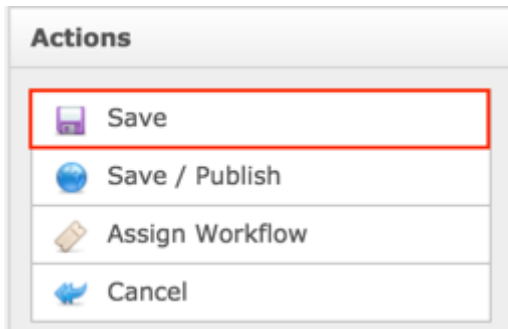
8. An **Add New Content** pop-up will display allowing you to add content to sections. The following content can be added to the following sections:
- a. Work Stream & Associated Deliverables section
 - i. Activity content
 - b. Meetings & Records section
 - i. Session content

-
- c. Miscellaneous Resources section
 - i. File Asset content
 9. Select the content type you would like to add to the Activity.
 10. Complete the required fields (headings in red) for the content type selected.
 - a. Activity
 - i. Title
 - ii. Url (automatically created based upon the Title)
 - iii. Privacy Setting
 - iv. Activity Lead
 - v. Activity Status
 - vi. Official Date and Time
 - b. Session
 - i. Title
 - ii. URL Title (automatically created based upon the Title)
 - iii. Type (defaults to GAC Meeting)
 - iv. Status (defaults to Open)
 - v. Privacy Setting (defaults to Private)
 - vi. Time Zone (defaults to UTC+00:00 – Coordinated Universal Time (UTC))
 - vii. Official Date and Time
 - c. File Asset
 - i. Title
 - ii. File Asset
 11. Select **Cancel** to negate adding the content.



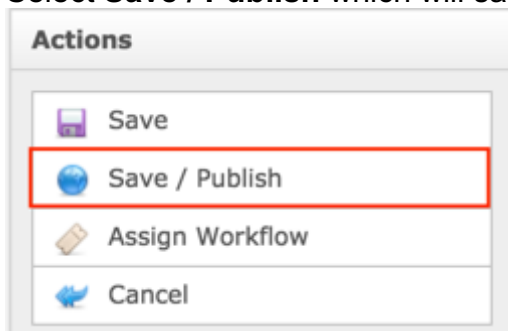
OR

Select **Save** which will save the content and not publish it.



OR

Select **Save / Publish** which will save and publish the content.



NOTE:

- Once Save / Publish is selected, the Working Group will be published in the Work Efforts section of site.
- Selecting Activity or Session will create a piece of content that is attached to a Working Group but is also independently accessible and will display in their respective site sections.
- Selecting File Asset will create content in the Working Group and is not an independently accessible piece of content.

RELATING EXISTING CONTENT TO A WORKING GROUP

To relate existing Activities, Sessions and File Assets to a Working Group, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Site Browser** tab from the top navigation.

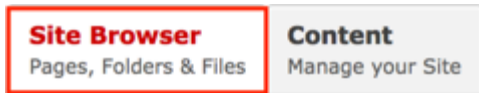


Figure 34: Navigating to the Site Browser page within the Admin site will show all the editable pages that you are able to modify.

3. On the Site Browser page, within the left pane, click on the **working-group** folder.

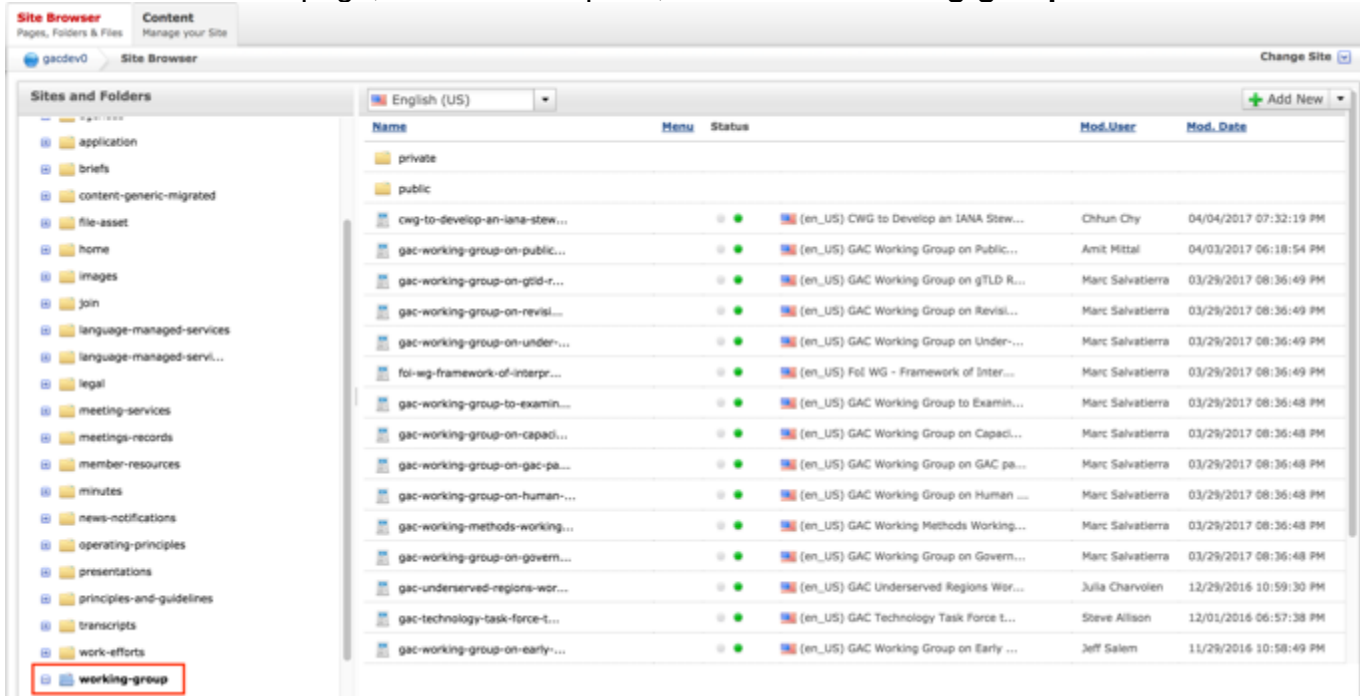


Figure 70: Clicking the working-group folder in the left pane will show the folders contents in the right pane. Notice that it includes a list of Working Groups.

4. Double click the **Working Group Name** in the right pane to open the live editor interface for the page.

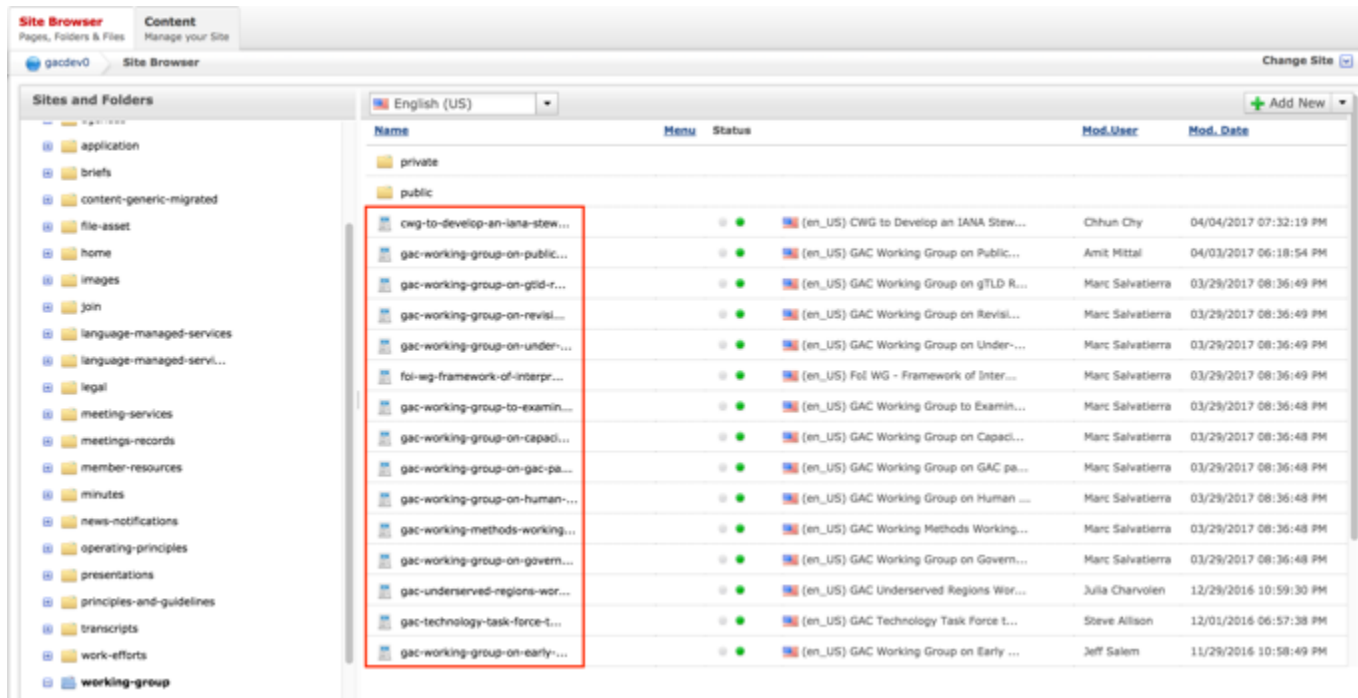
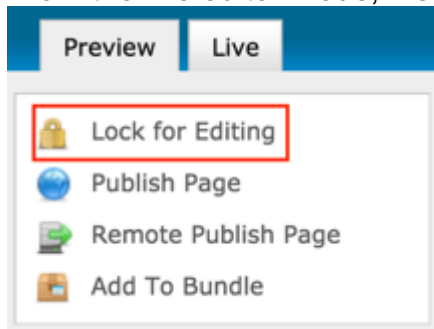


Figure 71: Double clicking the Working Group Name from the right pane will open the page in its Live Editor which allows the Secretariat to modify the contents of this page.

- From the live editor mode, first lock the page for editing.



- Select the **Add Content** button on the page.

Work Topics Activities **GAC Working Groups**

Send for Translation

GAC Technology Task Force to Create New GAC Website

Work Stream & Deliverables

Meetings & Records

Members

Terms of Reference

Miscellaneous Resources

TOPICS DISCUSSED

GAC Technology Task Force to Create New GAC Website

A GAC sponsored and ICANN supported project to redefine and reimplement the necessary components of the GAC Website on a more mature content management platform. Within this space, you will find all the materials needed to become informed on the project, track our progress, and share any feedback you may have.

See [Terms of Reference](#).

Tracy Hackshaw, Trinidad & Tobago

Tracey Hind, Independent Secretariat Support

STATUS:
Active, Group formed 01 Jun, 2015

Work Stream & Associated Deliverables

ACTIVITIES:	STATUS:
Establish Technology Task Force	Completed
GAC Website Introduction Videos	Active

Meetings & Records

7. Select **Reuse Content** from the Add Content dropdown.

Work Topics Activities **GAC Working Groups**

Send for Translation

GAC Technology Task Force to Create New GAC Website

Work Stream & Deliverables

Meetings & Records

Members

Terms of Reference

Miscellaneous Resources

TOPICS DISCUSSED

GAC Technology Task Force to Create New GAC Website

A GAC sponsored and ICANN supported project to redefine and reimplement the necessary components of the GAC Website on a more mature content management platform. Within this space, you will find all the materials needed to become informed on the project, track our progress, and share any feedback you may have.

See [Terms of Reference](#).

Tracy Hackshaw, Trinidad & Tobago

Tracey Hind, Independent Secretariat Support

STATUS:
Active, Group formed 01 Jun, 2015

Work Stream & Associated Deliverables

8. An **Add New Content** pop-up will display allowing you to add content to sections. The following content can be added to the following sections:
 - a. Work Stream & Associated Deliverables section
 - i. Activity content
 - b. Meetings & Records section
 - i. Session content

- c. Miscellaneous Resources section
 - i. File Asset content

9. Select the **Search** button at the bottom of the Search pop-up to execute your search or select the **Clear Search** button to clear your search criteria.

The image shows a search interface titled "Search: Activity - GAC". The interface is divided into two main sections. The left section contains a list of search filters, and the right section is a large empty area, likely for search results. The filters on the left include:

- Content Type:** Activity - GAC
- Language:** All (dropdown menu)
- Title:** (text input field)
- Host or Folder:** (dropdown menu)
- Url:** (text input field)
- Cache TTL:** (text input field)
- Template:** (text input field)
- Privacy Setting:** Private, Public
- Activity Lead:** (text input field)
- Activity Status:** None (dropdown menu)
- Discussion Archive:** (text input field)
- Subscribe To List:** (text input field)
- Discussion Archive II:** (text input field)
- Subscribe To List II:** No, Yes
- Create Notification:** (text input field)

Sort Order:

Friendly Name:

Redirect URL:

SEO Description:

SEO Keywords:

Page Metadata:

- Accountability & transparency
- + ATRT 1
- + ATRT 2
- + ATRT 3
- + ATRT 4
- + AoC Review
- + CCT Review
- + Specific Reviews
- + WHOIS Review
- + WSIS

GAC:

Figure 72: You can refine your search by entering additional criteria in the Search pop-up and then selecting the Search button.

