



Quick Guide

INDEX

Welcome from the Chair	2
ABOUT THE ccNSO	3
What is a ccTLD?	3
ccTLDs	3
ccTLD REGISTRY	3
ccTLD MANAGER	3
What is the ccNSO?	4
ccNSO responsibilities and activities	4
The ccNSO within the ICANN structure	5
ccNSO STRUCTURE	7
ccNSO Members	7
ccNSO Council	8
ccNSO Secretariat	9
Decision Making in the ccNSO	9
Decision making by the Council	9
Decision making by the members	10
Temperature of the room	10
How does the ccNSO organise its work?	11
Working groups	11
ccNSO Members Meetings	11
Tech Day	11
PARTICIPATE IN THE ccNSO	12
Who can participate?	12
How to participate?	12
Participation in ccNSO Working Groups	12
Attend ccNSO sessions at ICANN meetings	12
Follow the work of the ccNSO online	12
ccNSO general mailing lists	13
Contact us	13
Other resources	13

Welcome from the Chair



Katrina Sasaki
ccNSO Chair

The main strength of the ccNSO is the ability to listen to the community and the willingness to respond to the challenges and changes of the DNS environment, that has become more dynamic following the introduction of new gTLDs, and the many other evolutions of the Internet.

Topics like delegation/transfer of ccTLDs, IDN ccTLDs, the performance of PTI, are just few examples of the items the ccNSO deals with in the mid and long-term. Your contribution to this work will be greatly appreciated.

Welcome on board!

ABOUT THE ccNSO



What is a ccTLD?

C
Country
C
Code
T
Top
L
Level
D
Domain

ccTLDs

The two letter top level domains, such as .uk (United Kingdom), .gt (Guatemala) and .jp (Japan), which correspond to a country, territory, or other geographic location (as listed in ISO 3166-1), are called country code top level domains (ccTLDs). The rules and policies for registering domain names within the ccTLDs vary significantly.

ccTLD REGISTRY

The ccTLD Registry is the authoritative master database of all domain names registered in a particular country code top level domain. The ccTLD manager keeps the master database and also generates the "zone file" which allows computers to route Internet traffic to and from top-level domains anywhere in the world.

ccTLD MANAGER

The ccTLD manager is the organization or entity responsible for managing a ccTLD.

What is the ccNSO?

C
Country
C
Code
N
Names
S
Supporting
O
Organization

The ccNSO is a body within the ICANN structure created **for** and **by** the ccTLDs managers.

The ccNSO provides a platform to nurture consensus, technical cooperation and skill building among ccTLDs and facilitates the development of voluntary best practices for ccTLD managers. It is also responsible for developing and recommending global policies to the ICANN Board for a limited set of issues relating to ccTLDs, such as the introduction of Internationalised Domain Name ccTLDs (IDN ccTLDs).

ccNSO responsibilities and activities

The ccNSO was created as a policy-development body under the ICANN umbrella and is formally responsible for:

- Developing and recommending to the Board global policies relating to ccTLDs;
- Coordinating activities with other ICANN Supporting Organizations, committees, and constituencies
- Nominating individuals to fill voting Seats 11 and 12 on the ICANN Board of Directors
- Serving as one of the Decisional Participants of the Empowered Community (since October 2016).

The ccNSO may also engage in other activities authorized by its members, such as: seeking to develop voluntary best practices for ccTLD managers, assisting in skill building within the global community of ccTLD managers, and enhancing operational and technical cooperation among ccTLD managers.

MORE INFO:

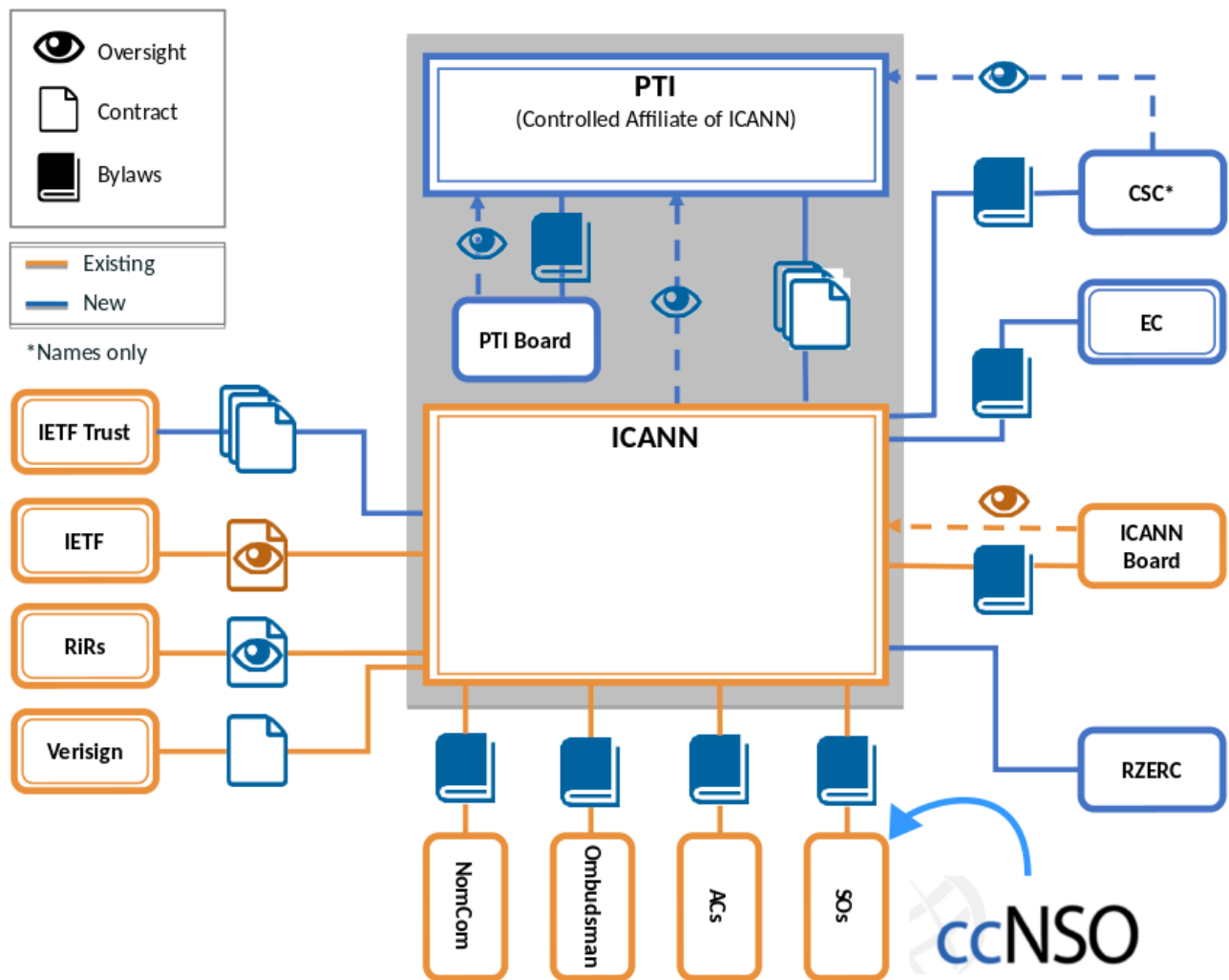
- ccNSO Guidelines: <http://ccnso.icann.org/about/guidelines.htm>
- Article 10 of the ICANN Bylaws: <https://www.icann.org/resources/pages/governance/bylaws-en/#article10>
- Empowered Community: <https://www.icann.org/resources/pages/governance/bylaws-en/#article6>
- IANA root zone database: <https://www.iana.org/domains/root/db>
- Frequently asked questions: <http://ccnso.icann.org/about/faqs.htm>
- ccNSO website: <http://ccnso.icann.org/>

