**COMPARISON CHART TEMPLATE**

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| **Charter CWG Internet Governance** |  |  | **Cross Community Working Group (CCWG) Charter Template** |
| **1. Introduction** |  |  |  | **Section I: Cross Community Working Group Identification** |
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| **2. Problem Statement, Goals & Objectives, and Scope** |  | **Section II: Problem Statement, Goals & Objectives, and Scope** |
| **Problem Statement:** |  |  |  | **Problem Statement:** |
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| ***Goals and Objectives:*** |  |  | ***Goals & Objectives***: |
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| ***Scope of Activities*** | ***Scope:*** |
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| **3. Deliverables and Reporting Deliverables:** | **Section III: Deliverables and Reporting Deliverables:** |
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| 2. Workshops and Reports of workshops at key Internet |  |  |
| Governance Fora (organised and coordinated by the CCWG) |  |  |
| 3. Annual Reports |  |  |
| summary of activities of the CCWG |  |  |
| 4. Progress Papers |  |  |
| CCWG will report to the broader community on its activities and |  |  |
| progress made at times set forth in the Work Plan |  |  |
| ***Work Plan :*** |  |  |
| The CCWG should establish and adopt an annual Work Plan and |  |  |
| associated schedules. At a minimum the work plans and |  |  |
| schedules should include the relevant schedule of activities of the |  |  |
| WG related to the relevant Internet Governance events, and the |  |  |
| methods for informing the participating SO’s, AC’s and broader |  |  |
| community of progress made by the WG. The initial work plans |  |  |
| and schedules should be published on the web page of the WG. |  |  |
| The Co-Chairs will be responsible for maintaining and updating |  |  |
| the work plan and schedule and for informing the Chairs of the |  |  |
| participating SO’s and AC’s of changes made to the work plan and |  |  |
| schedule. |  |  |
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| ***Report on Progress*** |  | ***Reporting:*** |
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| The Co-Chairs of the CCWG shall update the participating SO’s and |  | The Chair(s) of the CCWG will brief the Chartering Organizations |
| AC’s at ICANN meetings on the activities of the WG, in addition to |  | on a regular basis. |
| an annual report. |  |  |
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| At appropriate times, as identified in the work plan, the WG shall |  |  |
| produce a Progress paper to inform the broader community of its |  |  |
| activities and progress made. |  |  |
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| CCWG members should liaise with and report to their respective |  | Where CCWG members are expected to brief and liaise with their |
|  |  | respective appointing organizations (see Section IV below), this |
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| appointing SO/ACs periodically. |  | should be noted as well. |
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| **4. Process for the launch of public consultations,** |  |  |
| **development of position papers or statements** |  |  |
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| The CCWG, at its own discretion, may publish for public |  |  |
| consultation within the ICANN community position papers and |  |  |
| other relevant documents for consideration by the community. |  |  |
| Such a public consultation could include an Interim Paper, which |  |  |
| will contain a review and analysis of the topics it considers |  |  |
| relevant, and/or a draft Statement. This document will be |  |  |
| published for public consultation at the time designated in the |  |  |
| WG work plan. |  |  |
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| ***Review of CCWG Public Consultation*** |  |  |
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| After closure of the public consultation on the Interim Paper, the |  |  |
| CCWG shall review and analyse the comments received and may, |  |  |
| at its reasonable discretion, provide appropriate responses. |  |  |
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| ***CCWG Position Paper or Statement*** |  |  |
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| In considering a CCWG Position Paper or Statement the WG shall |  |  |
| seek to act by consensus. The consensus view of the members of |  |  |
| the WG shall be conveyed to the participating SO’s and AC’s. If a |  |  |
| minority disagrees with a position, that minority position shall be |  |  |
| included in the Paper or Statement. The WG Paper or Statement |  |  |
| shall be published within seven days after adoption of this Paper |  |  |
| or Statement by the WG and conveyed to the chairs of the |  |  |
| participating SO’s and AC’s. |  |  |
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| ***Decision Making by the Chartering Organizations on the CCWG’s*** |  | ***Decision Making by the Chartering Organizations on the CCWG’s*** |
| ***[Final] Output*** |  | ***[Final] Output*** |
| After submission of the CCWG Position Paper or Statement, each |  | Following the submission of the [final] CCWG output, each of the |
| of the participating SOs and ACs shall decide whether to support |  | Chartering Organizations shall, in accordance with their own |
