NomComRIWG

Meeting #29

6 February 2020 | 19:00 UTC

ICANN

Agenda

1. Welcome
2. Roll Call + SOI Updates
3. NomCom Timeline 1: Rec. 7 – Agreement on Principles Needed for Bylaws Amendment
4. Outreach Letters: Status Update
5. Next Meeting
6. A.O.B.

Welcome

Agenda Item #1

Roll Call + SOI Updates

Agenda Item #2

Agenda

2. NomCom Timeline 1: Rec. 7 – Agreement on Principles Needed for Bylaws Amendment
3. Outreach Letters: Status Update
4. Next Meeting
5. A.O.B.

NomCom Timeline 1:
Rec. 7 – Agreement on Principles Needed for Bylaws Amendment

Agenda Item #3

Rec. 7: Discussion and agreement needed on

1. **Does the initial term for those that start with 1-year count or does not count towards the maximum term limit of 2 terms?**

2. **What is the criteria that will determine how partial terms served impact the term restrictions?** Ex: 'US President' model?

3. **Are term limits dependent on which entity appoints you?** Ex: If I have been nominated twice by the ccNSO, can I be nominated again by the BC?

4. **Does the time served by appointees before the new mechanism comes in counts towards term limits?**

NomCom Members Start Date

		Members	Start Date	NEXT CYCLE 1 year term vs. 2 year term
VOTING (1 year - Max 2 successive years)	ASO	Pankaj Chaturvedi	2020	
	ccNSO	Annebeth Lange	2020	
	GNSO - RrSG	Caroline Greer	2019	
	GNSO - RySG	Kristine Dorrain	2020	
	GNSO - BUC Large	Paul Mitchell	2019	
	GNSO - BUC Small	Lawrence Olawale-Roberts	2019	
	GNSO - NCUC	Wolfgang Kleinwächter	2020	
	GNSO - ISPCP	Marie-Noemie Marques	2020	
	GNSO - IPC	Michael Graham	2020	
	IETF	Peter Koch	2020	
	ALAC-AF	Hadia Elminiawi	2020	
	ALAC-APAC	Amrita Choudhury	2020	
	ALAC-EU	Chris Roosenraad	2020	
	ALAC-LAC	Tracy Hackshaw	2019	
	ALAC-NA	Glenn McKnight	2020	
NON-VOTING (Serve during the term designated by the entity that appoints them)	GAC	/	/	
	RSSAC	Amir Qayyum	2020	
	SSAC	Chris Roosenraad	2020	
	ICANN Board-Chair	Jay Sudowski		
	ICANN Board-Chair Elect	Ole Jacobsen		
	NomCom Chair-Associate Chair	Damon Ashcraft		

Propose which will have 1- or 2-year terms

Rec.7: Discussion on steps under 2.

NomCom members, except for leadership positions, should serve two-year terms, and be limited to a maximum of two terms.

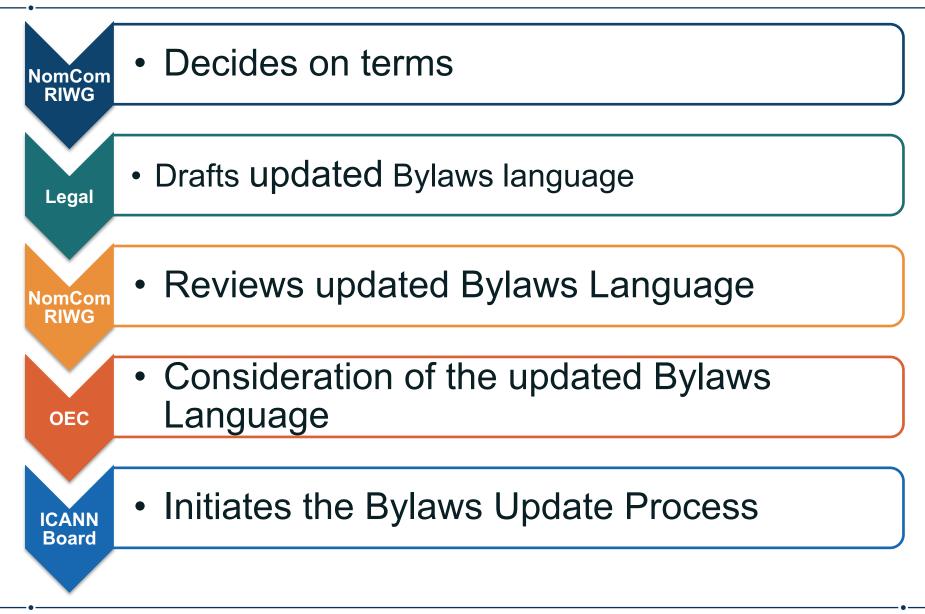| #	Task
1	Determine which NomCom seats will be elected initially for one year and which seats immediately for two-year terms. Note: the seats that will be initially elected for one year will turn into two-year positions in the following year, resulting in half of the NomCom being replaced each year going forward.
2	Work with ICANN org to draft changes to Bylaws language:
2a.	Decide whether term limits are 'consecutive' v 'life-time' limits. And do term limits apply also if someone is appointed by a different entity? • There are no consecutive terms • There are two lifetime terms • This will be subject to review during the next NomCom Review.
2b.	If term limits refer to consecutive terms, determine the minimum gap between terms. Does this also apply if someone is appointed by a different entity? • Minimum gap will be two years between terms.
2c.	How to deal with NomCom members who have been appointed by different SO/ACs (see 2a/b)
2.d	Assess whether past NomCom terms are counted towards the life-time limit in (a). • Suggestion that we do not count them.
2.e	Decide criteria determining how partial terms served impact the term restrictions; agreement on the 'moment' from which the partial terms are calculated: resigned v appointed v seated • Suggestion that partial term (6 months for example) counts as a one-year term.

Input from plenary call #27 appears in red.

Recommendation 7

NomCom members, except for leadership positions, should serve two-year terms, and be limited to a maximum of two terms.

#	Task
New 3	NomCom RIWG to agree on answers/principles to the questions under 2, provide this list to ICANN org Legal. Legal to draft proposed Bylaws language based on NomCom RIWG input, and agree with NomComRIWG on finalized proposed language. NomCom RIWG to transmit proposed language to OEC for review and its recommendation to the Board to initiate Bylaws change.
now 4	ICANN Board imitate Bylaws change, directing ICANN org to oversees the process
now 5	Bylaws change process takes place
Now 6	Subject to the outcome of the Bylaws change, ICANN Board/ NomCom RIWG to inform bodies appointing members to the NomCom about new term conditions going forward.
Now 7	Review and update NomCom Operating Procedures.

Next Steps

NomCom RIWG	• Decides on terms
Legal	• Drafts updated Bylaws language
NomCom RIWG	• Reviews updated Bylaws Language
OEC	• Consideration of the updated Bylaws Language
ICANN Board	• Initiates the Bylaws Update Process

Timeline 1

1. Timeline with SOs/ACs that appoint members to the NomCom

1. Query appointing bodies if there any changes to the job description(s) (Rec. 1) **Date**: xx/xx/xxxx
2. Publish Job description(s) for NomCom members prior to their election (Rec. 1) **Date**: xx/xx/xxxx
3. Inform appointing bodies if they are assigned a one-year or two-year term for 2020-2021 (Rec. 7) **Date**: xx/xx/xxxx
4. Set deadline for NomCom elections/selections by appointing bodies (Rec. 1) **Dat**e: xx/xx/xxxx
   - Estimate: 150 days prior to the AGM

NomCom Operations Staff reaches out to SO/AC 2 months before the 120 days travel support deadline = 180 days (6 months)
IETF has requested to reach out to them 120 days prior to the travel support deadline = 240 days (8 months)

Outreach Letters: Status Update

Agenda Item #4
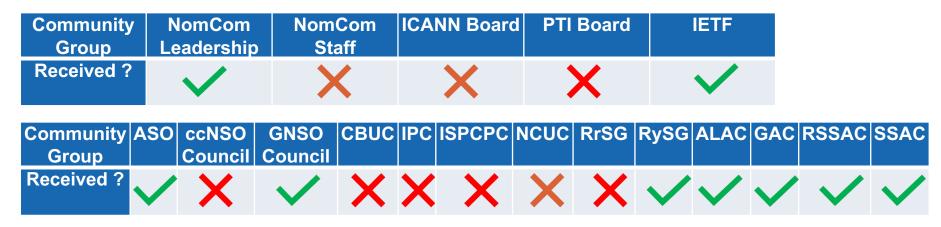
Outreach Letters: Status Update

- Input received from IETF, RSSAC, RySG, NomCom Leadership, ASO (see next slides)

- Input received on implementation steps will be added on the following page: https://community.icann.org/x/D5WjBg

- **Deadline**: 31 January 2020

    - Extension requested: GAC, NCUC
    - SSAC interested in knowing more about the NomComRIWG detailed proposal regarding terms and term limits

Outreach Letters: Status Update

Community Group	NomCom Leadership	NomCom Staff	ICANN Board	PTI Board	IETF
Received ?	✓	✗	✗	✗	✓

Community Group	ASO	ccNSO Council	GNSO Council	CBUC	IPC	ISPCPC	NCUC	RrSG	RySG	ALAC	GAC	RSSAC	SSAC
Received ?	✓	✗	✓	✗	✗	✗	✗	✗	✓	✓	✓	✓	✓

X = Extension requested

Reminders were sent on 23 January 2020.

Input received on implementation steps added on the following page:
https://community.icann.org/x/D5WjBg

NomCom Leadership Team Input

Rec. 1: Formalize a job description for NomCom members that emphasizes experience, diversity, independence, and provide that description to the SOs/ACs.

- Please provide any document(s) you have that describes the roles and responsibilities for NomCom members, other than what is in the Bylaws requirements.

The NomCom uses a detailed procedures document as well as a participation agreement that every member is expected to read.

- What specific content would you like to see in a 'job description' utilized by SOs/ACs for future NomCom members?

Relevant understanding of ICANN as well as ability to work in a collaborative environment.

NomCom Leadership Team Input

Rec. 2: Implement and formalize training to further NomCom members' understanding of the roles and responsibilities of Board directors and the practices of high-performing Boards at other nonprofit organizations.

- Do you believe the NomCom training course to teach an understanding of the skills and attributes required to become a successful Board member at ICANN can be done online or need to be done in person?

I believe that either is possible, but in-person is better.

- What content should be included in such a course?

An overview of the work of the board, possibly taken from ICANN's Board onboarding process.

NomCom Leadership Team Input

Rec. 3: Implement and formalize training for NomCom leadership to further their understanding of their roles, authority, and responsibilities, and confirm or appoint the next Chair earlier in the cycle.

- Do you believe the training course for the NomCom leadership, to teach them about their roles authority and responsibility can be done online or need to be done in person?

I believe that either is possible, but in-person is better.

- What content should be included in such a course?

A description of the NomCom process, the particular risks of self- or group-interested voting without regard to the overall objective.

- When do you feel is the ideal timing for the Chair appointment?

Not sure, but having sufficient time for preparation is key.