10. Once the search results display, click the **Select** button to select the content you would like to reuse.

Search: Activity - GAC

Friendly Name:

Redirect URL:

SEO Description:

SEO Keywords:

Page Metadata:

- Accountability & transparency
- + ATRT 1
- + ATRT 2
- + ATRT 3
- + ATRT 4
- + AoC Review
- + CCT Review
- + Specific Reviews
- + WHOIS Review
- + WSIS

GAC:

Matching Results (11)						
	Language	Title	Url	Cache TTL	Privacy Setting	Activity Lead
<input type="button" value="SELECT"/>	Arabic (SA)	GAC تنفيذ موقع ويب الجديد	GAC-technology-task-force-to-create-new-gac-website-implement-new-gac-website	0	public	مهام التكنولوجيا GAC لـ GAC على الويب
<input type="button" value="SELECT"/>	French (FR)	Mise en œuvre du nouveau site Web du GAC	GAC-technology-task-force-to-create-new-gac-website-implement-new-gac-website	0	public	Équipe spéciale de technologie GAC pour la création du nouveau site du GAC

Figure 73: Once the content you would like to reuse has been selected, it is attached to the Working Group and you will be automatically navigated back to the content editor.

NOTE: Once Save / Publish is selected, the Activity will be published in the Work Efforts section of site.

Updating Working Groups

To update Working Group content, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Site Browser** tab from the top navigation.

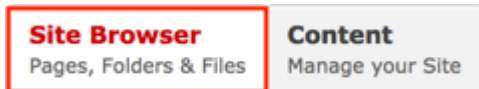


Figure 34: Navigating to the Site Browser page within the Admin site will show all the editable pages that you are able to modify.

3. On the Site Browser page, within the left pane, click on the **working-group** folder.

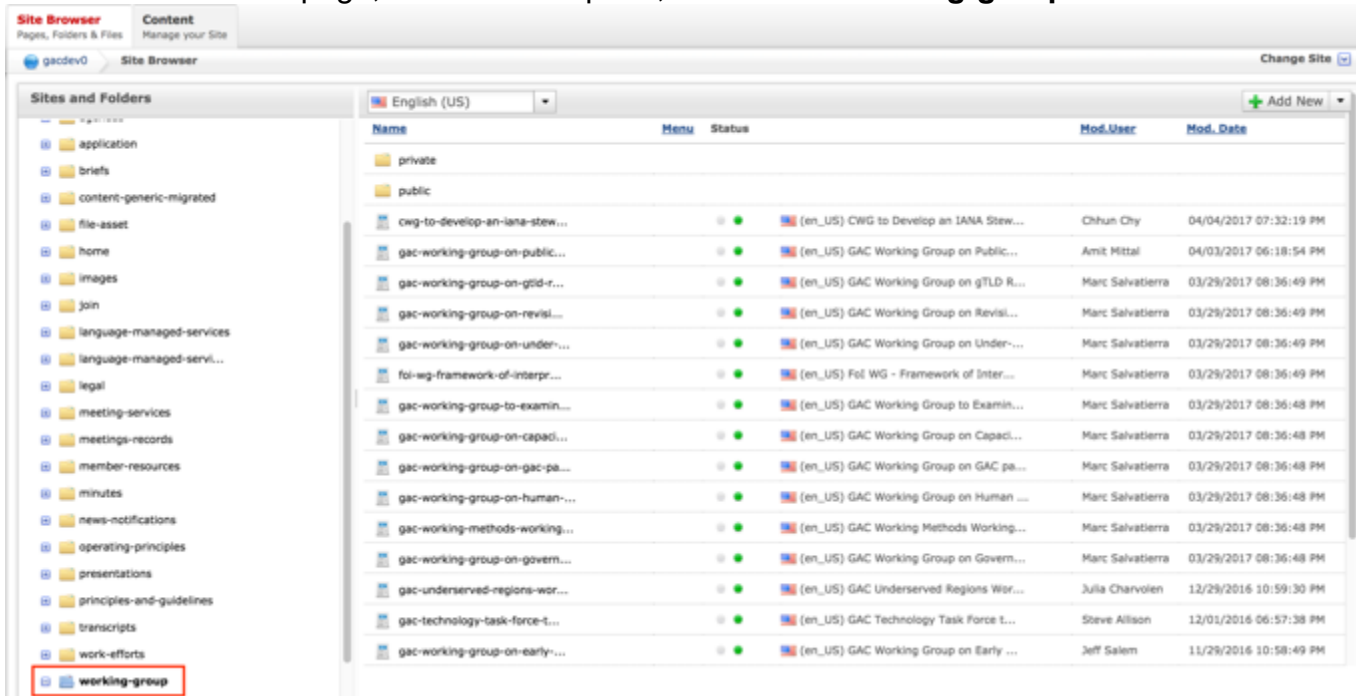


Figure 74: Clicking the working-group folder in the left pane will show the folders contents in the right pane. Notice that it includes a list of Working Groups.

4. Double click the **Working Group Name** in the right pane to open the live editor interface for the page.

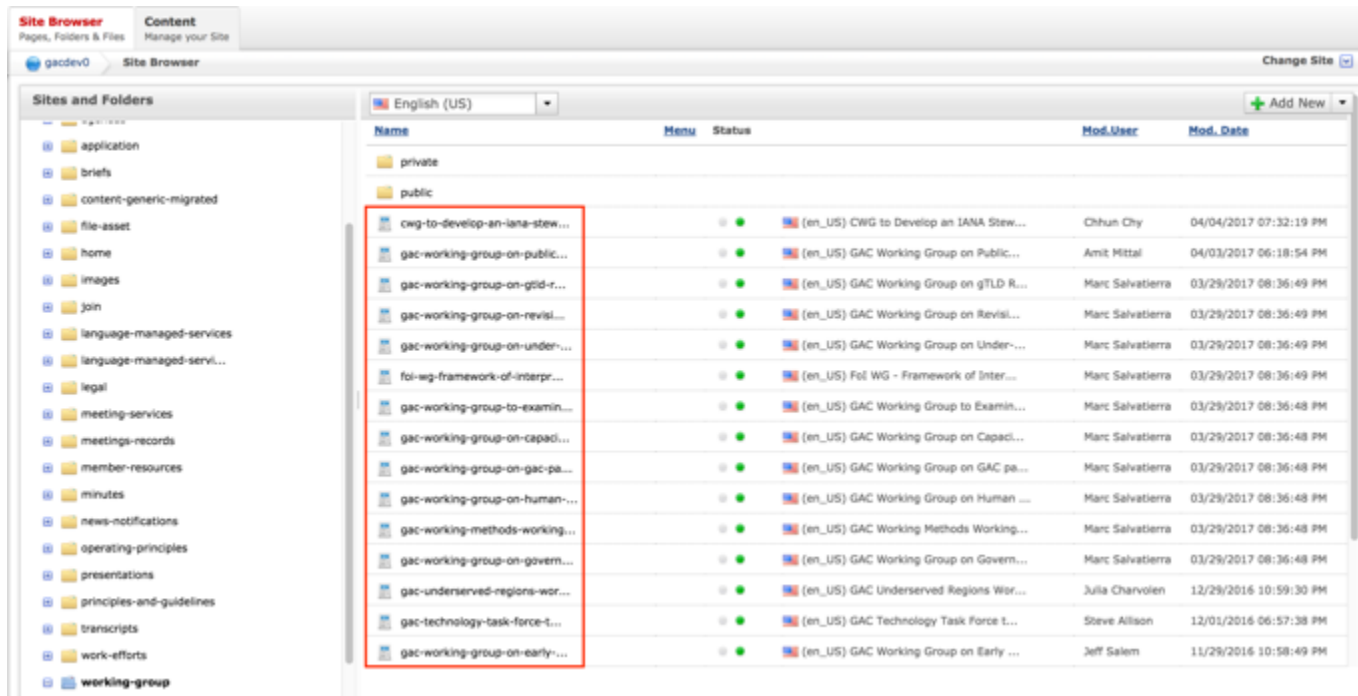
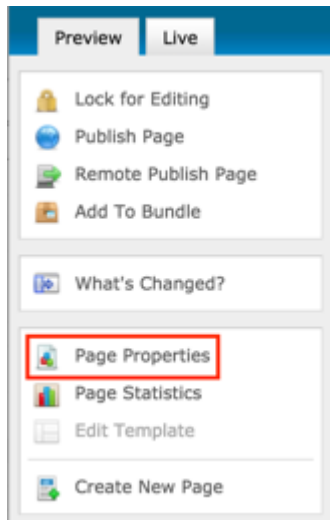


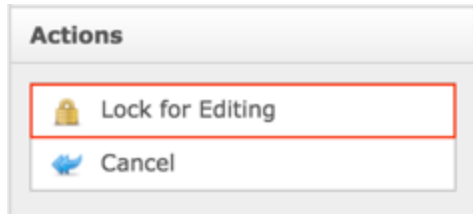
Figure 75: Double clicking the Working Group Name from the right pane will open the page in its Live Editor which allows the Secretariat to modify the contents of this page.

NOTE: You can sort the Working Group Name column (ascending or descending) by clicking on the column heading.

5. Select **Page Properties** to access the content backend so the content properties can be modified.



6. After clicking Page Properties, the editor will be displayed. Lock the page for editing by clicking on **Lock for Editing** under the Actions menu.



7. Modify any of the following fields:
- a. Title
 - b. Topic
 - c. Group Status
 - d. Privacy Setting
 - e. Official Date and Time
 - f. Date Form
 - g. Date Closed
 - h. High Level Description
 - i. Chair Name
 - j. Chair Country
 - k. Chair Email
 - l. Support Name
 - m. Support Country
 - n. Support Email
 - o. Member Name & Country
 - p. Observer Name & Country
 - q. Create Notification

Observe Site Browser Content
 Observe Pages, Folders & Files Manage your Site

Global Page gacdev0 Site Browser Add/Edit Working Group - GAC

Content Advanced Properties History

Working Group - GAC
 English (US)

Workflow
 Step: Initial State
 Assignee: Nobody
 Locked: GAC Secretariat : (Seconds Ago)

Actions
 Release Lock
 Save
 Save / Publish
 Assign Workflow
 Cancel

Title:
 GAC Technology Task Force tr

Url:
 gac-technology-task-force-to-create-new-gac-website

Topic:
[Click Here to Select Categories](#)

Group Status:
 Active
 Closed

Privacy Setting:
 Public
 Private

Official Date and Time:
 6/1/2015 12:00 AM

Date Formed:
 6/1/2015 12:00 AM

Observe Site Browser Content
 Observe Pages, Folders & Files Manage your Site

Global Page gacdev0 Site Browser Add/Edit Working Group - GAC

Content Advanced Properties History

Working Group - GAC
 English (US)

Workflow
 Step: Initial State
 Assignee: Nobody
 Locked: GAC Secretariat : (Seconds Ago)

Actions
 Release Lock
 Save
 Save / Publish
 Assign Workflow
 Cancel

Date Closed:
 [] []

High Level Description:

File Edit Insert View Format Tools

Formats **B** / U

A GAC sponsored and ICANN supported project to redefine and reimplement the necessary components of the GAC Website on a more mature content management platform. Within this space, you will find all the materials needed to become informed on the project, track our progress, and share any feedback you may have.