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| or endorse the submitted draft, each in accordance with their |  | rules and procedures, review and discuss the output and decide |
| own rules and procedures. The chair(s) of the participating SOs |  | whether to adopt the proposals and the recommendations |
| and ACs shall notify the Co-Chairs of the CCWG accordingly of the |  | contained within. The Chairs of the Chartering Organizations shall |
| result of their deliberations as soon as feasible. |  | notify the Chair(s) of the CCWG of the result of their deliberations |
|  |  | as soon as feasible. |
| In the event all participating SOs and ACs endorse and support |  |  |
| the proposed Position Paper, the CCWG may publish it and submit |  |  |
| it to the Internet Governance discussions and processes. |  |  |
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| ***Supplemental Final Output*** |  | ***Supplemental Final Output*** |
| In the event that one or more of the participating SOs or ACs |  | In the event that one or more of the Chartering Organizations |
| do(es) not support or endorse a Position Paper or Statement, the |  | object to, or cannot approve, adopt or support one or more of the |
| Co-Chairs of the CCWG shall be notified accordingly. This |  | recommendations contained in the [final] output, the Chairs of |
| notification shall include at a minimum the reasons for the lack of |  | the CCWG shall be notified accordingly. This notification shall |
| support or endorsement. The CCWG may, through consensus, |  | include at a minimum the reasons and a suggested alternative |
| either: |  | that would be acceptable, if any. The CCWG may, at its discretion, |
| • Reconsider, and submit a Supplemental Position Paper or |  | reconsider its recommendations, post them for public comments, |
| Statement to all participating SOs and ACs to seek their support |  | and/or develop and submit to the Chartering Organizations a |
| or endorsement, or |  | Supplemental Final Proposal, which takes into account the |
| • Publish and submit the Position Paper or Statement, noting the |  | concerns that have been raised. |
|  | Following submission of the Supplemental Final Proposal, the |
| part(s) of the Position Paper or Statement that are fully |  |
| supported, and which SO or AC dissents from the CCWG view, or |  | Chartering Organizations shall discuss and decide (each in |
| • Refrain from submitting the (Supplemental) Position Paper or |  | accordance with its own rules and procedures) whether to adopt, |
|  | approve, support or at a minimum not object to the final |
| Statement, and making it public. |  |
|  | recommendations contained in the Supplemental Final Proposal. |
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|  |  | The Chairs of the Chartering Organizations shall notify the Chairs |
|  |  | of the CCWG of the result of these deliberations as soon as |
|  |  | feasible. [This section may also include a description of the role |
|  |  | the ICANN Board may play in decision-making, where this is |
|  |  | applicable for any specific CWG. For instance: |
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| Submission of a Board Report |  | ***Submission of a Board Report*** |
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|  | The CCWG will regularly report to Board Working Group on IG as | After receiving the relevant notifications from all Chartering |
|  | stated in Paragraph 2 above. | Organizations as described above, the Chair(s) of the CCWG shall, |
|  |  |  |  |  |  |  | within a reasonable time after receiving the last notification, |
|  |  | submit to the Chair of the ICANN Board of Directors and the |
|  |  |  |  |  | Chairs of all the Chartering Organizations the CCWG- Board |
|  |  |  |  |  |  |  | Report, which shall include at a minimum: |
|  | As appropriate | and subject to the process referred to in the | a) The (supplemental) final output as adopted by the CCWG; |
|  | b) The notifications of the decisions from the Chartering |
|  | Section (2) |  | of this Charter (ie 2 years from March 2017) , after |
|  |  | Organizations; and |
|  | receiving | the | relevant | notifications from all Chartering |
|  | c) Documentation of the process that was followed, including but |
|  | Organizations as described above, the Chair(s) of the CCWG shall, |
|  | not limited to documenting the process of building consensus |
|  | within a reasonable time | after receiving the last notification, |
|  | within the CCWG and any public consultations that were held. |
|  | submit the CCWG- Board Report to the Chair of the ICANN Board |
|  | In the event one or more of the Chartering Organizations do(es) |
|  | of Directors and the Chairs of all the Chartering Organizations the |
|  | report shall include at a minimum: | not support (parts of) the (supplemental) final output, the Board |
|  | a) The (supplemental) final output as adopted by the CCWG; | Report shall clearly indicate which part(s) of the (supplemental) |
|  | b) The notifications of the decisions from the Chartering | final output are fully supported and the parts that are not, as well |
|  | Organizations; and |  |  | as which of the Chartering Organizations dissents, to the extent |
|  | c) Documentation of the process that was followed, including but | this is feasible.] |
