Tasks ccNSO Secretariat: Main components

High level overview of the main tasks and areas of responsibilities members of the ccNSO Secretariat. This is a living document: both the task overview and the main staff lead may change over time. Also note that in general two members of the secretariat will be able to perform the task listed.

Members of the ccNSO Secretariat: Bart Boswinkel, Joke Braeken, Kimberly (Kim) Carlson, Maria (Ria) Otanes

Latest version: version 6, 28 February 2017

Task overview		Staff main lead	Back-up
1. A. ccNSO face-to-face meetings			
A1	Finalising and implementing the ccNSO Member meeting agenda, in close cooperation with the ccNSO Meeting Programme Working Group	Joke	Bart
A2	Liaising with chairs WG to organise meetings	Kim	Ria
A3	Liaise with chairs to prep agenda/ invite guests	Joke/Bart/ Kim (on per WG basis)	Joke, Bart on per WG basis
B	Booking meeting rooms and liaising with the ICANN meetings team for WG meetings, ccNSO Council meetings,ccNSO members meeting, Tech Day and ad hoc meetings.	Kim	Ria
C	ccNSO Council prep. calls ICANN meetings: scheduling and administrative support as further specified under heading 2 in this document, liaise with other support staff on joint meetings	Kim	Ria

D	ccNSO cocktail: selecting location, inviting sponsors and event-management, sponsor invoicing	Kim	Ria
E	Outreach and PR: including social media, drafting reports and newsletter contributions	Joke	Bart
F	Scheduling WG Meetings (after consultation with the chairs)	Kim	
G1	On arrival Prep	Kim, ia, Joke , Bart	
G2	Logistical fine-tuning meetings and sessions, presentation management	Kim, Ria	Joke
1. B. Tech Day			
A1	On arrival preparations	Kim	Ria
A2	Liaise with chair to organize meeting	Kim	Ria
A3	Booking meeting rooms and liaising with the ICANN meetings team	Kim	TBD. GSE?
A4	Logistical fine-tuning meetings and sessions, presentation management	Kim	Ria, GSE?
2. ccNSO Council meetings			
A	Scheduling (prep. calls + meetings)	Kim	
B1	Propose and circulate agenda and draft resolutions to Council mailing list	Bart	
B2	Publish draft agenda and documents on the Council wiki	Kim	Maria
B3	Post draft agenda to ccNSO web page and announce on the ccNSO email list	Kim	Joke
B4	Share via the ccNSO Social Media channels the link to the agenda	Joke	
C	Drafting and publishing Minutes. Publishing chat transcript, recordings and high level notes	Kim	
D	Publishing Resolutions and associated documents, if any, + Announcement (website + email) asap after meeting	Kim	Joke

E	Action item listing + management	Kim	Bart
F	Posting of agenda, prep. material, minutes + resolutions + attendance record (post meeting on website?)	Kim	Joke
G	Manage meeting tools (AC room, conference bridge, etc.)	Kimberly	Maria
H	Outreach, PR council activities	Joke	Bart
I	Manage voting / selection and election processes	Joke	Bart
J	Maintenance Council email list and Wiki Space	Kim	Joke
K	Council Meeting Committees (ALAC, GAC, GNSO, ICANN Board)	Bart, Kim, Joke	

3. Council Committees

TRAVEL FUNDING COMMITTEE			
A	Travel funding scheme implementation	Joke	Bart
B	Administrative support Travel funding committee	Joke	Bart
C	Publication of selection ccNSO funded travellers	Joke	Kim

TRIAGE COMMITTEE			
D	Triage Committee: Formulating an advice to the Members of the Triage Committee, whose recommendation can be brought to the attention of the ccNSO Council, that will take a decision. Recording all instances brought to the attention of the Triage Committee.	Joke	Bart
E	Maintenance of Triage decision list	Joke	Kim

4. Other Committees

A1	Logistical support TLD-OPS Steering Committee	Kim	Bart
A2	Substantive Support TLD-Ops Steering Committee	Kim	Bart
A3	Maintenance of TLD-Ops Repository	Kim	
B1	Logistical support Tech WG	Kim	Ria
B2	Substantive support Tech WG	Kim	
C1	Logistical support SOP WG	Kim	Joke