NomCom Leadership Team Input

Rec. 4: Formalize training for NomCom members in the candidate evaluation process.

- Do you believe the training course for the NomCom leadership, to teach them about their roles authority and responsibility can be done online or need to be done in person?

I believe that either is possible, but in-person is better.

- What content should be included in such a course?

See above, this is a repeat question, but the same information is also relevant to the MEMBERS of the NomCom as opposed to the LEADERSHIP of the NomCom.

Share your experience on past training courses

In addition, we would be keen to hear from you about your experience of the training courses you have received at ICANN64 (Kobe) and how this can be used to designing additional training, compatible with recommendations 2, 3, and 4.

The course was not helpful, very generic hiring stuff not related to ICANN.

NomCom Leadership Team Input

Rec. 5: A professional recruiting consultant should continue to be involved in the role of identifying potential Board candidates. The role of the recruiting consultant should be clarified and published.

- Please provide any document you have that describes the role of the recruiting consultant(s).

Defer to staff.

- In your view, should this remit be modified or extended?

Not sure.

NomCom Leadership Team Input

Rec. 14: Formalize communication between the NomCom and the Board, SOs/ACs, and the PTI Board to understand needed competencies and experience.

* What information regarding competencies and experience do you currently receive from the bodies to which you make appointments?

A short letter from each.

* For the past three years, when have you received these?

Yes

NomCom Leadership Team Input

Rec. 18: Publish a candidate communication schedule and codify a communication process with candidates.

- Please describe the candidate communications process, and how, if applicable, it has varied over the past three to five cycles.

Status reports have been provided, but should be more frequent and more timely.

- What improvements would you suggest to this process?

See above

NomCom Leadership Team Input

Rec. 20: The evaluation consultant should undertake a preliminary screen of all Board candidates and provide blinded assessments to the NomCom to assist the NomCom with reducing the pool of candidates to the deep-dive shortlist.

- We understand that the NomCom decided not to utilize an evaluation consultant for the recent NomCom cycles. Please explain why this decision was reached.

This service has not proven very helpful in the past.

- What improvements or changes would be needed if future NomComs decided to utilize an evaluation consultant?

It would have to be someone with extensive knowledge of ICANN. This is obviously not easy to find :-)

- If you were to receive a deep-dive shortlist of blindly assessed candidates by the evaluation consultant(s), what information must be included for the NomCom to make an informed selection from this reduced pool of candidates?

A good summary of the strengths and weaknesses of each candidate.

NomCom Leadership Team Input

Rec. 21: The NomCom should use a standardized tool to evaluate and prioritize candidates, based on desired competencies and experience as determined annually. This tool will not replace qualitative assessments of candidates.

- Which tools and processes to evaluate and prioritize candidates are you planning to use during this NomCom cycle?

This is still under discussion.

- What new tools would you recommend be made available for NomCom's use?

Online tools that allow sharing of information between NomCom members.

NomCom Leadership Team Input

Rec. 22: The NomCom should provide consistent interview questions and an interviewer evaluation form for the candidates interviewed during the deep-dive phase and the final face-to-face interviews.

- What questions and evaluation tools are NomCom members planning to use during the upcoming deep-dive and final interview phases?

This will be developed by the relevant sub-committee.

- In your view, what questions and tools should be part of the "interview question library" which could be used by every NomCom going forward?

The NomCom has in the past used a template for this purpose. The template has evolved over time and will continue to evolve. Making it available to future NomComs is of course a good idea.

- How does the NomCom capture the actual interview questions asked of prospective candidates?

Notes taken by members. Discussions following interviews.

IEFT Input

Rec. 1: Formalize a job description for NomCom members that emphasizes experience, diversity, independence, and provide that description to the SOs/ACs.

- What is your annual timetable to select NomCom members?

Solicitation of nominations (4 weeks): Call for community feedback on candidates (4 weeks): Interviews by IAB: (2 weeks) Announcement of selection by IAB: (After candidates notified) The process is designed to allow the interviews to take place during the second IETF of the year, so the start varies slightly.

- Do you always adhere to your timetable?

We have been late on occasion, if the interviews were difficult to schedule, though not generally by more than week.

IEFT Input

Rec. 1: Formalize a job description for NomCom members that emphasizes experience, diversity, independence, and provide that description to the SOs/ACs.

- Would you be able to select a candidate earlier in the year, if not what are the obstacles?

We could shift the selection easily so that the interviews took place during the first IETF of a year (generally March). Shifting it to so there was no overlap with an IETF is also possible, but it would likely mean all candidates got a remote interview.

- What document do you have that describes the roles and responsibilities for NomCom members, other than the Bylaws requirements?

https://www.iab.org/activities/iab-appointments-and-confirmations/ lists the bylaws as the core reference. The IAB also produces a summary during the call for volunteers; the most recent is here: https://www.iab.org/2019/06/10/call-for-volunteers-or-nominations-for-the-ietf-delegate-to-the-icann-2020-nominating-committee/ .

IEFT Input

Rec. 1: Formalize a job description for NomCom members that emphasizes experience, diversity, independence, and provide that description to the SOs/ACs.

- What specific content would you like to see in a 'job description' for future NomCom members?

Discussions of the working methods of the NomCom would be valuable, especially if these are being changes.

- Which information, if any, on desired diversity would you add to the job description for the NomCom member?

If the NomCom moves to a two-year term, as outlined below, then the ongoing membership should be available to volunteers and the nominating bodies. That will help focus on the diversity aspects (which is difficult for the IAB to do now, since the pool of new members is not as visible).

IEFT Input

Rec. 7: NomCom members, except for leadership positions, should serve two-year terms, and be limited to a maximum of two terms.

- What concerns do you have, if any, if the NomComRIWG proposes that the IETF NomCom member is one of the seats appointed for one year in the first cycle and then switched to two-year appointments after that?

Our general practice is to limit the number of consecutive terms an individual can serve in this role before taking a break. If the IETF NomCom member for this year is switched to a two-year appointment, then the amount of time served will still be two consecutive years. If it is made later, we might have a longer than normal set of consecutive years of service; an exception could be made for this, if desired.

We would, of course, have to confirm with the appointee that they are available for the second year.

ASO Input

Rec. 1: Formalize a job description for NomCom members that emphasizes experience, diversity, independence, and provide that description to the SOs/ACs.

- What is your annual timetable to select NomCom members?

The time table for 2019:
Announcement of call for nominations for 2020 ICANN NomCom: 5 July 2019
Nomination period ends: 28 July 2019
Evaluation of nominations by the ASO AC: 28 July – 7 August 2019
Voting period by the ASO AC: 7 August – 14 August 2019
Announcement of selected delegate: 15 August 2019

- Do you always adhere to your timetable? Why not?

The timetable is set each year based on timing to fit the calendar. Additionally, it has been moved forward based on requests from the NomCom to provide our appointed member earlier.

- Would you be able to select a candidate earlier in the year, if not what are the obstacles?

ASO Input

Rec. 1: Formalize a job description for NomCom members that emphasizes experience, diversity, independence, and provide that description to the SOs/ACs.

- Would you be able to select a candidate earlier in the year, if not what are the obstacles?

The request can be considered, If appropriate notice and rationale is given by the NomCom. The final date requested by the NomCom should be available in the prior year to allow for calendaring.

- What document do you have that describes the roles and responsibilities for NomCom members, other than the Bylaws requirements?

The roles and responsibilities are set out as part of the call for nominations. No additional formal documents are utilised.
https://aso.icann.org/nomination-call-for-aso-representative-to-2020-icann-nominating-committee/

ASO Input

Rec. 1: Formalize a job description for NomCom members that emphasizes experience, diversity, independence, and provide that description to the SOs/ACs.

- What specific content would you like to see in a 'job description' for future NomCom members?

The ASO AC would welcome any additional description from the NomCom to assist us in the selection process. The expected work and time commitments are of importance.

- Which information, if any, on desired diversity would you incorporate into the job description?

If the NomCom has additional requirements, it should be shared as early as possible. The guidance provided should be non-binding to our selection process.

ASO Input

Rec. 7: NomCom members, except for leadership positions, should serve two-year terms, and be limited to a maximum of two terms.

- What concerns do you have, if any, if the NomComRIWG proposes that the RySG NomCom member is one of the seats appointed for one year in the first cycle and then switched to two-year appointments after that?

One-year term is based on the ICANN Bylaws (Section 8.3). It gives the ASO AC the opportunity to review the performance of the appointee and follows our current work plan and overall structure. A change to the number of years would require additional discussion.

GNSO Council Input

Rec. 14: Formalize communication between the NomCom and the Board, SOs/ACs, and the PTI Board to understand needed competencies and experience.

- Is there additional information that could be shared between the NomCom and the GNSO so that the NomCom can better target its selection to the needs of the GNSO Council?

Information currently shared between the Council and the NomCom focuses mainly on updating position descriptions and selection criteria. There have also been informal exchanges between the NomCom and Council leadership. Information sharing could be expanded to include the suggestions made in response to questions on Recommendations 16, 21, 22 and 25, below.

GNSO Council Input

Rec. 16: Implement and codify a system for providing feedback to the NomCom regarding the contributions and participation of members up for re-appointment by the NomCom.

- What information do you currently share with the NomCom about its NomCom appointees, and what is the timing of these communications?

Feedback to the NomCom from Council on such matters is currently informal and is generally not structured or documented (except for meeting transcripts and records).

- In your opinion, what additional information should be shared between you and the NomCom?

It would be helpful if Council and the NomCom could exchange information on all potential NomCom appointees (including but not limited to those up for re-appointment), timed to contribute meaningfully to the NomCom's appointment timelines. In addition, conducting exit interviews for all outgoing NomCom appointees would provide valuable feedback for both the NomCom and the Council in continuously improving procedures. This could be conducted either by the NomCom or Council leadership, and in any event the outcomes should be shared with the NomCom.

GNSO Council Input

Rec. 21: The NomCom should use a standardized tool to evaluate and prioritize candidates, based on desired competencies and experience as determined annually. This tool will not replace qualitative assessments of candidates.

- In your opinion, what tools, assessments and skills analysis should be used by the NomCom to make the best possible selection.

Some guidance from specialised recruitment firms, especially those with experience of filling ICANN positions, would be helpful and the Council would be interested in participating in any discussions. The Council would be particularly interested in exploring options for understanding the motivation of the candidate to participate in the work of the Council and their commitment to meaningful engagement.

GNSO Council Input

Rec. 22: The NomCom should provide consistent interview questions and an interviewer evaluation form for the candidates interviewed during the deep-dive phase and the final face-to-face interviews.

- In your opinion, which questions should be part of the "interview question library" and which would then be used by every NomCom?

As noted in discussions between the Council and NomCom leadership at ICANN64, NomCom should consider – budget permitting – live (or at least virtual) interviews of all short-listed candidates for all positions, not just Board positions. This would help full and consistent understanding of a candidate's claims across all NomCom members. Consider including the following issues to be addressed in a "question library":

- *Motivation;*
- *Commitment;*
- *Elaboration of any potentially problematic issues in a candidate's Statement of Interest;*
- *Proven understanding of ICANN and GNSO structures and processes, including the distinction between the Contracted and Non-Contracted Parties Houses.*

GNSO Council Input

Rec. 25: Improve NomCom selection decisions by assessing the performance and needs of all bodies receiving NomCom appointees.

