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Doc #3 Recommendations to Increase SO/AC Accountability

Each SO/AC/Group should implement these Good Practices, to the extent these practices are applicable and an improvement over present practices. It is not recommended that implementation of these practices be required. Nor is it recommended that any changes be made to the ICANN Bylaws. It should be noted that the Operational Standards for periodic Organizational Reviews conducted by ICANN could include an assessment of Good Practices implementation in the AC/SO subject to the review.

6.1 Accountability

6.1.1 SO/AC/Groups should document their decision-making methods, indicating any presiding officers, decision-making bodies, and whether decisions are binding or nonbinding.			
Is it already implemented?			
Yes		No	
Where?	**Need to update?**	Is it relevant and should it be implemented?	
Bylaws Rules of the ccNSO Guideline: ccNSO Council Practices Other guidelines Minutes from Council meetings are public All decisions are subject to members' veto (10%)	Rules of the ccNSO Guidelines are reviewed and updated periodically	Yes. Which documents?	No

Comments (if any)

6.1.2 SO/AC/Groups should document their procedures for members to challenge the process used for an election or formal decision.			
Is it already implemented?			
Yes		No	
Where?	Need to update?	Is it relevant and should it be implemented?	
Bylaws Rules of the ccNSO	Rules of the ccNSO need to be updated	Yes. Which documents?	No
			There are three types of elections: 1) Councillors - voted by members 2) Board members - voted by members, appointed by Council 3) Roles on the Council (chair, vice-chairs, etc.) - voted by Councillors. There is no process to challenge election. Taking into account that members vote (1,2) and Councillors organise their work, there is no need for a process to challenge election.
Comments (if any)			

6.1.3 SO/AC/Groups should document their procedures for non-members to challenge decisions regarding their eligibility to become a member.			
Is it already implemented?			
Yes		No	
Where?	Need to update?	Is it relevant and should it be implemented?	
		Yes. Which documents?	No
			Any ccTLD can become a ccNSO member if it is the official ccTLD operator as indicated in the IANA database.
Comments (if any)			

6.1.4 SO/AC/Groups should document unwritten procedures and customs that have been developed in the course of practice, and make them part of their procedural operation documents, charters, and/or bylaws.			
Is it already implemented?			
Yes		No	
Where?	Need to update?	Is it relevant and should it be implemented?	
All the guidelines	Guidelines are reviewed and updated periodically Is there a need for a table of reviews?	Yes. Which documents?	No

Comments (if any)

6.1.5 Each year, SO/AC/Groups should publish a brief report on what they have done during the prior year to improve accountability, transparency, and participation, describe where they might have fallen short, and any plans for future improvements.			
Is it already implemented?			
Yes		No	
Where?	Need to update?	Is it relevant and should it be implemented?	
		Yes. Which documents?	No
This would be a waste of time, considering that all our materials are published and we strive to be accountable and transparent. However, it should be noted that the survey run by independent reviewers showed that some people did not see, e.g. ccNSO Council as accountable and transparent. There might be a need to improve communication.			

6.1.6 Each Empowered Community (EC) Decisional Participant should publicly disclose any decision it submits to the EC. Publication should include description of processes followed to reach the decision.			
Is it already implemented?			
Yes		No	
Where?	Need to update?	Is it relevant and should it be implemented?	
		Yes. Which documents?	No

Comments (if any)

6.2 Transparency

<table>
<tr><td colspan="4">6.2.1 Charter and operating guidelines should be published on a public webpage and updated whenever changes are made.</td></tr>
<tr><td colspan="4">Is it already implemented?</td></tr>
<tr><td colspan="2">Yes</td><td colspan="2">No</td></tr>
<tr><td>Where?</td><td>Need to update?</td><td colspan="2">Is it relevant and should it be implemented?</td></tr>
<tr><td rowspan="2">https://ccnso.icann.org/en/about/guidelines.htm</td><td rowspan="2"></td><td>Yes. Which documents?</td><td>No</td></tr>
<tr><td></td><td></td></tr>
<tr><td colspan="4">Comments (if any)</td></tr>
</table>

<table>
<tr><td colspan="4">6.2.2 Members of the SO/AC/Group should be listed on a public webpage.</td></tr>
<tr><td colspan="4">Is it already implemented?</td></tr>
<tr><td colspan="2">Yes</td><td colspan="2">No</td></tr>
<tr><td>Where?</td><td>Need to update?</td><td colspan="2">Is it relevant and should it be implemented?</td></tr>
<tr><td rowspan="2">https://ccnso.icann.org/en/abo</td><td rowspan="2"></td><td>Yes. Which documents?</td><td>No</td></tr>
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ut/members.ht m			
Comments (if any)			

6.2.3 Officers of the SO/AC/Group should be listed on a public webpage.			
Is it already implemented?			
<mark>Yes</mark>		No	
Where?	Need to update?	Is it relevant and should it be implemented?	
https://ccnso.icann.org/en/about/council.htm		Yes. Which documents?	No
Comments (if any)			

6.2.4 Meetings and calls of SO/AC/Groups should normally be open to public observation. When a meeting is determined to be members-only, that should be explained publicly, giving specific reasons for holding a closed meeting. Examples of appropriate reasons include discussion of confidential topics such as:

6.2.4.1 Trade secrets or sensitive commercial information whose disclosure would cause harm to a person or organization's legitimate commercial or financial interests or competitive position.

6.2.4.2 Internal strategic planning whose disclosure would likely compromise the efficacy of the chosen course.

6.2.4.3 Information whose disclosure would constitute an invasion of personal privacy, such as medical records.

6.2.4.4 Information whose disclosure has the potential to harm the security and stability of the Internet.

6.2.4.5 Information that, if disclosed, would be likely to endanger the life, health, or safety of any individual or materially prejudice the administration of justice.			
Is it already implemented?			
Yes		No	
Where?	Need to update?	Is it relevant and should it be implemented?	
		Yes. Which documents?	No
All ccNSO meetings and all the meetings of our WGs are open for public observation.			

