

DRAFT LIST OF DEFINITIONS & DESCRIPTIONS OF THE MOST COMMONLY USED POLICY DEVELOPMENT STRUCTURES AND MECHANISMS IN THE GENERIC NAMES SUPPORTING ORGANIZATION (GNSO) – 11 AUGUST 2015

This document contains a list of the mechanisms and structures most commonly used by the GNSO for its policy development activities and other projects. Each mechanism or structure listed has been defined, its common abbreviation indicated, and any additional relevant points included in a separate column, including the expected deliverable(s) from each group.

PLEASE NOTE THAT THIS IS A DRAFT DOCUMENT BEING CIRCULATED FOR REVIEW PURPOSES ONLY AT THIS STAGE.

I. Group Structures:

Group Name	Short Name	Definition	Notes	Expected Deliverables/Output
The following group structures are the basis for how work gets done in the GNSO. Some of these structures are also used outside the GNSO context – where this is the case, a suggestion for standardization of group structures has been made as indicated in the Notes column.				
Drafting Team	DT	<ul style="list-style-type: none"> A group of community volunteers tasked by the GNSO Council to develop a specific proposal or other document for GNSO Council review that does not specifically fall within the remit of other documented GNSO processes, e.g. a Working Group charter, a response to a Board or SO or AC request, proposed language for potential new GNSO procedures, etc. 	<ul style="list-style-type: none"> Does not need a formal charter (e.g. in contrast to a Working Group) DTs should be used only where a specific deliverable has been identified as being required within a certain time frame Cannot be used where document drafting is already included as an intermediate necessary preceding step in existing processes (e.g. Issue Reports) Where appropriate, this type of group can also be used for the proposed new GNSO non-PDP related processes (e.g. GNSO Guidance Process or GNSO Input Process) 	<ul style="list-style-type: none"> Depends on the scope of the task (e.g. WG Charter, letter to the Board etc.) but this should be specified when the group is convened
Working Group	WG	<ul style="list-style-type: none"> A group of community volunteers formally chartered by the GNSO Council to work on specific questions, issues and tasks as detailed in its Charter. The Working Group’s deliberations, processes and outcomes are expressly governed by the GNSO’s Working Group Guidelines and, in the case of Policy Development Process (PDP) Working Groups the GNSO’s PDP Manual is also applicable (note that GNSO Working Groups comprise both PDP and non-PDP Working Groups). 	<ul style="list-style-type: none"> Cross-Community Working Groups are covered separately, see below 	<ul style="list-style-type: none"> At minimum, an Initial Report and Final Report (note that these are mandatory for PDP Working Groups but are customarily also expected from non-PDP Working Groups) Other deliverables as may be specified in the WG Charter

Group Name	Short Name	Definition	Notes	Expected Deliverables/Output
PDP Working Group	PDP	<ul style="list-style-type: none"> • A Working Group formally chartered by the GNSO Council to develop gTLD policy recommendations in accordance with the process outlined in Annex A of the ICANN Bylaws. • GNSO Council adoption of the recommendations developed by a PDP Working Group is determined by voting thresholds set forth in the ICANN Bylaws. • Consensus Policies that create or modify contractual obligations affecting ICANN Contracted Parties may only be developed by a PDP Working Group. • Deliberations, processes and outcomes of a PDP Working Group are governed by the GNSO’s Working Group Guidelines and the PDP Manual, which are both part of the GNSO Operating Procedures. 	<ul style="list-style-type: none"> • Unless expressly noted in the ICANN Bylaws, GNSO Operating Procedures or PDP Manual, the same definitional scope will also apply to an Expedited PDP Working Group 	<ul style="list-style-type: none"> • (Staff) Preliminary Issue Report • (Staff) Final Issue Report • (WG) Initial Report • (WG) Final Report • (Council/Staff) Recommendations Report to ICANN Board
Non PDP Working Group	nPDP	<ul style="list-style-type: none"> • A Working Group formally chartered by the GNSO Council to develop recommendations on GNSO-related issues that are not otherwise appropriately covered by a PDP, the scope of which is delineated by its charter as approved by the GNSO Council. • Non-PDP Working Groups may not develop Consensus Policy recommendations. • Deliberations, processes and outcomes of a Non-PDP Working Group are governed by the GNSO’s Working Group Guidelines, although a Non-PDP Working Group may also follow procedures from the PDP Manual if it is deemed desirable or required by its charter. 	<ul style="list-style-type: none"> • Where appropriate, this type of group can be used for the proposed new GNSO non-PDP-related processes e.g. for a GNSO Guidance Process or a GNSO Input Process. 	<ul style="list-style-type: none"> • Customarily follows the steps and output of a PDP WG (see above)