Observe Site Browser Content
Observe Pages, Folders & Files Manage your Site

Global Page gacdev0 Site Browser Add/Edit Working Group - GAC

Content Advanced Properties History

Working Group - GAC
English (US)

Workflow
Step: Initial State
Assignee: Nobody
Locked: GAC Secretariat : (Seconds Ago)

Actions
Release Lock
Save
Save / Publish
Assign Workflow
Cancel

Chair Name:
Tracy Hackshaw

Chair Country:
Trinidad & Tobago

Chair Email:

Support Name:
Tracey Hind

Support Country:
Independent Secretariat Support

Support Email:

Observe Site Browser Content
Observe Pages, Folders & Files Manage your Site

Global Page gacdev0 Site Browser Add/Edit Working Group - GAC

Content Advanced Properties History

Working Group - GAC
English (US)

Workflow
Step: Initial State
Assignee: Nobody
Locked: GAC Secretariat : (Seconds Ago)

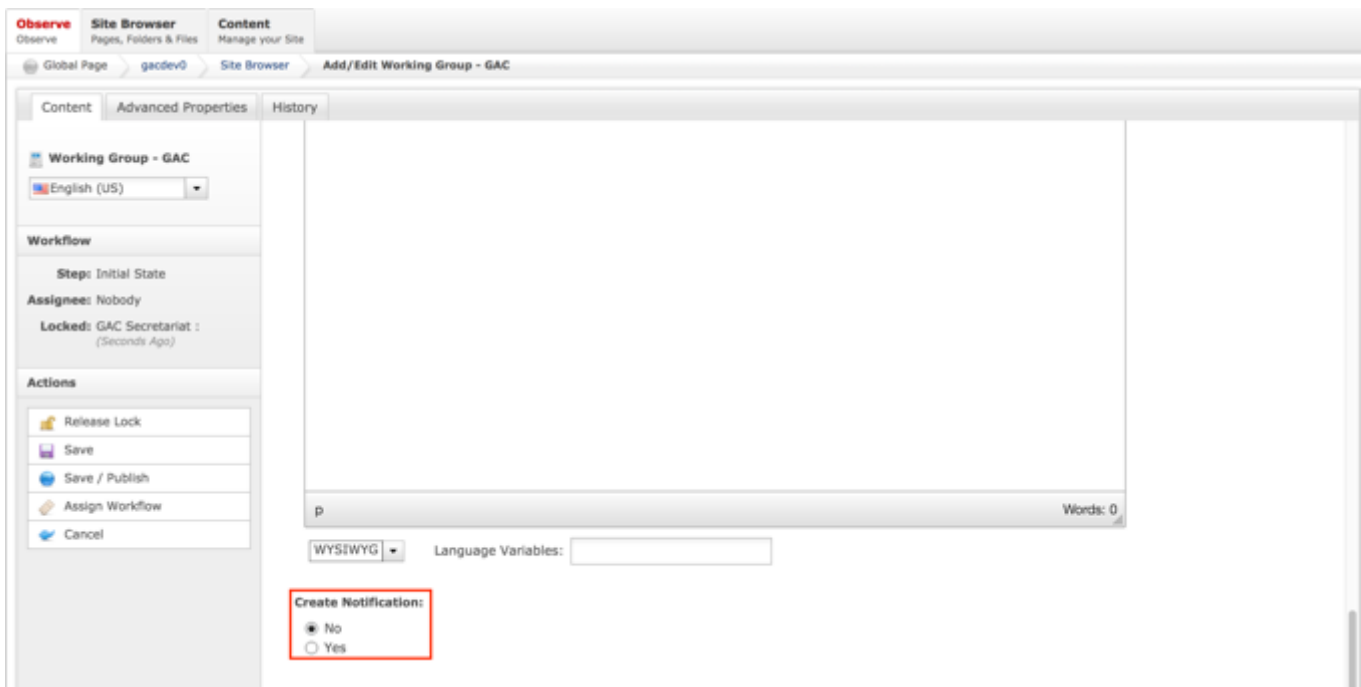
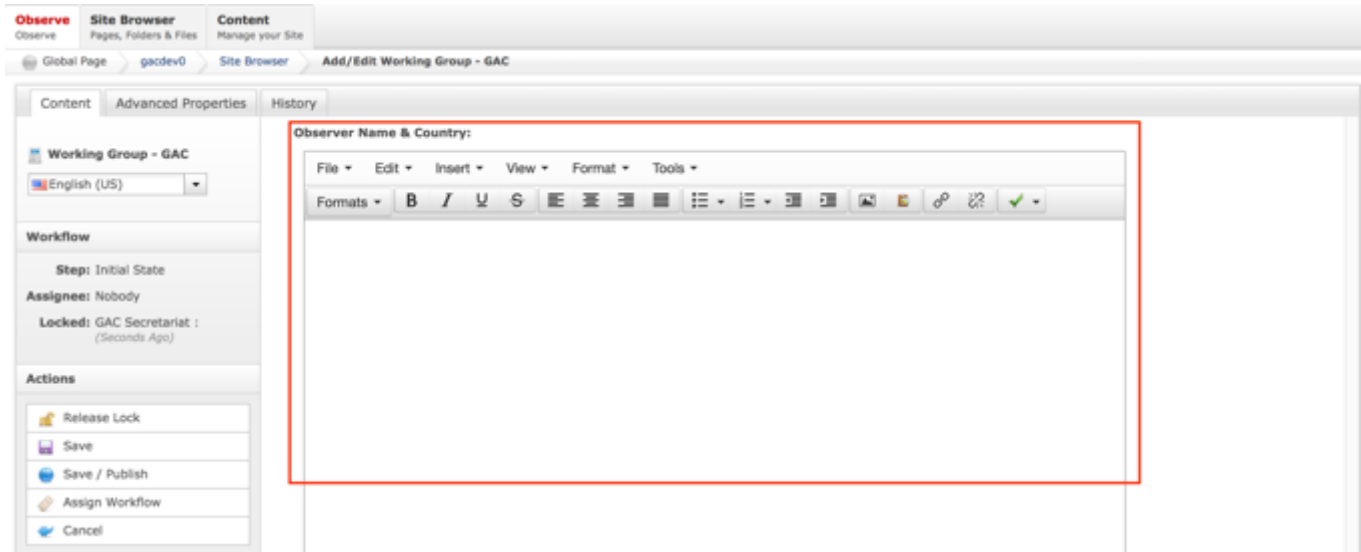
Actions
Release Lock
Save
Save / Publish
Assign Workflow
Cancel

Member Name & Country:

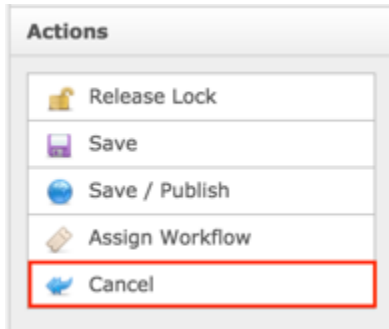
File Edit Insert View Format Tools

Formats B / U S [Icons]

Miguel Ignacio Estrada, Argentina
Tepua Hunter, Cook Islands
Rika Tsunoda, Japan
Nicolas Caballero, Paraguay
Choon Sai Lim, Singapore
Gary Hunt, United Kingdom
Ryan Caroli, United States
Chris Gift, ICANN Staff
Jeff Saleem, ICANN Staff
Steve Allison, ICANN Staff
Jackie Moyer, ICANN Staff
Alex Hutson, ICANN Staff
Karine Perseil, ICANN Staff
Julia Charvolen, GAC Support Staff

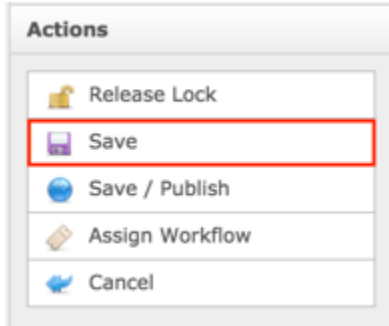


8. Once the edits have been made, you can either select **Cancel** to negate the edits



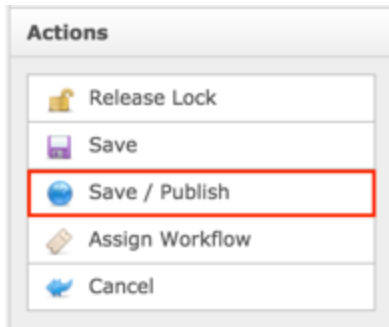
OR

Select **Save** which will save the edits and not publish them



OR

Select **Save / Publish** which will save and publish the edits



NOTE: Once Save / Publish is selected, the Working Group will be published in the Work Efforts section of the site.

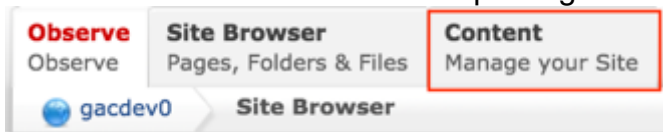
Correspondent

The Correspondent content type is used to create Correspondent's that are used to populate the From, To and CC fields on the Outgoing Correspondence. Only Correspondent's created will be available to be used in Outgoing Correspondence.

Creating Correspondent

To create new Correspondent content, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Content** tab from the top navigation.



3. Select **Correspondent - GAC** from the Type dropdown list.

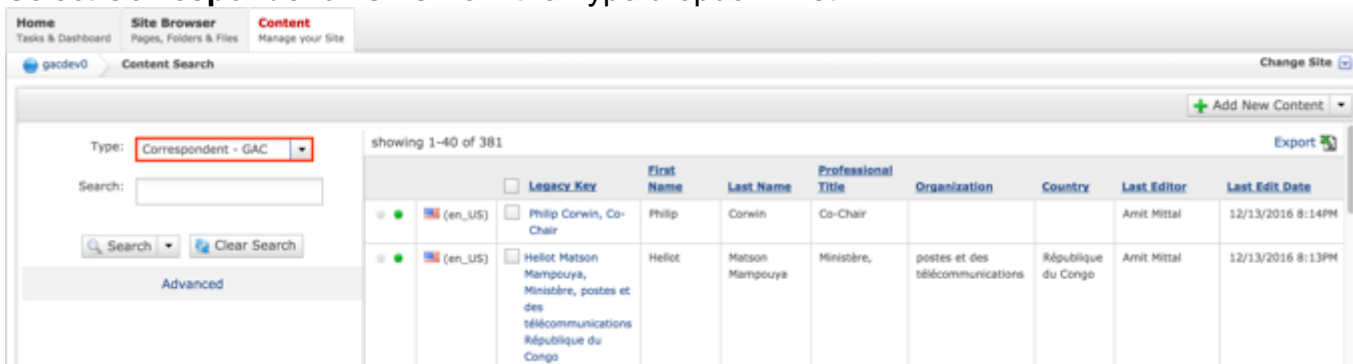
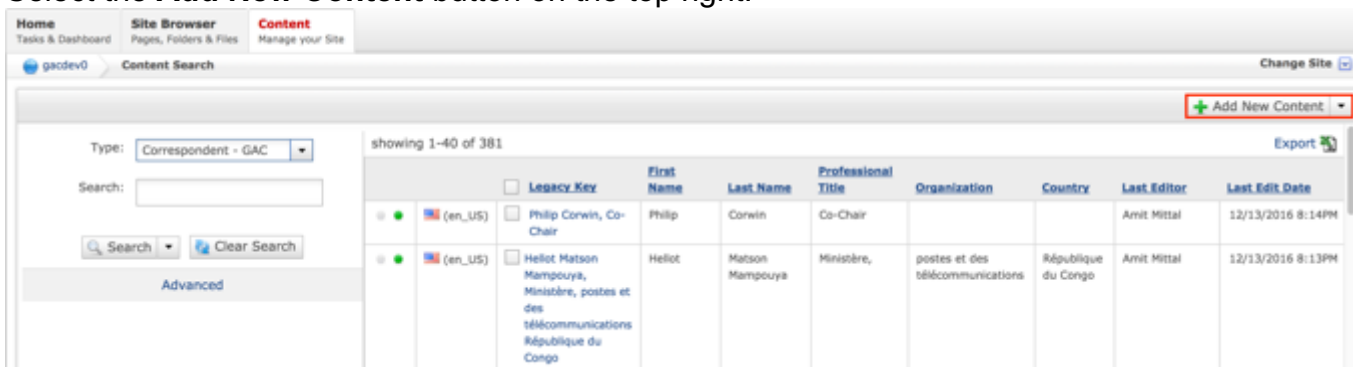


Figure 76: Navigating to the Content page within the Admin site will show all the Correspondents that have already been created.

4. Select the **Add New Content** button on the top right.



5. Complete the following fields:
 - a. First Name
 - b. Last Name
 - c. Professional Title
 - d. Organization
 - e. Country

The screenshot shows a SharePoint interface for adding or editing a correspondent. The main content area contains the following fields:

- Legacy Key:
- First Name:
- Last Name:
- Professional Title:
- Organization:
- Country:

The left sidebar contains the following sections:

- Content**: Correspondent - GAC, Language: English (US)
- Workflow**: Step: Initial State, Assignee: Nobody
- Actions**: Save, Assign Workflow, Cancel

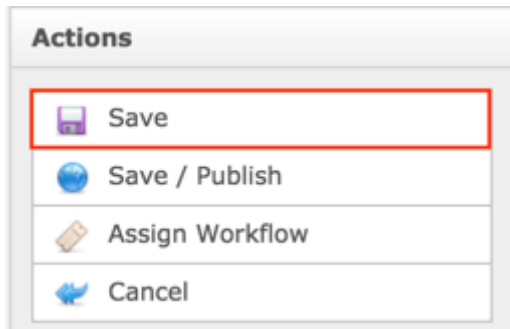
6. Select **Cancel** to negate adding the content.

The 'Actions' panel contains the following buttons:

- Save
- Save / Publish
- Assign Workflow
- Cancel

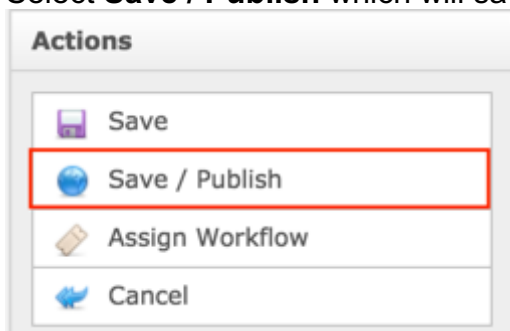
OR

Select **Save** which will save the content and not publish it.