6.2.5 Records of open meetings should be made publicly available. Records include notes, minutes, recordings, transcripts, and chat, as applicable.			
Is it already implemented?			
Yes		No	
Where?	Need to update?	Is it relevant and should it be implemented?	
		Yes. Which documents?	No
For WG meetings notes are shared with the relevant mailing list. We might consider publishing them on the wiki page of the relevant WG. For the WGs, there are no further minutes. Recordings are posted on the ICANN public schedule.			

6.2.6 Records of closed meetings should be made available to members, and may be made publicly available at the discretion of the AC/SO/Group. Records include notes, minutes, recordings, transcripts, and chat, as applicable.			
Is it already implemented?			
Yes		No	
Where?	Need to update?	Is it relevant and should it be implemented?	
		Yes. Which documents?	No
Comments (if any)			

6.2.7 Filed comments and correspondence with ICANN should be published and publicly available.			
Is it already implemented?			
Yes		No	
Where?	Need to update?	Is it relevant and should it be implemented?	
		Yes. Which documents?	No
EXPLANATION NEEDED: is this something ICANN Org should do, or SO/ACs should publish their correspondence with ICANN Org?			

6.3 Participation

6.3.1 Rules of eligibility and criteria for membership should be clearly outlined in the bylaws or in operational procedures.			
Is it already implemented?			
Yes		No	
Where?	Need to update?	Is it relevant and should it be implemented?	
	Need to change the definition of the ccTLD manager in the Bylaws. Need to add IDN ccTLDs	Yes. Which documents?	No
Comments (if any)			

6.3.2 Where membership must be applied for, the process of application and eligibility criteria should be publicly available.			
Is it already implemented?			
Yes		No	
Where?	Need to update?	Is it relevant and should it be implemented?	
https://ccnso.icann.org/en/applications/form.htm		Yes. Which documents?	No
Need to remember update it when IDN ccTLDs are added to the Bylaws			

6.3.3 Where membership must be applied for, there should be a process of appeal when application for membership is rejected.				
Is it already implemented?				
Yes		No		
Where?	Need to update?	Is it relevant and should it be implemented?		
		Yes. Which documents?		No
Comments (if any)				

6.3.4 An SO/AC/Group that elects its officers should consider term limits.				
Is it already implemented?				
Yes		No		
Where?	Need to update?	Is it relevant and should it be implemented?		
		Yes. Which documents?		No
Comments (if any)				

6.3.5 A publicly visible mailing list should be in place.			
Is it already implemented?			
Yes		No	
Where?	Need to update?	Is it relevant and should it be implemented?	
		Yes. Which documents?	No
What does "publicly visible" means?			

6.3.7 A glossary for explaining acronyms used by SO/AC/Groups is recommended.			
Is it already implemented?			
Yes		No	
Where?	Need to update?	Is it relevant and should it be implemented?	
		Yes. Which documents?	No
		We need to create a wiki page with all the acronyms we use.	
Comments (if any)			

6.4 Outreach

6.4.1 Each SO/AC/Group should publish newsletters or other communications that can help eligible non-members to understand the benefits and process of becoming a member.			
Is it already implemented?			
Yes		No	
Where?	Need to update?	Is it relevant and should it be implemented?	
		Yes. Which documents?	No
Comments (if any)			

6.4.2 Each SO/AC/Group should maintain a publicly accessible website/wiki page to advertise their outreach events and opportunities.			
Is it already implemented?			
Yes		No	
Where?	Need to update?	Is it relevant and should it be implemented?	
		Yes. Which documents?	No
Comments (if any)			

6.4.3 Each SO/AC/Group should create a committee (of appropriate size) to manage outreach programs to attract additional eligible members, particularly from parts of their targeted community that may not be adequately participating.			
Is it already implemented?			
Yes		No	
Where?	Need to update?	Is it relevant and should it be implemented?	
		Yes. Which documents?	No
Comments (if any)			

6.4.4 Outreach objectives and potential activities should be mentioned in SO/AC/Group bylaws, charter, or procedures.			
Is it already implemented?			
Yes		No	
Where?	Need to update?	Is it relevant and should it be implemented?	
		Yes. Which documents?	No
Comments (if any)			

6.4.5 Each SO/AC/Group should have a strategy for outreach to parts of their targeted community that may not be significantly participating at the time, while also seeking diversity within membership.			
Is it already implemented?			
Yes		No	
Where?	Need to update?	Is it relevant and should it be implemented?	
		Yes. Which documents?	No
Comments (if any)			

6.5 Updates to Policies and Procedures

6.5.1 Each SO/AC/Group should review its policies and procedures at regular intervals and make changes to operational procedures and charter as indicated by the review.			
Is it already implemented?			
Yes		No	
Where?	Need to update?	Is it relevant and should it be implemented?	
		Yes. Which documents?	No
Comments (if any)			

6.5.2 Members of SO/AC/Groups should be involved in reviews of policies and procedures, and should approve any revisions.			
Is it already implemented?			
Yes		No	
Where?	Need to update?	Is it relevant and should it be implemented?	
		Yes. Which documents?	No
Comments (if any)			

6.5.3 Internal reviews of SO/AC/Group policies and procedures should not be prolonged for more than one year, and temporary measures should be considered if the review extends longer.			
Is it already implemented?			
Yes		No	
Where?	Need to update?	Is it relevant and should it be implemented?	
		Yes. Which documents?	No
Comments (if any)			