ICANN Expected Standards of Behavior

- **Webpage: https://www.icann.org/resources/pages/expected-standards-2016-06-28-en**

- **PDF: here**

ICANN Community Anti-Harassment Policy

- **Webpage: https://www.icann.org/news/blog/community-anti-harassment-policy**

NomComRIWG

Meeting #61

19 November 2020 | 13:00-14:00 UTC

Agenda

1. Roll Call + SOI Updates
2. Review of input from ICANN org legal department on Bylaws amendments
3. Update on Action Items: Rec. 11, 12
4. ATRT3 Final report and references to the NomCom Review
5. Recommendations: Identify deliverables (content and process), and transition from the working group to the Standing Committee (if time allows)
6. A.O.B.
7. Next Meetings

Roll Call + SOI Updates

Agenda Item #1

Agenda

2. Review of input from ICANN org legal department on Bylaws amendments
3. Update on Action Items: Rec. 11, 12
4. ATRT3 Final report and references to the NomCom Review
5. Recommendations: Identify deliverables (content and process), and transition from the working group to the Standing Committee (if time allows)
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Review of input from ICANN org legal department on Bylaws amendments

Agenda Item #2

Review of input from ICANN org legal department

Section 8.1 DESCRIPTION

Notwithstanding Section 7, the Nominating Committee shall ensure the nomination of unaffiliated Board Members. For the purpose of this section reapplying NomCom Board appointees shall be deemed to be unaffiliated.

Comment
- We are not clear on the meaning/purpose of this reference. Can the RIWG clarify?
- Suggest that this provision is more appropriate for inclusion in the "ineligible for selection" (Section 8.8) below. Recommend removal of this language in favor of the draft language below.

Section 8.2 COMPOSITION

Comment
- for ease of construction, reordered and removed duplicative text.

Section 8.3. TERMS

a) *The term for each voting delegate shall be a two-year term. No individual may serve as a delegate for more than two terms. In addition, no individual may serve in consecutive terms, regardless of the entity selecting them to the Nominating Committee. An individual will only be eligible to serve a second term as a delegate on the Nominating committee if a minimum of two-years has elapsed between the end of their first term and the beginning of the term for which they are being selected.*

Rationale for change:

1. Match the singular tense of "each voting delegate".

2. Once we establish that the term is two years, recommend that we do not need to re-state that as it causes confusion in the remainder of the text.

3. Clarifies that no consecutive service is allowed.

See next slide

Review of input from ICANN org legal department

4. **QUESTION FOR RIWG**:

The last sentence added here requires two years between terms, in an attempt to clarify that a person can be appointed to a new term so long as two years will have passed between leaving and returning.

- Does this match the RIWG's intentions? Alternatively, would the RIWG like to have a rule that two years will have passed before an individual is eligible to be considered for appointment (so more than two years might elapse in practice?).

Review of input from ICANN org legal department

(b) The regular term of each voting delegate shall begin at the conclusion of an ICANN annual meeting and shall end at the conclusion of the ICANN annual meeting *in two years, subject to the Transition Article xx.,* *subject to the details in the approved Nominating Committee Standard Operating Procedures.*

Comment

* Necessary to effectuate two year terms. Suggest reference to a transition article wherein we identify the 1/2 terms and clarify impact on term limits for the transition. We can then remove the transition article at an appropriate time in the future. The Transition Article would place into Bylaw language the information presented on the table, and we can produce that for the RIWG's review upon request. It would be part of Article 27 of the Bylaws.

* Concur on removing "*subject to the details in the approved Nominating Committee Standard Operating Procedures*".

Review of input from ICANN org legal department

(e) Vacancies in the positions of delegate, shall be filled by the entity entitled to select the delegate, subject to the details in the approved Nominating Committee Standard Operating Procedures. If a delegate is selected to fill a vacancy and less than eight months have elapsed in that term, the delegate will be considered to have served a full term for the purposes of Section 8.3(a). If more than eight months have elapsed in the term at the time of the delegate is selected to fill a vacancy, such service will not be considered a full term pursuant to Section 8.3(a).

Comment
- Clarifying impact of vacancy appointment on term calculation.
- (e) divided between (e) and (f)

Review of input from ICANN org legal department

(f) For any vacancy in the position of Chair, the Board shall appoint a replacement. For any term that the Chair-Elect position is vacant pursuant to Section 8.3(d), or until any other vacancy in the position of Chair-Elect can be filled, a non-voting advisor to the Chair may be appointed by the Board from among persons with prior service on the Board or a Nominating Committee, including the immediately previous Chair of the Nominating Committee. A vacancy in the position of Associate Chair may be filled by the Chair in accordance with the criteria established by Section 8.2(i).

Comment

- Separating out treatment of Chair for ease of reading

Review of input from ICANN org legal department

Section 8.8. INELIGIBILITY FOR SELECTION BY NOMINATING COMMITTEE

(a) No person who serves on the Nominating Committee in any capacity shall be eligible for nomination by any means to any position on the Board or any other ICANN body having one or more membership positions that the Nominating Committee 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 Nominating Committee.

(b) In carrying out its responsibilities to nominate Directors to fill Seats 1 through 8 of the ICANN Board, those individuals who do not meet the definition of "unaffiliated" as set forth in the Nominating Committee Standard Operating Procedures shall be ineligible for selection by the Nominating Committee for those Seats. Service on the ICANN Board shall not render any candidate ineligible pursuant to this Section 8.8(b).