OR

Select **Save / Publish** which will save and publish the content.

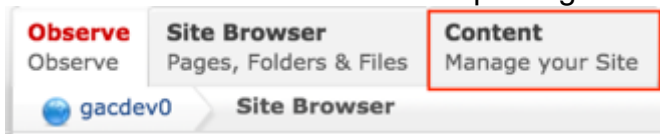


NOTE: Once Save / Publish is selected, the Correspondent will be available to be added to Outgoing Correspondence.

Updating Correspondent

To update Correspondent content, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Content** tab from the top navigation.



3. Select **Correspondent - GAC** from the Type dropdown list.

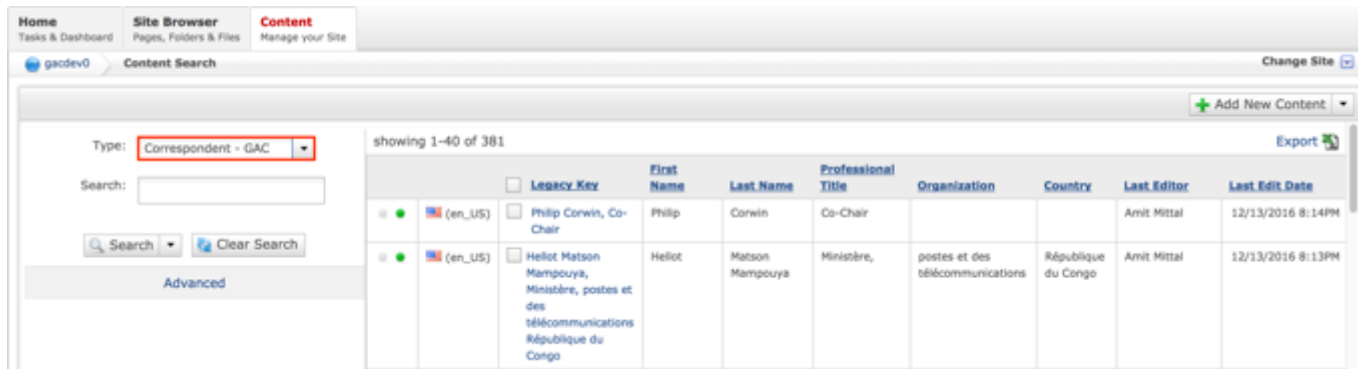
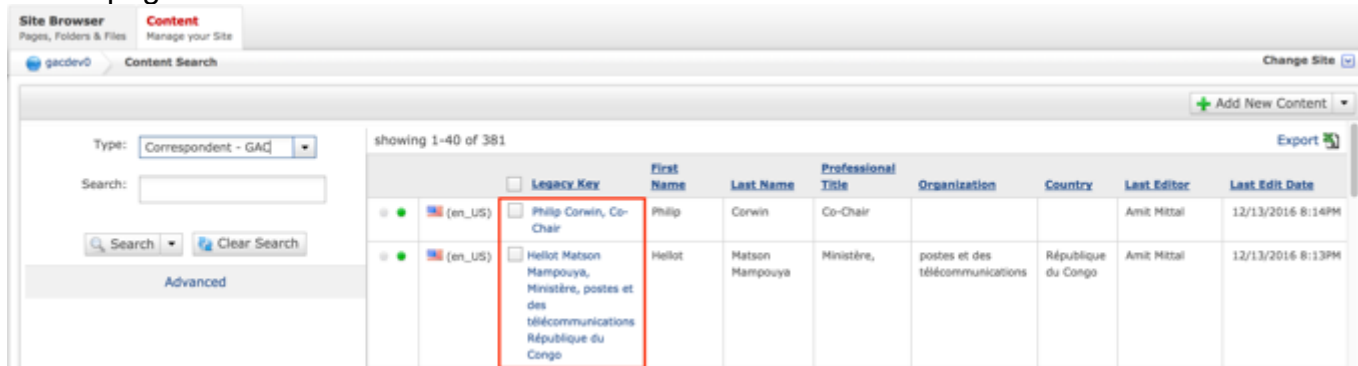


Figure 77: Navigating to the Content page within the Admin site will show all the Correspondents that have already been created.

4. Double click the **Correspondent Name** in the right pane to open the live editor interface for the page.



NOTE: You can refine your search by doing the following:

- Selecting any of the column headings to sort ascending and descending

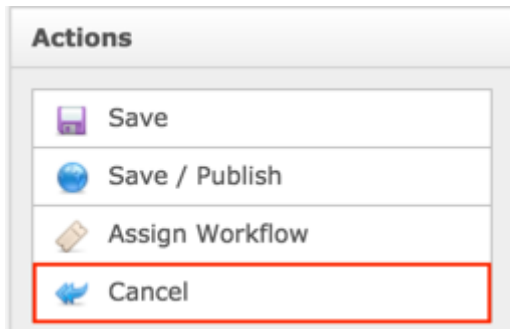
AND / OR

- Enter additional data in the Search field on the left and click the **Search** button

5. After selecting the Correspondent that you would like to modify, the editor will be displayed. Lock the page for editing by clicking on **Lock for Editing** under the Actions menu.

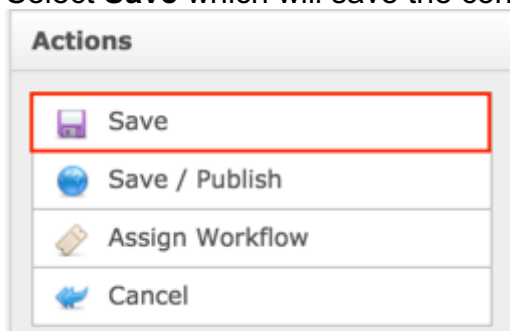
6. Modify any of the following fields:
 - a. First Name
 - b. Last Name
 - c. Professional Title
 - d. Organization
 - e. Country

7. Select **Cancel** to negate adding the content.



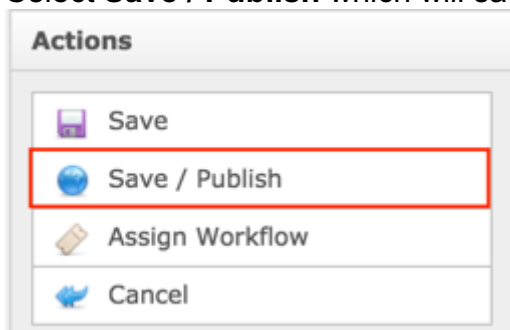
OR

Select **Save** which will save the content and not publish it.



OR

Select **Save / Publish** which will save and publish the content.



NOTE: Once Save / Publish is selected, the Correspondent will be available to be added to Outgoing Correspondence.

Document Section

The Document Section content is added to other content types and published with those parent content types. The Document Section content type is not published independently. Refer to other content sections to determine which content types a Document Section can be added to.

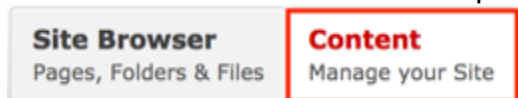
File Asset

The File Asset content type allows the Secretariat to upload attachments to be used / attached to other content types (parent). When the parent content type is published, the attached file asset will display. When uploading a file, the Secretariat can define the file as a Brief, Presentation and / or Transcript Document Type. The uploaded file can be as one or multiple of the Document Types.

Creating a File Asset

To create new File Asset content, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Content** tab from the top navigation.



3. Select **File Asset** from the Type dropdown list.

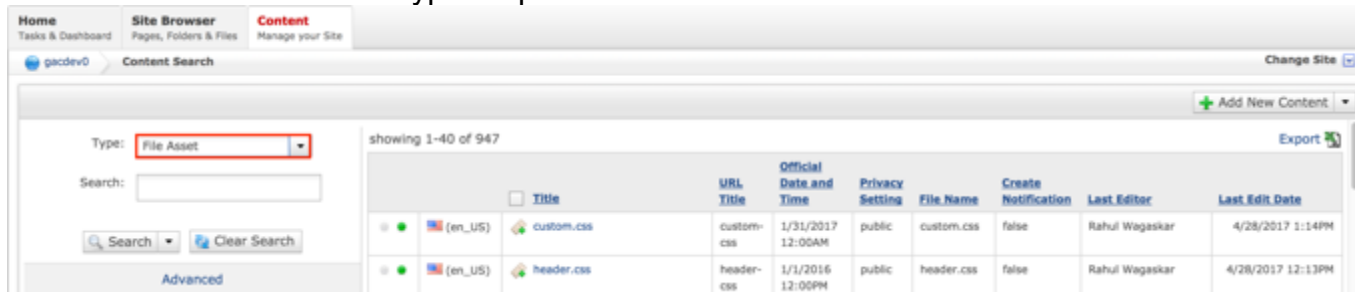
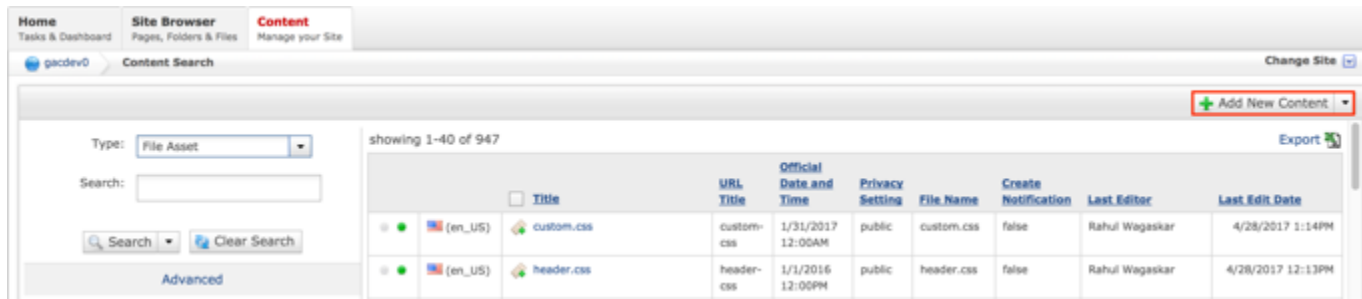
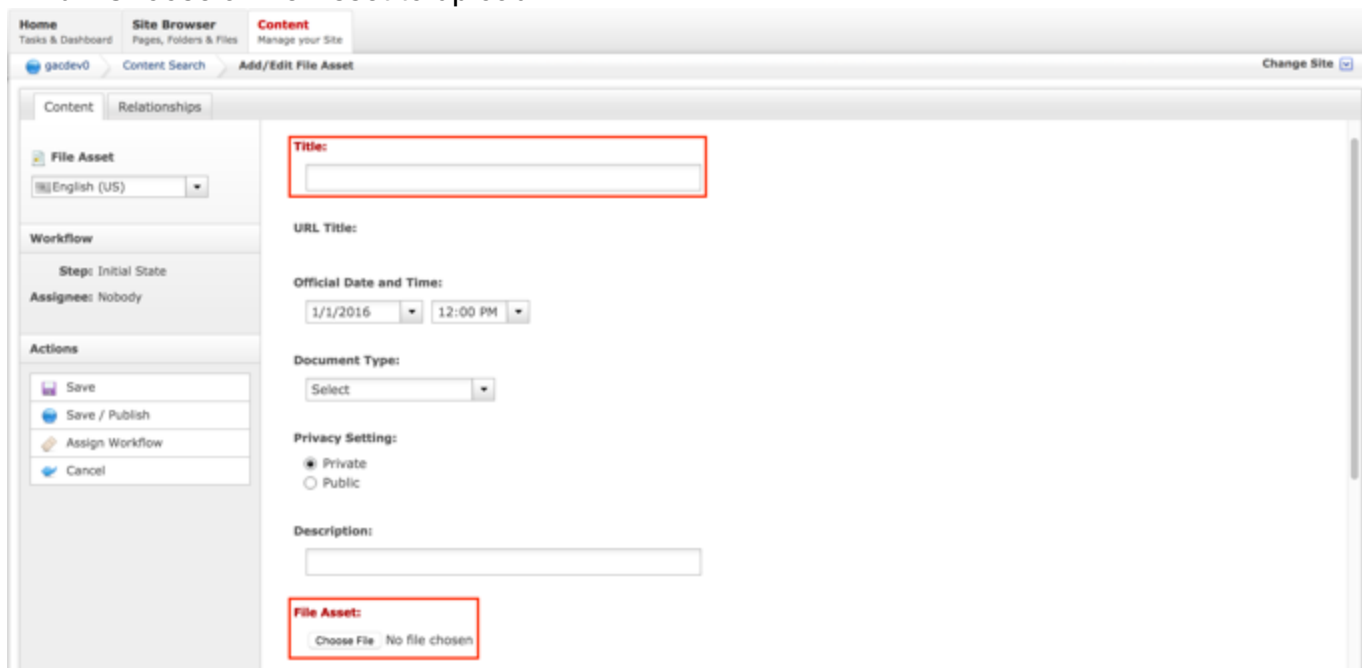


Figure 78: Navigating to the Content page within the Admin site will show all the File Assets that have already been created.

