

NCSG Finance Committee
Internal Operating Procedures

Version 1.0 – DATE HERE

These internal operating procedures of the NCSG Finance Committee were adopted by the NCSG Executive Committee on XXX.

A. Contingency Rule

If the NCSG Finance Committee is:

1. not formed,
2. has no Chair or Acting Chair,
3. is unresponsive for more than 10 calendar days to written requests from the NCSG Executive Committee and/or NCSG Policy Committee, or
4. is not functional in the sole view of the NCSG Executive Committee

its tasks shall be performed by the NCSG Policy Committee until the NCSG Finance Committee is again fully functional in the sole view of the NCSG Executive Committee.

B. Annual Comment on the Operating Plan and Budget

The following procedure shall be used for developing the annual comment on the ICANN Organization Operating Plan and Budget. This procedure also applies to the annual comments submitted on the PTI and IANA Operating Plans and Budgets.

1. Purpose

The primary responsibility of the NCSG Finance Committee is to maintain and promote an ongoing NCSG awareness of ICANN org budgetary matters so far as they impact the NCSG and its member constituencies. This includes the policies that the ICANN community develops (and implements), including policies which have carried the support of the NCSG, and policies which impact upon the NCSG, its mandate, and its activities.

The NCSG Finance Committee Chair shall communicate information about the ICANN Org Operating Plan and Budget, including the adopted timeline, opportunities for public input, webinar invitations, and other relevant information, on the NCSG-Discuss mailing list.

The NCSG Finance Committee is responsible for preparing a first draft of any comment that may be submitted under the name of the NCSG. The NCSG Finance Committee shall liaise closely with the NCSG Policy Committee to ensure that comments related to the Operating Plan and Budget are developed in an informed and timely manner.

2. Timeline

NCSG Finance Committee comments on the Operating Plan and Budget shall observe specified timelines. It will typically take 46 calendar days for the NCSG Finance Committee, in consultation with the NCSG Finance Committee and Executive Committee, to prepare a comment on the Operating Plan and Budget.

The NCSG Finance Committee Chair and Committee Members shall ensure that the timeline is adhered to.

In the event that ICANN org is late publishing the budget, or a reduced timeframe for comments is given by ICANN org, the Finance Committee Chair must request an extension from ICANN org in order to maintain the integrity of this procedure. The Finance Committee Chair, at their discretion, may modify this timeline only if an extension cannot be granted by ICANN org.

Day 1-4	An email shall be sent to the Finance Committee mailing list announcing the beginning of the comment period and circulating relevant links to the working documents.
Day 5	The Finance Committee Chair shall appoint a Rapporteur to serve as lead penholder for drafting the comment.
Day 6-7	An email shall be sent to the NCSG-Discuss list advising that the Finance Committee is aware of the public comment and in the process of preparing a draft. This email shall be clear that input from NCSG members is welcomed now and into the future.
Day 7-10	The Finance Committee shall hold a call to discuss preliminary thoughts on the budget. This call shall be open to all NCSG members to provide input.
Day 8-21	Rapporteur begins drafting the comment in a publicly accessible document, sharing their progress on the Finance Committee mailing list and inviting additional input.
Day 21	First draft of the comment shall be circulated on the NCSG Finance Committee mailing list for the review of Finance Committee members. If the Rapporteur does not have a solid draft ready, the Chair of the Finance Committee (or, in the event the Rapporteur is the Chair, the Chair of the Policy Committee) may seek to appoint a replacement Rapporteur.
Day 21-35	The comment shall be circulated on the NCSG-Discuss list for the review of NCSG members.
Day 35-40	<p>A second call of the Finance Committee shall be held to review the comment and to further wordsmith and refine it. This call shall be open to all NCSG members to provide input.</p> <p>Finance Committee members must join this call to ensure any objections raised have been addressed, and to provide compromise and textual changes as necessary.</p>
Day 40-45	The final comment shall be circulated on the NCSG-Discuss list for the review of NCSG members, and shared with the NCSG Policy Committee for its review and potential endorsement.

Day 46	If approved by the NCSG Policy Committee, and only upon notification of its approval from the Chair of the NCSG Policy Committee, the Chair of the NCSG Finance Committee shall submit the comment to the relevant email address.
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3. Individual Comments

Any member of the NCSG, including members of the NCSG Finance Committee, can independently submit a public comment in their individual capacity provided they make clear this is a submission in their personal capacity.

The Rapporteur may also receive endorsements on the initially drafted public comment from NCSG members. If the comment has not been endorsed by the Policy Committee, the Rapporteur may submit the comment with such personal endorsements, making it clear that the comment is endorsed by some NCSG members in their personal capacity and stating that the comment is not an NCSG submission.