The ccNSO within the ICANN structure

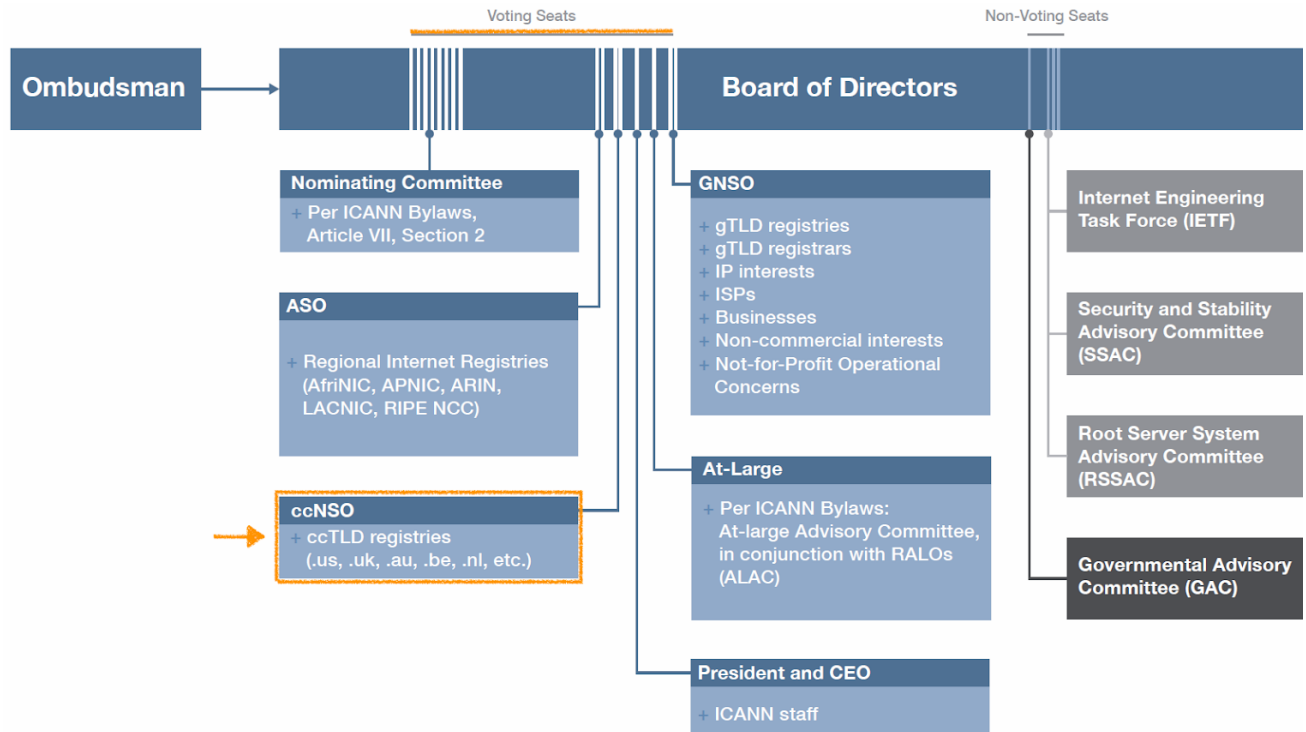
The ccNSO was formed in June 2003 (ICANN17, Montreal). The formation was part of ICANN's 2002 Evolution and Reform Process and the result of intense negotiations. Before the ccNSO was created as structure within ICANN, ccTLDs were considered part of the former Domain Name Supporting Organisation (DNSO).

Under pressure of the ccTLD community and as part of the Evolution and Reform Process, the DNSO was restructured and split in the Generic Names Supporting Organisation (GNSO) and the Country Code Name Supporting Organisation (ccNSO). In November 2005, following the first ccNSO Policy Development Process, the ICANN Bylaws on the ccNSO were adjusted to accommodate concerns of some ccTLDs.

See where the ccNSO is in the ICANN structure, post October 2016 Bylaws:



The ccNSO has two voting seats on the ICANN Board of Directors:

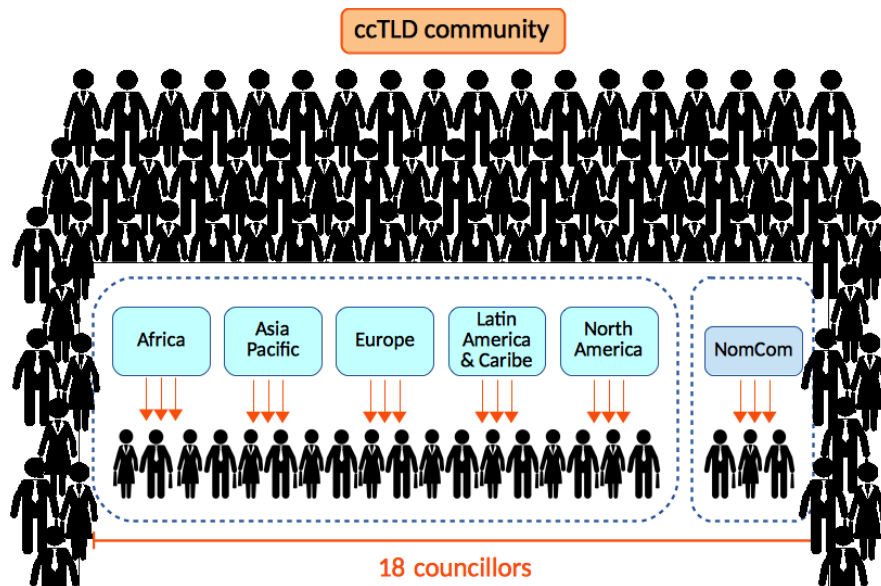


The ccNSO coordinates with other ICANN Supporting Organizations, Advisory Committees, and other constituencies under ICANN, including, but not limited to:

- At-Large Advisory Committee (ALAC) - <https://atlarge.icann.org/alac>
- Generic Names Supporting Organisation (GNSO) - <http://gnso.icann.org/en/>
- Governmental Advisory Committee (GAC) - <https://gac.icann.org>

Coordinating activities include - but are not limited to - appointing members to the Customer Standing Committee, acting as a Decisional Participant of the Empowered Community, and setting up joint working groups.

ccNSO STRUCTURE



ccNSO Members

Membership of the ccNSO is open to ccTLD managers responsible for managing an ISO 3166 country-code top-level domain. Once the overall policy on IDN ccTLDs is adopted, the ccNSO will be open to IDN ccTLDs as well. By definition, ccTLDs are present in all of ICANN's 5 geographic regions (Africa, Asia-Pacific, Europe, Latin America & Caribbean and North America). To date (February 2019) 171 ccTLD managers are members of the ccNSO.

To become a ccNSO member, ccTLD managers need to submit an application form via the ccNSO website, for consideration by the ccNSO Council. Membership is free of charge!

A ccTLD manager does not have to be a ccNSO member to participate in the ccNSO's work.

Nonetheless, ccNSO membership offers the following advantages:

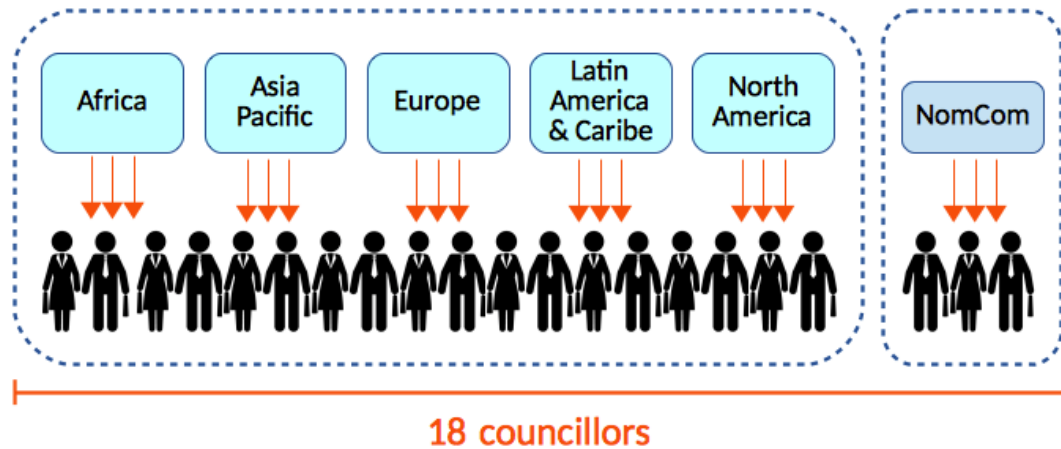
- Selecting ccNSO councillors within each of the five geographic regions
- Selecting members of the ICANN Board (seat 11 and 12)
- Voting on the global policies within the scope of the ccNSO and recommending them to the Board.