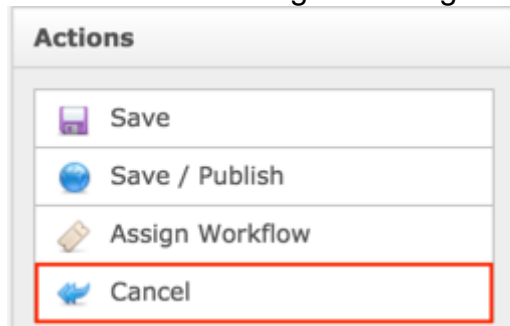
4. Select the **Add New Content** button on the top right.



5. Complete the following required fields:
 - a. Title
 - b. Choose a File Asset to upload

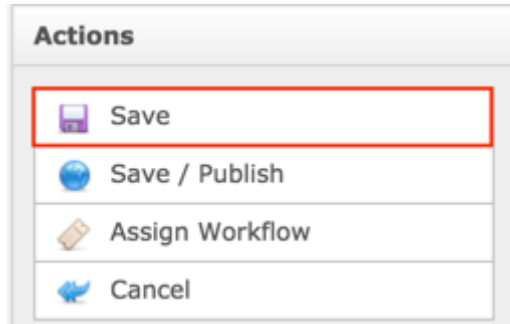


6. Select **Cancel** to negate adding the file.



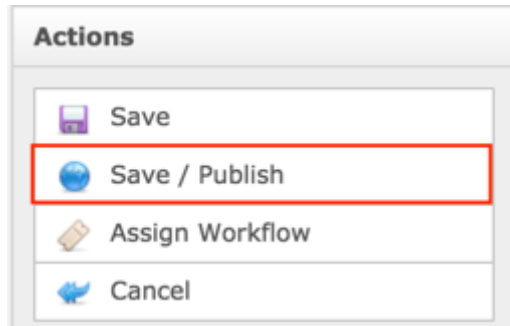
OR

Select **Save** which will save the file and not publish it.



OR

Select **Save / Publish** which will save the file and make it available to be published.



NOTE: Once Save / Publish is selected, the File Asset will be available to be related to content and published.

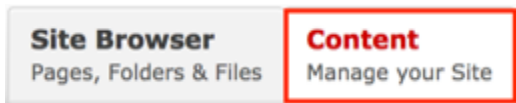
Relating Content to a File Asset

After the File Asset has been created and published, the Secretariat can relate Sessions to a File Asset so the File Asset is available when viewing Session Details.

RELATING NEW CONTENT TO A FILE ASSET

To relate new Sessions to a File Asset, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Content** tab from the top navigation.



3. Select **File Asset** from the Type dropdown list.

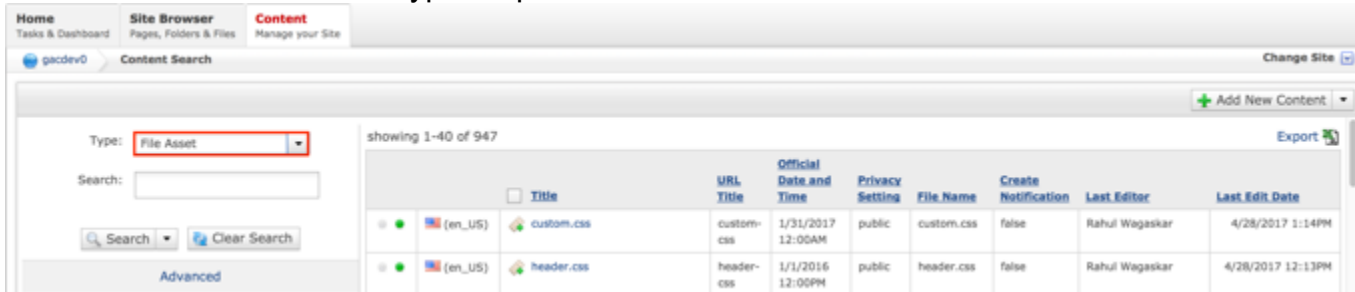
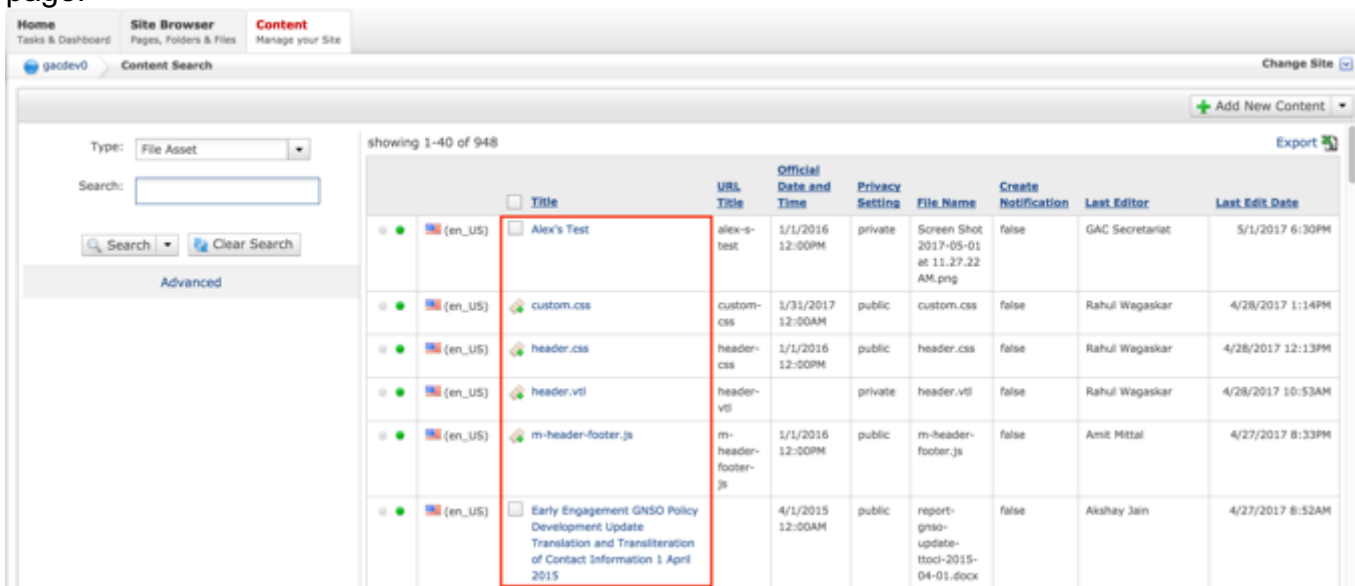


Figure 79: Navigating to the Content page within the Admin site will show all the File Assets that have already been created.

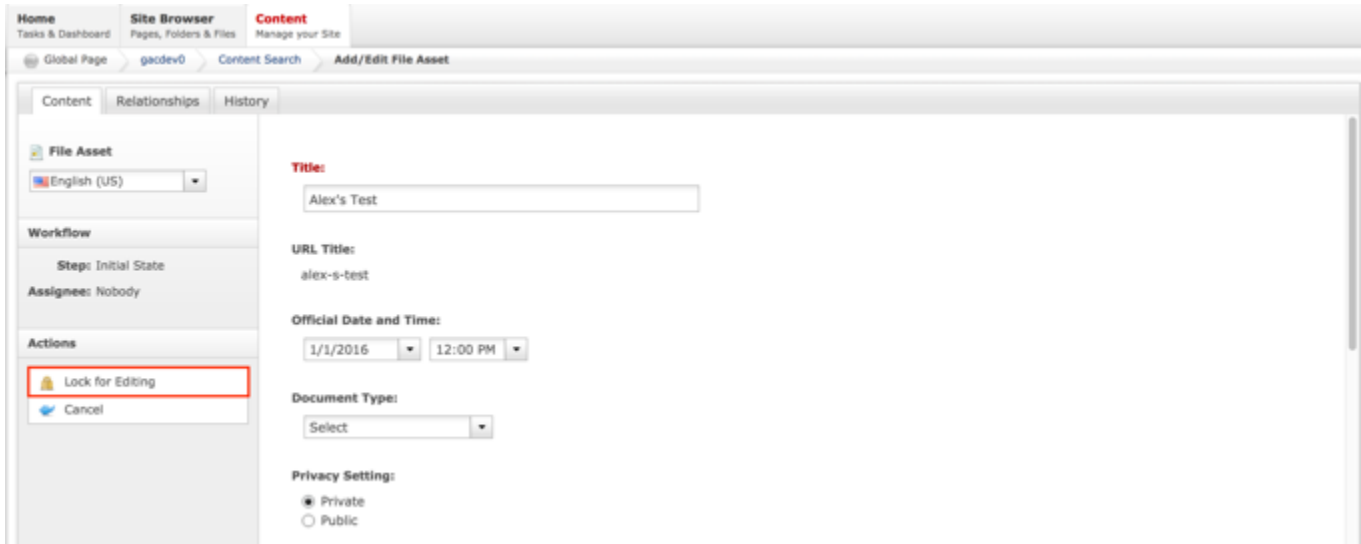
4. Double click the **File Asset Title** in the right pane to open the live editor interface for the page.



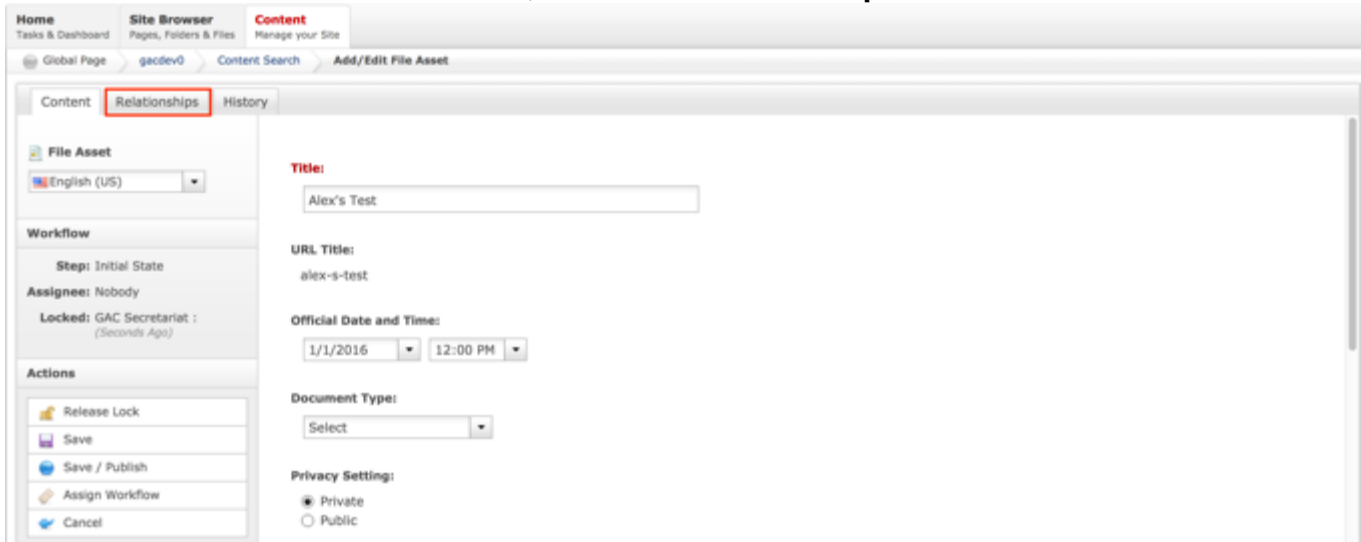
NOTE: You can refine your search by doing the following:

- Selecting any of the column headings to sort ascending and descending
- AND / OR
- Enter additional data in the Search field on the left and click the **Search** button

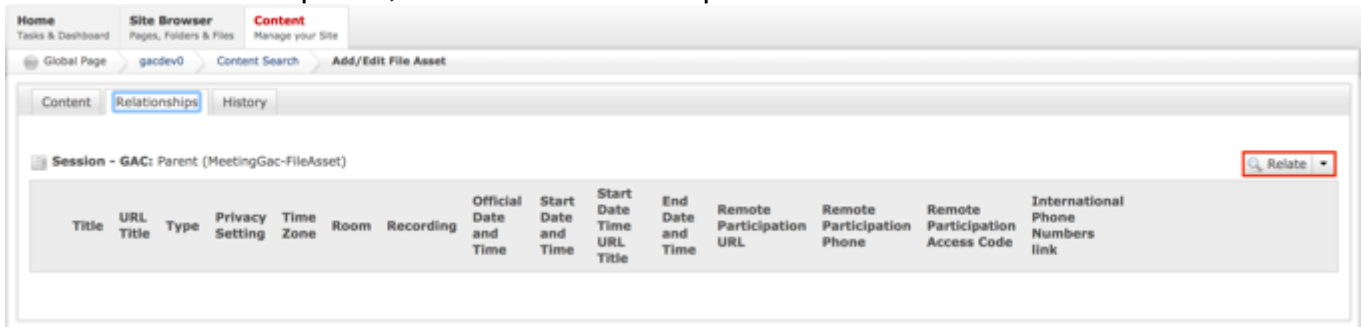
5. After selecting the File Asset that you would like to relate a Session to, the editor will be displayed. Lock the page for editing by clicking on **Lock for Editing** under the Actions menu.



