

# Charter

## of the Secretariat Performance

### Review Working Group

**Adopted by the Working Group on 7 May 2020**

#### **1. Description and Objective**

The Secretariat Performance Review Working Group (SPRWG) was created pursuant to the approval by the Board of the APTLD Accountability and Transparency Framework.

The objective of SPRWG is to evaluate the APTLD GM and Secretariat's performance from the perspective of Transparency and Accountability and develop recommendations for the Board for further implementation.

#### **2. Membership, Chair, Secretary and Support**

Members of SPRWG are individuals who have been self-nominated or nominated by APTLD's members. Each SPRWG member represents one of the main geographic sub-regions currently encompassed by APTLD as per the deliberations of the GDRWG in 2015, and General Manager of APTLD appointed thereto ex-officio, thus making up a minimum, but not limited to a total of, 5 members.

The Chair of SPRWG is elected by simple majority of its members' vote at the nomination of the SPRWG member(s) made in writing or verbally at its inaugural meeting. GM APTLD may not be elected the Chair of SPRWG.

The Secretary of SPRWG is elected at the nomination of the SPRWG members by simple majority of its members' vote.

Support to the SPRWG's operation is provided by the APTLD Secretariat.

#### **3. Scope of Operation**

The scope of operation of the SPRWG is defined by the following tasks:

1. To review the APTLD GM and Secretariat's performance from the perspective of the transparency and accountability requirements set forth in the APTLD Transparency and Accountability Framework.
2. To draft, based on its deliberations, recommendations on enhancement of the reviewed principles and practices.
3. To submit, upon completion, a final draft of thus developed recommendations to the APTLD Board for their review and subsequent implementation.

#### **4. Duration of Membership**

The term of the SPRWG members ends upon receipt of a communication of acceptance thereof from the APTLD Board Chair but no later than 30 June 2020.

#### **5. Review of the Charter and Operation of SPRWG**

A review of this Charter and operation can take place whenever deemed necessary by the SPRWG members to ensure an adequate and successful completion of the Scope of Operation.

#### **6. Modus Operandi of SPRWG**

To attain the Objectives, SPRWG will be using a dedicated WG mailing list for most correspondences, which should be supplemented by regular teleconferences scheduled at the suggestion of the SPRWG Chair and agreed upon by majority of SPRWG Members.

During each teleconference, the SPRWG members will be reviewing APTLD documents requested from the GM and the Secretariat, namely, excerpts from the GM and Secretariat contracts referring to their job description, and discuss one or several sections or paragraphs of draft Recommendations to the Board and provide the Secretary with substantiated comments thereto, which can also be done in writing prior to the teleconference. The SPRWG Secretary compiles the list of comments and drafts a general update to forward it to the SPRWG members for the next round of review and, ultimately, the final approval of the Recommendations.

Where SPRWG members find themselves in disagreement over a given issue, then the SPRWG Chair shall put the issue to a vote, whether the vote by hand during the teleconference, or by means of Doodle poll in the interim. The decision on the issue is considered made where it has been passed by a simple majority of vote.

There should be no “abstain” option but SPRWG members can express their opinion in dissent and require it be included as a separate comment to the respective decision.

For the sake of transparency and accountability all the SPRWG final deliberations, as well as correspondence with the Board should be made available to the APTLD community by posting them on the APTLD website.

#### **7. Reporting**

Once all the questions have been commented on and answered to, the SPRWG Secretary assists the SPRWG Chair in preparing an interim draft of Recommendations and making it available for a round of public consultation for the period of 14 calendar days, after which the final draft version, with the community comments incorporated therein, should be submitted to the APTLD Board for review and implementation.

#### **8. Termination of the SPRWG Mandate and SPRWG Dissolution**

Once the SPRWG Chair has received positive feedback from the APTLD Chair endorsing thus submitted Recommendations, no later than 23:59 UTC 1 July 2020 the SPRWG Chair officially declares that SPRWG has accomplished its mission and that SPRWG is considered to be dissolved as of the date of the official publication of the document on the APTLD website.