- Is the GNSO Council performing any self-assessments, or third-party assessments?

The GNSO is subject to periodic organizational review in accordance with the ICANN Bylaws.

- If yes, are there any identified skills needed for future NomCom appointees to your organization?

Please see the Council response to periodic requests from the NomCom to update selection criteria for appointed positions. The latest Council response (https://gnso.icann.org/sites/default/files/file/field-file-attach/gnso-council-to-nomcom-staff-15dec19-en.pdf) was sent to the NomCom on 15 December 2019.

GNSO Council Input

Rec. 25: Improve NomCom selection decisions by assessing the performance and needs of all bodies receiving NomCom appointees.

- If applicable, how do you communicate this to the NomCom?

The Council communicated to the NomCom via email, per NomCom's request.

- What performance assessment, if any, do you think is feasible by the GNSO Council to improve future NomCom selection decisions?

Please see the Council response to Q2 under Recommendation 16, specifically regarding the exit interview.

RySG Input

Rec. 1: Formalize a job description for NomCom members that emphasizes experience, diversity, independence, and provide that description to the SOs/ACs.

- Since the NomComRIWG may propose changes to the appointment process of NomCom members: what is your annual timetable to select NomCom members? Do you always adhere to your timetable? Would you be able to select a candidate earlier in the year, if not what are the obstacles?

Elections are generally held second quarter of each year and appointments confirmed in June. It is unlikely that we would want to hold elections any earlier than we already do for appointments that effectively take their seats at the ICANN AGM.

- What document do you have that describes the roles and responsibilities for NomCom members, other than the Bylaws requirements?

None

RySG Input

Rec. 1: Formalize a job description for NomCom members that emphasizes experience, diversity, independence, and provide that description to the SOs/ACs.

- What specific content would you like to see in a 'job description' for future NomCom members?

- *Description of anticipated duties, including desired (nice-to-have) skill sets and expertise (e.g. experience in hiring, particularly for Board or executive-level positions). This could include examples of past NomCom subcommittee so applicants could understand what sorts of work will be required and what specific skills they will bring to the team.*

- *Description of time commitment expected, particularly as relates to windows or bursts of NomCom activity.*

RySG Input

Rec. 1: Formalize a job description for NomCom members that emphasizes experience, diversity, independence, and provide that description to the SOs/ACs.

- Which information, if any, on desired diversity would you incorporate into the job description?

Since diversity is a recommendation, we suggest guidance to SO/ACs on the sorts of diversity that benefit NomCom, but we do not recommend the RIWG implement any form of requirement or quotas, as we have to choose only from the pool of competent, willing, and available members (and we should not sacrifice competence for diversity).

RySG Input

Rec. 7: NomCom members, except for leadership positions, should serve two-year terms, and be limited to a maximum of two terms.

- What concerns do you have, if any, if the NomComRIWG proposes that the RySG NomCom member is one of the seats appointed for one year in the first cycle and then switched to two-year appointments after that?

None

ALAC Input

Rec. 1: Formalize a job description for NomCom members that emphasizes experience, diversity, independence, and provide that description to the SOs/ACs.

- Since the NomComRIWG may propose changes to the appointment process of NomCom members: what is your annual timetable to select NomCom members? Do you always adhere to your timetable? Would you be able to select a candidate earlier in the year, if not what are the obstacles?

The ALAC generally appoints the ALAC Voting Delegates to the NomCom, using an agreed-upon process that includes input from the Regional At-Large Organizations (RALOs) by no later than June. RALO members are invited to recommend a delegate for the ALAC to appoint as an ALAC Voting Delegate.

If needed, the ALAC could start the election process earlier to aim to complete the appointment in May.

At time delays occur due to either a voting issue within the RALOs, or the need for the ALAC to review, and at times, replace, the RALO suggested Delegate.

ALAC Input

Rec. 1: Formalize a job description for NomCom members that emphasizes experience, diversity, independence, and provide that description to the SOs/ACs.

- What document do you have that describes the roles and responsibilities for NomCom members, other than the Bylaws requirements?

The ALAC has two types of documents: NomCom Description for ALAC - 2020

ICANN At-Large Advisory Committee
The At-Large Advisory Committee (ALAC) is the ICANN body responsible for representing the voice of the end user in policy and operational discussions. For more information on the work of the ALAC, see https://atlarge.icann.org/alac.

ALAC Input

To fill vacancies on the ALAC, the NomCom is seeking accomplished persons of integrity, objectivity and intelligence who have:

• a commitment to ICANN's mission and an understanding of the potential impact of ICANN decisions on the global Internet community
• an understanding of the DNS and the impact of ICANN policy on end-users • demonstrated capacity for thoughtful group decision-making and sound judgment
• an interest in bottom-up consensus policy building in a real-life environment
• an ability to chair or otherwise provide leadership and support for a multi-stakeholder group working to reach consensus

ALAC Input

The following knowledge, qualities and experiences are specifically sought:

o A strong advocate for the needs and interest of end-users not only those of the region they will represent, but globally
o Experience and skills that bear on gathering, understanding, and communicating the interests of individual users and in group decision-making.
o Consumer protection and or consumer advocacy experience particularly in communications/telecommunication sector
o Specific experience and/or expertise in internet-related policy development. o An interest in and knowledge of internet governance issues.
o Leadership experience in local or regional internet-related or DNS policy experience in gTLD or ccTLD activities including issues relating to Internationalized Domain Names.
o Ability to work as a team leader bringing perspectives not otherwise reflected in the existing ALAC membership and is intended to diversify the skill and experience sets of the ALAC.
o Strong local networks that will positively enhance the current ALAC and Regionally focused strategic and project planning as they relate to the wider ICANN Strategic plan and ALAC Improvement Implementation.
o Ability and interest to work in a multi-cultural environment.

> *• a willingness to serve as a volunteer, without compensation other than the reimbursement of certain expenses*
> *• an ability to work and communicate effectively in English (although there is no requirement that English be the candidate's first language)*

ALAC Input

In filling these positions, the NomCom will be seeking to identify ALAC members who reflect the global diversity of the Internet community and the wide range of technical, commercial and civil society activities that are impacted by the DNS.

Time Commitment and Working Practice

The successful candidates will be appointed to ALAC following the 2020 ICANN Annual Meeting, through the end of the 2021 ICANN Annual Meeting.

The basic responsibilities of an ALAC member involve a minimum of 25-30 hours per month on Committee related activities. This includes participating in online (email) discussions, commenting on/contributing to documents/proposed actions (drafted in English), participating in monthly ALAC telephone conferences (in English), held on the 4th Tuesday of the month, participating in ICANN Working Groups outside of the ALAC and meeting with/making presentations to local and regional organizations.

ALAC members chairing or participating in working groups, taking on an ALAC Leadership Team position or serving as liaisons to other Advisory Committees or to Supporting Organizations, can expect to spend more than these basic hours per month. ALAC members are expected to make a commitment to attend all Committee meetings and to participate actively in policy-related issues and other working groups.

The ALAC operates in a transparent manner and publishes participation statistics on its website. Committee members also will be expected to attend three face-to-face meetings each year held during the ICANN Public Meetings, which generally run about seven days with potentially extensive responsibilities on most days for ALAC members. There may occasionally be additional face-to-face interim meetings or regional meetings.

ALAC Input

Position: At Large Advisory Committee (ALAC)
Number of Seats: Two One (Europe) One (North America)
Start of Term: After conclusion of Annual Meeting 2020
End of Term: Conclusion of Annual Meeting 2022

For a definition of ICANN's geographic regions see https://meetings.icann.org/en/regions. The At-Large Community provides a mechanism for individual user participation in ICANN and ensures that the interests and needs of Internet users are duly considered in ICANN discussions and decisions. Individual users may be consumers, registrants, non-for-profit or profit or business users but the key term is that they are 'individuals'. Users typically participate through user organizations called At-Large Structures (ALS), or as individual members, all of which are grouped into Regional At Large Organizations (RALOs). The ALAC is the entity that oversees all of this and is the formal voice of the At-Large Community within ICANN.ALAC members, like members of other ICANN Advisory Committees, receive no compensation for their services as Committee members. The Board may, however, authorize the reimbursement of the actual and necessary expenses incurred by Advisory Committee members performing their duties as Advisory Committee members. (Bylaws Article 12, Section 12.6.)

The NomCom will use the Criteria for Selection of ICANN Directors (see above) in choosing selectees for ALAC. ALAC members are expected to support the ICANN mission and the implementation of the ICANN Core Values. The NomCom will also take into account the following eligibility factors and additional considerations.

ALAC Input

ALAC Eligibility Factors

No person who serves on the NomCom in any capacity is eligible for selection by any means to any position on the ALAC (the Board or any other ICANN body having one or more membership positions that the NomCom is responsible for filling) until the conclusion of an ICANN annual meeting that coincides with, or is after, the conclusion of that person's service on the NomCom. (Bylaws, Article 8, Section 8.8, see https://www.icann.org/resources/pages/governance/bylaws-en/#article8)

The five members of the ALAC selected by the NomCom shall include one citizen of a country within each of the five Geographic Regions (Africa; Asia/Australia/Pacific Islands; Europe; Latin America/Caribbean Islands; and North America) established according to Bylaws Article 7, Section 7.5. Only citizens Africa; Asia/Australia/Pacific Islands; and Latin America/Caribbean Islands regions as defined in ICANN's definition of geographic regions https://meetings.icann.org/en/regions are eligible for ALAC vacancies in 2017.

Additional Considerations

For the ALAC positions, experience and skills that bear on gathering, understanding, and communicating the interests of individual users would be advantageous. Perspectives not otherwise reflected in the existing ALAC membership would be advantageous, as well as basic knowledge of the DNS. The NomCom's selections for ALAC are intended to diversify the skill and experience sets of the ALAC. Current composition of the ALAC is available at https://atlarge.icann.org/alac. The Bylaws do not state a limit on the number of terms ALAC members may serve.

ALAC Input

Time Commitment

The basic responsibilities of an ALAC member demand a time commitment of approximately 25-30 hours per month on Committee related activities, although some ALAC members report spending more time than that. This includes participating in online (email) discussions, commenting on/contributing to documents/proposed actions (drafted in English), participating in monthly ALAC telephone conferences (in English), held on the 4th Tuesday of the month, participating in ICANN Working Groups outside of the ALAC and meeting with/making presentations to, local and regional organizations.

ALAC members serving as liaisons to other Supporting Organizations, ALAC Members who comprise the ALAC Leadership team (1 per region) or ALAC members who take on specific working group responsibilities can expect to spend more than these basic hours per month. In person attendance at three ICANN meetings per year is not included in this monthly time estimate. ICANN has traditionally reimbursed expenses incurred by ALAC members for attending ICANN meetings.

