

UKRAC WORKING GROUP PROCESS

14.1.22

PURPOSE

On 24 May 2021 the Board of Nominet UK supported the establishment of the .UK Registry Advisory Council (UKRAC). Since then a number of controlling documents have been put into place. This document covers the process by which the UKRAC can advise its relevant stakeholders through the mechanism of a Working Group structure.

1. PREPARATION

- i. Documents passed from the UKRAC to the Working Group (WG) should:
- ii. Outline clearly the purpose of the request for advice and the questions being asked (avoiding closed 'yes/no' questions)
- iii. Identify clearly and accurately whether the document constitutes a fully-formed policy proposal or a discussion documents antecedent to such proposals
- iv. Outline the desired timeline
- v. Outline the pertinent and/or contentious issues
- vi. Include legal input where applicable
- vii. Members should reach timely decisions, define the WG position as clearly as possible, give the UKRAC a clear mandate and clarity on the breadth of their discretionary flexibility.

The WG will be responsible for selecting the appropriate decision making process to agree their advice for the UKRAC taking into consideration the timeline indicated by the Board or other stakeholders.

- i. Deadlines should be respected but if it appears that a specific objective cannot be met in time an early indication of what IS deliverable by the deadline should be communicated widely
- ii. There are pre-agreed opportunities for UKRAC to contribute to the process (via regular UKRAC meetings) in order to allow the working groups to focus more quickly and so that the members of those working groups do not have an open ended commitment which can impact their diaries significantly
- iii. While consensus should remain the guiding principle a system for electronic voting should be included in order to facilitate speedier resolution of time limited or contentious issues.
- iv. Towards the end of the process the UKRAC should be encouraged to review a DRAFT and give their initial feedback within a defined time period (depending on the issue this option may also be open to the Nominet Board)

- v. Subsequent to this and once the DRAFT document has been FINALISED by the WG and passed to the UKRAC for transmission to the Board it should be noted that this is the final version of the document.
- vi. When considering a proposal, three tracks can be used: Normal, Extended and Emergency. The times allocated to these processes are targets that can be varied either way. It is important that once a particular track is selected at the initial WG meeting the stages or milestones listed are completed. These are, however, iterative processes which allow inputs to be varied as required eg if an initial Board/UKRAC request for advice turns out to be more complex than anticipated the question itself can be amended.

2. PROCESS

a. Phase One – Preparation and Checking

- i. A proposal is passed from the Board to the UKRAC (this step is not necessary if the request is coming from the UKRAC itself)
- ii. The UKRAC check that the proposal meets the criteria outlined above (1i – vi) and if so pass the proposal to the WG
- iii. If the proposal does not meet the guidelines the WG can notify the UKRAC that the proposal has been rejected and provide reasons for reporting back to the Board, at which point the Board/UKRAC can choose to restart the process with a corrected proposal if they so wish.

b. Phase Two – Emergency Process

- i. If the UKRAC Chair believes that the proposal is suitable for consideration under the Emergency Process they pass the text of what is to be agreed to the Secretariat for circulation
- ii. If no seconded objections have been raised within two weeks the proposed text is passed
- iii. If the UKRAC Chair believes the proposal should be considered under one of the other tracks he/she prepares the draft terms of reference and a recommendation for a particular track
- iv. Secretariat circulates draft terms of reference and recommendation to the UKRAC at least two weeks prior to the next UKRAC meeting

c. Phase Three – Acceptance

- i. At the next meeting the UKRAC will decide, based on the likelihood of a consensus position being reached, to pass the proposal to a Working Group
- ii. In the event that a WG is set up the UKRAC accepts the UKRAC Chair's recommendations for terms of reference, the track to be followed and deadlines for that track
- iii. In the event that a WG is not set up the UKRAC Chair notifies the Board/UKRAC of the reason for rejection. Board/UKRAC can restart the process with a new proposal if they so wish.

d. Phase Four – Assignment

± **Normal Track – approximately 10 weeks**

1. WG has approximately 3 weeks to produce and adopt a first draft response to the proposal
2. This first draft is circulated to UKRAC for initial feedback with a deadline of 2 weeks
3. WG has approximately 1 week to consider the feedback and incorporate comments where appropriate
4. The WG Chair prepares a statement for the UKRAC:
 - a. Second draft is proposed as final response
 - b. WG unable to complete with reasons for
 - c. WG unable to complete with suggestions for alternative mandate and timetable