MORE INFO:

- List of the current ccNSO members: <http://ccnso.icann.org/about/members.htm>
- Application form for becoming a ccNSO member: <http://ccnso.icann.org/applications/form.htm>
- The benefits of ccNSO membership: <https://ccnso.icann.org/about/faqs.htm#benefits>

ccNSO Council

The ccNSO Council administers and coordinates the affairs of the ccNSO; it also manages the development of policy recommendations.



The ccNSO Council is comprised of 18 Councillors, 15 of whom are appointed by the ccNSO members on a per-region basis and 3 are selected by ICANN's Nominating Committee. All Councillors are appointed for a three-year term and can be re-appointed.

The Councillors are actively involved in setting the direction of travel of the ccNSO by leading and participating in various ccNSO working groups, engaging the community in topical issues and developing positions based on community feedback.

MORE INFO:

- About the ccNSO Council: <http://ccnso.icann.org/about/council/role.htm>
- Current ccNSO councillors: <http://ccnso.icann.org/about/council.htm>
- ICANN's Nominating Committee: <http://nomcom.icann.org/>
- ICANN's five geographic regions: <https://www.icann.org/resources/pages/governance/bylaws-en/#VI-5>
- ccNSO Council Election Guideline: <https://ccnso.icann.org/sites/default/files/field-attached/guideline-ccnso-council-election-procedure-31aug17-en.pdf>

ccNSO Secretariat

Provides support necessary for the ccNSO to carry out its responsibilities.



The current members of the Secretariat are (from left to right):

- Bart Boswinkel - overall staff support
- Kimberly Carlson - administrative activities and operations
- Maria Otanes - CSC support and operations
- Joke Braeken - outreach and engagement

Should you need any assistance or information from the Secretariat, e-mail them at: ccnsosecretariat@icann.org.

Decision Making in the ccNSO

Decision making by the Council

The ccNSO Council conducts its work via face-to-face meetings, conference calls, or other means it considers appropriate. Only a quorate ccNSO Council meeting may make decisions. A meeting is quorate if at least 10 Councillors and at least one Councillor per region are present at the meeting. If a meeting is not quorate, a resolution may be discussed, but no decisions can be made, or any resolutions adopted.

For a resolution to be adopted, it must be approved by a majority vote of the Councillors present, unless another threshold is required either by the ICANN Bylaws, a ccNSO Guideline, or by the ccNSO Council itself prior to the decision making. The ccNSO Council can make a decision at a face-to face meeting, by telephone conference or by email between scheduled meetings.

MORE INFO:

- ccNSO Council resolutions and decisions: <https://ccnso.icann.org/en/about/council/decisions-resolutions/2018>
- Guideline - ccNSO Council Practices: <https://ccnso.icann.org/about/guidelines-council-practices-09feb17-en.pdf>

Decision making by the members

Members of the ccNSO ultimately determine its direction of travel. In the case of a formal policy development process, the members of the ccNSO have the final vote. In addition, the ccNSO agreed that 10%¹ or more of the members of the ccNSO may object to a ccNSO Council decision, which will then be followed by a members' vote.

MORE INFO:

- Members vote: ICANN Bylaws, Annex B section 13.
<https://www.icann.org/resources/pages/governance/bylaws-en/#AnnexB-13>
- Rules of the ccNSO:
<https://ccnso.icann.org/about/ccnso-rules-dec04-en.pdf>

Temperature of the room



During face-to-face meetings at ICANN meetings, the ccTLDs present (in person and through remote participation), are sometimes asked to express their sentiment to understand the “temperature of the room”: i.e. is there rough consensus on the proposed direction of travel? The “temperature of the room” should not be interpreted as, nor does it replace, a formal vote or other formal expression of preference.

The Secretariat will hand out “temperature measuring cards” (red, yellow, and green sheets) to one representative per ccTLD and will ensure that the view of remote participants is taken into account as well.

MORE INFO:

- Guideline - ccNSO Meetings:
<https://ccnso.icann.org/about/guidelines-council-meetings-30mar16-en.pdf>

¹ As of February 2019 this is equivalent to 18 members or more

How does the ccNSO organise its work?

Working groups

ccNSO working groups (WGs) are where the main work is done. All ccNSO WGs are constituted by the ccNSO Council adopting their charters. The charter of a WG defines the work items, internal decision making and procedures, participation, and duration. Following the adoption of the charter, a call for volunteers is sent out to seek interested people who want to participate in the WG.