|  | not limited to documenting the process of reaching consensus |  |
|  | within the CCWG and any public consultations that were held. |  |
|  | The Report could include a request that the mandate of the CCWG |  |
|  | be extended for another period. |  |
|  | In the event one or more of the Chartering Organizations do(es) |  |
|  | not support (parts of) the (supplemental) final output, the Board |  |
|  | Report shall clearly indicate which part(s) of the (supplemental) |  |
|  | final output are fully supported and the parts that are not, as well |  |
|  | as which of the Chartering Organizations dissents, to the extent |  |
|  | this is feasible. |  |  |  |  |
|  | **5. Membership, Staffing, and Organization** | **Section IV: Membership, Staffing, and Organization** |
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| ***Membership Criteria:*** |  | ***Membership Criteria:*** |
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| Membership in the CCWG, and its sub-working groups should |  | Membership in the CCWG, and its sub-working groups should |
| these be created, is open to Members, Participants, and others as |  | these be created, is open to Members, Participants, and others as |
| noted in the Charter. Members are appointed by the Chartering |  | noted in the Charter. Members are appointed by the Chartering |
| Organizations in accordance with their own rules and procedures. |  | Organizations in accordance with their own rules and procedures. |
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| Volunteer Chair(s) will guide CCWG deliberations and ensure that |  | Volunteer Chair(s) will guide CCWG deliberations and ensure that |
| the process is bottom-up, consensus-based and has balanced |  | the process is bottom-up, consensus-based and has balanced |
| multi stakeholder participation. |  | multistakeholder participation. |
| The chair(s) shall be appointed by the Chartering Organizations, |  | Appointment of chair(s): |
| should a Chartering Organization decide to appoint a co-chair to |  | Alternative 1. The chair(s) shall be appointed by the Chartering |
| the CCWG. |  | Organizations, should a Chartering Organization decide to |
|  |  |  | appoint a co-chair to the CCWG. |
|  |  |  | Alternative 2. The CCWG will nominate and appoint chair(s) from |
|  |  |  | among its Members. |
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| Each Chartering Organization shall appoint a minimum of 2 and a |  | Each Chartering Organization shall appoint a minimum of |
| maximum of 5 Members. |  | [optional: 2] and a maximum of [optional: 5] Members. |
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| In addition, the CCWG will be open to any interested person as a |  | In addition, the CCWG will be open to any interested person as a |
| Participant or Observer. Participants may be from a Chartering |  | Participant or Observer. Participants may be from a Chartering |
| Organization, from a stakeholder group not represented in the |  | Organization, from a stakeholder group not represented in the |
| CCWG, or may be self-appointed. Participants will be able to |  | CCWG, or may be self-appointed. Participants will be able to |
| actively participate in and attend all CCWG meetings, work |  | actively participate in and attend all CCWG meetings, work |
| groups and sub-work groups. |  | groups and sub-work groups. |
| Where Board/staff liaisons or advisors are to be appointed to a |  | Where Board/staff liaisons or advisors are to be appointed to a |
| CCWG, this should be specified in the Charter. |  | CCWG, this should be specified in the Charter. |
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| Expert Advisors: |  | Expert Advisors: |
| • | If expert Advisors are expected to be needed, guidelines |  | • | If expert Advisors are expected to be needed, guidelines |
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| for their involvement should be included here. For instance, the |  | for their involvement should be included here. For instance, the |
| following elements may be considered: |  |  |  | following elements may be considered: |
| • | Define the expertise needed, anticipated cost, selection |  | • | Define the expertise needed, anticipated cost, selection |
| process/methodology, and allotted budget. |  |  |  | process/methodology, and allotted budget. |
| The role of Advisors – for instance, they may or may not be |  | The role of Advisors – for instance, they may or may not be |
| expected to contribute to the dialogue similar to CCWG |  | expected to contribute to the dialogue similar to CCWG |
| Participants, though if there is a need for any consensus call(s), |  | Participants, though if there is a need for any consensus call(s), |
| the Advisors should not participate in such a call. |  |  | the Advisors should not participate in such a call. |
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| Where applicable, all participants in this process shall submit a |  | Where applicable, all participants in this process shall submit a |
| Statement of Interest (SOI) following the procedures of their |  | Statement of Interest (SOI) following the procedures of their |
| Chartering Organization or at minimum a statement listing |  | Chartering Organization or at minimum a statement listing |
| his/her SO/AC affiliation (if applicable), and relevant expertise, |  | his/her SO/AC affiliation (if applicable), and relevant expertise, |