****
Noted on the At-Large Appointment, Election and Selection Workspace:

The following criteria are provided to all members of At-Large who may be interested in applying for a NomCom position or who will play a role in the appointment of the ALAC Delegates to the NomCom.

ALAC Input

IMPORTANT: Criteria for NomCom Delegates

The NomCom is responsible for selecting members of the ICANN Board, ALAC, ccNSO and GNSO. This is a very important function and all candidates should meet important criteria.

- *Familiarity with the ICANN groups to which the NomCom appoints (Board, ALAC, GNSO, ccNSO).*
- *Ability to judge people (such as when interviewing and hiring).*
- *Comfortable and preferably fluent with English (listening, reading, speaking).*
- *Good on-line skills such as on Google & Social media*
- *Time Commitment - Must be willing to devote substantial time under tight deadlines (March-June). Will involve travel to up to 4 meetings.*
- *Ability work in a group environment, standing up for what you believe in a discussion with other "strong" people, but at the same time, must be a good listener and be willing to change your mind if someone else has a good argument. Diplomacy is important.*

ALAC Input

Rec. 1: Formalize a job description for NomCom members that emphasizes experience, diversity, independence, and provide that description to the SOs/ACs.

- What specific content would you like to see in a 'job description' for future NomCom members?

See above.

- Which information, if any, on desired diversity would you incorporate into the job description?

The ALAC has global diversity given it appoints five (5) Voting Delegates to the NomCom from each of ICANN's five regions.

ALAC Input

Rec. 14: Formalize communication between the NomCom and the Board, SOs/ACs, and the PTI Board to understand needed competencies and experience.

- Is there additional information that could be shared between the NomCom and the ALAC so that the NomCom can better target its selection to the needs of the ALAC?

One of the most important referees for an ALAC position is the ALAC Chair who works closely with all ALAC members and is therefore most suitably placed to share their views and provide very useful insight into the performance of current NomCom Selectees. This first-hand information would allow the NomCom to build an information base that is relevant to the position and specific to the current needs of particular appointees to a specific position. This would be pertinent to all SO-AC Chairs.

…

ALAC Input

Rec. 14: Formalize communication between the NomCom and the Board, SOs/ACs, and the PTI Board to understand needed competencies and experience.

…
A very recent situation arose where one of our most active and critically important participants in a long term specifically targeted cross community discussion involving a vitally important ICANN issue was sidelined by someone who, even since before he took up his new seat, has been openly critical of the leadership of At-Large and the way that At-Large operates. Despite being rejected by the NomCom, this particular applicant for a NomCom position has remained committed to the interests of Internet end users which is the At-Large mandate, while her replacement as a NomCom appointee to the ALAC spends most of his time vilifying the At-Large Leader and anyone else who tries to reason with him.

This appointment has certainly lost the credibility of and trust in the NomCom process by many of the At-Large community. It demonstrates how important it is that the NomCom actually listens to those who matter when it comes to who best to fill the vacant positions, so that the ALAC can become a more efficient and effective mechanism within the ICANN ecosystem.

ALAC Input

Rec. 16: Implement and codify a system for providing feedback to the NomCom regarding the contributions and participation of members up for re-appointment by the NomCom.

- What information do you currently share with the NomCom about its NomCom appointees, and what is the timing of these communications?

The ALAC shares an updated description: NomCom Description for ALAC – 2020 (see full text above) with the NomCom support staff who will forward it to the NomCom.

- In your opinion, what additional information should be shared between you and the NomCom?

The ALAC Chair should be asked for their opinion on the performance of current NomCom appointees to the ALAC seeking re-appointment. The insight of the Chair of their performance would provide extremely relevant and useful information to the NomCom on their performance.

ALAC Input

Rec. 21: The NomCom should use a standardized tool to evaluate and prioritize candidates, based on desired competencies and experience as determined annually. This tool will not replace qualitative assessments of candidates.

- In your opinion, what tools, assessments and skills analysis should be used by the NomCom to make the best possible selection.

We support the NomCom conducting research into the best tools, assessments and skills analysis to be used for a multi-stakeholder membership organization. We would request that the NomCom present their findings to the SOACs following a thorough review of such tools.

ALAC Council Input

Rec. 22: The NomCom should provide consistent interview questions and an interviewer evaluation form for the candidates interviewed during the deep-dive phase and the final face-to-face interviews.

- In your opinion, which questions should be part of the "interview question library" and which would then be used by every NomCom?

We support the NomCom conducting research into an appropriate set of interview questions to be placed into a 'library' for a multi-stakeholder membership organization. We believe such a set of questions should be flexible and globally relevant. We would request that the NomCom present a draft set of questions to the SOACs for review.

ALAC Council Input

Rec. 25: Improve NomCom selection decisions by assessing the performance and needs of all bodies receiving NomCom appointees.

- Is the ALAC performing any self-assessments, or third-party assessments?

The ALAC does not perform formal self-assessments or third-party assessments of individual performance of NomCom appointees. However, as noted above, the Chair of the ALAC has in the past provided assessments of current NomCom appointees who are seeking re-appointment. However, the ALAC does provide an annual description of skills and criteria needed for their NomCom appointees to the ALAC. See below.

ALAC Council Input

- If yes, are there any identified skills needed for future NomCom appointees to your organization?

*From the **Annual Description**:*
- *a commitment to ICANN's mission and an understanding of the potential impact of ICANN decisions on the global Internet community*
- *an understanding of the DNS and the impact of ICANN policy on end-users*
- *demonstrated capacity for thoughtful group decision-making and sound judgment*
- *an interest in bottom-up consensus policy building in a real-life environment*
- *an ability to chair or otherwise provide leadership and support for a multi-stakeholder group working to reach consensus*
- *the following knowledge, qualities and experiences are specifically sought:*
o A strong advocate for the needs and interest of end-users not only those of the region they will represent, but globally
o Experience and skills that bear on gathering, understanding, and communicating the interests of individual users and in group decision-making.
o Consumer protection and or consumer advocacy experience particularly in communications/telecommunication sector
o Specific experience and/or expertise in internet-related policy development. o An interest in and knowledge of internet governance issues.
o Leadership experience in local or regional internet-related or DNS policy experience in gTLD or ccTLD activities including issues relating to Internationalized Domain Names.
o Ability to work as a team leader bringing perspectives not otherwise reflected in the existing ALAC membership and is intended to diversify the skill and experience sets of the ALAC.

…

ALAC Council Input

- If yes, are there any identified skills needed for future NomCom appointees to your organization?

…
o Strong local networks that will positively enhance the current ALAC and Regionally focused strategic and project planning as they relate to the wider ICANN Strategic plan and ALAC Improvement Implementation.
o Ability and interest to work in a multi-cultural environment.
• a willingness to serve as a volunteer, without compensation other than the reimbursement of certain expenses
• an ability to work and communicate effectively in English (although there is no requirement that English be the candidate's first language) …

ALAC Input

Rec. 25: Improve NomCom selection decisions by assessing the performance and needs of all bodies receiving NomCom appointees.

- If applicable, how do you communicate this to the NomCom?

Through the annual NomCom Description (see above) that is sent to NomCom support Staff. This document is updated on an annual basis and relevant skills for the ALAC are reviewed and incorporated.

- What performance assessment, if any, do you think is feasible by the ALAC to improve future NomCom selection decisions?

The ALAC might consider conducting a performance assessment of current NomCom Appointees to identify necessary skills in future NomCom Appointees to the ALAC.

GAC Input

Rec. 8: Maintain the current size of NomCom

Rec. 9: All NomCom members should be fully participating and voting members, except for NomCom leadership.

Rec. 10: Representation on the NomCom should be re-balanced immediately and then be reviewed every five years.

• Is the GAC planning to continue to not make appointments to the NomCom?

GAC Members continue to explore the potential for future GAC appointments to the Nominating Committee and treat each year as a new opportunity to consider making an appointment. The GAC has formed a special working group to help facilitate GAC consideration of NomCom participation and each year GAC Members explore the opportunity to explore the potential for a GAC appointment to the NomCom. The lack of an GAC appointment in any given year should not create an assumption that no future appointments will be made.

GAC Input

- The GAC has indicated they are not planning to make any appointment to the NomCom but would like to keep that seat open. Please explain why the GAC is reluctant to fill that seat.

In recent years the GAC has not achieved a consensus about the appointment of a NomCom representative, but the resulting vacancies during several NomComs should not be interpreted to mean that the GAC will never make an appointment in the future.

As explained by some GAC members in the past, certain NomCom processes and procedural considerations (e.g., the requirement for confidentiality) have been noted as creating problems of accountability and transparency for the GAC. This has caused some GAC members to not support making a GAC appointment to the NomCom.

The flexibility to make or not make an appointment to the NomCom in any given year should not be changed due to the anticipation of future action or inaction due to the GAC's internal consensus process.

As an alternative to making appointments to the NomCom, the past two years the GAC has provided the Nom Com with guidance as to the skills and capabilities that the NomCom should consider in making appointments to the Board. That practice has provided GAC members with a capability to contribute to the NomCom, during those years when an appointment is not made.

GAC Input

- If the GAC is not planning to make appointments to the NomCom for the foreseeable future, should the GAC seat on the NomCom be preserved or can it be 'reallocated' during the re-balancing process? Please, provide a rationale for your answers.

The GAC NomCom seat should be preserved. The flexibility for the GAC to make or not make an appointment to the NomCom in any given year should not be changed due to the anticipation of future action or inaction by the GAC. The lack of a GAC appointee in any given year should not affect the balance of the NomCom membership or prompt any further need to consider re-balancing as it relates to potential government participation in the NomCom. Given the current large number of community appointees on the NomCom, the lack of a GAC appointment in any given year should also not be viewed as impacting the balance for any community other than governments. If it would facilitate annual NomCom planning, perhaps the annual NomCom appointment timetable could be revised to get an early indication of whether the GAC intends to make an appointment in any given year.

RSSAC Input

Rec. 1: Formalize a job description for NomCom members that emphasizes experience, diversity, independence, and provide that description to the SOs/ACs.

- What is your annual timetable to select NomCom members?

June - Begin NomCom liaison election process
July - Continue NomCom liaison election process
August - Finish NomCom liaison election process

- Do you always adhere to your timetable?

Yes

- Would you be able to select a candidate earlier in the year, if not what are the obstacles?

Yes

RSSAC Input

Rec. 1: Formalize a job description for NomCom members that emphasizes experience, diversity, independence, and provide that description to the SOs/ACs.

- What document do you have that describes the roles and responsibilities for NomCom members, other than the Bylaws requirements?

RSSAC000v4: RSSAC Operational Procedures
https://www.icann.org/en/system/files/files/rssac-000-op-procedures-13mar19-en.pdf

- What specific content would you like to see in a 'job description' for future NomCom members?0 responses

No responses yet for this question.

RSSAC Input

Rec. 1: Formalize a job description for NomCom members that emphasizes experience, diversity, independence, and provide that description to the SOs/ACs.

- Which information, if any, on desired diversity would you add to the job description for the NomCom member?