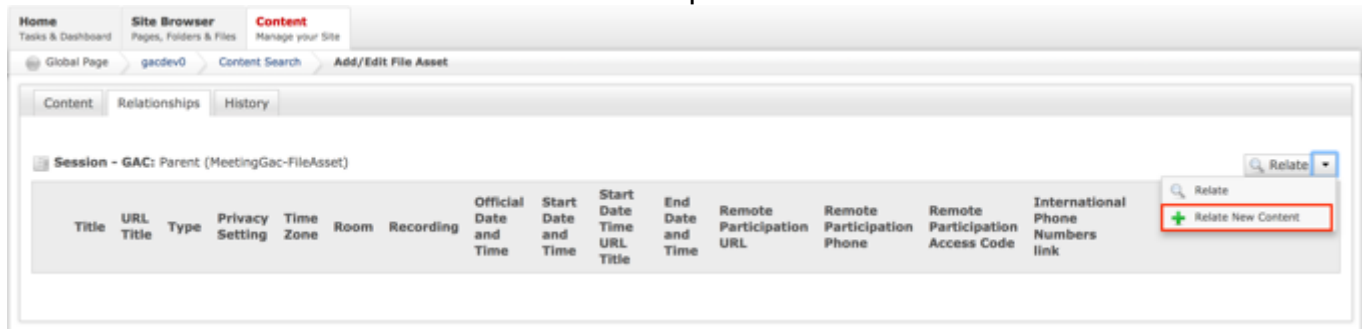
6. Once the File Asset has been locked, select the **Relationships** tab.



7. From the Relationships tab, select the **Relate** dropdown list.

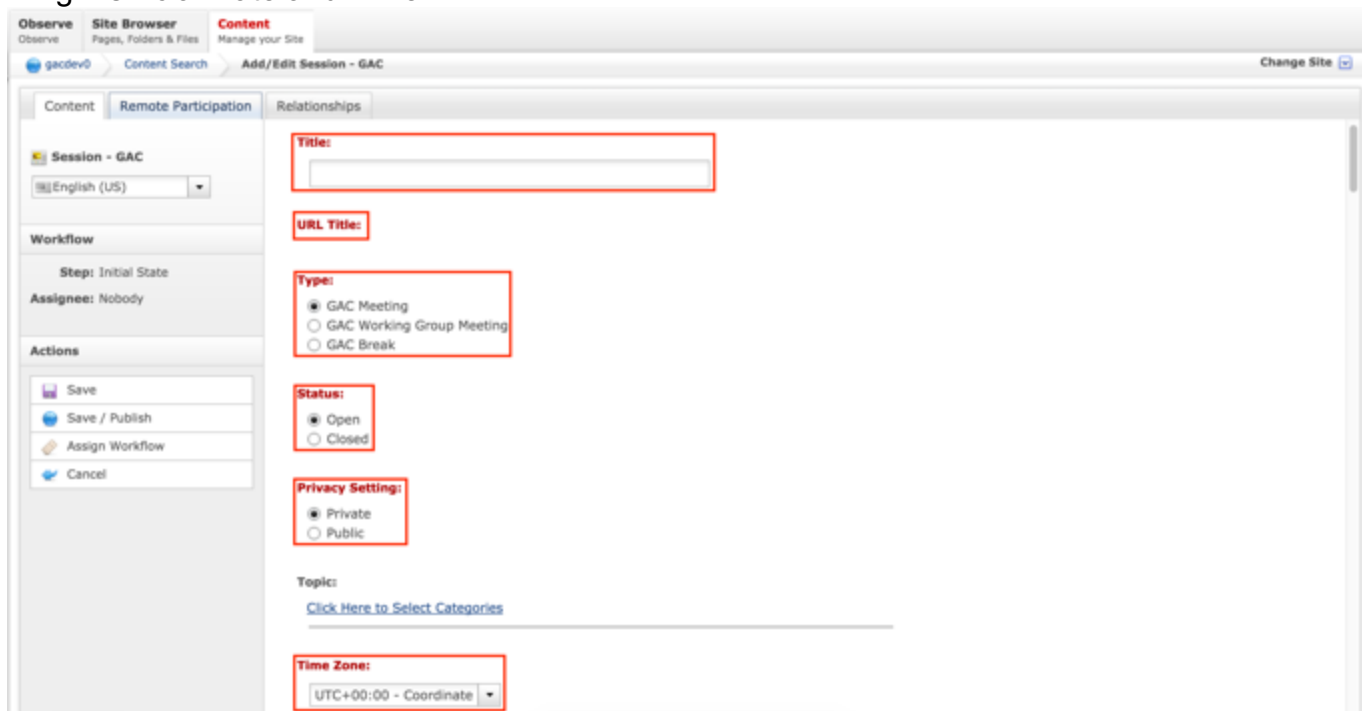


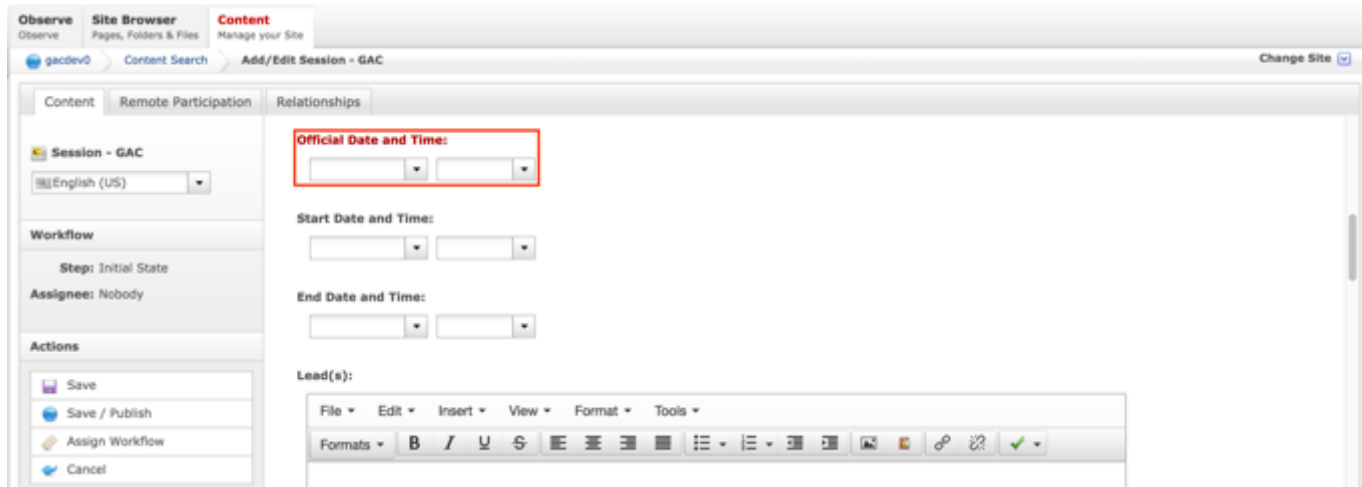
8. Select **Relate New Content** from the Relate dropdown list.



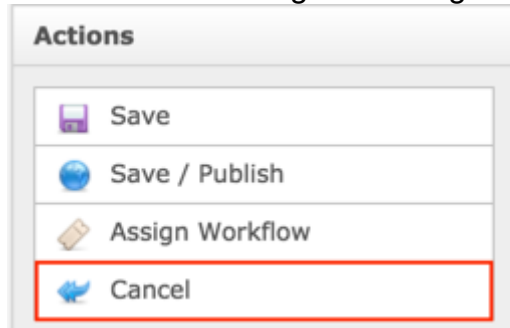
9. Complete the following required fields:

- a. Title
- b. URL Title (automatically created based upon the Title)
- c. Type (defaults to GAC Meeting)
- d. Status (defaults to Open)
- e. Privacy Setting (defaults to Private)
- f. Time Zone (defaults to UTC+00:00 – Coordinated Universal Time (UTC))
- g. Official Date and Time



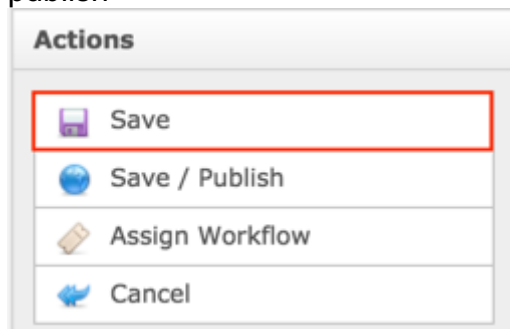


10. Select **Cancel** to negate relating new content to the File Asset



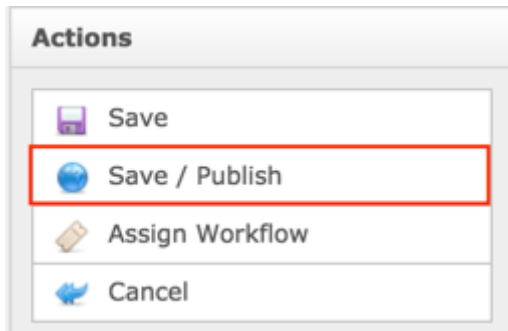
OR

Select **Save** which will create the new content that was related to the File Asset and not publish



OR

Select **Save / Publish** which will create the new content, relate it to the File Asset and save / publish

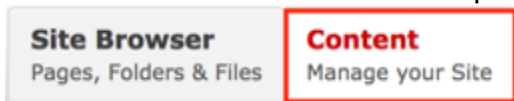


NOTE: Once Save / Publish is selected, the Session will be published in the Meetings & Records section of site and the File Asset related to the Session will be published as well.

RELATING EXISTING CONTENT TO A FILE ASSET

To relate existing Sessions to a File Asset, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Content** tab from the top navigation.



3. Select **File Asset** from the Type dropdown list.

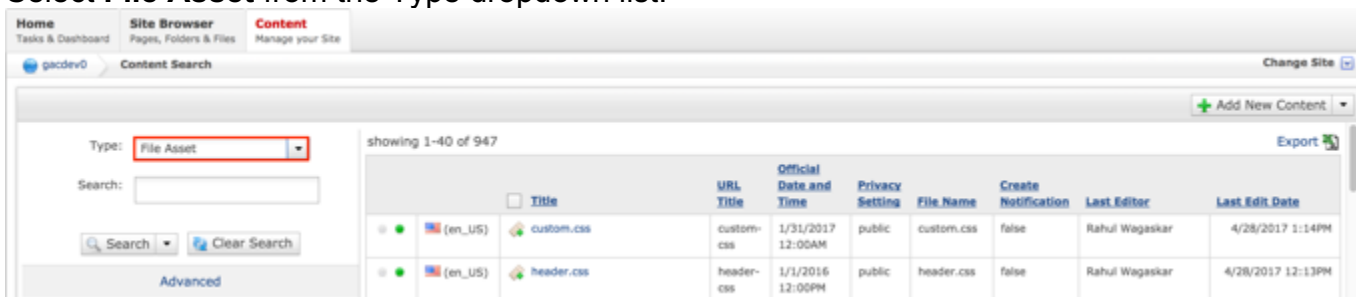
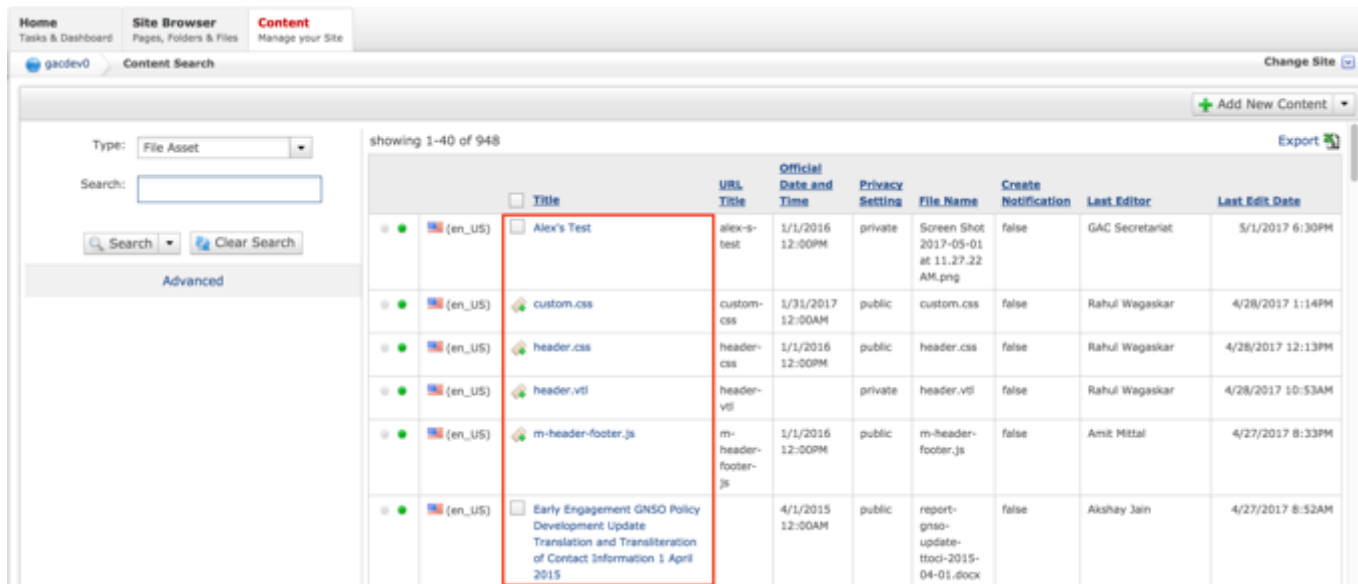


Figure 80: Navigating to the Content page within the Admin site will show all the File Assets that have already been created.