| skills and interest. |  |  |  |  |  | skills and interest. |
|  |  |  |
| Chartering Organizations should make reasonable efforts that |  | Chartering Organizations should make reasonable efforts that |
| individual Members: |  |  |  |  |  | individual Members: |
| • | Have sufficient expertise to participate in the CCWG on |  | • | Have sufficient expertise to participate in the CCWG on |
| the applicable subject matter; |  |  |  |  | the applicable subject matter; |
| • | Commit to actively participate in the activities of the |  | • | Commit to actively participate in the activities of the |
| CCWG on an ongoing basis; |  |  |  |  | CCWG on an on-going basis; |
| • | Where appropriate, solicit and communicate the views |  | • | Where appropriate, solicit and communicate the views |
| and concerns of individuals in the organization that appoints |  | and concerns of individuals in the organization that appoints |
| them; and |  |  |  |  |  | them; and |
| • | Commit to abide to the Charter when participating in the |  | • | Commit to abide to the Charter when participating in the |
| CCWG. |  |  |  |  |  |  | CCWG. |  |
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| All Members, Participants, Observers, advisors and liaisons will |  | All Members, Participants, Observers, advisors and liaisons will |
| be | listed | on | the | CCWG’s | Wiki |  | be listed on the CCWG’s Wiki [add link if available]. The mailing |
| [https://community.icann.org/pages/viewpage.action?pageId=4 |  | list of the CCWG will be publicly archived [add link if available]. |
| 3984275]. The mailing list of the CCWG will be publicly archived |  |  |  |
| [https://mm.icann.org/mailman/listinfo/ccwg-internet-governa |  |  |  |
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| Chartering Organizations are encouraged to use open and |  | Chartering Organizations are encouraged to use open and |
| inclusive processes when selecting their members for this CCWG, |  | inclusive processes when selecting their members for a CCWG, |
| and are expected both individually and in consultation with the |  | and are expected both individually and in consultation with the |
| other Chartering Organizations to take reasonable efforts to |  | other Chartering Organizations to take reasonable efforts to |
| ensure that the final membership of the CCWG-IG is sufficiently |  | ensure that the final membership of the CCWG is sufficiently |
| diverse to the extent feasible (including but not limited to |  | diverse to the extent feasible (including but not limited to |
| geographical region, stakeholder representation, and needed skill |  | geographical region, stakeholder representation, and needed skill |
| sets). |  | sets). |
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|  |  | [Optional] Include a list of dependencies and special |
|  |  | circumstances that would result in ending the effort and closure |
|  |  | of the CCWG (see, e.g. Section 3.4 of the Final Framework for |
|  |  | Future CCWGs). |
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| ***Support Staff and Tools*** |  |  |
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| ICANN will provide sufficient staff support to support the |  | ICANN will provide sufficient staff support to support the |
| activities of the CCWG. The ICANN staff assigned to the CCWG will |  | activities of the CCWG. The ICANN staff assigned to the CCWG will |
| fully support the work of the CCWG as requested by the Chair(s), |  | fully support the work of the CCWG as requested by the Chair(s), |
| including providing meeting support, document drafting, editing |  | including providing meeting support, document drafting, editing |
| and distribution as well as making substantive contributions. |  | and distribution as well as making substantive contributions. |
| ICANN staff, in a coordinated effort with the CCWG, will facilitate |  | ICANN staff, in a coordinated effort with the CCWG, will facilitate |
| outreach to ensure that the global multistakeholder community is |  | outreach to ensure that the global multistakeholder community is |
| aware of and able as much as possible to participate in the work |  | aware of and able as much as possible to participate in the work |
| of the CCWG. To the extent possible, any additional resources |  | of the CCWG. To the extent possible, any additional resources |
| (beyond the assigned ICANN staff) that may be needed should be |  | (beyond the assigned ICANN staff) that may be needed should be |
| identified at the earliest opportunity, to ensure that such |  | identified at the earliest opportunity, to ensure that such |
| resources can be obtained and planned for. |  | resources can be obtained and planned for. |
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| ***6. Rules of Engagement*** |  | ***Section V: Rules of Engagement*** |
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| **Decision-Making Methodologies** |  | Decision-Making Methodologies: |
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In developing its output, work plan and any reports, the CCWG shall seek to act by consensus. The Chair(s) may make a call for Consensus. In making such a call, a Chair(s) should always make reasonable efforts to involve at a minimum all Members of the CCWG (or sub-working groups, if applicable).

