

ASO AC Work Plan for 2020

1. Appoint the ASO AC Chair and Vice Chairs

- a. Early in January of the new year, hold an electronic vote for the Chair for that year. (The list of candidates and the voting timetable should have been finalized during December of the previous year.)
- b. At the January meeting, confirm the election result.
- c. At the January meeting, the Chair should invite two Vice Chairs. The ASO AC would confirm the appointment.
 - i. If there was a change in leadership from the previous year, then update the aso-chairs@ mailing list, and notify the relevant ICANN parties.

2. Review ASO AC mailing lists

- a. At the beginning of the year, review the lists of subscribers.
- b. Determine if we need to review mailing list policies, procedures, subscription guidelines, etc.

3. Review ASO AC Members Personal Profile

- a. At the beginning of the year, ASO AC members need to review their personal profile published on ASO website.
- b. Personal profile must have employer details and all relevant volunteer affiliations.

4. Form the Policy Proposal Facilitator Teams (PPFT)

- a. In January, appoint PPFT members for Global Policy Proposals (GPP), and review the process to track and define a potential “global policy”.

5. Set the timetable for the year's meetings

- a. In January, set the timetable (dates and times) for the rest of the meetings of the year (2020).
- b. In December, set the date and time of the January meeting for next year (2021).
- c. In December, draft and review the timetable (dates and times) for the rest of next year (2021). Conflicts with these meetings should be avoided when possible: RIR, ICANN, IGF, and possibly large regional NOGs.

6. Adopt the ASO AC Work Plan for 2020

- a. In January, adopt the work plan for the year. The work plan should have been drafted by a volunteer selected at the end of the previous year.

7. Begin the appointment process for the ICANN Board Seat No. 9

- a. Review and finalize the appointment process.
- b. Determine the time frame for the selection process.
- c. Send out the call for candidates.
- d. Form committees as the procedure dictates.

8. Appoint members to the ICANN NomCom and other groups as required

- a. Review and finalize the NomCom appointment process.
- b. Perform outreach to seek candidates for an ICANN NomCom representative.
- c. In June, begin the process to appoint the ICANN NomCom representative.

9. Participate in RIR Global policy process and tracking of ongoing Global Policy Proposals (GPPs)

- a. The Policy Proposal Facilitator Team will help the ASO AC determine if an RIR policy proposal can potentially be a GPP. If so, the PPFT will track the proposal through each region's PDP. And produce a report for the ASO AC to help assess if the requirements are met.
- b. The ASO AC will forward the GPP to the ICANN Board along with the AC's assessment of the GPP.

10. Update ASO AC Operating Procedures, as needed

11. Participate and conduct outreach efforts at ICANN Meetings

- a. At every ICANN meeting, plan for attendance by as many ASO AC members as possible.
- b. At the first ICANN meeting of the year, hold an ASO AC face to face meeting with attendance by as many ASO AC members as possible.
- c. At ICANN meeting(s) that coincide with an ASO AC face to face meeting(s), hold public meetings for reporting and outreach from the numbers community to other parts of the ICANN community. Develop the content based on the make-up of the audience.
- d. Hold discussions with the ICANN Board and other ICANN groups. Identify topics and start scheduling early to minimize conflict.

12. Provide regular updates to the Numbering communities

- a. Present ASO activity report at RIR meetings during the year.

- b. The ASO AC report should include, among other things, the ASO AC Meeting attendance record by all members.

13. Review the ASO AC activities for the current year

- a. In November, call for an AC member to volunteer to prepare the Activity Review of the work that was accomplished over the year. The draft should be circulated prior to the December meeting for comments and discussion.
 - i. Review should include the effectiveness of activities of PPFT members.
- b. In December, accept the ASO AC 2020 Activities Review.

14. Draft the ASO AC Work Plan for 2021

- a. In November, call for an AC member to volunteer to draft the ASO AC Work Plan for the following year. The draft should be circulated in December for consideration and adoption in January.

15. Review all the ASO AC appointments made to different ICANN committees and working groups.

- a. Review for sufficient reason for each appointment to continue.
 - i. If there is enough reason, then check with the current appointee if he/she wants to continue; otherwise, appoint a new candidate.
 - ii. If there is not enough reason, then terminate the appointment and notify the relevant group.
- b. Define the term for each appointment and review the terms.

16. Review the transparency of AC's work

- a. In November, review what went well and what improvements can be made with the transparency of the ASO AC in terms of meetings (full, subgroup/committees), mailing list, etc. Make adjustments as necessary.

17. Complete review of ASO Review recommendations related to ASO AC

18. Set the date and time for the January meeting for the following year

- a. In December, set the date and time of the first meeting of the following year.

19. Begin to set the timetable for 2021 meetings

- a. In December, consider the dates and times for the meetings for the following year.
- b. By October, set a place and date for a face to face meeting in the following year of the entire ASO AC.

20. Begin the process for selecting the ASO AC Chair for the following year.

- a. In the December meeting, determine the timetable and election schedule.
- b. In December, call for nominations & seconds, and finalize the list of candidates.