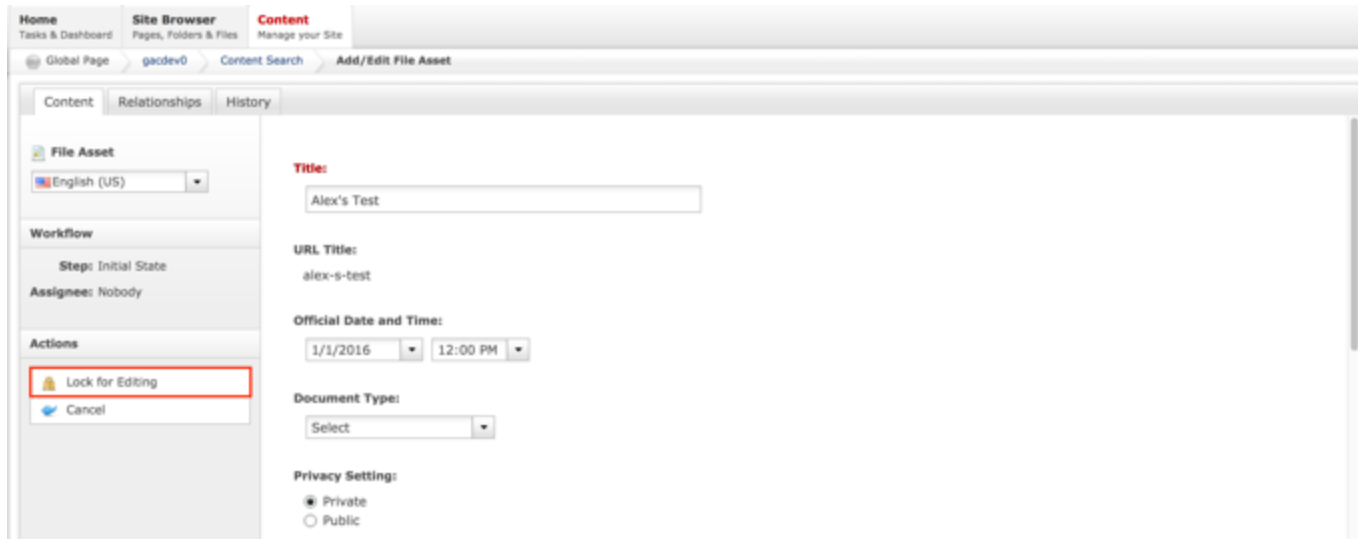
4. Double click the **File Asset Title** in the right pane to open the live editor interface for the page.



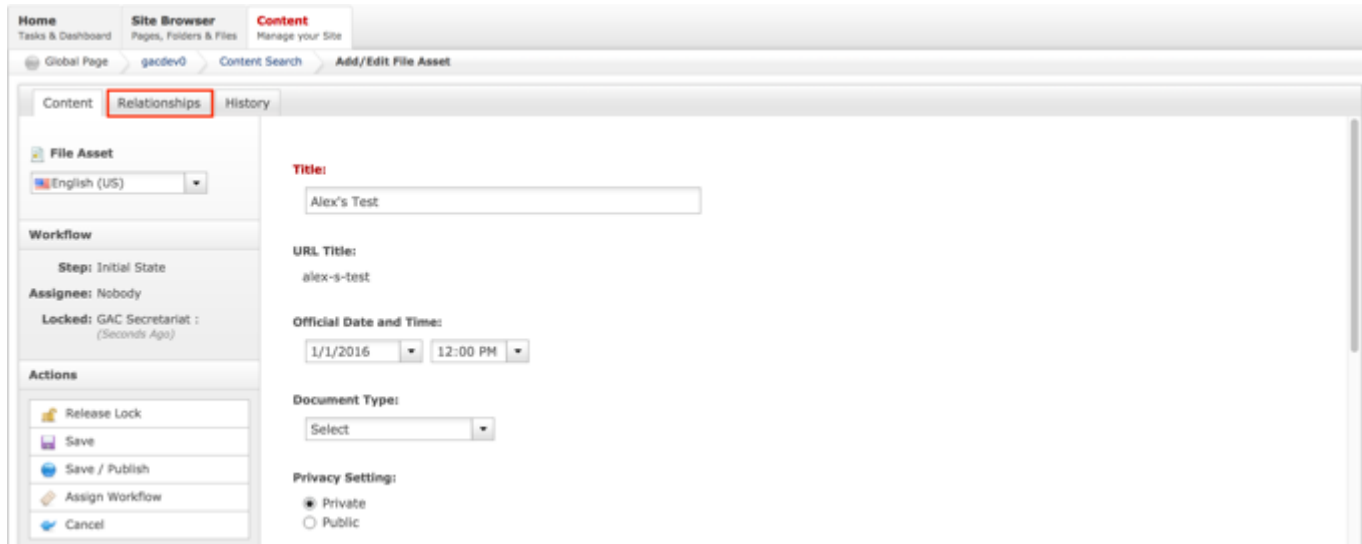
NOTE: You can refine your search by doing the following:

- Selecting any of the column headings to sort ascending and descending
- AND / OR
- Enter additional data in the Search field on the left and click the **Search** button

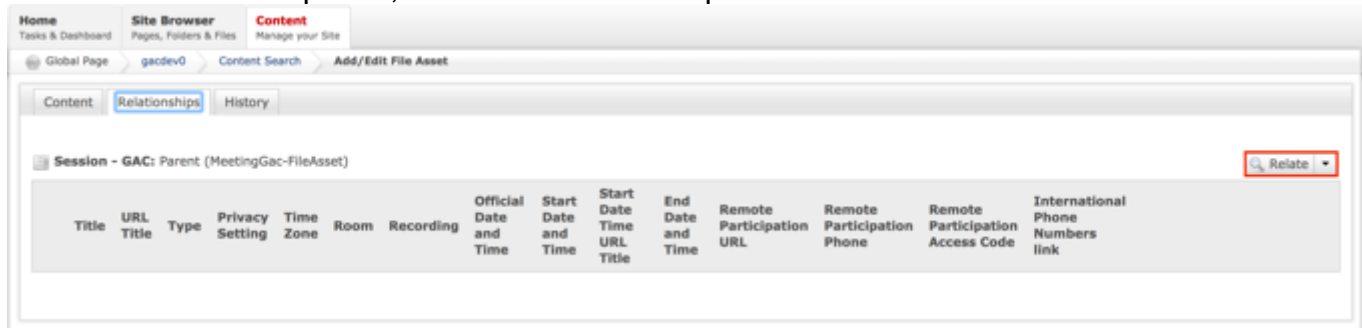
5. After selecting the File Asset that you would like to relate a Session to, the editor will be displayed. Lock the page for editing by clicking on **Lock for Editing** under the Actions menu.



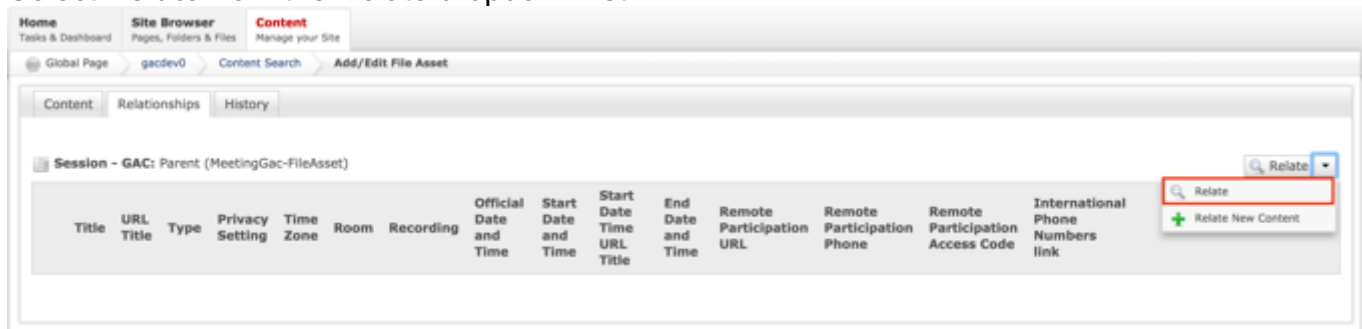
6. Once the File Asset has been locked, select the **Relationships** tab.



7. From the Relationships tab, select the **Relate** dropdown list.



8. Select **Relate** from the Relate dropdown list.



9. Once Relate is selected, a **Search** pop-up will display. Select the **Search** button to return all results or enter criteria in any of the Search fields to refine the Search results returned or select the **Clear Search** button to clear your search criteria.

The screenshot shows a search interface with the following elements:

- Search:** A header label.
- Minutes:** An empty text input field.
- Action Items:** An empty text input field.
- Remote Participation URL:** An empty text input field.
- Remote Participation Phone:** An empty text input field.
- Remote Participation Access Code:** An empty text input field.
- International Phone Numbers link:** A text label.
- Buttons:** Two buttons at the bottom: "Search" (with a magnifying glass icon) and "Clear Search" (with a blue arrow icon). Both buttons are highlighted with a red border.

Figure 81: You can refine your search by entering additional criteria in the Search pop-up and then selecting the Search button.

10. Select the **checkbox** next to the Session you would like to relate to a File Asset.

The screenshot shows a search results page with the following elements:

- Search:** A header label.
- Language:** A dropdown menu with a warning icon.
- Title:** An empty text input field.
- Host Folder:** A dropdown menu.
- Type:** Radio buttons for "GAC Meeting", "GAC Working Group Meeting", and "GAC Break".
- Privacy Setting:** Radio buttons for "Private" and "Public".
- Room:** An empty text input field.
- Recording:** An empty text input field.
- Start Date and Time:** A dropdown menu.
- Matching Results (592):** A table with the following columns: Language, Title, URL Title, Type, Privacy Setting, Time Zone, Room, and Relevance.

Language	Title	URL Title	Type	Privacy Setting	Time Zone	Room	Relevance
<input checked="" type="checkbox"/> English (US)	GAC Working Group MeetingBQ Test Session02-05-17::00:11:539	gac-working-group-meetingbq-test-session02-05-17-00-11-539	gacwg	public	UTC	Ha	
<input type="checkbox"/> English (US)	BQ Test Session01-05-17::23:50:878	bq-test-session01-05-17-23-50-878	gac	private	UTC		
<input type="checkbox"/> English (US)	GAC Working Group MeetingBQ	gac-working-group-meetingbq-	gacwg	public	UTC	Ha	

11. Once the checkbox next to the Session that you would like to relate to a File Asset is selected, select the **Relate** button at the bottom of the page.

Search:

Language:

Title:

Host Folder:

Type: GAC Meeting
 GAC Working Group Meeting
 GAC Break

Privacy Setting: Private
 Public

Room:

Recording:

Start Date and Time:

<input type="checkbox"/>	English (US)	MeetingBQ Test	meetingbq-test-	gacwg	public	UTC	H
		Session26-04-17::18:44:03	session26-04-17-18-44-03				
<input type="checkbox"/>	English (US)	GAC Working Group MeetingBQ Test	gac-working-group-meetingbq-test-	gacwg	public	UTC	Hall A
		Session26-04-17::17:02:512	session26-04-17-17-02-512				
<input type="checkbox"/>	English (US)	GAC BreakBQ Test	gac-breakbq-test-	gacbreak	public	UTC	Hall A
		Session26-04-17::18:36:988	session26-04-17-18-36-988				

Next

Relate

12. Select **Cancel** to negate adding the content.

Actions

- Release Lock
- Save
- Save / Publish
- Assign Workflow
- Cancel**

OR

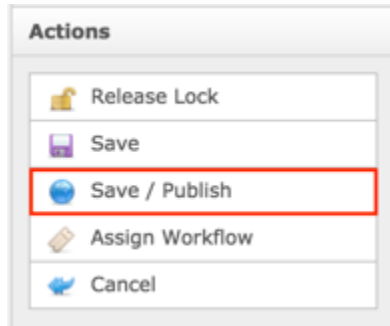
Select **Save** which will save the content and not publish it.

