

## CENTR BoD Statement [Fast Track]

Definition	A CENTR BoD Statement is a paper developed by the CENTR BoD in a short timeframe. This document is non-binding to CENTR membership, but shows the general position and interest of the CENTR community to the best of the BoD's knowledge.
Status	Not binding on CENTR membership.
Aim	To provide a prompt response to a request, an international statement or a document that foresees a precise deadline to submit input under circumstances where a physical meeting may not be possible and the standard CENTR position procedures are too time consuming
Authorisation to start document	Either 1. The BoD agrees unanimously, and minutes a formal action. The initiation must be in writing, and must set out the issue, or 2. Full members agree by simple majority and instruct the BoD to develop a Statement
Editor	Decided by the General Manager based on advice of the BoD or full members. The Editor will provide a first draft position. The Editor can be a single person from the staff or an ad hoc group of full members.
Timeframe from beginning to end	5 working days
Procedure	<ol style="list-style-type: none"> <li>1. The BoD immediately communicates to the GA its intention to draft a Statement along with its reasons and motivations or full members agree by simple majority and instruct the BoD to develop a Statement</li> <li>2. All communication on the lists regarding the Statement need to be identified in the subject line as [FAST TRACK]</li> <li>3. The General Manager appoints the Editor.</li> <li>4. The Editor sets a time frame to complete the drafting and releasing the Statement. The procedures should last no more than 5 days.</li> <li>5. Full members receive a pre-release draft of the Statement at least 2 days before intended publication to allow them to opt-out.</li> <li>6. Members have the opportunity to "opt-out" from the comment before its publication and can indicate if they want to be identified in the document as abstaining or dissenting.</li> <li>7. The document is subject to unanimous approval of the BoD before final publication as a CENTR BoD Statement.</li> </ol>
Authorisation to publish document	The Board of Directors authorizes the publication of the statement on the CENTR website and via other channels as deemed appropriate.

## CENTR Comment

Definition	<p>A CENTR Comment is a paper developed by CENTR members in a short timeframe. It could be the result of the work of a CENTR working group.</p> <p>This document is non-binding to CENTR members, but reflects to the best of our knowledge the general position of the CENTR community.</p>
Status	Not binding on CENTR membership.
Aim	To provide a prompt response to a request of CENTR opinion or to an international statement or document, in circumstances where a physical meeting may not be possible.
Authorisation to start document	<p>Either:</p> <ol style="list-style-type: none"> <li>1. Members agree on the mailing list.</li> <li>2. Members agree at a meeting (by minuting a formal action)</li> <li>3. The Executive Committee agrees, and minutes a formal action.</li> </ol> <p>The initiation must be in writing, and must set out the issue.</p>
Editor	Decided by the General Manager based on advice of the BoD or full members. The Editor will provide a first draft position. The Editor can be a single person from the staff or an ad hoc group of full members.
Timeframe from beginning to end	Up to 4 weeks
Procedure	<ol style="list-style-type: none"> <li>1. Authorisation is received.</li> <li>2. The Editor sets a time frame to complete the drafting and releasing the document.</li> <li>3. If the Editor believes that a working group is necessary, the Editor sends out a message to ask for volunteers to participate in a WG. The email details the requirements and timeframe.</li> <li>4. The procedures should last no more than three weeks. See Appendix 1: Suggested timeline for collecting comments.</li> <li>5. Members receive a pre-release draft of the document at least 5 days before intended publication.</li> <li>6. The document is subject to majority approval by the CENTR Membership or the Executive Committee before final publication as a CENTR Comment.</li> <li>7. Members have the opportunity to “opt-out” from the comment before its publication.</li> <li>8. Comments received after the last deadline set by the Editor will not be accepted.</li> </ol>
Authorisation to publish document	The Board of Directors authorizes the publication of the comment on the CENTR website and via other channels as deemed appropriate.

## CENTR Position

Definition	<p>A CENTR Position is a paper developed by CENTR and CENTR members.</p> <p>This document is non-binding to CENTR members but has been subject to a formal vote during a CENTR general Assembly.</p>
Status	Not binding on CENTR membership.
Aim	To provide a stable definition and position papers for ccTLD relevant issues including (but not limited to) best practices for ccTLDs related to administrative, legal and technical work; ICANN related policy; position papers describing IANA functions, funding models, technical best practices.
Authorisation to start document	<p>Either:</p> <ol style="list-style-type: none"> <li>1. Members agree on the mailing list.</li> <li>2. Members agree at a meeting (by minuting a formal action)</li> </ol> <p>The initiation must be in writing, and must set out the issue.</p>
Editor	Decided by the CENTR membership. Usually, either an ad hoc working group, or the Secretariat.
Timeframe from beginning to end	Up to 6 months
Procedure	<p><b>Process 1.</b></p> <ol style="list-style-type: none"> <li>1. Authorisation is received.</li> <li>2. The Editor sets a time frame to complete the drafting and releasing the document.</li> <li>3. If the Editor believes that a working group is necessary, the Editor sends out a message to ask for volunteers to participate in a WG. The email details the requirements and timeframe.</li> <li>4. The procedures should last no more than the cycle between two GAs. See Appendix 1: Suggested timeline for collecting comments.</li> <li>5. Members receive a pre-release draft of the document at least <b>2 weeks</b> before intended publication.</li> <li>6. The document is passed by a simple majority of a quorate meeting before its release as a CENTR Position.</li> <li>7. Members have the opportunity to “opt-out” from the comment before its publication.</li> <li>8. Comments received after the last deadline set by the Editor will not be accepted.</li> </ol> <p><b>Process 2.</b></p> <ol style="list-style-type: none"> <li>1. A previously agreed CENTR Comment is tabled for ratification at a CENTR General Assembly at least 2 weeks prior to voting</li> <li>2. The position paper is voted upon before its release as a CENTR Position.</li> </ol>
Authorisation to publish document	CENTR Membership