± **Extended Track – approximately 26 weeks**

1. WG has approximately 1 month to produce and adopt a first draft response to the proposal
2. This first draft is circulated to UKRAC for initial feedback with a deadline of 2 weeks for comment
3. UKRAC considers first draft:
 - a. Votes to proceed
 - b. Votes to recharter the WG
4. WG has approximately 1 month to produce and adopt a second draft response to the proposal
5. This second draft is circulated to UKRAC for feedback with a deadline of 2 weeks for comment
6. The WG Chair prepares a statement for the UKRAC:
 - a. Second draft is proposed as recommended response
 - b. WG unable to complete with reasons for
 - c. WG unable to complete with suggestions for alternative mandate and timetable
7. If the UKRAC accepts the second draft as the recommended response it is then circulated to the Board. The Board has 1 month to give its feedback
8. The WG incorporates Board/UKRAC feedback where appropriate within this month and adopts and circulates the third draft to the UKRAC with a deadline of 2 weeks for comment
9. The Working Group Chair prepares a statement for the UKRAC:
 - a. Third draft is proposed as final response
 - b. WG unable to complete with reasons for

c. WG unable to complete with suggestions for alternative mandate and timetable

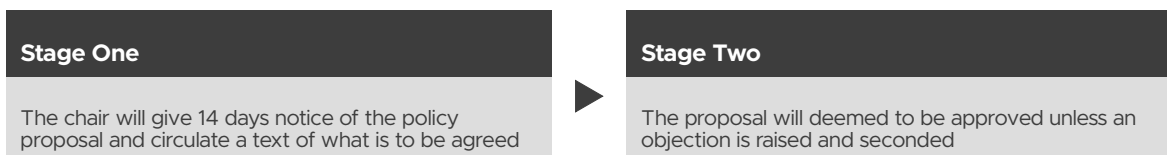
e. Phase Five – Final Approval and Report Back

The final recommended proposal is circulated to the UKRAC two weeks before the UKRAC meeting. If the UKRAC votes to accept the final response from the WG it is then passed to the Board. If the Board does not accept the final response it then has the choice of accepting the WG Chair’s suggestions for resolution or closing the WG.

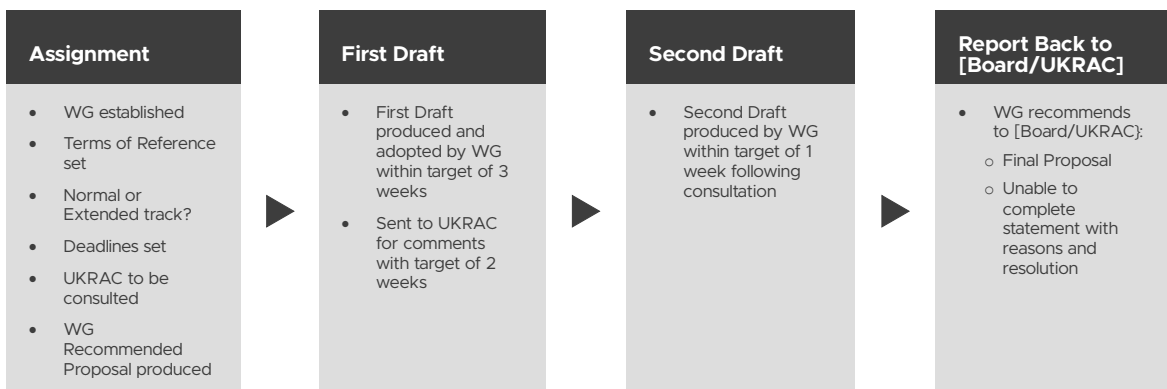
3. REPRESENTATIVE FLOW CHARTS

Emergency Process

2 weeks, invoked by the UKRAC Chair if he/she considers that the matter is sufficiently urgent that it cannot be dealt with under the standard process. This should be used for matters which are (a) urgent, (b) where the objectives are understood by UKRAC members and (c) the wording of the position UKRAC is being asked to take is clear to members.



Normal Track



Extended Track

Approximately 26 weeks from receipt of Board/UKRAC proposal to final decision. For use when more work is required e.g. for issues that are new or contentious

