ICANN | GNSO

Generic Names Supporting Organization

SC Name:	GNSO Council Standing Committee on ICANN's Budget and Operations

Section I: Standing Committee Identification

Chartering Organization(s):	Generic Names Supporting Organization (GNSO) Council
Charter Approval Date:	<Enter Approval Date>
Name of committee Chair/Co-Chairs:	<Enter Elected Chair(s)>
Name(s) of Appointed Liaison(s):	<Enter Liaison>
Committee Workspace URL:	https://community.icann.org/display/GCSCOIBOP
Committee Mailing List:	http://mm.icann.org/pipermail/gnso-sc-budget/

GNSO Council Resolution:	**Title:**	<Enter Resolution Title>
	Ref # & Link:	<Enter Resolution link>

Important Document Links:	Not applicable

Comment [A1]: TBD

Comment [A2]: TBD

Comment [A3]: TBD

Comment [A4]: TBD

Comment [A5]: TBD

Section II: Mission, Purpose, and Deliverables

Mission & Scope:

The task of the Standing Committee on ICANN Budget and Operations (SCBO) is to coordinate and facilitate dialogue to fully understand ICANN's strategic and operational planning and budgetary processes, in particular in preparation for the annual budgetary comments cycle as it relates to the GNSO Council's remit.

The committee's scope of activities will encompass monitoring relevant information and formulating proposed positions that are submitted to the GNSO Council for approval with regards to ICANN's Budget and Operating Planning cycle as it relates to its remit in managing the GNSO's policy development process and the GNSO's role as a Decisional Participant in the Empowered Community. The standing committee cannot initiate any action or decision on its own, unless specifically instructed by the GNSO Council – any and all recommendations will need to be submitted to the GNSO Council for its consideration. While GNSO Stakeholder Groups and Constituencies (SGs/Cs) file their own comments specific to their respective SG/C, interested subject matter experts may be invited to contribute to the input for the GNSO Council as recommended by the standing committee.

Membership of the committee is open only to GNSO Council members as elected by their respective Stakeholder Group, although participants from GNSO SG/Cs with relevant expertise (who may not be GNSO

Council members) may be welcomed. Any formal decisions, however, are expected to be taken by the members of the standing committee.

In achieving its objective, the standing committee will undertake, but is not limited to, the following activities:

- Disseminate and summarize information relevant to ICANN's operational plan and budget;
- Formulate and prepare comments to be submitted as part of ICANN's and IANA-PTI's fiscal year budget cycle;
- Monitor and disseminate information pertaining to ICANN's quarterly review as it pertains to actual spend versus planned budget;
- Inform or advise the GNSO Council should a rejection of the ICANN Budget be triggered;
- Organizing GNSO focused strategy and operations sessions at ICANN events as required.

Objectives & Goals:

To develop, at a minimum, draft comments and recommendations on issues relating to ICANN's Draft Budget and Operating Plan for each fiscal year's planning cycle as it pertains to the scope of the GNSO Council.

Deliverables & Timeframes:

Deliverables will mostly take the form of draft correspondence and/or comments, which if adopted by the GNSO Council, can be submitted to the relative public comment forum. All other deliverables will take the form of status reports or summaries of ICANN budget and finance related activities.

The standing committee shall respect the timelines and deliverables as posted on ICANN's Public Comments web pages. Because the draft of comments coming from the standing committee are ultimately adopted (either by motion or absence of objection) by the GNSO Council prior to formal submission, the standing committee will also respect the GNSO Council meeting schedule, as well as, its motions and documents deadline dates in preparation for meetings.

Section III: Formation, Staffing, and Organization

Membership Criteria:

Members of the standing committee will be comprised of volunteers from the GNSO Council and the nomination of the chair will be determined by said committee. Each Stakeholder Group is expected to designate at least 1 Council member and 1 alternate to this effort. Membership to the standing committee is based on a Council member's term. Constitution of the Committee will be reviewed at each AGM (Annual General Meeting) as Council member terms expire and new members are elected by their respective groups. The Standing Committee may decide to solicit additional volunteers throughout the year as needed. Members will be listed on the community wiki.