C2	Substantive support SOP WG	Bart	Joke
5. Working Group support: further detailed per WG			
A	Chartering	Bart	
B	Decision making council (approval of charter,appointment members)	Bart	
C	Handling the initial call for volunteers and subsequent approvals. Handle potential e membership terminations. Subscription of volunteers, intermediate new volunteers and observers. Impact new guideline	Joke	Bart
D	Impact assessment new guidelines	Bart	
E	Substantive support WG overall	Bart, Joke to be detailed per WG	Shared between Bart and Joke
F	Operational and logistical support, both prior and post the meeting: includes among others scheduling, setting up meetings, managing the remote meeting tools, posting of documents, transcripts and attendance recording. Further detailed on a per WG-basis to be developed	Kim	Ria
G	Wiki space setup and management: Lay-out and managing posting rights.	Kim	
H	Webpage & Wiki space maintenance, posting of documents (charter, meeting recordings, main documents)	Kim, Joke, Ria as appropriate per WG/ committee	Joke, Kim, Ria
I	Management other tools (ADOBE connect, Audio Conference calls)	Kim	Ria
J	WG Mailing list management	Kim	Joke
6. Work Plan and activity management			
A	Work plan maintenance (annual)	Bart	
B	Work plan maintenance (monthly)	Bart	

	7. Appointments, elections, selections		
A	Annual Assignment Roles and Responsibilities Councilors	Bart	
B	NomCom appointments	Joke	Bart
C	Nominations for the Multistakeholder Ethos award and volunteering by ccNSO Councillors to serve on the community panel	Joke	Bart
D	ccNSO Council elections	Joke	Bart
E	Nomination of Directors to the ICANN Board	Joke	Bart
F	Appointment members council committees (Travel Fund Committee, Triage Committee, members application process, see A)	Bart	Joke
G	ccNSO Chair and vice-chair appointments	Bart	
H	On-boarding new councilors, liaisons	Joke	Bart
	8. General secretarial support		
A	Members database	Joke	Kim
B	Membership application process	Joke	Bart
C	Maintenance website	Kim	Joke
D	Managing voting when required (PDP, Board Selection, council election)	Joke	Kim
E	Schedule and administer timeline of activities, maintain master calendar	Kim	Maria
F	Innovation meeting tools	Kim	
G	SO/AC informal calls	Kim	GNSO Secretariat
	9. Outreach and engagement		
A	Social media: strategy and implementation	Joke	
B	Information sharing with the ccTLD community	Joke	Kim, Bart topic driven

C	Management e-mail lists (ccNSO members, ccTLD community, ccTLD world): maintenance and accuracy	Joke	Kim
D	Outreach towards specific stakeholders and assisting council members in their ccNSO-related outreach efforts, towards e.g. Regional Organisations	Joke	Bart
E	Drafting a monthly activity summary and sharing it with the community and within ICANN internally	Kim	
F	ccNSO newcomers webinar	Joke	
G	Operational and logistical support webinars specific topics (CCWG, CWG, etc.): includes among others scheduling, setting up meetings, managing the remote meeting tools, posting of documents, transcripts and attendance recording	Kim	Ria
H	List of local ccTLD events on ccNSO website	Joke	
I	Prepare and distribute weekly ccNSO updates with the ICANN policy team	Joke	
J	Prepare and submit ccNSO contribution to ICANN's information sharing activities: monthly regional newsletters, the pre- and post-ICANN meeting reports, webinars and daily ICANN meeting newsletters	Joke	
10. Customer Standing Committee			
A	Admin support, both prior and post the meeting: includes among others scheduling, setting up meetings, managing the remote meeting tools, posting of documents, transcripts and attendance recording	Ria	Kim
B	Webpage maintenance, posting of documents (charter, meeting recordings, main documents)	Ria	Kim
C	Other tools (ADOBE connect, Audio Conference calls, uploading wiki space etc.)	Ria	Kim
D	Scheduling regular monthly meetings and intersessional	Ria	Kim

	meetings			
E	Management of mailing lists (icann-csc & csc-announce)	Ria		
F	Sending out reports	Ria	Bart	
G	Scheduling the meetings	Ria, Kim	Bart	
H	Booking meeting rooms	Kim	Ria	

11. Non-ccNSO initiated CCWGs

A	Substantive support WG overall	Bart, Joke to be detailed per WG	Bart, Joke
B	Handling the initial call for volunteers and subsequent , approvals. Co-chair selections, where appropriate. Handling potential membership terminations. Subscription of volunteers, intermediate new volunteers and observers.	Joke	