Actions

- Release Lock
- Save**
- Save / Publish
- Assign Workflow
- Cancel

OR

Select **Save / Publish** which will save and publish the edits.

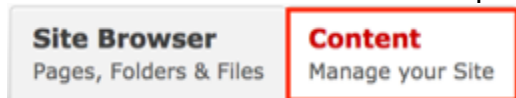


NOTE: Once Save / Publish is selected, the Session will be published in the Meetings & Records section of site with the File Asset attached.

Updating File Assets

To update File Asset - Translatable content, follow the steps below:

1. Log into dotCMS Admin.
2. Click the **Content** tab from the top navigation.



3. Select **File Asset** from the Type dropdown list.

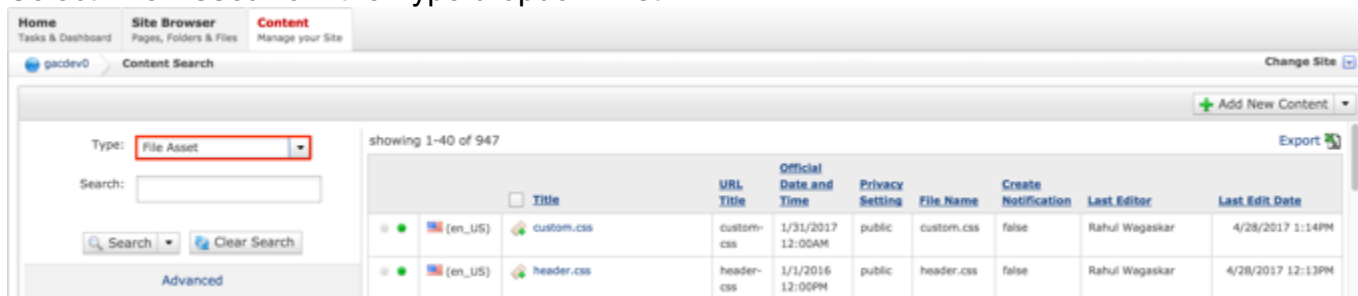
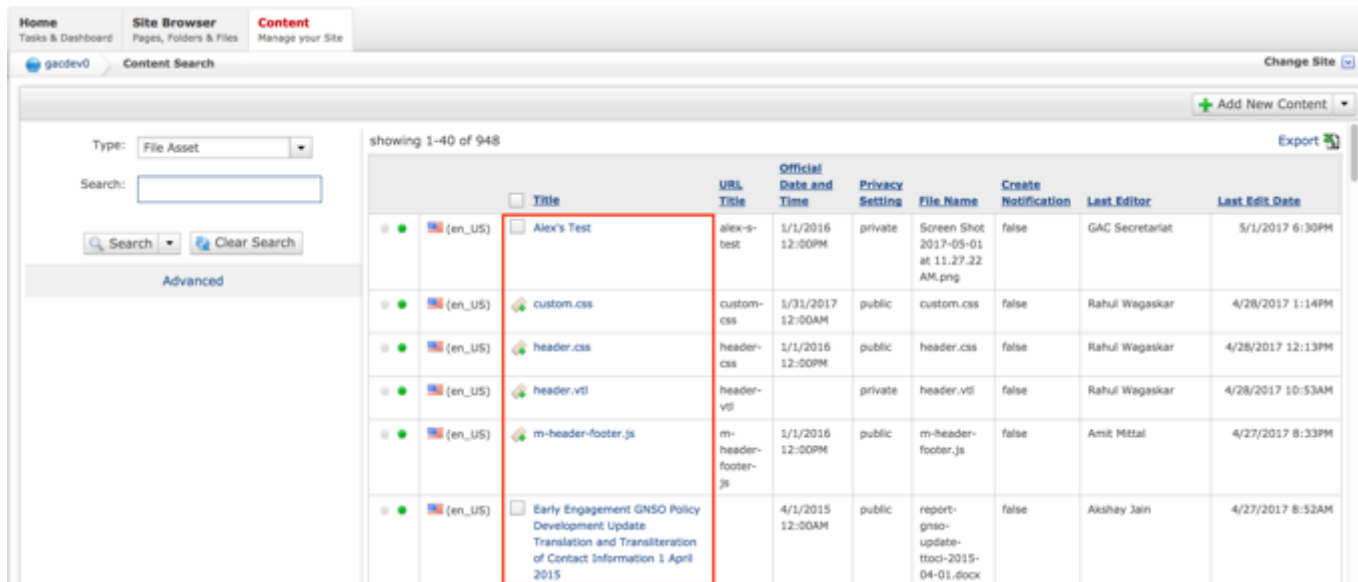


Figure 82: Navigating to the Content page within the Admin site will show all the File Assets that have already been created.

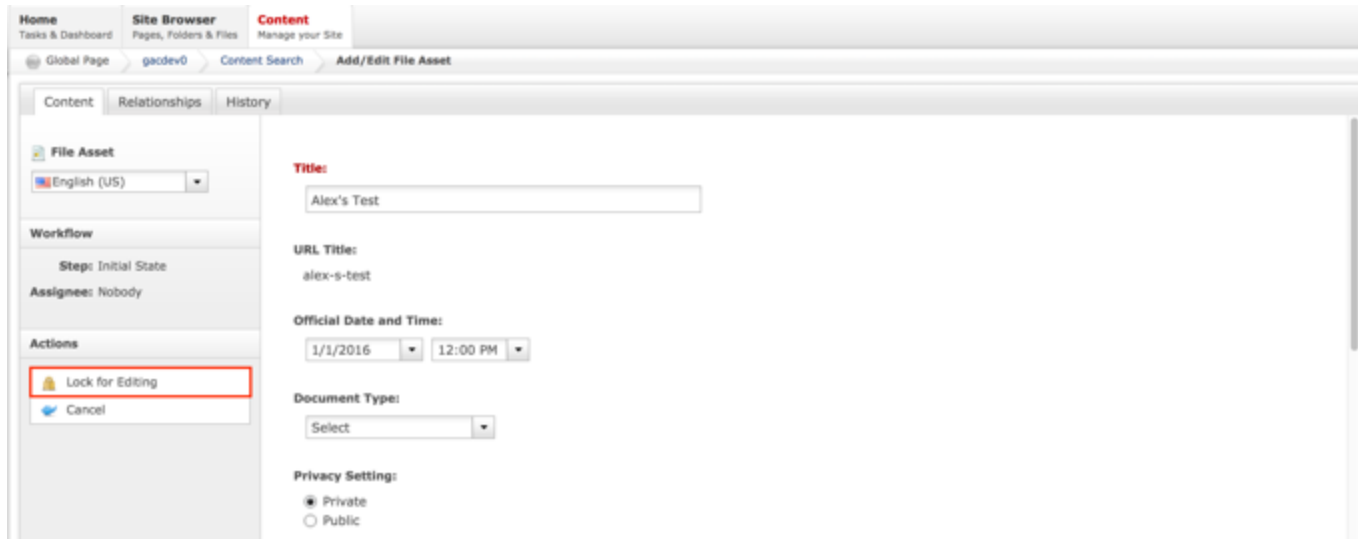
4. Double click the **File Asset Title** in the right pane to open the live editor interface for the page.



NOTE: You can refine your search by doing the following:

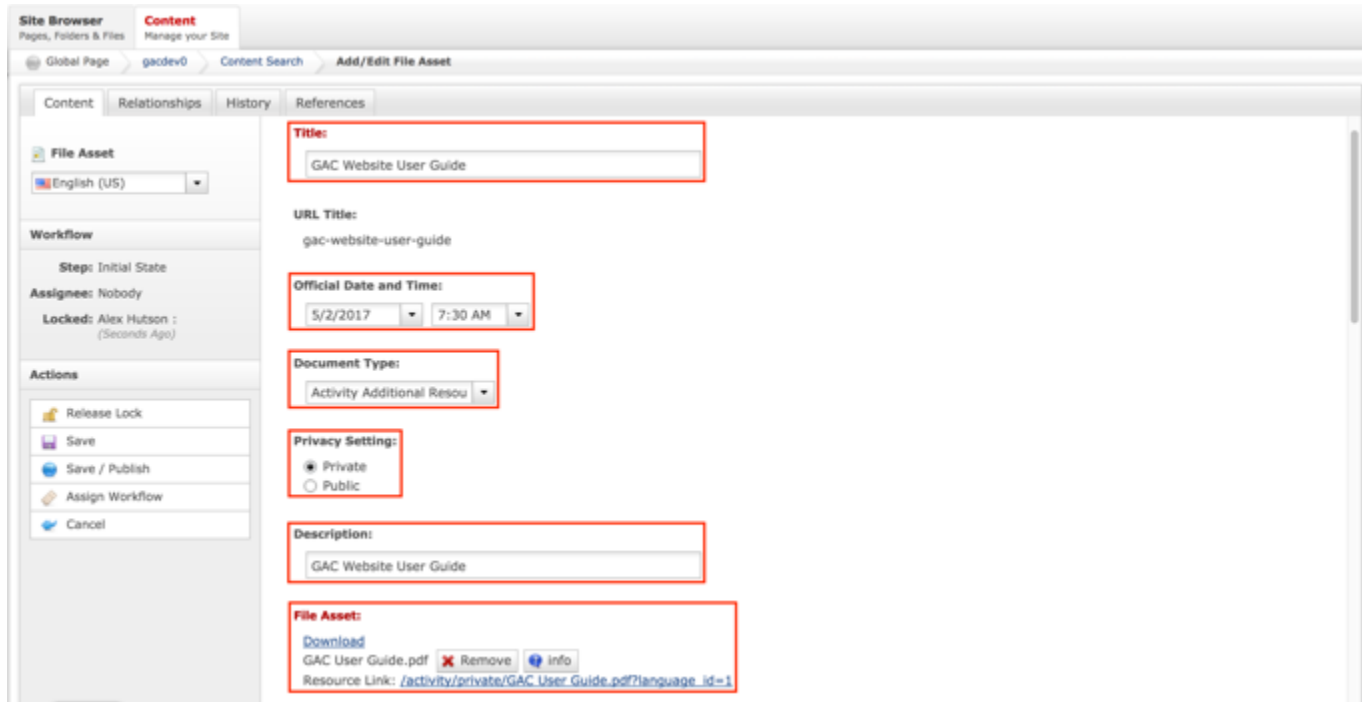
- Selecting any of the column headings to sort ascending and descending
- AND / OR
- Enter additional data in the Search field on the left and click the **Search** button

5. After selecting the File Asset that you would like to relate a Session to, the editor will be displayed. Lock the page for editing by clicking on **Lock for Editing** under the Actions menu.



6. Modify any of the following fields:

- a. Title
- b. Official Date and Time
- c. Document Type
- d. Privacy Setting
- e. Description
- f. File Asset
- g. Create Notification



Site Browser **Content**
Pages, Folders & Files Manage your Site

Global Page > gacdev0 > Content Search > Add/Edit File Asset

Content Relationships History References

File Asset
English (US)

Workflow
Step: Initial State
Assignee: Nobody
Locked: Alex Hutson : (Seconds Ago)

Actions
Release Lock
Save
Save / Publish
Assign Workflow
Cancel

URL FILE	URL USER NAME
metaAuthor	Alex Hutson
metaSaveDate	2017-05-02T16:16:24Z
creationDate	2017-05-02T16:16:24Z
dctermsCreated	2017-05-02T16:16:24Z
fileSize	24147038
producer	Mac OS X 10.11.6 Quartz PDFContext
xmpCreatorTool	Word
dcCreator	Alex Hutson
lastModified	2017-05-02T16:16:24Z
metaKeyword	

Show On Menu:

Sort Order:
0

Create Notification:
 No
 Yes

7. Once modifications have been made, you can either select **Cancel** to negate the edits.

Actions

Release Lock

Save

Save / Publish

Assign Workflow

Cancel

OR

Select **Save** which will save the edits and not publish them.

Actions

Release Lock

Save

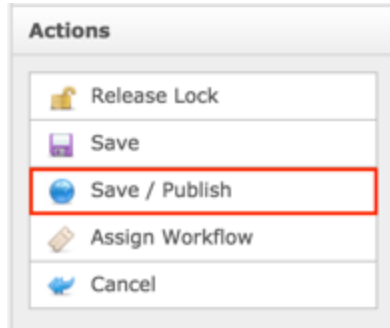
Save / Publish

Assign Workflow

Cancel

OR

Select **Save / Publish** which will save and publish the edits.



NOTE: Once Save / Publish is selected, the File Asset will be available to be related to content and published.

Translations

Search

Site Search

Local Search

Search Results

Refining Search

Privacy Settings

Privacy Settings are managed separately for every piece of content. They can be specified at the time the content is created and updated at any time within the Admin console.

Private

When content is published with a Privacy Setting of Private, only logged in GAC Members will be able to view the private content.

Public

When content is published with a Privacy Setting of Public, any site visitor will be able to view the public content.

Create Account

Disable Account



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