The primary requirements for a nominating committee member should be for competence in their role. Diversity issues (selecting for religion or lack thereof, race, gender, national origin, and geographic location) are secondary - not without value, but a secondary consideration. Selection primarily on a "diversity" basis is a violation of the Civil Rights Act of 1964 as subsequently amended.

RSSAC Input

Rec. 7: NomCom members, except for leadership positions, should serve two-year terms, and be limited to a maximum of two terms.

- What concerns do you have, if any, if the NomComRIWG proposes that the RSSAC NomCom member is one of the seats appointed for one year in the first cycle and then switched to two-year appointments after that?

We do not have any concerns.

RSSAC Input

Rec. 9: All NomCom members should be fully participating and voting members, except for NomCom leadership.

- Aside from the ICANN Bylaws changes, does your organization need to amend its charter or applicable operating document to ensure that all NomCom members will be fully participating and voting.

Specifically, RSSAC000 identifies that the individual is a "liaison" - A person who establishes and maintains communication for mutual understanding and cooperation, not a participant in the decision. We would need to adjust that language to include a potentially voting member. We would also need to adjust terms and term limits.

RSSAC Input

Rec. 21: The NomCom should use a standardized tool to evaluate and prioritize candidates, based on desired competencies and experience as determined annually. This tool will not replace qualitative assessments of candidates.

- In your opinion, what tools, assessments and skills analysis should be used by the NomCom to make the best possible selection.

If the purpose of the NomCom is selection of ICANN leadership, and its primary qualification for same is competence in the role, the tools, assessments, and skills of a nomcom member should include experience and wisdom, plus the ability to access the history of an organization and its members.

RSSAC Input

Rec. 22: The NomCom should provide consistent interview questions and an interviewer evaluation form for the candidates interviewed during the deep-dive phase and the final face-to-face interviews.

- In your opinion, which questions should be part of the "interview question library" and which would then be used by every NomCom?

For RSSAC consideration, we would wonder about their familiarity with the DNS, the RSS and its member RSOs, and their operational concerns.

SSAC Input

Rec. 1: Formalize a job description for NomCom members that emphasizes experience, diversity, independence, and provide that description to the SOs/ACs.

- What is your annual timetable to select NomCom members?

The SSAC Admin Committee issues a call for volunteers when the SSAC Chair receives an invitation from the NomCom Chair. The call for volunteers usually lasts 1-2 weeks. A subsequent SSAC election, if needed, takes another 1-2 weeks.

- Do you always adhere to your timetable? *Yes*

- Would you be able to select a candidate earlier in the year, if not what are the obstacles?

Yes. SSAC can appoint candidates at any time of the year. The process and the time the process takes is described above. It would be very helpful to know at the start of such candidate selection time if the expected appointment would be for one or two years.

SSAC Input

Rec. 1: Formalize a job description for NomCom members that emphasizes experience, diversity, independence, and provide that description to the SOs/ACs.

- What document do you have that describes the roles and responsibilities for NomCom members, other than the Bylaws requirements?

The SSAC Operational Procedures, Section 2.8.3.3 SSAC Non-Voting Liaison to the ICANN Nominating Committee (https://www.icann.org/en/system/files/files/operational-procedures-30nov18-en.pdf).

- What specific content would you like to see in a 'job description' for future NomCom members?0 responses

The SSAC does not have any specific content to suggest for the job description for future NomCom members.

SSAC Input

Rec. 1: Formalize a job description for NomCom members that emphasizes experience, diversity, independence, and provide that description to the SOs/ACs.

- Which information, if any, on desired diversity would you add to the job description for the NomCom member?

None. The SSAC considers that the primary consideration is for NomCom members to have the requisite skills to undertake the role. While diversity is certainly desirable, given that each member of the NomCom is appointed by different entities within the ICANN Community, it is impractical to specify diversity characteristics as requirements.

SSAC Input

Rec. 7: NomCom members, except for leadership positions, should serve two-year terms, and be limited to a maximum of two terms.

- What concerns do you have, if any, if the NomComRIWG proposes that the RSSAC NomCom member is one of the seats appointed for one year in the first cycle and then switched to two-year appointments after that?

The SSAC does not have any concerns about its NomCom member only being appointed for one year initially, but does have some concerns about whether SSAC Members will be willing to undertake a two-year commitment, given that the workload essentially precludes their ability to participate in the majority of SSAC activities at ICANN Meetings. To state this differently, with two-year-terms the risk that appointed members may wish to be replaced before the term ends will increase, and will result in the need to fill such voids.

The SSAC notes that the NomCom Implementation Plan dated 15 September 2019 provides the NomCom RIWG with some flexibility regarding the implementation of Recommendation 7. In particular, that plan states at page 19 in its "Task List, Sequencing: Proposed detailed implementation steps":

SSAC Input

Rec. 7: NomCom members, except for leadership positions, should serve two-year terms, and be limited to a maximum of two terms.

- What concerns do you have, if any, if the NomComRIWG proposes that the RSSAC NomCom member is one of the seats appointed for one year in the first cycle and then switched to two-year appointments after that?

The SSAC does not have any concerns about its NomCom member only being appointed for one year initially, but does have some concerns about whether SSAC Members will be willing to undertake a two-year commitment, given that the workload essentially precludes their ability to participate in the majority of SSAC activities at ICANN Meetings. To state this differently, with two-year-terms the risk that appointed members may wish to be replaced before the term ends will increase, and will result in the need to fill such voids.

The SSAC notes that the NomCom Implementation Plan dated 15 September 2019 provides the NomCom RIWG with some flexibility regarding the implementation of Recommendation 7. In particular, that plan states at page 19 in its "Task List, Sequencing: Proposed detailed implementation steps":

SSAC Input

"2. NomComRIWG to work with ICANN org to draft changes to Bylaws language:

a. *NomComRIWG to decide whether term limits are 'consecutive' vs 'life-time' limits.*
b. *If term limits refer to consecutive terms, determine the minimum gap between terms*
c. *How to deal with NomCom members who have been appointed by different SO/ACs.*
d. *NomComRIWG to assess whether past NomCom terms are counted towards the life-time limit in (a).*
e. *Decide criteria determining how partial terms served impact the term restrictions."*

The SSAC is not aware of any decisions that have been made with regard to issues a. to e. above, and without a detailed proposal from the NomComRIWG on these issues, we are unable to respond to the question that has been posed by the NomComRIWG because SSAC's ability to supply qualified NomCom representatives depends on the answers to a. through e.. Indeed, the SSAC suggests with regard to e. above that it may be more useful to consider a slightly expanded version as follows:

SSAC Input

e. Decide criteria determining how partial terms previously served and one-year terms served (past or upcoming, voting or non-voting) are evaluated against the term restrictions.

To pose a question as an example: If the term limits will be defined as "4 full years served on a NomCom" (along with any other restrictions), SSAC needs sufficient information to understand the eligibility of candidates with past NomCom service.

Just for illustration, say Alice has served previously on the NomCom for two one-year terms, one year as the IETF representative (voting), one year as the SSAC representative (non-voting) and the decision has been made that "there is a two term life-time limit including past service", without further definition of what a "term" is (and whether the limits apply to non-voting SSAC as well as voting IAB terms).

SSAC Input

Would Alice be eligible to serve:

1) *not at all, because they already have served "two terms" under the old definition of "term" (though those original terms would be only two years total)*
2) *a one year (initial) partial term but not a subsequent (consecutive) two year full term (because the prior service of two years would be treated as equivalent to a single full term, and the one year partial term would be treated as her second term)*
3) *a one year (initial) partial term and a subsequent (consecutive) two year full term (but she would have to resign at the end of the first year of the two year term?)*
4) *a one year (initial) partial term and a subsequent (consecutive) two year full term (because the non-voting SSAC partial term does not count toward the term limit, or for the reason noted in (e) below)*
5) *a two year full term but not a (consecutive) subsequent two year term (because the two previous partial terms count as a full term)*
6) *a two year full term and also a subsequent (consecutive) two year term. (because the new term limit rules include a "clean slate" provision that omits any service under the old rules from the calculation)*
7) *something else?*

[Note: option c. shouldn't be in the list, as it is formally invalid. It would break the mechanism for establishing staggered appointments. However it is included to demonstrate the complexity and pitfalls of defining terms and term limits.]

SSAC Input

By including the above example, the SSAC is not attempting to suggest a particular solution or try to identify every possible scenario that may occur, but simply to point out the importance of specifying very precisely the meaning of "term" and "term limit", as applied to NomCom service, both past or future, voting or non-voting, consecutive or lifetime. It may be that the most sensible way to define "term limit" is in calendar years of service. No doubt the NomComRIWG are already well aware of such complications.

If NomComRIWG have already produced such a detailed proposal regarding terms and term limits, then we would welcome that information so that we may answer the question regarding concerns about the first cycle.

SSAC Input

Rec. 9: All NomCom members should be fully participating and voting members, except for NomCom leadership.

- Aside from the ICANN Bylaws changes, does your organization need to amend its charter or applicable operating document to ensure that all NomCom members will be fully participating and voting.

Yes, the SSAC will need to update its Operational Procedures to indicate the SSAC representative on the ICANN Nominating Committee is a voting NomCom member and will no longer be called the SSAC Liaison to the NomCom.

SSAC Input

Rec. 21: The NomCom should use a standardized tool to evaluate and prioritize candidates, based on desired competencies and experience as determined annually. This tool will not replace qualitative assessments of candidates.

- In your opinion, what tools, assessments and skills analysis should be used by the NomCom to make the best possible selection.

The SSAC agrees that, while the desired competencies and experience may vary annually, the tools used to support NomCom work should vary less frequently. They should be reviewed on a regular basis to incorporate improvements and from time to time, a new technology may warrant the introduction of a new tool. However, in general, processes and tools should not need to be reinvented each year for a new NomCom group.

SSAC Input

Rec. 22: The NomCom should provide consistent interview questions and an interviewer evaluation form for the candidates interviewed during the deep-dive phase and the final face-to-face interviews.

- In your opinion, which questions should be part of the "interview question library" and which would then be used by every NomCom?

The SSAC would like to see questions on technical expertise related to security and stability included in the "interview question library" for the candidates. However, it is unnecessarily limiting to require every NomCom to only ask questions from an "interview question library" and it is not best practice, either. Instead, most interviews should stick to a defined set of criteria/skills/experience and behaviors that must be explored, and define what kind of questions are off-limits. During a specific NomCom's term, it is important that all candidates are asked the same set of questions, but it is of little value to require the same questions to carry over to a subsequent NomCom, since the positions and the skills that need to be reviewed in each year is different from the prior year.

Next Meeting

Agenda Item #5

Next Meeting

Meeting #29:

13 February 2020, 13:00 UTC

Any Other Business

Agenda Item #6

Thank you!