C. Finance Committee Official Statements

The following procedure shall be used for developing official NCSG Finance Committee statements.

1. Finance Committee Initiated Statements

Any member of the NCSG Finance Committee may propose that a statement be developed on a given matter. If there is preliminary support for the statement to be developed, the Chair of the NCSG Finance Committee will appoint a Rapporteur to be lead penholder on preparing the first draft of a NCSG Finance Committee position statement. The Rapporteur will be responsible for coordinating input, resolving issues, and sharing the finalized statement with the NCSG Finance Committee for its review and consideration.

2. Consultation and approval where there is no disagreement

The draft position will be circulated for comment on the NCSG Finance Committee mailing list. The NCSG Executive Committee and NCSG Policy Committee must be notified in writing of the draft position statement. There will be a 14-calendar day period for comment, unless the item is of an urgent nature. If no objections are received by members of the NCSG Finance Committee, NCSG Policy Committee, and NCSG Executive Committee, the position shall be deemed approved by the NCSG Finance Committee.

In urgent circumstances, the Chair of the Finance Committee with the support of either the Chair of the NCSG or two Chairs of NCSG constituencies may call for comments on an extraordinary statement of the Finance Committee. In such unusual and infrequent circumstances, the comment period is reduced to 24 hours. If no objections are received, the position shall be deemed approved by the NCSG Finance Committee.

3. Mediating significant differences in substance or language

Members who seek changes to a draft position statement must submit proposed language in writing. If there are at least 3 members who oppose a position, a mechanism to discuss

the issue will be provided by the Rapporteur with the assistance of the Finance Committee Chair (if the Finance Committee Chair is the Rapporteur, the NCSG Chair will be asked to mediate). Typically, this mechanism will consist of a conference call, but in some circumstances an email discussion on the mailing list, or a recorded meeting at a face-to-face ICANN meeting may be suitable. If the majority of the Finance Committee members support the draft position, the position will be deemed approved.

4. Expressed personal views of Finance Committee members

When a member declares oneself as speaking in the capacity of the NCSG Finance Committee, they shall remain faithful to approved positions. When interacting with others, for example the ICANN org Finance Department or other Supporting Organizations, Advisory Committees, or GNSO Stakeholder Groups, they must not give the impression that they are speaking for the NCSG Finance Committee unless they have been authorized to do so in an official capacity, in which case they must advance only endorsed positions.

5. Updates

From time to time updates may be needed to NCSG Finance Committee positions. The NCSG Finance Committee Chair at that time will appoint a Rapporteur to coordinate the revision and the procedure above will be followed.

D. Convening of Face-to-Face Meetings and Other Events

The following procedure shall be used when the Finance Committee wishes to host a meeting which is not a call or webinar.

1. Usual Working Practice

The standard working practice of the NCSG Finance Committee is to conduct its business via email and NCSG mailing lists, and to convene meetings via webinar or conference call, as this allows for maximum member participation at the lowest cost.

Members of the NCSG Finance Committee have no entitlement to travel support and the NCSG Finance Committee has no access to financial resources to secure meeting space.

However, from time to time the NCSG Finance Committee may wish to have a face-to-face meeting or to convene at an external forum. This is permitted provided there are no cost implications for the NCSG or its member constituencies.

2. Requirement of Remote Participation

The NCSG Finance Committee may hold face-to-face meetings at a public ICANN meeting or at other events, provided there is remote participation available to enable the presence of all NCSG members who may wish to audit this session. Auditing NCSG members must be able to listen in and have some mechanism of offering inputs in real-time. Sessions must also be audio recorded and, ideally, transcribed.

3. No Cost Implication to the NCSG

NCSG Finance Committee face-to-face meetings and similar events cannot result in the NCSG incurring any direct financial costs. However, if another party covers costs (such as ICANN in transcribing the session), this is permitted.

4. Agendas Must Be Published in Advance

The agenda for any face-to-face meeting or event must be published at least 14 calendar days in advance of the session on both the NCSG-Discuss and NCSG Finance Committee mailing lists. Instructions, with hyperlinks on how to access the remote participation platform, will ensure that NCSG members can familiarize themselves with the session agenda and are aware as to how they can participate in it.

E. Submission of Additional Budget Requests

The following procedure shall be used when the NCSG Finance Committee wishes to submit an Additional Budget Request (ABR) to ICANN.

