

Terms of Reference: MPC EFFECTIVENESS REVIEW

Version 01, 8 May 2025

1. Context

The ccNSO Meetings Program Committee (MPC) was established in March 2009. The objective of the MPC is aligned with the platform function of the ccNSO: The MPC aims to enable information sharing for and by ccTLDs, focusing on topics relevant to ccTLD Managers. The MPC coordinates and manages the high-level schedule of the ccNSO-related sessions, including the ccNSO Members Meeting agenda at ICANN public meetings, and related matters. Membership of the MPC is open to all ccTLD managers (whether members or non-members of the ccNSO).

The ccNSO Council adopted the current Charter in November 2022. According to its Charter, the MPC activities and Charter will occur every three years or when the Committee or Council considers a review necessary.

2. Intent of the Review

The MPC Effectiveness Review is intended to consider the effectiveness of the committee in meeting its purpose and carrying out its tasks as defined in its Charter. The review team is expected to advise the ccNSO Council based on its findings whether:

1. There is an ongoing need for the MPC by assessing whether the MPC
 - Provides continued value for the ccNSO and ccTLD Community, specifically in enhancing the value of the ccNSO in the areas¹ of its platform function:
 - Contributes to ICANN's broader work on its core mission and responsibilities, to advance ccTLD perspectives and interests.
2. If there is an ongoing need for the MPC, whether the expected value of the MPC and/or its effectiveness can be improved by changing its Charter, its structure and/or operations.

¹ See the [ccNSO Purpose and Goals statement](#)

3. Requirements for MPC Effectiveness Review

The MPC Charter requires that the “Charter and the activities of the Committee will take place every three years, or earlier when considered necessary”. The method of review is not specified, nor is defined what it meant by, or how to measure, “effectiveness”.

According to its Charter, the objective of the MPC is: *“aligned with the platform function of the ccNSO: The MPC aims to enable information sharing for and by ccTLDs, focusing on topics relevant to ccTLD Managers. The MPC coordinates and manages the high-level schedule of the ccNSO-related sessions, including the ccNSO Members Meeting agenda at ICANN public meetings, and related matters. Membership of the MPC is open to all ccTLD managers (whether members or non-members of the ccNSO).”*

The Scope of Responsibilities identify the primary activities of the MPC:

- Coordinate the high-level schedule of ccNSO related meetings at ICANN public meetings;
- Implement best practices on the organization of the ccNSO Members Meeting agenda, taking into account the *ccNSO Guideline: ccNSO Meetings* as published on the ccNSO website;
- Liaise with the ccNSO Council and broader ccTLD community on topics covered during the ccNSO Members Meeting;
- Draft and share the ccNSO Members Meeting agenda, in accordance with the *Guideline: ccNSO Meetings*
- Develop and distribute necessary additional information related to the ccNSO Members Meeting to be distributed to the ccTLDs;
- Ensure smooth running of the ccNSO Members Meetings;
- Collect feedback and measure the satisfaction on the ccNSO Members Meetings from participants via for instance an evaluation survey, and
- Any other activities that might support the achievement of the MPC’s objective.

The MPC will conduct its activities in the manner it considers most appropriate and effective. Recordings of calls, transcripts - if provided - and documents produced by the group will be archived and available to the public.

Further, The Chair of the MPC in collaboration with the MPC Liaison to Council will report regularly to the ccNSO Council, in writing or in person. In addition, at the start of every ccNSO Members Meeting, the MPC Chair will provide an overview of the ccNSO meeting schedule as well as other sessions of interest to the broader ccTLD community.

