

GAC Operating Principles Evolution Working Group Terms of Reference

(as adopted by GAC – March 2019 – Kobe, Japan)

I. PURPOSE OF THE WORKING GROUP

The purpose of the GAC Operating Principles Evolution Working Group is to study, develop and make recommendations to the GAC for changes to the current GAC Operating Principles. Those recommendations should help the GAC improve the organization, scope, clarity and specificity of the committee's processes and procedures.

The evolution of GAC operating principles seeks to enable the Governmental Advisory Committee (GAC) to adjust and adapt to operate more effectively and efficiently as an advisory committee and as a member of the ICANN Empowered Community.

II. SCOPE OF WORK

The working group recommendations may range from providing:

- Modifications to or reorganization of the overall structure of the current GAC Operating Principles; or
- Modification of existing operating principles to provide more clarity and specificity; or
- The addition of new operating principles that provide more guidance and specificity to the operations of the committee; or
- The deletion of certain operating principles that are no longer useful, applicable or relevant to the GAC's operations.

III. WORKING GROUP MEMBERSHIP

1. Participants:

Representatives from any GAC member and GAC observer are welcome to participate in the working group deliberations.

2. Leadership:

Due to the scope of the work expected for this effort, the working group operations will be managed and coordinated by a team of two co-chairs. The initial co-chairs will be designated by the GAC Chair.

Subsequently, the co-chairs can adjust the leadership structure of the group to best manage the work.

IV. WORKING GROUP PROCESS AND METHODOLOGY

1. Order of Work:

It is anticipated that the working group will initially proceed with its work in the following order of priorities:

- a) Review existing GAC Operating Principles framework and development of recommendations about the future framework of the operating principles;
- b) Based on GAC member discussion and understanding at previous meetings, the working group will first develop recommendations for improving the specificity and clarity of operating principles for GAC working groups (and other entities intended to support the GAC's examination of various substantive policy and operational matters);
- c) Processes adopted towards updating principles for working group operations will provide useful information for how the rest of the evolution work can be best accomplished; and
- d) The development of revised operating principles regarding the committee liaison functions between the GAC and other ICANN Supporting Organizations and Advisory Committees.

2. Pace of Work:

The working group is expected to conduct deliberations intersessionally, between GAC face-to-face meetings and to report progress to the GAC membership at every GAC face-to-face meeting. The working group will conduct its work by email and via conference call. The working group will endeavor to meet as often as practicable via conference call and during GAC face-to-face meetings.

3. Decision making:

The working group is not a decision-making body for the GAC, but is designed to offer recommendations to the GAC membership as a whole. The GAC recognizes that the development of those recommendations will come from active discussions between working group members.

Whenever possible, substantive determinations for recommendations by the working group will be made by consensus of the working group members. Where consensus on substantive matters cannot be achieved or where there are significant objections by a minority of the working group, the working group leadership will be expected to share those various views in any reports made to the GAC leaders and membership.

Non-substantive working group matters (e.g., operational decisions regarding call scheduling, decisions on timing and deadlines) will be determined by the working group leadership in consultation with WG members. The leadership will work to provide reasonable, fair and balanced opportunities for all working members to participate in the effort. If a working group member feels that reasonable accommodations are not being made, they can express any concerns to the GAC leadership who will resolve any operational disputes.

V. WORKING GROUP TIMELINE

The Operating Principle evolution effort is a major project for the committee that is expected to take a considerable period of time. As a consequence, the working group leadership will consult with the GAC leadership and membership at least twice a year to review progress and assess whether additional efforts are needed to support the project.

VI. SUPPORT FOR THE WORKING GROUP

1. Staff Support:

A minimum of two members of the GAC supporting staff will be assigned to support the work of the group to assure operational support of working group calls and to assist the working group leadership on document development and publication.

2. Web Page Support:

An activity page on the GAC web site will be created for the working group.

The working group's activity web page will include a list of member volunteers, records of the working group meetings, including attendance and notable follow-up and action items and to store the various written documents generated by the working group.

3. Email List:

An email list will be established for working group members to collaborate and exchange views and information.

4. Other Available Resources:

As needed, the working group may use other tools made available by ICANN org like Adobe Connect for working group meetings and collaboration tools like Goggle docs to collaborate on document development. All the tolls utilized to support the working group's efforts must be used in accordance with ICANN org technical and operational standards.

VII. BACKGROUND AND REFERENCES

GAC Operating Principles (June 2017 version) - <https://gac.icann.org/operating-principles/operating-principles-june-2017>

The following reference links provide examples of how other organizations currently depict their group operational expectations.

GNSO Operating Procedures v3.4 - <https://gns0.icann.org/sites/default/files/file/field-file-attach/op-procedures-18jun18-en.pdf>

GNSO Working Group Guidelines - <https://gnso.icann.org/sites/default/files/file/field-file-attach/annex-1-gnso-wg-guidelines-18jun18-en.pdf>

ICANN Cross Community Working Group Principles Recommendations - <https://ccnso.icann.org/sites/default/files/file/field-file-attach/2016-12/ccwg-principles-recommendations-07nov16-en.pdf>

ccNSO Guidelines (various documents) - <https://ccnso.icann.org/en/about/guidelines.htm>

APNIC SIG Guidelines - <https://www.apnic.net/community/participate/sigs/sig-guidelines/>

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Document Administration

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