Participation is open to all ccTLD managers - members and non-members of the ccNSO, i.e. to the entire ccTLD community.

Currently, the ccNSO has around 7 active WGs that are working on a variety of topics ranging from policy development to internal procedures.

MORE INFO:

- Link to the current list of ccNSO Working Groups: <https://ccnso.icann.org/workinggroups>
- Guideline: ccNSO Working Groups: <https://ccnso.icann.org/about/guidelines-working-groups-30mar16-en.pdf>

ccNSO Members Meetings

As part of every face-to face ICANN meeting, ccTLD managers from around the world attend ccNSO Members Meetings. During two consecutive days, ccTLD managers and other interested people attend the ccNSO meeting sessions to listen to presentations, exchange information, share ideas, and discuss hot topics. The sessions are open to all interested and are organized by the ccNSO Meeting Programme Committee.

MORE INFO:

- Consult the agenda of the ccNSO Members Meetings: <https://ccnso.icann.org/meetings>
- ccNSO Meeting Programme Committee: <https://ccnso.icann.org/workinggroups/mpwg.htm>

Tech Day

As part of every face-to face ICANN meeting, ccTLD managers and others with an interest in technical/operational topics come together to attend Tech Day. Tech Day is organized by the ccNSO Tech Working Group which includes ccTLD managers and others. Tech Day focuses on presentations and sharing of information and experiences on the technical and operational aspects of running a (cc)TLD.

MORE INFO:

- Agenda of Tech Days: Consult the agenda (<https://ccnso.icann.org/meetings>) and in particular the detailed meeting page
- Tech WG: <https://ccnso.icann.org/workinggroups/techwg.htm>

PARTICIPATE IN THE ccNSO



Who can participate?

ccNSO discussions and work are open to anyone in the broader ccTLD community and are not limited to ccNSO members. Anyone who is willing to work towards a better Internet ecosystem, specifically for the ccTLDs, is invited to join.

How to participate?

Participation in ccNSO Working Groups or Committees

Membership of ccNSO Working Groups is open to all ccTLD managers, whether members or non-members of the ccNSO. Depending on the scope and charter of the ccNSO Working Groups, observers from other SO/ACs are welcome to join as well. Working Groups meet through telephone conferences, and potentially in face-to-face meetings during the ICANN meetings. Most of the work is done online.

Attend ccNSO sessions at ICANN meetings

1. Face-to-face ccNSO Working Group meetings are open to observers.
2. [Tech Day](#) is a workshop open to all community members with an interest in technical or operational topics, including security.
3. During [ccNSO Members Meetings](#), the ccTLD community and other interested parties discuss a number of topics relevant to country codes TLD managers. The ccNSO Members Meetings are open to anyone with an interest in ccTLD related topics.

Follow the work of the ccNSO online

If your working profile meets the requirements for subscription, you are most welcome to join the ccNSO Mailing lists. Further details are included below. Alternatively, find us through the following channels:

1. on Facebook <https://www.facebook.com/ccnso>
2. on Twitter: <https://twitter.com/ccNSO>
3. at <http://ccnso.icann.org/>

ccNSO general mailing lists

Bellow are the ccNSO's general mailing lists. If your working profile meets the requirements for subscription, you are most welcome to join:

1. ccTLDcommunity@cctld-managers.org - open to: ccTLD managers (administrative and technical contacts of ccTLDs, staff and board members of the registries, as approved by the ccTLD manager or administrative contact), observers from regional ccTLD registry organisations (identified by their manager or board ccNSO secretariat staff who will administer the list) and the ccNSO secretariat. More info: <http://ccnso.icann.org/about/charter-cctld-community-list.pdf>
2. ccTLDWorld@icann.org – open to admin contacts of ccTLD managers and was specifically created for sharing information related to the IANA transition.
3. ccnso-members@icann.org - only for ccNSO members.

Contact us

- Send an e-mail to: ccnsosecretariat@icann.org
- Find us on Facebook: <https://www.facebook.com/ccnso>
- Find us on Twitter: <https://twitter.com/ccNSO>

Other resources

- Frequently asked questions: <http://ccnso.icann.org/about/faqs.htm>
- ccNSO Community Wiki: <https://community.icann.org/category/ccnso>
- ccNSO website: <http://ccnso.icann.org/>