GNSO Stakeholder Group and Constituency members that have specific interest and expertise in ICANN's budget and strategic plan can follow the deliberations and are encouraged to sign up as participants. The standing committee may decide to invite the input from participants as deemed appropriate (e.g. participate in mailing list discussions and/or calls), but formal decisions will only be taken by Council members assigned to the committee. It is expected that SG/C leadership will inform their respective member's interest in participating to the GNSO Secretariat. Participants will also be documented on the wiki.

Group Formation, Dependencies, & Dissolution:

The SCBO will be a standing committee. This standing committee will be formally chartered by the GNSO Council via an approved motion and Council membership will be confirmed within the GNSO Council by each Stakeholder Group within three weeks after the end of the AGM (Annual General Meeting). After charter adoption and conclusion of AGMs, the GNSO Secretariat should circulate a 'Call For Volunteers' to SG/C leadership to confirm continuing interest by existing participants or solicit for new interest.

Review of Standing Committee Charter and Activities:
A review of this charter and activities is expected to take place at each AGM, or shortly thereafter or when considered necessary, for instance when the general ICANN process will change and affects the charter of the standing committee.

Staff Support:

The ICANN staff assigned to the standing committee will fully support the work of the standing committee as requested by the Chair including meeting support, document drafting, editing and distribution and other substantive contributions when deemed appropriate.

Staff assignments to the standing committee:
- GNSO Secretariat
- ICANN policy staff members

Statements of Interest (SOI) Guidelines:

Each member of the SCBO is required to submit an SOI in accordance with Section 5 of the GNSO Operating Procedures.

Section IV: Rules of Engagement

Decision-Making Methodologies:

The standing committee's decisions will only be limited to consensus on which input and/or recommendations to put forward to the GNSO Council for formal consideration (for example, in the form of a draft of public comment). As noted below, any formal decisions are expected to reflect the consensus of the members of the standing committee. In making an assessment of whether consensus has been achieved, the chair is expected to factor in whether adequate input has been received from both houses of the GNSO Council as well as follow the standard methodology for decision-making as outlined in the GNSO Working Group Guidelines.

The Chair will be responsible for designating each position as having one of the following designations:
- **Full consensus** - when no one in the group speaks against the recommendation in its last readings. This is also sometimes referred to as **Unanimous Consensus.**
- **Consensus** - a position where only a small minority disagrees, but most agree. *[Note: For those that are unfamiliar with ICANN usage, you may associate the definition of 'Consensus' with other definitions and terms of art such as rough consensus or near consensus. It should be noted, however, that in the case of a GNSO PDP originated Working Group, all reports, especially Final Reports, must restrict themselves to the term 'Consensus' as this may have legal implications.]*

In cases of **Consensus**, an effort should be made to document that variance in viewpoint and to present any **Minority View** recommendations that may have been made. Documentation of **Minority View** recommendations normally depends on text offered by the proponent(s).

The recommended method for discovering the consensus level designation on recommendations should work as follows:
  i. After the group has discussed an issue long enough for all issues to have been raised, understood

and discussed, the Chair, or Co-Chairs, make an evaluation of the designation and publish it for the group to review.

ii. After the group has discussed the Chair's estimation of designation, the Chair, or Co-Chairs, should reevaluate and publish an updated evaluation.

iii. Steps (i) and (ii) should continue until the Chair/Co-Chairs make an evaluation that is accepted by the group.

iv. In rare case, a Chair may decide that the use of polls is reasonable. Some of the reasons for this might be:
   o A decision needs to be made within a time frame that does not allow for the natural process of iteration and settling on a designation to occur.
   o It becomes obvious after several iterations that it is impossible to arrive at a designation. This will happen most often when trying to discriminate between **Consensus** and **Strong support but Significant Opposition** or between **Strong support but Significant Opposition** and **Divergence.**

Based upon the SCBO's needs, the Chair may direct that members do not have to have their name explicitly associated with any Full Consensus or Consensus view/position. However, in all other cases and in those cases where a group member represents the minority viewpoint, their name must be explicitly linked, especially in those cases where polls where taken.

