ASO AC Work Plan for 2018

1. Appoint the ASO AC Chair and Vice Chairs

1.1. Early in January of the new year, hold an electronic vote for the Chair for that year. (The list of candidates and the voting timetable, should have been finalised during December of the previous year.)

1.2. At the January meeting, confirm the election result.

1.3. At the January meeting, the Chair should invite two Vice Chairs. The ASO AC would confirm the appointment.

    1.3.1. If there was a change in leadership from the previous year, then update the aso-chairs@ mailing list, and notify the relevant ICANN parties.

2. Form the Policy Proposal Facilitator Teams (PPFT)

2.1. In January, confirm or re-appoint PPFT members for all current Global Policy Proposals (GPP).

2.2. If no GPP is on the table, appoint PPFT members to be on standby for any new GPP that might appear.

2.3. During the year, create a new PPFT for each new GPP, as new GPPs appear.

3. Set the timetable for 2018 meetings

3.1. The date and time of the January meeting should have been set during December of the previous year.

3.2. In January, set the timetable (dates and times) for rest of the meetings of the year.

3.3. Set a place and date for a face to face meeting of the entire ASO AC.

4. Adopt the ASO AC Work Plan for 2018

4.1. In January, adopt the work plan for the year. The work plan should have been drafted by a volunteer selected at the end of the previous year.

5. Continue the appointment process for the ICANN Board Seat No. 9

5.1. Qualification Review Committee reviews the qualifications of candidate applicants. The list of qualified candidates are posted per operating procedures.

5.2. The Interview Committee is formed from the members of the QRC. The IC will finalize details concerning the various interviews in the selection process.

5.3. Conduct the selection process, and announce the selection.

6. Begin the appointment process for the ICANN Board Seat No. 10

6.1. Determine the time frame for the selection process.

6.2. Send out the call for candidates.

6.3. Form the Qualification Review Committee.

7. Appoint members to the ICANN NomCom and other groups as required

8. Participate in RIR Global policy process and tracking of ongoing Global Policy Proposals (GPPs)

8.1. The Policy Proposal Facilitator Team will help the ASO AC determine if an RIR policy proposal can potentially be a GPP. If so, the PPFT will track the proposal through each region's PDP. And produce a report for the ASO AC to help assess if the requirements are met.

8.2. The ASO AC will forward the GPP to the ICANN Board along with the AC's assessment of the GPP.

9.   Update ASO AC Operating Procedures, as needed

10.   Participate and conduct outreach efforts at ICANN Meetings

10.1.   At every ICANN meeting, plan for attendance by at least one ASO AC member from every region.

10.2.   At the first ICANN meeting of the year, hold an ASO AC face to face meeting with attendance by as many ASO AC members as possible.

10.3.   At ICANN meeting(s) that coincide with an ASO AC face to face meeting(s), hold public meetings for reporting and outreach from the numbers community to other parts of the ICANN community.

10.4.   Hold discussions with the ICANN Board and other ICANN groups.

11.   Provide regular updates to the Numbering communities

11.1.   At each RIR meeting, present a report on the recent activities of the ASO Address Council.

11.2.   The ASO AC report should include:

11.2.1.   ASO AC Meeting attendance record by all members.

12.   Review the ASO AC 2018 Activities

12.1.   In November, call for an AC member to volunteer to prepare the Activity Review of the work that was accomplished over the year. The draft should be circulated prior to the December meeting for comments and discussion.

12.2.   In December, accept the ASO AC 2018 Activities Review.

13.   Draft the ASO AC Work Plan for 2019

13.1.   In November, call for an AC member to volunteer to draft the ASO AC Work Plan for the following year. The draft should be circulated in December for consideration and adoption in January.

14. Review the transparency of AC's work

14.1. In November, review what went well and what improvements can be made with the transparency of the ASO AC in terms of meetings (full, subgroup/committees), mailing list, etc. Make adjustments as necessary.

15. Set the date and time for the January meeting for the following year

15.1. In December, set the date and time of the first meeting of the following year.

16. Begin to set the timetable for 2019 meetings

16.1. In December, consider the dates and times for the meetings for the following year.

17. Begin the process for selecting the ASO AC Chair for the following year.

17.1. In the December meeting, determine the timetable and election schedule.

17.2. In December, call for nominations & seconds, and finalize the list of candidates.