

## GOVERNANCE OF THE WORK OF THE MEMBERS OF THE DYNAMIC COALITION ON ACCESSIBILITY AND DISABILITY (DCAD)

DCAD (was) formed with the aim of fostering open, collaborative, multistakeholder-based group in line with the policies of IGF Dynamic Coalitions. DCAD is designed as a bottom-up initiative dedicated to specific Internet governance issues related to Persons with Disabilities and those with specific needs to improve interaction with internet.

Anyone interested in participating in DCAD is welcome to join and contribute to the group, DCAD outputs or statements shall reflect areas of agreement, but also minority and dissenting viewpoints.

Following the consultations and virtual meeting held by the DCAD members in March 2023, the following provisions for the governance of the coalition's activities have been agreed.

The provisions listed below explain as to how decisions are made in DCAD's output documents of recommendations and guidelines. This is to confirm the transparency of DCAD's work regarding access to the internet for persons with disabilities and those with specific needs.

The governance provisions below may be subject to future updates and revision at any time in consultation with and by DCAD Members during valid meetings and by email consent.

### 1. Formal designation of a coalition stakeholder as a DCAD Member

- i. Anyone can become a DCAD member by formally registering on the DCAD internet mailing list located on the IGF website. Those doing so will be considered DCAD Members.
- ii. DCAD Membership is also extended to experts invited on a short-term basis to assist a working group to assist addressing specific subjects as raised by group members.
- iii. Observers can actively participate in all DCAD meetings by invitation and join discussions by request without becoming members and upon request, receive updates. Members from other Dynamic Coalitions attending DCAD are considered observers unless membership is requested.
- iv. All DCAD Members are encouraged to follow the progress of the discussions and the development of any outcomes preferably by active participation in group meetings and by responding to consultations from the DCAD Coordinators and any Vice Chairs, if applicable. This can be done by email where the information is communicated to the membership by the coordinators as decided by a meeting or via email.

### 2. Election of a DCAD Coordinator

- i. DCAD Coordinators are selected for a period determined by the DCAD members who are in attendance during meetings, whether virtual or in-person. The selection is made provided that the candidate is selected by a majority of the members present at the meeting.

ii. The coordinators will have alternating terms so that their terms do not end at the same time.

### 3. Basis for working group and DCAD decisions

i. All DCAD decisions should be taken based on consensus which is defined as agreement without formal objection by any DCAD Member.

ii. Observers may not vote on any DCAD decisions.

### 4. Procedure for taking decisions on recommendations, guidelines, and best practice

i. The standard procedure for the taking of decisions relating to DCAD group proposals comprises the following required five steps:

Step 1: Members of a working group, which can vary in size, or in response to a call from the DCCG or other group within the IGF, would work to draft proposals with the aim of reaching a consensus-based agreement.

Step 2: When the group has reached a consensus-based agreement, the proposal can be submitted to the DCAD Coordinators for review.

Step 3: The DCAD Coordinators consult all DCAD Members and invites them to comment either to endorse or reject the proposal as a formal DCAD outcome. If the membership rejects the proposal, then Step 4 applies.

Step 4: DCAD launches an open stakeholder consultation on the proposals by publishing it on the DCAD website with links to the supporting documents or the non-support to be recorded in the meeting records with the aim to the process for reaching an agreement. DCAD will invite comments on all proposals to be submitted to the DCAD membership within 2 weeks following its publication.

Step 5: The DCAD Coordinators, and any appointed Vice Chairs of the originating working group review will make available to the DCAD membership any comments received in the public consultation phase. Based on this review's outcome, DCAD Coordinators will decide as to whether to refer the proposal back firstly to the DCAD working group participants via email and secondly, to the entire DCAD membership for its possible amendment, substantive revision, or withdrawal via email and or at a formal meeting.

ii. The following additional steps 6-10 can be taken in instances where there is formal objection to endorsement by one or more DCAD Members upon agreement of a proposal of the coordinators':

Step 6: The dissenting DCAD Member(s) is/are invited to submit written comments, and if appropriate submit counterproposal(s), to DCAD Coordinators for referral to the original working group.

Step 7: The original working group reviews the received comments and views, and based on the comments, decides whether the original proposal requires amendment, significant revision, or withdrawal.

Step 8: The working group can submit a revised proposal to the DCAD Coordinators for a final decision for endorsement and then subsequent submittal of the amended proposal to the DCAD membership by email for consultation and comment.

Step 9: DCAD Coordinators in consultation with the working group can decide whether to endorse the revised proposal. In such cases the coordinators should provide the rationale for the decision issuing and explanatory memorandum by email to all DCAD Members by taking into consideration any replies from the Step 8 consultation process.

Step 10: If no further objection is received from any DCAD Member, DCAD Coordinator should proceed with Step 4 above.

## 5. Transparency

- i. The DCAD mailing list and all DCAD documents are made openly accessible to anyone who is a registered DCAD Member.
- ii. DCAD Members active in the working groups are listed as “Participating DCAD Members” in the notes of the working group meetings. These notes are available to all members of DCAD and are posted on the DCAD email list of the IGF website.
- iii. After decisions have been made at either the working group level or by all DCAD Members, the names of all participants in the decision-making process are made public by listing them in the meeting notes. These notes are made available for future reference on the DCAD page of the IGF website.

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