GAC Working Group Guidelines - Changes from 2016 Version

Overview of changes:

- GAC Working Group Guidelines were updated to reflect current practice within the GAC (including GAC support responsibilities/support, removal of mentions of external Secretariat but aligning support in one category)

- Alignment with ICANN Bylaws (minimal but changed references which were incorrect due to update in ICANN Bylaws)

- Reformatting:
  - Ease of reference, the guidelines were updated into clear sections so existing text was shifted into those subsections proposed by GOPE WG members;
  - Some text which was included in annexes was copied into the guidelines for clarity

- GOPE WG Members tasked GAC Support to review existing WG guidelines from other groups (GNSO and ccNSO were reviewed) to identify potential areas of "gaps" in the GAC Working Group Guidelines and to provide text for GOPE WG members to reword/adapt if necessary.

Specific changes (by section):

- **Section 1 - Background:** largely unchanged. Updated per ICANN bylaws.

- **Section 2 - Purpose of work:** this section was added by GOPE WG members to explain the aim/intention of the guidelines (replacing and updating a "current practice" section in previous guidelines)

- **Section 3 - Establishment of a Working Group:** text largely unchanged but process for how and why a Working Group is created was added.
  - Membership application was added to reflect current practice in GAC Working Groups.
  - Working group leaders added to reflect current practice in GAC Working Groups.

- **Section 4 - Roles and Responsibilities:** largely unchanged; slightly updated to reflect current practice in GAC Working Groups. Added mention of Standards of Behavior (already present in annex of previous guidelines)
  - Members: expanded section (with text largely present in annex) to clarify role of members and the expected contribution to the work/outputs of the WG consistent with the work plan.
  - Liaison role: expanded (only briefly mentioned in previous guidelines) outlining potential role/responsibilities
  - GAC Support Staff: role updated to reflect current practice.

- **Section 5 - Operation of a Working Group:** Largely unchanged with some section expanded to reflect current practice or fill some gaps.

  - Areas which were unchanged:
    - Work plan
    - Meetings
    - Logistics
    - Reporting to the GAC

  - Areas expanded/changed:
    - WG outputs - expanded to outline WG membership collaboration (in line with annex)
    - Sub-teams - section added to allow for creation of potential sub-teams
    - Final Report - section renamed and expanded from Appendix A. Process for the development of position paper/statement is unchanged.
    - Closure of a Working Group: section largely expanded and new text proposed by WG members to add a timeline for WG work/outputs to avoid inactive WG to remain open. GOPE WG members added the idea of a regular and periodic review of Working Groups to identify which WGs should be closed/adjourned.