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Appendix

List of Plenary Meetings Before ICANN67

- **Meeting #31**: 20 February 2020: 19:00 UTC

- **Meeting #32**: 27 February 2020: 13:00 UTC

NomCom Timeline

Many of the Review's recommendations address what is often missing from the NomCom, which can be summarized as entirely different timelines. These include:

1. Recommendations impacting Timeline with SOs/ACs that appoint members to the NomCom
2. Recommendations impacting Timeline with receiving bodies that receive appointees from the NomCom
3. Recommendations impacting Timeline with the ICANN Board (some overlap with the above)
4. Recommendations impacting Timeline with external consultants (i.e. training, recruitment, evaluation)
5. Recommendations impacting Timeline with NomCom Candidates
6. All other recommendations

Action:
1) Group the 27 recommendations into these 5 timelines
2) Determine the order of implementing the recommendations.
3) Tackle the recommendations that do not belong to a timeline.

Timeline 1

1. Timeline with SOs/ACs that appoint members to the NomCom
1. Query appointing bodies if there any changes to the job description(s) (Rec. 1) **Date**: xx/xx/xxxx
2. Publish Job description(s) for NomCom members prior to their election (Rec. 1) **Date**: xx/xx/xxxx
3. Inform appointing bodies if they are assigned a one-year or two-year term for 2020-2021 (Rec. 7) **Date**: xx/xx/xxxx
4. Set deadline for NomCom elections/selections by appointing bodies (Rec. 1) **Dat**e: xx/xx/xxxx
   - Estimate: 150 days prior to the AGM

NomCom Operations Staff reaches out to SO/AC 2 months before the 120 days travel support deadline = 180 days (6 months)
IETF has requested to reach out to them 120 days prior to the travel support deadline = 240 days (8 months)

- **Review draft job description**

Recommendation 1

Formalize a job description for NomCom members that emphasizes experience, diversity, independence, and provide that description to the SOs/ACs.

#	Task
1	Compile the SO/ACs timetable for selecting their NomCom members.
2	Enquire with all bodies that appoint members to the NomCom if they have a 'job description' for NomCom members, and also, which, if any, criteria they apply during their selection process.
3	Enquire with current and former NomCom leadership what content they would like to see in a job description for future NomCom members.
4	Enquire with ICANN org what in their experience makes a productive NomCom member.
5	Create an overview document that summarizes all responses.
6	NomComRIWG (via ICANN org) to ask for review of summary document(s) from HR professionals (ICANN and/or others).
7	NomComRIWG, with support from ICANN org, to draft proposed job description(s) for NomCom members, based on input received and NomComRIWG's discussion
8	NomComRIWG to provide the draft document to the bodies that appoint members to the NomCom and ask for feedback.
9	Finalize job description(s) based on NomComRIWG consensus.
10	NomComRIWG, with support from ICANN org, to post job description(s) on ICANN.org and send document to bodies that appoint members to the NomCom.
11	Ensure that the Standing Committee (Rec 24) provides revisions, in cooperation with the bodies that appoint members to the NomCom, if and when appropriate.

Timeline 2

2. Timeline with receiving bodies that receive appointees from the NomCom

1. Request advice from receiving bodies (Rec. 14) **Date**: xx/xx/xxxx
2. Receive advice from receiving bodies (Rec. 14) **Date**: xx/xx/xxxx
3. Publish advice from receiving bodies (Rec. 14) **Date**: xx/xx/xxxx
4. Publish job descriptions for open positions (Rec. 15) **Date**: xx/xx/xxxx
5. Receive feedback from receiving bodies for NomCom appointees (Rec. 16) Date: xx/xx/xxxx
6. Receive performance assessment from receiving bodies (Rec. 25) **Date**: xx/xx/xxxx

Recommendation 14

Formalize communication between the NomCom and the Board, SOs/ACs, and the PTI Board to understand needed competencies and experience.

#	Task
Note	These steps pertain to both recommendation 14 and 16, therefore, the information exchanged refers to both: the experience and skills need for future appointments, and the report on performance of potentially re-applying NomCom appointees (subject to all confidentiality requirements).
1	NomComRIWG to work with the current/former NomCom members, ICANN Board, ICANN org, and representatives of PTI to understand what information is currently shared between the NomCom and the bodies to which the NomCom makes appointments, including the timing of these communications.
2	NomComRIWG, in coordination with the current/former NomCom members and ICANN org and the bodies that receive NomCom appointees, including the ICANN Board and PTI Board, to identify what additional information (if any) can be shared.
3	NomComRIWG, in coordination with the current/former NomCom members, ICANN org and the bodies that receive NomCom appointees, including the ICANN Board and PTI Board, to identify whether improvements should be made to the timing of this exchange of information.
4	NomComRIWG, in coordination with the ICANN Board and impacted portions of the ICANN community, to draft a communication process and timeline, including desired information to be shared, that the NomCom and the bodies that receive NomCom appointees should follow each year, including what information should be shared with the recruitment agency(ies).
5	If applicable, updates should be made to the NomCom's operating procedures.

Recommendation 15

The NomCom should publish detailed job descriptions for Board, SO/AC, and PTI Board positions. The job descriptions, in combination with specific needed competencies identified each year by the NomCom, should form a basis for recruiting and evaluation efforts.

#	Task
1	Await and collect the finalized job descriptions as per Rec 14.
2	NomComRIWG, with support from ICANN org, to establish the process for the NomCom to make sure that when publishing the job descriptions, the NomCom is transparent if it decides to include other factors than those received through the suggestive Board advice or input from other bodies that receive NomCom appointees.
3	NomCom with support of ICANN org to update the NomCom Operating Procedure Manual with this new process
4	Assure that the NomCom Standing Committee (Rec #24) performs annual outreach to Board, SO/AC, and PTI Board to receive feedback on specific needed competencies

Recommendation 16

Implement and codify a system for providing feedback to the NomCom regarding the contributions and participation of members up for re-appointment by the NomCom.

#	Task
Note	These steps pertain to both recommendation 14 and 16, therefore, the information exchanged refers to both: the experience and skills need for future appointments, and the report on performance of potentially re-applying NomCom appointees (subject to all confidentiality requirements).
1	Work with the current/former NomCom members, ICANN Board and ICANN org to understand what information is currently shared between the NomCom and the bodies to which the NomCom makes appointments, including the timing of these communications.
2	NomComRIWG, with support from ICANN org and in coordination with the current/former NomCom members, ICANN org and the bodies that receive NomCom appointees, including the ICANN Board, to identify what additional information (if any) can be shared.
3	NomComRIWG, in coordination with the current/former NomCom members, ICANN org and the bodies that receive NomCom appointees, including the ICANN Board, to identify whether improvements should be made to the timing of this exchange of information.
4	NomComRIWG, in consultation with the ICANN Board and ICANN community, to draft a communication process and timeline, including desired information to be shared, that the NomCom and the bodies that receive NomCom appointees should follow each year, including what information should be shared with the recruitment agency(ies).
5	If applicable, updates should be made to the NomCom's operating procedures.

Recommendation 25

Improve NomCom selection decisions by assessing the performance and needs of all bodies receiving NomCom appointees.

#	Task
1	Consult with receiving bodies to understand what (if any) performance assessment of the body itself is conducted and what skill set needs derive from that (or any other assessment) for future NomCom appointees, to avoid creating a new line of assessment or review of the receiving bodies.
2	Propose additional/improved performance and needs assessment of receiving bodies, if needed, as it relates to identification of needs from NomCom appointees.
3	Propose how the NomCom can use the information from the receiving bodies (step 1) to assess the needs of these bodies to improve NomCom's selection decisions during its annual selection cycle.
4	Agree with the receiving bodies how assessment and improved selection will be incorporated into the annual selection process, if appropriate/necessary.
5	Incorporate this assessment into the relevant job descriptions developed annually by the NomCom.
6	Determine how to facilitate the receiving bodies performing the assessments.
7	Ensure that interdependency with other, relevant recommendations is taken into account.
8	Standing Committee analyze the performance assessment of the receiving bodies on an annual basis and make adjustments (if/when needed) for the subsequent NomCom.

Timeline 3

3. Timeline with the ICANN Board/ORG (overlap with previous timelines)
1. Provide NomCom Budget (Rec. 12) Date: xx/xx/xxxx
2. Deadline for selecting Chair Tentative Date: August
   - This implies that we figure out when training for leadership takes place: prior to AGM or earlier than that. Leadership has to be chosen prior to that
3. Deadline for advice Date: xx/xx/xxxx
4. Distribute job descriptions to ICANN Marketing Department (Rec.19) Date: xx/xx/xxxx

Recommendation 12

NomCom leadership should have input on the NomCom budget and staffing resources.

#	Task
1	NomComRIWG, with support/input from ICANN org, to identify a process, including detailed mechanism and appropriate timing, for NomCom leadership to provide meaningful input on resources via ICANN's annual budget cycle.
2	NomComRIWG to discuss with ICANN org and current NomCom leadership the feasibility of identified process.
3	NomComRIWG to coordinate with NomCom staff and NomCom leadership to assure leadership has the support needed to provide meaningful input.
4	NomComRIWG to devise any applicable metrics.
5	Review and Update NomCom Operating Procedures to reflect budget input of NomCom leadership.
6	Identify the role of the Standing Committee to assist with this recommendation, once implemented.

Recommendation 19

ICANN staff and the recruiting consultant, along with NomCom members, should leverage the detailed job description and desired competencies and experience to develop a marketing plan to better target prospective candidates.

#	Task
1	Reach out to NomCom, ICANN org, ICANN communication team, and the recruitment consultant(s), to understand what the state of current outreach and marketing is with regard to ensuring a diverse candidate pool in response to the NomCom's annual recruitment efforts.
2	Identify possible improvements to the marketing plan and decide, in cooperation with the current NomCom, ICANN org, and the Standing Committee (if already in place), what additional efforts should be undertaken to target candidates for future NomCom's recruitment cycles.
3	This marketing effort should also help educate potential outside candidates about ICANN.
4	NomCom to conduct annual measurements related to the quality of the applicant pool.
5	Standing Committee (or NomComRIWG as long as the Standing Committee is not yet in place) to assess effectiveness of outreach/marketing efforts on an annual basis and work with the NomCom, ICANN org and the recruitment consultant(s) to make improvements for the following year as required.

Timeline 4

4. Timeline with external consultants (i.e. training, recruitment, evaluation)

- **Training consultant(s)**

    a) Schedule training for in-coming NomCom rank-and-file (Rec. 2)
       Date: xx/xx/xxxx
    b) Schedule training for in-coming NomCom Leadership (Rec. 3)
       Date: xx/xx/xxxx
    c) Schedule training for evaluation process (Rec. 4)
       Date: xx/xx/xxxx

- **Recruitment consultant(s)**
    a) Distribute job descriptions to consultants, **Date**: xx/xx/xxxx

- **Evaluation consultant(s)**
    a) Distribute job descriptions to consultants, **Date**: xx/xx/xxxx

Recommendation 2

Once budget is secured, work with ICANN org to contract vendor, and determine when training for future NomComs can start/take place.

