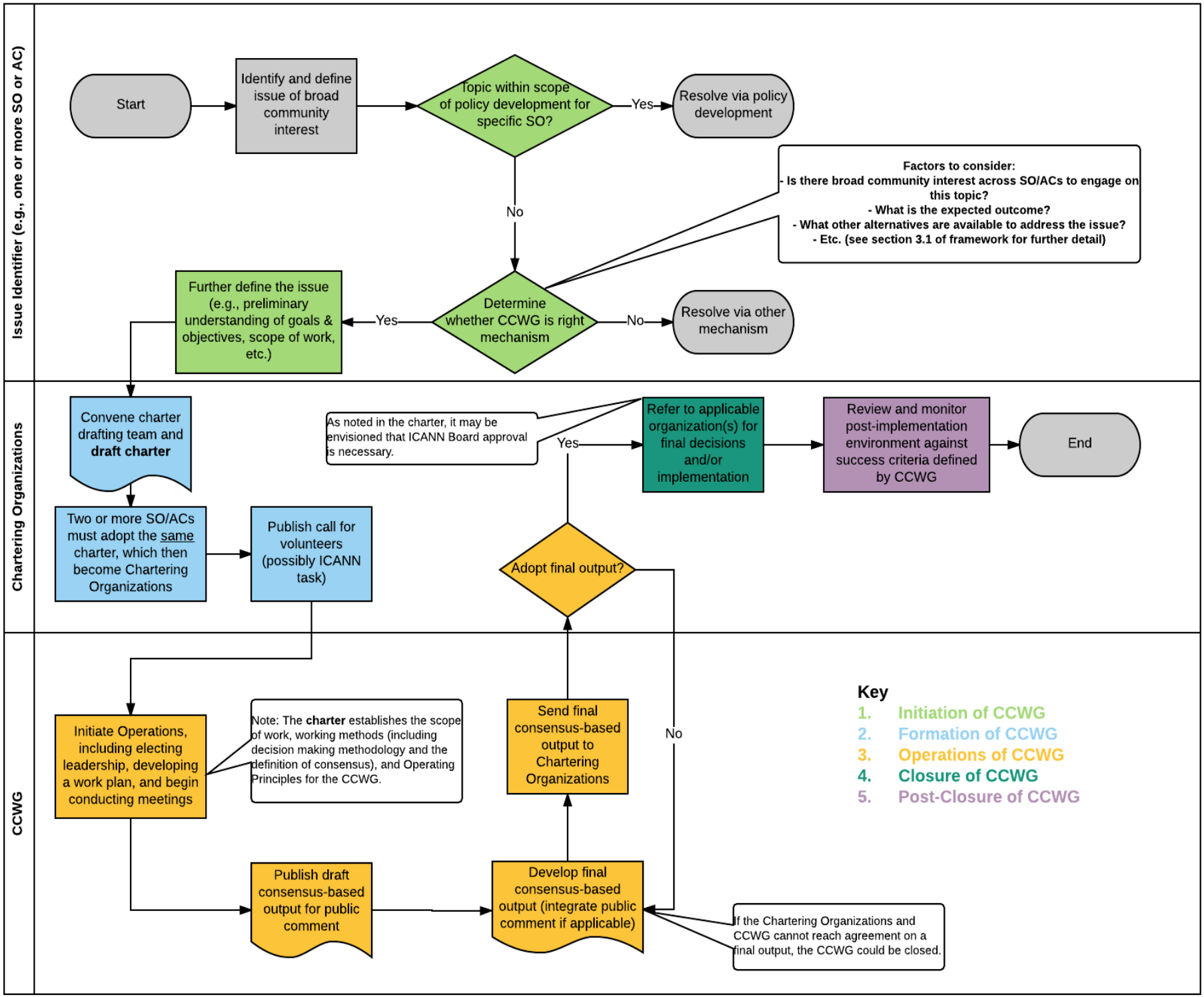
Uniform Framework of Principles and Recommendations for CCWGs - Process Flow



A Uniform Framework of Principles and Recommendations for Cross Community Working Groups (CCWG) – User Guide[1]

How to Utilize the Framework

The framework is divided into three sections, of increasing levels of detail.

Section 1.0 Introduction provides a high-level overview of fundamental concepts regarding Cross Community Working Groups (CCWGs) and emphasizes the following points:

- *The framework is a collection of community-agreed recommended guidelines rather than a collection of rigid principles.*
- **Perhaps the most important decision to be made is to determine if a CCWG is the most appropriate mechanism to address the issue at hand.**
- This section highlights a number of basic characteristics of CCWGs, including:
    - Two or more Supporting Organizations or Advisory Committees must adopt a single Charter
    - The Charter is of critical importance and provides guidance related to membership, reporting, operating principles and procedures, decision-making, etc.