Consensus calls should always involve the entire standing committee and, for this reason, should take place on the designated mailing list to ensure that all standing committee members have the opportunity to fully participate in the consensus process. It is the role of the Chair to designate which level of consensus is reached and announce this designation to the standing committee. Member(s) of the standing committee should be able to challenge the designation of the Chair as part of the standing committee discussion. However, if disagreement persists, members may use the process set forth below to challenge the designation.

If several participants (see Note 1 below) in a standing committee disagree with the designation given to a position by the Chair or any other consensus call, they may follow these steps sequentially:

1. Send email to the Chair, copying the standing committee explaining why the decision is believed to be in error.
2. If the Chair still disagrees with the complainants, the Chair will forward the appeal to the CO liaison(s). The Chair must explain his or her reasoning in the response to the complainants and in the submission to the liaison. If the liaison(s) supports the Chair's position, the liaison(s) will provide their response to the complainants. The liaison(s) must explain their reasoning in the response. If the CO liaison disagrees with the Chair, the liaison will forward the appeal to the CO. Should the complainants disagree with the liaison support of the Chair's determination, the complainants may appeal to the Chair of the CO or their designated representative. If the CO agrees with the complainants' position, the CO should recommend remedial action to the Chair.
3. In the event of any appeal, the CO will attach a statement of the appeal to the WG and/or Board report. This statement should include all of the documentation from all steps in the appeals process and should include a statement from the CO (see Note 2 below).

Note 1: Any standing committee member may raise an issue for reconsideration; however, a formal appeal will require that that a single member demonstrates a sufficient amount of support before a formal appeal process can be invoked. In those cases where a single standing committee member is seeking reconsideration, the member will advise the Chair and/or Liaison of their issue and the Chair and/or Liaison will work with the dissenting member to investigate the issue and to determine if there is sufficient support for the reconsideration to initial a formal appeal process.

Note 2: It should be noted that ICANN also has other conflict resolution mechanisms available that could be considered in case any of the parties are dissatisfied with the outcome of this process.

Status Reporting:

The Chair of the standing committee will report regularly through email to the GNSO Council and provide a full report at the GNSO meetings held during the ICANN meetings regarding the activities of the standing committee.

Problem/Issue Escalation & Resolution Processes:

{Note: the following material was extracted from Sections 3.4, 3.5, and 3.7 of the Working Group Guidelines and may be modified by the Chartering Organization at its discretion}

The standing committee will adhere to ICANN's Expected Standards of Behavior as documented in Section F of the ICANN Accountability and Transparency Frameworks and Principles, January 2008.

If a committee member feels that these standards are being abused, the affected party should appeal first to the Chair and Liaison and, if unsatisfactorily resolved, to the Chair of the Chartering Organization or their designated representative. It is important to emphasize that expressed disagreement is not, by itself, grounds for abusive behavior. It should also be taken into account that as a result of cultural differences and language barriers, statements may appear disrespectful or inappropriate to some but are not necessarily intended as such. However, it is expected that committee members make every effort to respect the principles outlined in ICANN's Expected Standards of Behavior as referenced above.

The Chair is empowered to restrict the participation of someone who seriously disrupts the standing committee. Any such restriction will be reviewed by the Chartering Organization. Generally, the participant should first be warned privately, and then warned publicly before such a restriction is put into place. In extreme circumstances, this requirement may be bypassed.

Any committee member that believes that his/her contributions are being systematically ignored or discounted or wants to appeal a decision of the committee should first discuss the circumstances with the standing committee Chair. In the event that the matter cannot be resolved satisfactorily, the committee member should request an opportunity to discuss the situation with the Chair of the Chartering Organization or their designated representative.

In addition, if any member of the committee is of the opinion that someone is not performing their role according to the criteria outlined in this Charter, the same appeals process may be invoked.

Closure:

The standing committee will close upon an approved motion by the GNSO Council if it determines that it is no longer effective or required.

Section V: Charter Document History

Version	Date	Description
v0.6.2	5 Dec 2017	Import of draft into standard GNSO template and content edits

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