#	Task
1	Identify, in consultation with current and former NomCom members, what kind of course, online/in-person etc., might meet the needs of the NomCom and also addresses the issue identified by the independent examiner.
2	Work with current/former NomCom and ICANN org to identify content requirements for the training course, as well as logistical dependencies.
3	Make a FY21 budget request for possible pilot program.
4	Determine what metrics should be applied to determine success of training program.
5	Based on steps 1-4, NomComRIWG to:
5.a	Work with ICANN org to identify suitable vendors
5.b	Work with current/former NomCom members and ICANN org to agree on final course logistics and course content
5.c	Work with ICANN org to determine what budgetary requirements for the course are necessary, and, if required, initiate budget request for future budget cycles
6	Make budget request as part of ICANN's budget cycle.
7	Once budget is secured, work with ICANN org to contract vendor, and determine when training for future NomComs can start/take place.

Recommendation 3

Implement and formalize training for NomCom leadership to further their understanding of their roles, authority, and responsibilities, and confirm or appoint the next Chair earlier in the cycle.

#	Task
1	Identify, in consultation with current and former NomCom and Board members, what kind of course, online/in-person etc., might meet the needs of the NomCom and also addresses the issue identified by the independent examiner.
2	Work with current/former NomCom and ICANN org to identify content requirements for the training course, as well as logistical dependencies.
3	Make a FY21 budget request for possible pilot program.
4	Determine what metrics should be applied to determine success of training program.
5	Based on steps 1-4, NomComRIWG to:
5a	Work with ICANN org to identify suitable vendors
5b	Work with current/former NomCom members and ICANN org to agree on final course logistics and course content
5c	Work with ICANN org to determine what budgetary requirements for the course are necessary, and, if required, initiate budget request for future budget cycles
6	Make budget request as part of ICANN's budget cycle.
7	Once budget is secured, work with ICANN org to contract vendor, and determine when training for future NomComs can start/take place.
8	Work with current/former NomCom and Board members and Standing Committee to determine optimum timing for the appointment of NomCom Leadership and ensure this is reflected in the Board and NomCom calendars

Recommendation 4

Formalize training for NomCom members in the candidate evaluation process.

#	Task
1	Identify, in consultation with current and former NomCom members, what kind of course, online/in-person, etc., might meet the needs of the NomCom members and addresses the issue identified by the independent examiner.
2	Work with current/former NomCom members and ICANN org to identify content requirements for the training course, as well as any logistical and timing dependencies.
3	Determine what metrics should be applied to determine success of training program.
4	Based on steps 1-3, NomComRIWG to:
4.a	Work with ICANN org to identify suitable vendors
4.b	Work with current/former NomCom members and ICANN org to agree on final course logistics and course content
4.c	Work with ICANN org to determine what budgetary requirements for the course are necessary, and, if required, initiate budget request.
5	Once budget is secured, work with ICANN org to contract vendor, and determine when training for future NomComs leadership can start/take place.

Timeline 5

5. Timeline with NomCom Candidates

Publish a candidate communication schedule and codify a communication process with candidates. (Rec. 18)

ICANN should investigate advancing its nominations process into a Leadership Development function. (Rec. 26)

Recommendation 18

Ensure the Standing Committee reviews the annual applicant survey results and makes any changes as needed for the following year.

#	Task
1	Gain an overview of the current candidate communications of the NomCom by enquiring with current/former NomCom members and NomCom Staff.
2	Talk to previous NomCom appointees to understand how they perceived the communication process.
3	Propose a communication schedule including timing of communications with both successful and unsuccessful candidates.
4	Discuss with current/former NomCom members, NomCom staff, and previous NomCom appointees whether proposed communication schedule meets requirements and what further improvements could be made.
5	Finalize communication process; this should include annual surveys of all NomCom applicants.
6	Update NomCom's workflow (recommendation 13).
7	Publish communication schedule and timelines for candidate communications.
8	Ensure the Standing Committee reviews the annual applicant survey results and makes any changes as needed for the following year.

Recommendation 26

ICANN should investigate advancing its nominations process into a Leadership Development function.

#	Task
1	Reach out to ICANN org to discuss what would be involved in developing a leadership development function for unsuccessful NomCom applicants.
2	Provide an overview of what kind of leadership development is currently in place, or how current outreach and volunteer development efforts could be adapted to harness unsuccessful NomCom candidates.
3	Discuss with current/former NomCom members and ICANN org how to identify unsuccessful applicants that would benefit from leadership development.
4	Provide ICANN org with suggestions on what a leadership development could look like, what its goals would be, and what criteria might be relevant for its success.
5	Investigate and to report back to NomComRIWG about the feasibility of such a leadership development function, which costs would be involved and what potential metrics for success could be applied.
6	Launch development function if deemed feasible and potential for harnessing new volunteer talent is sufficiently high.
7	In addition, the NomComRIWG to ensure that the communication with unsuccessful candidates explains other volunteer opportunities within ICANN – such communication should be codified within the NomCom operating procedures.

Timeline 6

6. All other recommendations

Recommendation 5

A professional recruiting consultant should continue to be involved in the role of identifying potential Board candidates. The role of the recruiting consultant should be clarified and published.

#	Task
1	Enquire with ICANN staff and the current NomCom what the contractually defined role of the recruiting consultant(s) is and whether further steps are required.
2	Revisit the current timeline for BGC and others to provide the incoming NomCom with job descriptions and other relevant information for recruitment process.
3	Create an overview document that summarizes the consultant(s)' role (paying attention to the need for capacity outreach to underrepresented regions with similar proficiency)
4	Ensure that there is an ongoing outreach effort to under-represented regions within ICANN. This should be done in coordination with the marketing efforts, detailed in recommendation 13.
5	Draft a proposed role description for a professional recruiting consultant(s), based on input received and any additional NomCom RIWG's input.
6	Provide the document to ICANN Org and ask for feedback/concerns
7	Finalize proposed role description for a professional consultant(s) based on NomComRIWG consensus
8	Post role description on ICANN.org
9	NomComRIWG to establish metrics for the Standing Committee and/or ICANN.org to use to assess the consultants performance.
10	NomCom Standing Committee (see Recommendation #24) and/or ICANN.org to maintain and, if needed, update the role and responsibilities document of the recruiting company

Recommendation 6

NomCom standing committee (Rec #24) to maintain and, if needed, update the role and responsibilities document of the evaluation consultant role – and publish it where appropriate.

#	Task
1	NomComRIWG to decide what the process is of hiring an evaluation consultant and how it fits with the NomCom's annual selection cycle:
Note:	On an annual basis, each NomCom will determine whether the evaluation consultant will be relied on for their particular cycle.
1a.	Enquire with ICANN Org and the current NomCom what are the responsibilities of the evaluation consultant vis-à-vis the current job descriptions for the vacancies to be filled by the NomCom.
1b.	Create an overview document that summarizes the responses
2	Draft a proposed role description and Statement of Work for a professional evaluation consultant, based on input.
3	Ensure the written job descriptions described in Recommendation #15 are utilized.
4	Finalize proposed role description for a professional evaluation consultant based on NomComRIWG consensus.
5	NomCom standing committee (Rec #24) to maintain and, if needed, update the role and responsibilities document of the evaluation consultant role – and publish it where appropriate.

Recommendation 8

Maintain the current size of NomCom

#	Task
1	Maintain the current size of NomCom

Recommendation 9

All NomCom members should be fully participating and voting members, except for NomCom leadership.

#	Task
1	NomComRIWG to reach out to all bodies that are appointing NomCom members about planned Bylaws change, including rationale, as detailed in the Final Report
2	ICANN Board directs the initiation of Bylaws change, Section 8.2., to allocate the same voting and participation rights for all NomCom members, and oversees the process.
3	Bylaws change process takes place.
4	If Bylaws are changed, NomComRIWG with support from ICANN org, to review and update the NomCom Operating Procedures.
5	Subject to the outcome of the Bylaws change, NomCom RIWG to ensure that bodies appointing members to the NomCom are informed about all relevant changes to the NomCom members' participation rights.

Recommendation 10

Representation on the NomCom should be re-balanced immediately and then be reviewed every 5 years.

#	Task
1	NomComRIWG to propose definition of relevant terms included in the recommendation and identify the intended purpose of the recommendation – as detailed in the final report.
2	Assess what principles and other factors were used to determine the current NomCom's composition.
3	NomComRIWG, in consultation with the community, to propose what principles and other factors should apply to determine the optimum NomCom's composition, based on the current ICANN community.
4	Perform a gap analysis between the outcome of steps 2 and 3
5	NomComRIWG to examine the gap analysis and, in consultation with the ICANN Board, and the ICANN community, propose which principles should apply. Based on this, the NomComRIWG to propose, inter alia:
5a	Whether "rebalancing" in this context means to rebalance the seat allocations to all SO and ACs or whether the overall seats allocated to each SO and AC should remain constant and the SOs and ACs should, if desired, reallocate 'their' seats to ensure adequate representation of all their constituent groupings.
5b	Propose whether the GAC seat, even if unfilled, should remain allocated to the GAC or whether it should be 'absorbed' by another SO/AC.
5c	Propose if we envision a future where there might be more SO/ACs and whether this would have an impact on the proposed review period of five years
5d	Ensure that a re-balanced NomCom can continue working effectively in accordance with its mandate as detailed in the Bylaws.

Recommendation 10

Representation on the NomCom should be re-balanced immediately and then be reviewed every 5 years.

#	Task
6	Draft one or more rebalanced NomCom seat allocation scenarios and present this to the ICANN Board and the ICANN community for input via public comment and/or face-to-face interaction with the community during a public meeting, webinar, etc.
7	Taking into account the input, including a consideration of whether a potential Bylaws change may receive community and Board support, NomComRIWG to revise the rebalancing proposal and ask the Board to initiate Bylaws changes, if needed, or recommendation to the Board that no Bylaws change should occur.
8	If Bylaws changes are needed, and the ICANN Board is satisfied that the proposal will not impact on the effective conduct of the NomCom's selection work, the Board will direct the process to change the Bylaws.
9	Bylaw change is accepted and NomCom is rebalanced or Bylaw change is rejected, and status quo is maintained

Recommendation 11

The senior staff member supporting NomCom should be accountable to and report to the office of the CEO.

#	Task
1	Assess WS2 recommendation #7 for potential impact: https://www.icann.org/public-comments/ccwg-acct-ws2-final-2018-03-30-en
2	NomComRIWG to communicate with ICANN org about NomCom support reporting structure
3	NomComRIWG to assess what options there are, according to implemented WS2 Rec #7, for NomComRIWG to provide input into the reporting structure.
4	Further steps depend on outcome of task 3.

Recommendation 13

Publish a "Process Diagram" and codify key elements of the NomCom process. Each year, the NomCom should be required to highlight and explain process changes to the ICANN community in an open session.

#	Task
1	Consult with current/former NomCom members and ICANN org to document the NomCom's annual cycle; including (but not limited to) appointment of the leadership team, seating of the incoming members, communication with Board and other ICANN bodies about skill requirements for new appointees, recruitment outreach, interviews, selection, and announcement of incoming appointees.
2	Draft up a process diagram incorporating all relevant steps in the NomCom's lifecycle, ensuring the process includes: determination by the current NomCom if they are going to follow the previously codified process; if not, how they plan to / have already communicate(d) the change to the ICANN community.
3	Consult with current NomCom and NomCom staff to enquire about comprehensiveness of diagram, including whether to little or too much details are included in the draft.
4	Update/finalize diagram
5	Reach out to decide if additional visual improvements to the diagram are desired and whether ICANN org can provide needed services.