Group Name	Short Name	Definition	Notes	Expected Deliverables/Output
Consultation Group	CG	<ul style="list-style-type: none"> • A group of community volunteers tasked to develop or review specific proposals or recommendations not otherwise covered by existing GNSO processes and that would usually be considered preliminary in nature (e.g. identifying issues for collaboration with another SO/AC, or to guide further GNSO discussions on potential policy topics). • A Consultation Group can be created by the GNSO Council, or jointly created by the GNSO Council and one or more other ICANN groups (e.g. another SO or an AC). 	<ul style="list-style-type: none"> • A formal Charter is desirable to form a Consultation Group 	<ul style="list-style-type: none"> • Depends on scope of the task e.g. report to the GNSO Council and (if applicable) its other chartering organization(s); this should be specified when the group is convened
Discussion Group	DG	<ul style="list-style-type: none"> • A group of community volunteers tasked by the GNSO Council to develop or review specific proposals or recommendations concerning substantive policy issues, where the GNSO Council considers the Working Group model inappropriate or inapplicable. • A Discussion Group may nevertheless adopt or adapt the GNSO's Working Group Guidelines to govern its deliberations, processes and outcomes, although it is not required to do so. 	<ul style="list-style-type: none"> • A formal Charter is not required to form a Discussion Group 	<ul style="list-style-type: none"> • Depends on scope of the task e.g. report for community or Council review; this should be specified when the group is convened
Working Party	WP	<ul style="list-style-type: none"> • A group of community volunteers tasked by the GNSO Council to develop or review specific proposals or recommendations concerning procedural, structural, administrative or other matters not involving substantive policy (for which a Discussion Group should be used) and for which no other current GNSO group structure is appropriate. • A Working Party will generally be used sparingly, and only when the expected output is not a proposal or recommendation requiring GNSO Council action 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Depends on the scope of the task; this should be specified when the group is convened

Group Name	Short Name	Definition	Notes	Expected Deliverables/Output
Cross Community Working Group	CWG or CCWG	<ul style="list-style-type: none"> A group of community volunteers formally chartered by one or more Chartering Organizations (e.g. the GNSO for a GNSO Working Group, or two or more SO/ACs for a Cross-Community Working Group) to work on specific questions, issues and tasks as detailed in its Charter. Working Groups jointly chartered by the GNSO and other SO/ACs, including Cross-Community Working Groups, may elect to adopt or adapt some or all of the GNSO's Working Group Guidelines, but are not required to do so. 	<ul style="list-style-type: none"> Additional details on CWG/CCWG formation and operations are expected to be developed by the ongoing CWG-Principles (jointly chartered by the ccNSO and GNSO Councils) 	<ul style="list-style-type: none"> TBD (pending recommendations from CWG-Principles)
Standing Committee		<ul style="list-style-type: none"> A group of community volunteers formally chartered by the GNSO Council to monitor and/or review ongoing GNSO work methods and other projects not constituting substantive policy development on an ongoing basis (e.g. implementation of changes to processes and procedures) 	<ul style="list-style-type: none"> A Charter is required to form a Standing Committee; ideally to be reviewed on a periodic basis by the GNSO Council 	<ul style="list-style-type: none"> Periodic reports to the Council and specific recommendations corresponding to the task under review
Implementation Review Team	IRT	<ul style="list-style-type: none"> A team comprising at least in part of community volunteers that is formed at the direction of the GNSO Council to assist Staff in the implementation of adopted GNSO policy recommendations, to ensure that the implementation conforms to the intent of the policy recommendations. 	<ul style="list-style-type: none"> A number of specific recommendations pertaining to IRTs, their role and operation were developed by the Policy & Implementation Working Group 	<ul style="list-style-type: none"> Specific recommendations as developed by the Policy & Implementation Working Group, adopted by the GNSO Council in June 2015¹

¹ In particular, Section 6 and Annexes J and L of the Working Group's Final Report: <http://gns0.icann.org/en/drafts/policy-implementation-recommendations-01jun15-en.pdf>.

II. Group Member Types:

Group Member Type	Definition	Notes
<p>The following identifies the key roles and definitions used within the GNSO to address gTLD policy development or deliberate issues related to the DNS.</p> <p>[These profiles will be used for the online WG signup tool that will require logic definitions should a community member wish to upgrade or down grade their role for a given effort.] [This will also have a connection SOIs that will be attached to profiles]</p>		
Council Member	The terms “Council member,” Council representative,” and “Councilor” have the same meaning	
Chair	The purpose of a Chair is to call meetings, preside over working group deliberations, manage the process so that all participants have the opportunity to contribute, and report the results of the Working Group to the Chartering Organization.	See the GNSO Working Group Guidelines for additional details
Co-Chair	Co-Chairs can be appointed to better facilitate the issue being addressed or policy development exercise. A Co-Chair has the same authority and role as single Chair, only that it is a shared responsibility.	See the GNSO Working Group Guidelines for additional details
Vice-Chair	Vice-Chairs can be designated to support the Chair or Co-Chairs.	See the GNSO Working Group Guidelines for additional details
Liaison	This can refer either to a liaison to a GNSO Working Group appointed by the GNSO Council and who is an existing Council member, or to a nominee from another SO/AC .	
Member	The role of Members in GNSO Working Groups is defined in the GNSO’s Working Group Guidelines; for CWG/CCWGs, Members are nominated or designated by SO/AC Chartering Organizations to participate in the CWG/CCWG, with roles and responsibilities as may be specified in the CWG/CCWG Charter.	Further details may emerge from the expected recommendations from CWG-Principles
Participant	Participants are self-designated volunteers to GNSO WGs and CWG/CCWGs, with roles and responsibilities as may be specified in the CWG/CWG Charter .	Further details may emerge from the expected recommendations from CWG-Principles
Observer	Community members that are interested in monitoring a issue or policy under deliberation by a GNSO WG or a CWG/CCWG but who do not participate on calls, at meetings or on the mailing lists. Unless excluded or otherwise specified in a WG/CWG/CCWG Charter, an Observer may voluntarily change his/her status to that of a Member at any time during the operations of that WG/CWG/CCWG.	Further details may emerge from the expected recommendations from CWG-Principles
Staff	ICANN staff assigned to support a particular WG/CWG/CCWG initiative or who otherwise performs a specific role within ICANN.	