The Chair(s) shall be responsible for designating each position as having one of the following designations:

1. Full Consensus - a position where no minority disagrees; identified by an absence of objection
2. Consensus – a position where a small minority disagrees, but most agree

In the absence of Full Consensus, the Chair(s) should allow for the submission of minority viewpoint(s) and these, along with the consensus view, shall be included in the report or relevant deliverable.

In a rare case, the Chair(s) may decide that the use of a poll is reasonable to assess the level of support for a recommendation. However, care should be taken in using polls: they should not become votes, as there are often disagreements about the meanings of the poll questions or of the poll results.

Any Member who disagrees with the consensus-level designation made by the Chair(s), or believes that his/her contributions are being systematically ignored or discounted, should first discuss the circumstances with the Chair(s). In the event that the matter cannot be resolved satisfactorily, the Member should request an opportunity to discuss the situation with the Chairs of the Chartering Organizations or their designated representatives.

In the event that no consensus is reached by the CCWG, the Chair(s) of the CCWG will submit a Chair(s)’ Report to the Chartering Organizations. In this Report the Chair(s) shall

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| document the issues that are considered contentious, the process |  | document the issues that are considered contentious, the process |
| that was followed and any suggestions to mitigate those issues |  | that was followed and any suggestions to mitigate those issues |
| that may be affecting consensus-building. If, after implementation |  | that may be affecting consensus-building. If, after implementation |
| of the mitigating measures, consensus can still not be reached the |  | of the mitigating measures, consensus can still not be reached the |
| Chair(s) shall prepare a Final Chair(s)’ Report documenting the |  | Chair(s) shall prepare a Final Chair(s)’ Report documenting the |
| processes that were followed to reach consensus. The Chair(s) |  | processes that were followed to reach consensus. The Chair(s) |
| may request that the Chartering Organizations provide |  | may request that the Chartering Organizations provide |
| recommendations on additional means for mitigating the issues |  | recommendations on additional means for mitigating the issues |
| that are preventing consensus. |  | that are preventing consensus. |
|  |  |  |
| **7. Modification of the Charter** |  | **Modification of the Charter** |
|  |  |  |
| In the event this charter does not provide sufficient guidance |  | In the event this charter does not provide sufficient guidance |
| and/or the impact of the Charter is found to be unreasonable for |  | and/or the impact of the Charter is found to be unreasonable for |
| conducting the business of the CCWG, the Chair(s) have the |  | conducting the business of the CCWG, the Chair(s) have the |
| authority to determine the proper actions to be taken. Such action |  | authority to determine the proper actions to be taken. Such action |
| may, for example, consist of a modification to the Charter in order |  | may, for example, consist of a modification to the Charter in order |
| to address the omission or its unreasonable impact, in which case |  | to address the omission or its unreasonable impact, in which case |
| the Chair(s) may propose such modification to the Chartering |  | the Chair(s) may propose such modification to the Chartering |
| Organizations. A modification shall only be effective after |  | Organizations. A modification shall only be effective after |
| adoption of the amended Charter by all Chartering Organizations, |  | adoption of the amended Charter by all Chartering Organizations, |
| in accordance with their own rules and procedures, and |  | in accordance with their own rules and procedures, and |
| publication of the amended Charter. Problem/Issue Escalation & |  | publication of the amended Charter. Problem/Issue Escalation & |
| Resolution Process: Members and Participants of the CCWG are |  | Resolution Process: Members and Participants of the CCWG are |
| expected to abide by the ICANN Expected Standards of Behavior. |  | expected to abide by the ICANN Expected Standards of Behavior. |
| If a Member or Participant feels that these standards are being |  | If a Member or Participant feels that these standards are being |
| abused, the affected party should appeal first to the Chair(s) of |  | abused, the affected party should appeal first to the Chair(s) of |
| the CCWG and, if unsatisfactorily resolved, to the Chair(s) of the |  | the CCWG and, if unsatisfactorily resolved, to the Chair(s) of the |
| Chartering Organizations or their designated representative. It is |  | Chartering Organizations or their designated representative. It is |
| important to emphasize that expressed disagreement is not, by |  | important to emphasize that expressed disagreement is not, by |
| itself, grounds for abusive behavior. It should also be taken into |  | itself, grounds for abusive behavior. It should also be taken into |
| account that, as a result of cultural differences and language |  | account that, as a result of cultural differences and language |
| barriers, statements may appear disrespectful or inappropriate to |  | barriers, statements may appear disrespectful or inappropriate to |
|  |  |

