Thank you for volunteering to take on the role of Council liaison! This document is intended to facilitate you getting up to speed with the liaison role and responsibilities. Please review the section that applies to your liaison role. Should you have any questions, please do not hesitate to reach out to the GNSO Policy Support Team at gnso-secs@icann.org.

GNSO Council liaison to PDPs - New liaison briefing and liaison handover

1. Please make sure that you have reviewed the GNSO Council liaison to the WGs - Role Description (https://gnso.icann.org/sites/default/files/file/field-file-attach/gnso-liaison-wg-22feb18-en.pdf). 2. Please familiarize yourself with the provisions of the GNSO Operating Procedures

relevant to liaisons (see ANNEX 1 of this document for specific references). 3. The GNSO Secretariat should have subscribed you to the PDP mailing lists and relevant

sub teams. If you have not received a notification of your subscription, please reach out to gnso-secs@icann.org. 4. The GNSO Secretariat will also subscribe you to the PDP Leadership mailing list(s), if

applicable. In addition, the GNSO policy support staff will add you to the PDP Leadership Skype chat (or other communication channel) if applicable. 5. If you are new to this PDP, or you have only had an Observer status previously, consider

requesting a catch up call with the relevant GNSO policy support staff. This call should clarify the role of the liaison in terms of PDP conference call attendance, expected responsibilities and an update as to the current status of the PDP if already in operation (milestones and anticipated hurdles). 6. The GNSO Secretariat will provide you with useful links to the wiki workspaces and

mailing list archives via email. 7. *If the PDP is already in operation,* please consider requesting that PDP Leadership and

the outgoing liaison(s) share relevant briefing documents specific to the PDP, to highlight the scope of the PDP charter, current status, timeline, milestones, problem areas/challenges, anticipated hurdles, etc. 8. *If the PDP is already in operation, the* GNSO Secretariat will set up an onboarding

conference call with the incoming and outgoing liaisons as well as PDP Leadership. GNSO policy support staff will also be present on the call.

GNSO Council liaison to Implementation Review Teams - New liaison briefing and liaison handover

1. Please make sure that you have reviewed the GNSO Council liaison to the WGs - Role Description (https://gnso.icann.org/sites/default/files/file/field-file-attach/gnso-liaison-wg-22feb18-en.pdf). 2. Please familiarize yourself with the provisions of the Consensus Policy Implementation

Framework (CPIF) related to the GNSO Council - (see ANNEX 2 of this document for specific references and here for the latest version of the CPIF: https://www.icann.org/policy/implementation). 3. The GNSO Secretariat will inform the GDD Project Manager of your appointment. The

GDD Project Manager will be responsible for elements below, such as:

a. Subscribing you to mailing lists b. Adding you to chat groups c. Providing you with useful links to the wiki workspaces and mailing list archives d. Providing you with a briefing to highlight scope of the implementation effort,

current status, timeline, milestones, problem areas/challenges, anticipated hurdles, etc. 4. If you are new to IRT, consider requesting a catch up call with GNSO policy support staff

and/or the GDD Project Manager. This call should clarify the role of the liaison in terms of IRT conference call attendance, expected responsibilities and an update as to the current status of the IRT if already in operation (milestones and anticipated hurdles). 5. *If the IRT is already in operation,* the GNSO Secretariat will set up an onboarding

conference call with the incoming and outgoing liaisons as well as the GDD Project Manager. GNSO policy support staff will be present on the call.

Annex 1 - GNSO Council Liaison References in the GNSO Operating Procedures

While the GNSO Council liaison to the WGs - Role Description linked above captures these points in a summarized fashion, it may be useful to know where the specific references are found in the relevant documents and sections.

There are a number of relevant sections in the GNSO Operating Procedures, though these are primarily found in ANNEX 1: GNSO Working Group Guidelines:

● Section 2.1.4.2 Election of the WG Leaders: **The liaison may initially serve as interim chair until one is selected by the WG.**

● Section 2.2.4 Liaison: High-level description of the role of the Council liaison, inclusive of responsibilities and the way in which the role should be performed (i.e., in a neutral manner).

● Section 3.4 Individual/Group Behavior and Norms: The liaison, in coordination with the PDP Chair, **serve as the first point of escalation for WG members who believe that**

ICANN's Expected Standards of Behavior are abused.

● Section 3.5 Rules of Engagement: The liaison, in coordination with the PDP Chair, **is empowered to restrict the participation of someone who seriously disrupts the Working Group.**

● Section 3.6 Standard Methodology for Making Decisions: Once a WG reaches the point where it is seeking to assess consensus on its recommendations, it is the Chair's responsibility to designate the level of consensus. **If several WG members continue to disagree with the Chair's designation of consensus, the liaison serves as the next point of escalation**.

● Section 3.7: Appeal Process: While the section does not specify a specific role for the liaison, there is a relevant footnote that states that **the PDP Chair and/or liaison will work with the dissenting member in investigating and determining if there is sufficient support to initiate the Appeal Process.**

ANNEX 2: Policy Develop Process Manual also contains references and duties for the GNSO liaison:

● Section 15. Termination or Suspension of PDP Prior to Final Report: The liaison is to, "**promptly submit to the Council a written Termination Summary or Suspension Summary** specifying the reasons for the recommended action to be taken and, if applicable, the points of view represented in the PDP Team and the consensus status (as defined by the GNSO Working Group Guidelines) at the time such action is recommended."

Annex 2 - GNSO Council Liaison References in the Consensus Policy Implement Framework (CPIF)

The CPIF does not specifically reference the GNSO Council liaison. However, there are several instances where the GNSO Council is referenced, where it is assumed that the GNSO Council liaison to the IRT would serve as the first point of escalation. While the GNSO Council liaison to the WGs - Role Description linked above captures these points in a summarized fashion, it may be useful to know where the specific references are found in the relevant document.

CPIF: ● Section III. Roles and Responsibilities: The GNSO Council is to serve, "as a resource for

staff who have questions about the background or intent of the policy recommendations during its implementation. The GNSO may continue to provide input on the implementation of a policy, for example, if the GNSO believes that the implementation

is inconsistent with the policy." **The GNSO Council liaison may serve as the escalation point.**

● Section IV. Consensus Policy Implementation Framework - Analyze and Design: "If the IRT concludes that staff's planned implementation of Consensus Policy recommendations is inconsistent with the stated intent of the Consensus Policy recommendations, the IRT may consult with the GNSO Council as outlined in the IRT principles and guidelines." **The GNSO Council liaison may serve as the escalation point.**