

ASO AC Work Plan for 2021

1. Appoint the ASO AC Chair and Vice Chairs
 - a. In January 2021, hold an electronic vote for the Chair for that year. (The list of candidates and the voting timetable should have been finalized during December 2020.)
 - b. At the January ASO AC meeting, confirm the election result.
 - c. At the January ASO AC meeting, the newly elected Chair shall appoint two ASO AC members to be Vice Chairs. To be appointed, each of the appointees shall first, accept the appointment.
 - d. The ASO AC will confirm the appointment of the Vice Chairs at the same January ASO AC meeting (in the event of no vote taking place) or at the subsequent meeting, if a vote is required.
 - e. Update the aso-chairs@ mailing list and notify the relevant ICANN parties.
2. Review ASO AC mailing lists and ASO wiki
 - a. At the beginning of the year, review the lists of subscribers.
 - b. Determine if we need to review mailing list and ASO wiki policies, procedures, subscription guidelines, etc.
3. Review ASO AC Members Personal Profile
 - a. At the beginning of the year, ASO AC members must review their personal profile published on the ASO website.
 - b. Personal profile must have employer details and all relevant volunteer affiliations.
4. Form the Policy Proposal Facilitator Teams (PPFT), 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 2021, set the timetable (dates and times) for the rest of the meetings of the year (2021).
6. Adopt the ASO AC Work Plan for 2021
 - 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. Continue the appointment process for the ICANN Board Seat No. 9
 - a. Qualification Review Committee reviews the qualifications of candidate applicants. The list of qualified candidates are posted per operating procedures.
 - b. The Interview Committee is formed from the members of the QRC. The IC will finalize details concerning the various interviews in the selection process.
 - c. Conduct the selection process, and announce the selection.
8. Appoint members to the ICANN NomCom and other groups as required
 - a. Early in the year confirm with ICANN NomCom their deadline for the ASO representative appointment
 - b. Review and finalize the NomCom appointment process.
 - c. Perform outreach to seek candidates for an ICANN NomCom representative.
 - d. Considering ICANN NomCom time appointment requirements, appoint the ICANN NomCom representative and announce the appointment.
9. Participate in RIR Global policy process and tracking of ongoing Global Policy Proposals (GPPs) (if any)
 - 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 any GPP to the ICANN Board along with the AC's assessment of the GPP.
10. Begin the appointment process for the ICANN Board Seat No. 10
 - 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.
11. Review the current ASO AC Operating Procedures and if changes are required follow procedures for updating the guide.
12. Participate and conduct outreach efforts at ICANN Meetings.
 - a. Plan for any ASO AC attendees at ICANN meetings.
 - b. As the first ICANN meeting of the 2021 calendar year is likely to be virtual, organise a virtual ASO AC meeting with attendance by as many ASO AC members as possible.
 - c. Review the possibility of an "in person" ASO AC meeting during the 2021 calendar year.
 - d. Where possible at ICANN meeting(s) during calendar year 2021, hold (virtual or in person) 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.
 - e. Hold discussions with the ICANN Board and other ICANN groups. Identify topics and start scheduling early to minimize conflict.
13. Provide regular updates to the Numbering communities.
 - a. Update the ASO Report with information of the last 2020 RIRs meetings.
 - b. Present ASO activity report at RIR meetings during the year.
14. Review the ASO AC activities for the current year

- a. In November 2021, call for an AC member to volunteer to prepare the Activity Review of the work that was accomplished over the 2021 calendar year. The draft should be circulated prior to the December 2021 meeting for comments and discussion.
 - i. Review should include the effectiveness of activities of PPFT members.
 - ii. In January 2022, accept the ASO AC 2021 Activities Review.
15. Draft the ASO AC Work Plan for 2022
 - a. By the first week of 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 2021 for consideration and adoption in January 2022.
16. 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.
17. Review the transparency of AC's work
 - a. In November 2021, 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.
18. Set the date and time for the January 2022 meeting.
 - a. In December 2021, set the date and time of the first meeting of 2022.
19. Begin to set the timetable for 2022 meetings.
 - a. In December 2021, consider the dates and times for the meetings for the following year, including drafting and reviewing the timetable (dates and times) for the rest of next year (2022). Conflicts with these meetings should be avoided when possible: RIR, ICANN, IGF, and possibly large regional NOGs.
 - b. By October 2021, set a place and date for a possible face to face meeting of the entire ASO AC in 2022.
20. Begin the process for selecting the ASO AC Chair for 2022.
 - a. In the December 2021 meeting, determine the timetable and election schedule.
 - b. In December 2021, call for nominations & seconds, and finalize the list of candidates.