

Charter: ccNSO Triage Committee

Version number: 4

Date of review: May 2026

Date of adoption by the ccNSO Council: 11 June 2026

1. Introduction

The ccNSO receives various requests to provide input, comments or to participate in policy related work. The Triage Committee is guided by this charter.

2. Triage Committee Responsibilities

The responsibilities of the Triage Committee are:

- **Monitor and report on progress**

Monitor ongoing ccNSO work streams and commitments against deliverable dates and agreed milestones, and to report to the ccNSO Council periodically. Where relevant, the Committee will work closely with other ccNSO Working Groups and Committees.

- **Triage incoming work requests**

Document and assess incoming requests for ccNSO action. As mandated by the ccNSO Council, determine the appropriate course of action, where applicable, and ensure that the Council is informed accordingly.

- **Lead the ccNSO's planning work**

Monitor the pipeline of current and upcoming work items and inform the ccNSO Council on resource and planning requirements to ensure ccNSO activities are conducted in a timely and professional manner. This includes developing and proposing the ccNSO Strategic Plan and Annual Work Plan.

3. Triage process

The ccNSO receives various requests for input and comments, as well as invitations to participate in policy-related and other work. Some requests are limited in scope, such as requests to provide information, while others may involve significant commitments of time and resources, such as participation in a Policy Development Process (PDP).

To ensure that all requests are properly documented and considered in a timely and deliberate manner, the Triage Committee will follow the procedure set out in Annex A. The Committee may

update this procedure from time to time. Any updates will become effective only after the Council has been informed.

The outcomes of the Triage committee deliberations will be recorded in the publicly available [Triage Process Tracker](#), which is publicly available. In addition, the Committee will report to Council as a standing item on the regular Council meetings. The ccNSO Secretariat ensures the follow-up of the decision, including informing requestors of the outcome, where necessary, and informing Council. The decisions of the Triage Committee shall also be recorded on the ccNSO website.

4. ccNSO planning work

The ccNSO Triage Committee is the lead point in preparing:

- **The annual Strategic Conversation**, which enables the ccNSO Council to assess the ccNSO's workload, available capacity and resource constraints and guide prioritisation of the ccNSO work.
- **The two-year Work Plan**, which is developed following the Strategic Conversation, to be approved by Council no later than 30 June, so that it can take effect at the start of the financial year on 1 July.

Where appropriate, the Committee will work closely with other ccNSO Working Groups and Committees in preparing the Strategic Conversation and Work Plan. The Triage Committee is also expected to monitor progress on completion of work items against the work plan and inform Council on progress on a quarterly basis.

5. Membership, leadership and staffing

The Triage Committee shall have at least three (3) members, all ccNSO Councillors, including one (1) Councillor appointed by NomCom. Members of the Triage Committee are appointed by the ccNSO Council for a one (1) year term, support is provided by the Secretariat.

At the nomination of the Triage Committee members, the Chair of the Triage Committee will be appointed by the ccNSO Council. The Chair must be a member of the Triage Committee and must be a ccNSO appointed member of Council. The Chair will manage ongoing activities and ensure an appropriate working environment by:

- Promptly sharing relevant information with the entire Committee
- Planning the work of the Committee to achieve its goals and lead the Committee through its discussions
- Regularly assessing and reporting on progress towards the goals of the Committee
- Keeping track of participation

6. Omission in or unreasonable impact of the charter

In the event this charter or the Guideline for setting up Working Groups, which also applies, does not provide guidance and/or the impact is unreasonable to conduct the business of the committee, the chair of the Triage Committee will decide, and inform the ccNSO Council accordingly.

7. Review of charter and activities of the Committee

A review of this charter and activities will take place every 2 years or when considered necessary. To become effective, the updated charter must be adopted by the ccNSO Council and published on the ccNSO website/wiki. Before publishing the updated charter, the Secretariat will adjust the version number and insert the date the charter was reviewed and adopted by the ccNSO Council.

ANNEX A

ccNSO Triage Committee Triage Process - Guidance for Reviewing and Recording Incoming Requests

The process is documented in: [ccNSO Triage Committee: Triage Process](#)

Current Version: 1

Review by Triage Committee: 22 April 2026

Presented to Council: 21 May 2026

Reference material:

- [Triage Process Tracker](#)
- [ccNSO Purpose and Goals](#)
- [ICANN Community Digest](#)

The Triaging process as well as tracker may be updated by the Triage Committee from time to time, however the updated process becomes only effective after the Council is informed.