

GAC Universal Acceptance and IDN Working Group Terms of Reference

(July 2020)

I. PURPOSE OF THE WORKING GROUP

The purpose of the GAC Universal Acceptance and IDN Working Group (UA-IDN WG) is to provide the GAC with an avenue for addressing topics, matters and work related to the universal acceptance of new generic top level domains (gTLDs) and internationalized domain names (IDNs) as those matters affect and impact governmental interests.

II. SCOPE OF WORK

Depending on the topics and issues presented, the scope of the working group's efforts would include amongst other things:

- Providing information and knowledge building resources and opportunities for GAC members on developments related to Universal Acceptance (UA) and Internationalized Domain Names (IDNs).
- Developing positions and drafting recommendations for consideration by the full GAC on policy matters related to UA and IDNs.
- Coordinating and managing GAC input on ICANN public comment opportunities related to UA and IDN issues.
- Interfacing with the Universal Acceptance Steering Group (UASG) to leverage governmental input and information sharing on UASG work plans

III. WORKING GROUP MEMBERSHIP

1. Participants:

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

2. Leadership:

Working group operations will be managed and coordinated by the Working Group Chair. The initial Chair of the UA-IDN WG will be designated by the GAC Chair. Subsequently, the working group members can collectively 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) Establish effective communication channels with the UASG and the ICANN organization to enable effective collection, management and dissemination of information to the GAC about UA and IDN matters.
- b) Identify and develop processes and mechanisms to inform the GAC about UA and IDN developments.
- c) Develop mechanisms to enable the working group and its members to help the GAC develop positions and strategies regarding the operational and policy impacts of UA and IDN matters on governments.
- d) In collaboration with GAC Leadership, manage and coordinate GAC discussions on UA and IDN topics as they arise.

2. Pace of Work:

The working group is expected to conduct its deliberations intersessionally, between GAC face-to-face meetings and to report progress to the GAC membership at GAC face-to-face meetings when appropriate. 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 provide information and 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 UA-IDN WG mission is open-ended without a defined timeline. Specific timelines for particular work efforts will be developed when needed and as appropriate. Assignments and initiatives can come directly from the GAC Chair or GAC Leadership or be identified and developed by the working group itself. However, any inputs provided by the WG outside of the GAC would be subject to ultimate endorsement by the full GAC.

The working group leadership will consult with the GAC leadership and membership at least once a year to review the group's work plans and assess whether additional efforts or resources are needed to support the working group.

VI. SUPPORT FOR THE WORKING GROUP

1. Staff Support:

A minimum of two members of the GAC support 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 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 the Zoom platform for working group meetings and collaboration tools like Google docs to collaborate on document development. All the tools 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 Universal Acceptance and IDN Working Group Home Page:

<https://gac.icann.org/working-group/gac-universal-acceptance-and-internationalized-domain-names-working-group-ua-idn-wg>

Universal Acceptance Steering Group (UASG) Web Page:
<https://uasg.tech/>

ICANN.org Web Page for Internationalized Domain Names:
<https://www.icann.org/resources/pages/idn-2012-02-25-en>

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Document Administration

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