Section 2.0 High Level Description of the CCWG Life Cycle provides a basic understanding of each of the five stages of a CCWG (i.e., Initiation, Formation, Operations, Closure, and Post-Closure of a CCWG). *Notably, in discussing **Initiation** in this section, the Framework is intended to assist with determining whether a CCWG is the proper mechanism to address the issue identified* (e.g., Is the issue one that falls within the scope of policy development or the specific remit of, and therefore better addressed by, a single Supporting Organization (SO) or Advisory Committee (AC); is there broad community interest and does the issue cut across multiple SO/ACs; etc.). The section provides a high level understanding of each of the remaining steps, as well as am overall process flow, of the CCWG life cycle.

Section 3.0 Detailed Description of the CCWG Life Cycle provides extensive guidance on how a CCWG is to operate, once it is determined that a CCWG is in fact the proper mechanism to address the particular issue. This section provides specific, procedural steps to consider during each element of the life cycle, though again, the framework is intended to be used as guidance rather than a set of rigid principles.

Finally, **Annex A: Draft CCWG Charter Template** provides a suggested charter template, which can be amended depending on the specific circumstances related to the particular issue. As noted above, the charter serves as the foundation for this Framework to operate as designed by the community.

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[1] Please note, this document is intended to help understand the framework. The full document, available here (https://gnso.icann.org/en/drafts/uniform-framework-principles-recommendations-16sep16-en.pdf) is considered the authoritative version, to the extent there are any discrepancies between this document and the framework.

Frequently Asked Questions

Q: What is a Cross Community Working Group (CCWG) and is it the right mechanism to resolve my community's issue?
A: A CCWG is a mechanism that allows two or more SO/ACs to work together to resolve an issue of common interest. The CCWG framework provides a fuller set of questions to consider in determining whether it is the right mechanism to resolve your issue, but it is critical to note that a CCWG does not supersede or act as a substitute for existing mechanisms that should be utilized to address an issue (e.g., policy development by the appropriate SO, as defined in the ICANN Bylaws). A CCWG may be appropriate if the issue is relevant across multiple SO/ACs, is of broad community interest, and is not policy development work within the remit of a single SO/AC.

Q: My community has decided that the CCWG is the right mechanism. How do we form a CCWG?
A: A key requirement for establishing a CCWG is that two or more SO/ACs express interest in working on the issue and wish to serve as Chartering Organizations. As such, it's very important that the issue is well defined and appropriately scoped, to allow the community to gauge their level of interest. Assuming two or more SO/ACs intend to participate, they should establish a drafting team to prepare the CCWG's charter. The charter serves as the foundation for this framework and is the document that establishes the scope of work, participation model, work processes, decision-making, anticipated actions for outputs, etc. The same charter must be adopted by all Chartering Organizations.

Q: Is ICANN Board approval required for the CCWG's outputs?
A: It depends on the scope of the issue being considered. The charter drafting team should consider whether this is foreseen as a requirement and capture accordingly in the charter.

Q: Who is expected to participate in a CCWG?
A: Again, it depends on the scope of the issue being considered and should be something the charter drafting team considers. They may want to streamline the membership structure and establish Participants, Observers, and Board/Staff liaisons (or other model) or simply allow for open participation.

Q: What happens if there are parts of the Framework that do not make sense for a particular issue?
A: The CCWG Framework is intended to provide an overall framework, developed by drawing upon the experiences of previous CCWGs. This community-developed framework is intended to provide guidance for the entire CCWG life cycle, but is not a rigid set of principles. In other words, certain parts can and should be amended to accommodate the features of specific issue if the need arises. Where specific points are viewed as important to any CCWG and as such are recommended for inclusion in any CCWG charter or scope, this has been highlighted in the Framework.

Q: How will the CCWG work to develop its deliverables?
A: The CCWG is likely to conduct its work via online meetings, face to face sessions, over email, and other collaborative methods. More broadly speaking, the CCWG is expected to operate based on the principles as defined in its charter; so, for instance, definitions of consensus, handling of minority positions, issue resolution, etc. would all be driven by the contents of the charter. In most instances, CCWGs should operate much like most other community working groups and are not expected to receive separate funding except where this is specifically authorized.

Q: Will the wider community be given an opportunity to contribute?
A: Unless in exceptional situations, the deliverables of the CCWG are to be published for public comment.

Q: When is a CCWG's work complete?
A: A feature of CCWGs is that they have a beginning and an end, and would therefore not be considered appropriate for ongoing work that may lack a defined set of final deliverables. Generally speaking, a CCWG will have completed its work once its outputs are adopted by its Chartering Organizations. However, there may be instances where the Chartering Organizations request amendments to the CCWG's deliverables prior to adoption and in some circumstances, the deliverables may never be adopted, leading to the closure of the CCWG.

Q: How can the community determine if the CCWG's recommendations are effective?
A: Every CCWG is encouraged to determine success criteria and should suggest a schedule and/or set of milestones for triggering the review of relevant data and metrics to help evaluate the effectiveness of the CCWG's recommendations.