
Guidelines for GAC Members & Participants in ICANN Cross-Community Working Groups (CCWGs)

Purpose

These guidelines, agreed by the GAC, are to assist GAC members to participate effectively and accountably in Cross-Community Working Groups (CCWGs) within the ICANN framework.

What is a CCWG?

*"The Cross Community Working Group (CCWG) is a mechanism to allow any number of ICANN's Supporting Organisations (SOs) and Advisory Committees (ACs) to work together to address issues that are of common interest and that do not fall within the sole remit of one SO or AC."*¹

How does a CCWG operate?

While there is currently no fixed framework for CCWG operations, some common approaches have been applied in practice. A CCWG generally operates under a Charter agreed by SOs and ACs that wish to be Chartering Organisations. Chartering Organisations will usually appoint **Members** (typically up to 5) of the CCWG. Anyone can join as a **Participant**. Members and Participants must complete a Statement of Interest for the public record.

The key differences between CCWG Members and Participants are that Members are selected by and accountable to a particular SO or AC while Participants can simply join a CCWG. A CCWG works to achieve consensus among all Members and Participants, but in the absence of consensus, the Co-Chairs may ask for a vote which are usually restricted to Members only. More often, informal polls are held where usually Members as well as Participants take part.

The actual endorsement of the outcomes of a CCWG process, such as a final report and recommendations, is a decision for Chartering Organisations, not CCWG Members. However, CCWG Members may issue a Minority Statement in case they do not agree on all findings of the final report.

Finally, CCWG Members usually receive travel support from ICANN for physical CCWG meetings, participants can participate on their own expenses.

Why does GAC participate in a CCWG?

The GAC may participate in a CCWG as a Chartering Organisation when the GAC agrees that there are public policy implications in the subject matter or otherwise when the scope of the CCWG is of interest to governments. The GAC has done so several times in the past.

Participation as a Chartering Organisation involves the appointment of CCWG Members by the GAC. In addition, individual GAC members are (like anyone else) free to join any CCWG directly as Participants, or can encourage national subject matter experts to join. GAC may

¹ [Draft Uniform Framework for a Cross Community Working Group \(CCWG\) Life Cycle: Principles and Recommendations](#)

choose to appoint a Co-Chair of the CCWG where it is a Chartering Organisation. GAC Members and Participants may also volunteer for roles within the CCWG, for example as convenor of a sub-group or rapporteur.

Expectations of GAC Members and Participants in CCWGs

All members of GAC should consider volunteering to serve as a GAC-appointed CCWG Member or as a CCWG Participant. The more who do so, the more public sector expertise can be applied. Also the burden of engaging in the work can be spread so that time demands are more reasonable.

When appointing Members to a CCWG, the GAC will try to enhance the overall diversity in the CCWG with regard to gender, language, geographical origin, cultural and policy views. The GAC will also be mindful of the need for effective participation in the full range of work of the CCWG so that public policy aspects are properly considered.

Neither Members nor Participants of the GAC in the CCWG represent the GAC as a whole. Members and Participants represent their individual governments' views in the CCWG. They cannot speak "on behalf of the GAC".

However, if there is an agreed GAC consensus position on an issue, GAC representatives in a CCWG may refer to such positions. To avoid any confusion, GAC members should clearly state whether a position they are putting forward is their national position, a personal one or a consensus position of the GAC.

Members are expected to act as a liaison between the CCWG and the GAC, advising CCWG members if there is a GAC position on a matter, and advising GAC members of upcoming decisions and areas of discussion.

Expectations of GAC-nominated CCWG Members

- Actively participate on a regular basis in CCWG activities, including:
 - Virtual meetings (Adobe Connect and/or audio bridge service)
 - Face-to-face meetings (usually at ICANN meetings)
 - Discussions on e-mail lists
 - Sub-group/working group activities of relevance to GAC
- Report back regularly to GAC via the GAC e-mail list.
- Seek feedback regularly from the GAC via the GAC e-mail list.
- In exercising a vote or participating in a poll under CCWG procedures:
 - Consider the full range of public policy considerations; known views within the GAC; and previous GAC discussions and agreed positions.
 - Give GAC reasonable notice of such votes or polls so that all GAC Members have the opportunity to provide their views in advance.
 - Provide GAC with details of any voting position taken and the reasons for it.

- Propose and assist with CCWG-related sessions at GAC face-to-face or inter-sessional meetings.
- Coordinate with other GAC Members and Participants in the same CCWG.
- Seek assistance from the ACIG GAC Secretariat and/or ICANN support staff if needed.

Expectations of GAC members who volunteer as CCWG Participants

- Actively participate in CCWG activities, including:
 - Virtual meetings (Adobe Connect and/or audio bridge service)
 - Face-to-face meetings (usually at ICANN meetings)
 - Discussions on e-mail lists
 - Sub-group/working group activities of relevance to GAC
- Coordinate with other GAC Members and Participants in the same CCWG.

For GAC Members who have a specific role in a CCWG

- Specific arrangements will be agreed within the GAC when a GAC member is nominated as a Co-Chair of a CCWG.
- GAC Members (whether CCWG Members or Participants) who have a specific role within a CCWG, such as convenor of a sub-group or rapporteur, should comply with the "Expectations for GAC-nominated CCWG Members" noted above, particularly with regard to reporting to and seeking feedback from the GAC.