|  |  |  |
| --- | --- | --- |
| some but may not have been necessarily intended as such. |  | some but may not have been necessarily intended as such. |
| However, it is expected that CCWG participants will make every |  | However, it is expected that CCWG participants will make every |
| effort to respect the principles outlined in ICANN’s Expected |  | effort to respect the principles outlined in ICANN’s Expected |
| Standards of Behavior as referenced above. |  | Standards of Behavior as referenced above. |
|  |  |  |
| The Chair(s) are empowered to restrict the participation of |  | The Chair(s) are empowered to restrict the participation of |
| someone who seriously disrupts the group. Generally, the |  | someone who seriously disrupts the group. Generally, the |
| participant should first be warned privately and then warned |  | participant should first be warned privately and then warned |
| publicly before such a restriction is put into place; in extreme |  | publicly before such a restriction is put into place; in extreme |
| circumstances, this requirement may be bypassed. This |  | circumstances, this requirement may be bypassed. This |
| restriction is subject to the right of appeal as outlined below. Any |  | restriction is subject to the right of appeal as outlined below. Any |
| CCWG Member or Participant who believes that his/her |  | CCWG Member or Participant who believes that his/her |
| contributions are being systematically ignored or discounted, or |  | contributions are being systematically ignored or discounted, or |
| who wishes to appeal a decision of the CCWG, should first discuss |  | who wishes to appeal a decision of the CCWG, should first discuss |
| the circumstances with the CCWG Chair(s). In the event that the |  | the circumstances with the CCWG Chair(s). In the event that the |
| matter cannot be resolved satisfactorily, the affected party should |  | matter cannot be resolved satisfactorily, the affected party should |
| request an opportunity to discuss the situation with the Chair(s) |  | request an opportunity to discuss the situation with the Chair(s) |
| of the Chartering Organizations or their designated |  | of the Chartering Organizations or their designated |
| representatives. In addition, if any CCWG Member or Participant |  | representatives. In addition, if any CCWG Member or Participant |
| is of the opinion that someone is not performing their role |  | is of the opinion that someone is not performing their role |
| according to the criteria outlined in this Charter, the same |  | according to the criteria outlined in this Charter, the same |
| appeals process may be invoked. |  | appeals process may be invoked. |
| Working Group Self Assessment |  | ***Closure & Working Group Self-Assessment:*** |
|  |  |  |
| At each ICANN Annual General Meeting, the Charter and |  | The CCWG will consult with their Chartering Organizations to |
| deliverables of the CCWG shall be reviewed by the participating |  | determine when it can consider its work completed. The CCWG |
| SOs and ACs to determine whether the CCWG should continue, or, |  | and all sub-working groups shall be dissolved upon receipt of |
| close and be dissolved. Consistent with ICANN community |  | notification from the Chair(s) of the Chartering Organizations or |
| practices, the CCWG will continue if at least two of the |  | their designated representatives. See, further, Section 3.4 of the |
| participating SOs or ACs extend the mandate of the WG and notify |  | Final Framework for Future CCWGs. |
| the other participating SO’s and AC’s accordingly one month after |  |  |
| the annual review date. The notifications will be included in |  |  |
|  |  |



Annex A.

***Implementation***

This section of the charter should consider the role of the CCWG

in implementation, as well as a possible post-implementation role

to analyse the effectiveness of implemented recommendations.

See, further, Section 3.5 of the Final Framework for Future

CCWGs.

**8. Charter Document History**

This section records key changes to the CCWG Charter that take

place after the adoption of the Charter.

**Annex A Record of Adoption and Extension of the Charter**

**Annex B Schedule**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestone Event** | **Start Date** | **End Date** | **Deliverables** |  |
|  |  |  |  |  |
| Draft WG Charter | TBD | TBD | Charter |  |
| Invite and Establish Working | TBD | TBD | Working | Group |
| Group Co-Chairs and Members |  |  | Members & Co-Chairs |
| Adopt a Work Plan and Time | TBD | TBD | Work Plan and | Time |
| Schedule |  |  | Schedule |  |
| Progress Papers | TBD | TBD | Progress Paper |  |
| Interim Paper | TBD | TBD |  |  |
| Final Paper | TBD | TBD | Final Paper |  |