Recommendation 13

Publish a "Process Diagram" and codify key elements of the NomCom process. Each year, the NomCom should be required to highlight and explain process changes to the ICANN community in an open session.

#	Task
6	If a third-party vendor is required, NomComRIWG to enquire with ICANN org if current budget allows for the procurement of a third-party vendor; if it does not: NomComRIWG to coordinate a budget request for the next fiscal year via ICANN's annual budget cycle.
7	Publish where appropriate and publicize among the community.
8	Ensure that the diagram is periodically reviewed and updated, if required and that the community is duly updated about any those process updates.
9	Ensure that any deviation from the standard process by the NomCom is clearly communicated to the ICANN community

Recommendation 17

Maintain current diversity requirements for NomCom appointees.

#	Task
1	Invite bodies receiving NomCom appointees, as part of the implementation of recommendations 14 and 16 to include any relevant information on desired diversity in their annual communication/advice to the NomCom.

Recommendation 20

The evaluation consultant should undertake a preliminary screen of all Board candidates and provide blinded assessments to the NomCom to assist the NomCom with reducing the pool of candidates to the deep-dive shortlist.

#	Task
Note	Use of an evaluation consultant is determined by each NomCom. See Recommendation #6 (re: continued use of evaluation consultant).
1	Consult with current and past NomComs as well as ICANN org to determine what candidate attributes/data should be anonymized during the blind assessment (and when to reveal all data points), including steps to prevent:
1.a	losing access to candidate data prior to sharing with the NomCom
1.b	limiting the NomCom's choices of candidates
1.c	making the firm's recommendation for a short list binding on the NomCom
2	NomComRIWG to establish when in the NomCom cycle the short list should be produced to have maximum benefit for the NomCom.
3	If necessary, NomComRIWG to work with ICANN org to amend evaluation firm contract with the need to provide blind assessments and propose a deep-dive shortlist of the applicant pool (in accordance with 2 above), while preserving all application materials and making them available to the NomCom if so requested.
4	Establish a feedback mechanism to assess the effectiveness of the evaluation consultant providing a deep-dive shortlist to the NomCom and adjust the consultant's remit for the following year, if necessary (to be maintained by NomCom Standing Committee, see Recommendation #24).

Recommendation 21

The NomCom should use a standardized tool to evaluate and prioritize candidates, based on desired competencies and experience as determined annually. This tool will not replace qualitative assessments of candidates.

#	Task
1	Determine what process information, and other relevant data (including diversity requirements), needs to be captured in the tool by:
1.a	Consulting current and former NomCom members
1.b	Consulting those bodies that appoint members to the NomCom
1.c	Consulting with ICANN org
1.d	Consulting with other sources to determine industry best practices, possibly ICANN HR
2	Decide which additional tools should be part of the tool kit.
3	Outreach to current and former NomCom members to solicit input what the toolkit should contain.

Recommendation 21

The NomCom should use a standardized tool to evaluate and prioritize candidates, based on desired competencies and experience as determined annually. This tool will not replace qualitative assessments of candidates.

#	Task
4	Draft the tool kit components based on feedback and NomComRIWG input.
5	Ensure that the evaluation toolkit information is shared in a timely manner with the incoming NomCom and overall community.
6	Incoming NomCom should amend the standardized toolkit based on the updated/latest job descriptions for positions to be filled.
7	Ensure the Standing Committee is aware of the necessity to maintain and update the evaluation toolkit on an annual basis accordingly to input from the outgoing NomCom, as well as each year's specific job description.

Recommendation 22

The NomCom should provide consistent interview questions and an interviewer evaluation form for the candidates interviewed during the deep-dive phase and the final face-to-face interviews.

#	Task
1	Communicate with NomCom to capture and review what questions and evaluation tools are typically used by the NomCom during the deep-dive and final interview phases.
2	Establish which questions and tools should be included in the 'interview question library' used by every NomCom, (with the library included in the toolkit) by consulting:
2a.	Current and former NomCom members
2b.	Current and former NomCom appointees
2c.	NomCom supporting staff (HR)
2d.	External firm(s)
2e.	Bodies receiving NomCom appointees

Recommendation 22

The NomCom should provide consistent interview questions and an interviewer evaluation form for the candidates interviewed during the deep-dive phase and the final face-to-face interviews.

#	Task
3	Once finalized, integrate these questions into an interviewer evaluation form and incorporate into the evaluation toolkit (see Recommendation #21).
4	Deep-dive team assignments should consider additional factors beyond simply time zone availability, such as, e.g., potential conflicts and different cultures.
5	Each new NomCom can generate its own questions as well as pull from the 'library' to conduct a 'semi-structured' interview.
6	Instruct Standing Committee to capture the actual questions asked, scrubbing them of all identifying personal data, used at all stages, as well as seek feedback from each NomCom to assess usefulness of questions and update evaluation tool kit if and when needed.

Recommendation 23

The NomCom should publish additional data on the candidate pool and the recruiting source of candidates.

#	Task
1	Work with ICANN org to establish what data about the candidate pool has been published over the past five years.
2	Work with ICANN org to determine what non-confidential, non-identifiable data has not been made public and why.
3	Consult with the wider ICANN community what additional non-confidential, non-identifiable data points should be collected and published.
4	Reach consensus within NomComRIWG on what additional data, if any, should be published going forward and capture this consensus in the toolkit.
5	Coordinate with ICANN org to assure the additional data is captured and published.
6	Instruct Standing Committee to oversee the continuous publication of data, as defined, and to ensure analytics/trend analysis is conducted to decide if adjustments should be made (and if so what kind) for future NomComs.

Recommendation 24

An empowered body of current and former NomCom members should be formed to ensure greater continuity across NomCom's, and in particular, to recommend and assist in implementing improvements to NomCom operations.

#	Task
Note:	There are a number of recommendations that require the establishment of this empowered body [hereafter: Standing Committee], therefore the NomComRIWG will put in place an interim Standing Committee
1	NomComRIWG to discuss proposals for the structure and charter of this Standing Committee:
1a.	Nature: Cross-community group, Empowered NomCom Standing Committee, Working group
1b.	Composition: SO/AC appointed members, NomCom members… Large vs. Small group
2	NomComRIWG to propose the scope of this new body, including:
2a.	Advisory/community feedback role, identify which processes are part of its remit, including but not limited to those listed in this detailed implementation plan.
2b.	Avoid duplication of the NomCom's work (e.g. body will not participate in any way in the annual recruitment, evaluation or selection of candidates).
2c.	Role of the NomCom leadership team vis-à-vis the Standing Committee.
2d.	Protecting the NomCom from undue influence from the Standing Committee.
2e.	Clarification on how the Standing Committee interplays with regular organizational review cycles.
2f.	Ensuring that the definition of the Standing Committee does not negatively impact other improvements identified through the NomCom review process.

Recommendation 24

An empowered body of current and former NomCom members should be formed to ensure greater continuity across NomCom's, and in particular, to recommend and assist in implementing improvements to NomCom operations.

#	Task
3	Propose how communication between the body and the NomCom will be conducted, how it will be captured and how it will adhere to ICANN's transparency and accountability standards.
4	Propose a membership size of the body, including its possible composition.
5	Propose performance metrics for the Standing Committee, and how to review them annually.
6	ICANN Board, or a chosen delegate, to lead community conversation on all governance-related proposals put forward by the NomComRIWG.
7	The Board, or its delegate, to work with the NomComRIWG and in consultation with the ICANN community to finalize a proposal on the governance structure of the Standing Committee, including protecting the NomCom from undue influence from the Standing Committee, clarification on how the Standing Committee interplays with regular organizational review cycles, and ensure that the definition of the Standing Committee does not negatively impact other improvements identified through the NomCom review process (see also 2 above).
8	Following public comment, and based on feedback, ICANN Board, or its delegate, to finalize the governance structure.
9	ICANN org, in cooperation with NomComRIWG and ICANN community, to discuss what level of staff support and/or other support may be necessary to help the body perform its duties.

Recommendation 24

An empowered body of current and former NomCom members should be formed to ensure greater continuity across NomCom's, and in particular, to recommend and assist in implementing improvements to NomCom operations.

#	Task
9	ICANN org, in cooperation with NomComRIWG and ICANN community, to discuss what level of staff support and/or other support may be necessary to help the body perform its duties.
10	ICANN Board, or its delegate, to work with NomComRIWG to put the new body into place, i.e. Bylaw change, including additional public comment.
11	ICANN Board will direct any Bylaws changes.
12	NomComRIWG to work with ICANN Board and ICANN org to initiate any budgetary requests needed for the operating of the body.

Recommendation 27

Provide clarity on desire for and definition of "independent directors". Upon clarification of desire and definition, determine the number of specific seats for "independent directors".

#	Task
Note	The NomComRIWG notes that term 'independent' in the final report is used in the context of 'no prior involvement in ICANN processes'. Therefore, to avoid confusion, the question that the NomComRIWG will ask during the implementation of this recommendation will be: 'should the NomCom be empowered to seat directors that, in addition to being independent, are also 'ICANN unaffiliates? If so, how many?
1	Define 'ICANN unaffiliates', based on the findings of the Final Report, and whether a different term should be used.
2	NomComRIWG to engage with the ICANN community, ICANN Board, and ICANN org, to obtain feedback on the definition of 'ICANN unaffiliates', and the questions of whether being an 'ICANN unaffiliates' should be an additional requirement for some of the NomCom-appointed Board seats, and, if so, how many.
3	NomComRIWG to develop a proposal for this recommendation regarding the need (or not) of NomCom-appointed Board directors who are 'ICANN unaffiliates'.
4	Review the proposal and ensure that it aligns with all relevant laws and IRS's regulatory standards applicable to the selection of ICANN's Board directors.

Recommendation 27

Provide clarity on desire for and definition of "independent directors". Upon clarification of desire and definition, determine the number of specific seats for "independent directors".

#	Task
5	Subject to positive feedback from the Board that the definition aligns with all relevant legal requirements, NomComRIWG to propose how to incorporate its proposal into the NomCom's selection process.
6	Publish its proposal on NomCom-appointed Board directors who are 'ICANN unaffiliates' for public comment.
7	Based on feedback from the public comment, NomComRIWG to update its proposal for the definition of, need for, and number of NomCom-appointed Board directors who are 'ICANN unaffiliates' and, if deemed necessary, propose a Bylaws change, or changes to the NomCom operating procedures, or determine another way to codify the proposal.
8	If changes to the Bylaws are required, these will be directed by the ICANN Board.
9	If the Bylaws change is successful, the Standing Committee should ensure the NomCom produces appropriate documentation that shows how the new requirement is followed.
10	Based on the outcome of the implementation, determine if additional steps or safeguards need to be taken to ensure a desirable number of NomCom-appointed Board directors who are 'ICANN unaffiliates' serve on the Board at any given time.