

Job Duty	Phase	Recommended Frequency	Ideas/Best Practices for "Handbook"
The liaison may serve as an interim WG Chair until a WG Chair is named. As per current practice, it would not be appropriate for the liaison to be considered for a permanent Chair or co-chair/vice-chair position;	PDP Start Leadership transition	As needed	None
The liaison is expected to report to the GNSO Council on a regular basis (at a minimum, at or before an ICANN public meeting and as issues or significant milestones arise in the group's work) on the progress of the Working Group. Such report is expected to be co-ordinated with the WG leadership;	All	Each Council meeting	<ul style="list-style-type: none"> - Send material updates to Council mailing list prior to any Council meeting - Discuss any material issues during Council meeting during project list review (if any) - [If any further discussion is needed, the liaison can ask that the item be added to a Council meeting agenda]
The liaison will assist the WG Chair as required with his/her knowledge of WG processes and practices;	All	As needed	<ul style="list-style-type: none"> - Consider any privacy concerns when communicating - Consider if guidance is needed from Staff or Council Leadership
The liaison will refer to the Council any questions or queries the WG might have in relation to its charter and mission;	All	As needed	<ul style="list-style-type: none"> - Consider any privacy concerns when communicating - Consider if guidance is needed from Staff or Council Leadership
The liaison will assist or engage when the WG faces challenges or problems, and will notify the Council of efforts in this regard;	All	As needed	<ul style="list-style-type: none"> - Consider any privacy concerns when communicating - Consider if guidance is needed from Staff or Council Leadership
The liaison will assist the WG Chair in suspected cases of abuse of ICANN's Expected Standards of Behavior and/or restricting the participation of someone who seriously disrupts the WG;	All	As needed	<ul style="list-style-type: none"> - Consider any privacy concerns when communicating - Consider if guidance is needed from Staff or Council Leadership
The liaison will facilitate in case there is disagreement between the WG Chair and WG member(s) in relation to designation of consensus given to a certain recommendations.	Consensus call	Ad hoc	<ul style="list-style-type: none"> - Consider any privacy concerns when communicating - Consider if guidance is needed from Staff or Council Leadership
The liaison is expected to be a regular attendee/participant of WG meetings;	All	As dictated by the WG	<ul style="list-style-type: none"> - Attend meetings to the extent you can - Utilize meeting recordings and transcripts to catch up - Monitor email list
The liaison is expected to fulfil his/her role in a neutral manner. Should the liaison wish to intervene / participate in WG deliberations in his/her personal capacity, the liaison is expected to make it explicitly clear when he/she is speaking in liaison capacity and when speaking in personal capacity.	All	Permanent	<ul style="list-style-type: none"> - If you're taking your liaison hat off to express a position, do it once and call it good. Focus on being a liaison as opposed to advocating for a specific outcome.
The GNSO Council liaison is responsible for ensuring that the WG Chair(s) are informed about activities of the GNSO Council that have an impact on the Working Group. This includes not only actions taken with respect to substance related to the Working Group, but also any actions taken on matters upon which the Work Group depends or on which the Council depends on the Working Group.	All	Ad hoc	<ul style="list-style-type: none"> - Liaison to communicate with WG Chair(s) in whatever manner is established (e.g., email, meetings, Slack-type channels, etc.) - Liaison to engage WG Chair(s) in a manner that facilitates regular and material communication about key issues, milestones, etc.
The GNSO Council Liaison should participate in regular meetings [consider changing "meetings" to "interactions"] with the WG Leadership and consult with WG Leadership prior to providing updates or reports to the GNSO Council.	All	As dictated by the WG	<ul style="list-style-type: none"> - Change "meetings" to "interactions" to accommodate how each individual WG Leadership team functions.
The GNSO Council Liaison should be the person upon whom the Working Group relies to convey any communications, questions or concerns to the GNSO Council.	All	Ad hoc	<ul style="list-style-type: none"> - Consider any privacy concerns when communicating - Consider if guidance is needed from Staff or Council Leadership
Other General Recommendations			
<ul style="list-style-type: none"> - At the beginning of every meeting, during expected standars of behavior and SOI reminders, also explain liaison role, announce who it is, etc., for all members' education - Create a framework checklist for use by liaisons during WG leadership meetings and reporting to Council to ensure consistency in covering all necessary items 			
<ul style="list-style-type: none"> - Identify Council liaison on PDP WG wiki page [Darcy added post-small group discussion] 			