Purpose:

- GNSO Council small teams can be created as a mechanism to advance the work of the Council. A small team shall not serve as a substitute for procedures/mechanisms identified in the ICANN Bylaws (e.g., PDP, EPDP, GGP).

Limitations:

- Small teams are not decision-making bodies. All outputs from small teams must undergo full Council consideration and/or adoption as applicable.
- Small teams should generally not last for an extended duration of time (e.g., more than 6 months), although there may be exceptions.

The guidance below is the proposed standard practice, though flexibility should remain.

Scope, Timeline, and expected Outputs:

- All small teams are generally governed by an Assignment Form, as approved by Council, which transparently outlines the small team's remit and effectively operates as a "charter" for the small team's activities. The Assignment Form will include the assignment (i.e., scope of work), expected timing, and anticipated deliverables. If there is no Assignment Form, the small team should still identify and be governed by these elements.
- The Assignment Form will, where relevant, include background information, supporting documentation, and the anticipated next steps. See an example of an assignment form here: https://community.icann.org/pages/viewpage.action?pageId=228786793#Headings--1347456360.
- The Assignment Form, where relevant, must be confirmed early on in the duration of the small team by the small team that it governs. Where relevant, any changes thereafter contemplated to the Assignment Form must be considered and agreed to by the full Council.

Membership:

- Small team membership will generally consist of Council members, but the membership may be supplemented by the broader Community as warranted by the subject area.

Care should be taken, however, that if membership extends beyond the GNSO Council that the assignment is not better suited under an existing process or procedure (e.g., a working group that would benefit from the formality of a charter).

- *If known at the time of initiation, expectations related to membership should be included in the Assignment Form.*

Leadership:

- Small teams should generally identify a Lead, selected from amongst the Councilors on the small team. That Lead will be expected to help facilitate meetings, support questions and answers to and from the Council, provide updates to the Council, submit materials to the full Council, etc. The selection of the Lead may occur after the work has been initiated.
- Staff Support may be able to facilitate small teams on an interim basis until a Lead is identified or when a small team is particularly short-lived (e.g., 1-3 meetings).
- *If known at the time of initiation, expectations related to leadership should be included in the Assignment Form.

Staff Support:

- ICANN policy staff member(s) and the GNSO Secretariat will be assigned to small teams to support the work. Given the ad hoc nature of small teams and the potential for resourcing constraints, the level of Staff support may be less than is typically provided for a PDP/EPDP/GGP.

Documentation of the Work:

- A public wiki subpage will be created for every small team and include at least the following elements: membership; relevant documents, work products from the small team, meeting recordings.
- Meetings will be recorded by default, unless, on rare occasion, the work will benefit substantially from frank dialogue. If meetings are not recorded, transparency will still be supported (e.g., capturing high-level notes and outcomes, producing a summary output, any/all to be included in the wiki page in lieu of recordings).
- If the effort is expected to last for under one month, a mailing list will generally not be created. If the expected duration of the small team is to extend for a month or longer, a

mailing list may be created. If a mailing list is created, the list will be publicly archived on the Wiki. Mailing lists may allow for Observers.

- *If known at the time of initiation, expectations related to the documentation of work should be included in the Assignment Form.*