1. Purpose

Every year, the NCSG and its member constituencies have the option to submit Additional Budget Requests to ICANN org for activities which will benefit the NCSG and/or its constituencies. Funding is limited, funding requests are made public, and funding requests are shared with the entire ICANN community. Great care must be taken to ensure that requests are appropriate in appearance and purpose.

2. Timeline

It is the responsibility of the NCSG Finance Committee to prepare drafts of Additional Budget Requests. They may only be submitted once they have gathered the approval of the NCSG Executive Committee.

The NCSG Finance Committee must liaise with the NCSG Chair, NCSG Executive Committee, NCSG Policy Committee, and NCSG members in order to understand the NCSG's resourcing requirements for a given fiscal year.

It will typically take 46 calendar days for the NCSG Finance Committee to prepare drafts of Additional Budget Requests.

It is the responsibility of the Chair to ensure this timeline is adhered to, and the responsibility of members of the NCSG Finance Committee to ensure that the timeline is met, in accordance with ICANN's specified deadline for receiving Additional Budget Requests.

Day 1	An email shall be sent to the Finance Committee mailing list announcing that ICANN org has opened the call for Additional Budget Requests and circulating relevant links to the working documents.
Day 3	An email shall be sent to the NCSG Discuss mailing list announcing that ICANN org has opened the call for Additional Budget Requests and circulating relevant links to the working

	documents, and noting that the Finance Committee is leading the drafting process for the NCSG.
Day 5	The Finance Committee Chair shall appoint a Rapporteur who will be responsible for shepherding through the drafting of Additional Budget Requests.
Day 6-7	The Finance Committee Chair shall email the NCSG Chair, NCSG Executive Committee, NCSG Policy Committee, and any NCSG members who are on the leadership teams of any GNSO working groups asking specifically what resourcing needs they anticipate requiring over the coming fiscal year. A deadline of 14 days will be provided to receive this input.
Day 7-10	The Finance Committee shall hold a call to discuss what Additional Budget Requests from the NCSG and other parts of the community were approved in the prior fiscal year, and identify whether there are any previously successful requests that the NCSG should emulate this year.
Day 21-22	Deadline for NCSG Chair, NCSG Executive Committee, NCSG Policy Committee, and any NCSG members who are on the leadership teams of any GNSO working groups to provide the Rapporteur with input on desired Additional Budget Requests.
Day 21-26	Rapporteur begins drafting the Additional Budget Requests in a publicly accessible document, sharing their progress on the Finance Committee mailing list and inviting additional input.
Day 27-30	First draft of the Additional Budget Requests shall be circulated on the NCSG Finance Committee mailing list for the review of Finance Committee members. If the Rapporteur does not have a solid draft ready, the Chair of the Finance Committee (or, in the event the Rapporteur is the Chair, the Chair of the Policy Committee) may seek to appoint a replacement Rapporteur.
Day 31-35	The Additional Budget Requests shall be circulated on the NCSG-Discuss list for the review of NCSG members.
Day 35-40	A second call of the Finance Committee shall be held to review the Additional Budget Requests and to further wordsmith and refine them. Finance Committee members must join this call to ensure any objections raised have been addressed, and to provide compromise and appropriate textual changes as necessary.
Day 40-45	The finalized Additional Budget Requests shall be circulated on the NCSG-Discuss list for the review of NCSG members, and shared with the NCSG Executive Committee for its review and potential approval of the request.

Day 46	Once approved, the Chair of the NCSG shall submit the Additional Budget Requests to the relevant email address. The Finance Committee Chair is not permitted to send the Additional Budget Requests on behalf of the NCSG.
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3. Individual Budget Requests are Not Allowed

No member of the NCSG may independently submit an Additional Budget Request in their individual capacity. Should an NCSG member submit such a request, the NCSG Chair will notify the ICANN org Finance Department that the request is not an NCSG request and does not carry the support of the NCSG.

F. Participation of Non-Members in Finance Committee Meetings

The following procedure shall be used for inviting Subject Matter Experts to occasionally participate in Finance Committee meetings. The procedure also deals with guests who arrive uninvited to Finance Committee meetings and wish to participate.

The NCSG Finance Committee operates in a transparent and open manner and welcomes the participation of any NCSG member with an interest in finance matters. However, on occasion there may be value in being briefed by persons (non-NCSG members) with specialized knowledge of a particular topic. In special circumstances someone may arrive to a meeting unexpectedly and desire to participate. Provided this behaviour is not disruptive, the Finance Committee should be open to the inputs offered by others, but only official members of the Finance Committee have full participation rights and thus only official members may agree to final language on whether a formal comment, statement, or Additional Budget Request should be approved or not.