4. Method to assess the effectiveness of the MPC

Metrics to measure to what extent the MPC performed its anticipated role effectively can be drawn from the purpose, goals and scope of activities contained in the Charter of the MPC and as listed above under section 2. In addition, they can be drawn from the requirements on the MPC as a group and reporting:

- i. Attendance of meetings
- ii. Meeting frequency and publication of meeting record
- iii. Regular updates to the ccNSO Council
- iv. Workplan and implementation of the work plan

5. Proposed Review Process and Deliverables

The role of the MPC Review Team is expected to:

- Conduct a review by assessing the performance of the MPC in the various areas of activities. To assist the review team, it is suggested to complete the table in Annex A.
- If deemed valuable, interview members of the MPC and others to determine whether there is a need for a committee like the MPC, if so whether it is fit for purpose and effective, and whether measures should be taken to enhance the effectiveness of the MPC from their perspective.
- To assess whether the MPC meets its overarching purpose, interview ccTLD community members and others whether the MPC has enabled information sharing for and by ccTLDs, focusing on topics relevant to ccTLD Managers.
- Report on the outcome of the review. This report should include at least a recommendation whether there is a continued need for the MPC, and if so, make recommendations, if any, to improve the effectiveness of the MPC. The Report is expected to be submitted to the ccNSO Council for discussion and adoption by September 2025.
- Review relevancy of the ccNSO Meeting Guideline and role of the MPC according to the Guideline
- Develop a workplan that would allow the review team to report to the Council by September 2025.

6. Issues which are out of scope of the MPC effectiveness review

If, in the process of the review, the MPC Effectiveness Review Team becomes aware of issues that are out of scope of this Review, but are considered relevant, it will inform the ccNSO Council accordingly.

7. MPC Effectiveness Review Team

Membership: the ccNSO Council will appoint at most five (5) members, of which at least two (2) members are Councillors. Current members of the MPC are not eligible. The ccNSO secretariat will provide staff support. The review team is expected to appoint a spokesperson who will, when needed, represent the Review Team and speak on behalf of the Review Team.

8. Omission in or unreasonable impact of the Terms of Reference

If, in the process of conducting the Review, the Review Team determines that these Terms do not provide sufficient guidance and/or the impact of one of the terms is found to be unreasonable for conducting the review, the Review Team has the authority to determine a proper course of action to mitigate the issue. Any proposed modification to the Terms shall only be effective after approval by the ccNSO Council.

Background material

- MPC Charter: <https://ccnso.icann.org/en/workinggroups/charter-mpc-17nov22-en.pdf>
- MPC Webpage: <https://ccnso.icann.org/en/workinggroups/mpwg.htm>
- MPC Wiki space: <https://community.icann.org/pages/viewpage.action?pageId=58732676>
- Guideline Reviews:
<https://icann-community.atlassian.net/wiki/spaces/ccNSOCWS/pages/103123967/13+March+2025+ICANN82+215>
- Guideline ccNSO Meetings:
<https://ccnso.icann.org/sites/default/files/field-attached/guidelines-council-meetings-31may21-en.pdf>

Annex A: Metrics and Findings

Item	Metric	Description	Finding	Achieved? (Y/N)
1	Overarching purpose of MPC	Enable information sharing for and by ccTLDs, focusing on topics relevant to ccTLD Managers		
2	Purpose of MPC	Coordinate the high-level schedule of ccNSO related meetings at ICANN public meetings		
3	Improve agenda setting	Implement best practices on the organization of the ccNSO Members Meeting agenda, taking into account the <i>ccNSO Guideline: ccNSO Meetings</i> as published on the ccNSO website;		
4	Sharing of Information	Liaise with the ccNSO Council and broader ccTLD community on topics covered during the ccNSO Members Meeting		
5	Sharing of Information	Draft and share the ccNSO Members Meeting agenda, in accordance with the Guideline: ccNSO Meetings		
6	Sharing of Information	Develop and distribute necessary additional information related to the ccNSO Members Meeting to be distributed to the ccTLDs		
7	Operation	Ensure smooth running of the ccNSO Members Meetings		
8	Customer satisfaction	Collect feedback and measure the satisfaction on the ccNSO Members Meetings from participants via for instance an evaluation survey		
9		Any other activities that might support the achievement of the MPC's objective		
10	Attendance meetings members MPC			
11	Adequacy meeting frequency MPC			
12	Adequacy membership composition			
13	Regular updates to Council			
14	Develop Workplan			
15	Implementation Work plan			