Review of input from ICANN org legal department

Comment

The documentation suggests that there is an intention to confirm that just serving on the Board will not render a reapplying Board member ineligible. We propose this language to make this item clearer. The specific Bylaws language presented by the RIWG, however, suggests something different. "For the purpose of this section reapplying NomCom Board appointees shall be deemed to be unaffiliated" - which can be read to suggest that no matter how their circumstances changed over the past years of service, they would still be deemed unaffiliated. If that was intended, this would seem to create inconsistency with the recommendations.

Separately, we note that there is still pending a conversation with the community as to whether the "unaffiliated" status should be required across all NomCom appointees. If there is a possibility that the number of appointees impacted will be anything less than all, this section will need to be rewritten, as we could not leave that detail to an Ops Procedure document, as it would create inconsistency with the Bylaws.

Review of input from ICANN org legal department

<u>Update on the Introductory Note</u>

- For transparency purposes, NomComRIWG is invited to continue highlighting, in any document publicly available, any updates or modifications to the implementation steps listed in the detailed implementation plan.

- Standing Committee Charter is currently being reviewed and input will be shared soon.

Update on Action Items: Rec. 11, 12

Agenda Item #3

Update on Action Items: Rec. 11, 12

Follow-up on action items identified on Plenary call #60

Rec. 11: The senior staff member supporting NomCom should be accountable to and report to the office of the CEO.
- Find out who are the appropriate parties that the NomCom should contact or address your communication to, to schedule a meeting.

Rec. 12: NomCom leadership should have input on the NomCom budget and staffing resources.
- Ask information from ICANN finance department what the budget planning process is for the NomCom

ICANN org CEO, Göran Marby, or his designees would be appropriate for both of the topics.

1. NomComRIWG to prepare questions and share them ahead of the meeting
2. ICANN org to confirm speakers
3. NomComRIWG to determine if they would like to schedule two separate calls to discuss each item separately or schedule one call to discuss both items at the same time
4. ICANN org to Identify potential meeting(s) date

ATRT3 Final report and references to the NomCom Review

Agenda Item #4

ATRT3 Final report and references to the NomCom Review

- ICANN Board is expected to take action on ATRT3 recommendations on 1 December.

- ATRT3 recommends that the Board and ICANN org:
  - Suspend any further RDS and SSR Reviews until the next ATRT.
  - Allow one additional CCT Review following the next round of new gTLDs.
  - Continue with ATRT Reviews with a modified schedule and scope
  - Evolve the content of the Organizational Reviews into continuous improvement programs in each SO/AC and Nominating Committee (NC).
  - Add a Holistic Review, as a special Specific Review, which will look at all SO/AC/NC and their relations.

Recommendations: Identify deliverables (content and process), and transition from the working group to the Standing Committee (if time allows)

Agenda Item #5

Implementation Transition

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

#	Description	Status ✓ |ıl| ✗	*(Estimated)* Completion Date
7	NomComRIWG, with support from ICANN org, to draft proposed job description(s) for NomCom members, based on input received and NomComRIWG's discussion	✓	Q2-2020
8	NomComRIWG to provide the draft document to the bodies that appoint members to the NomCom and ask for feedback.	✗	*Q4-2020*
9	Finalize job description(s) based on NomComRIWG consensus.	✗	*Q1-2021*
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.	✗	*Q1-2021*
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.	✗	*TBD*

Implementation Transition

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..

#	Description	Status ✓ |ᴵ| ✗	(Estimated) Completion Date
2	Work with current/former NomCom and ICANN org to identify content requirements for the training course, as well as logistical dependencies.	✓	Q2-2019
3	Make a FY21 budget request for possible pilot program.	✗	*Q3-2020*
4	Determine what metrics should be applied to determine success of training program.	✗	*Q3-2020*
5	Based on steps 1-4, NomComRIWG to:	✗	*Q4-2020*
5.a	Work with ICANN org to identify suitable vendors	✗	*Q4-2020*

Implementation Transition

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..

#	Description	Status ✓ |⁓| ✗	*(Estimated)* Completion Date
5.b	Work with current/former NomCom members and ICANN org to agree on final course logistics and course content	✗	*Q1-2021*
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	✗	*Q1-2021*
6	Make budget request as part of ICANN's budget cycle.	✗	*Q1-2021*
7	Once budget is secured, work with ICANN org to contract vendor, and determine when training for future NomComs can start/take place.	✗	*Q2-2021*
NEW 8	NomCom Standing Committee to periodically, when it's appropriate, refresh the NomCom training.	✗	*TBD*

Implementation Transition

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.

#	Description	Status ✓ |▪| ✗	(Estimated) Completion Date
2	Work with current/former NomCom and ICANN org to identify content requirements for the training course, as well as logistical dependencies.	✓	Q2-2019
3	Make a FY21 budget request for a possible pilot program.	✗	Q3-2020
4	Determine what metrics should be applied to determine success of a training program.	✗	Q3-2020
5	Based on steps 1-4, NomComRIWG to:	✗	Q4-2020
5a)	Work with ICANN org to identify suitable vendors	✗	Q4-2020
5b)	Work with current/former NomCom members and ICANN org to agree on final course logistics and course content	✗	Q1-2021

Implementation Transition

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

#	Description	Status ✓ |᠁| ✗	(Estimated) Completion Date
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.	✓	Q2-2019
3	Determine what metrics should be applied to determine success of training program.	✗	Q3-2020
4	Based on steps 1-3, NomComRIWG to:	✗	Q4-2020
4.a	Work with ICANN org to identify suitable vendors	✗	Q4-2020
4.b	Work with current/former NomCom members and ICANN org to agree on final course logistics and course content	✗	Q4-2020
4.c	Work with ICANN org to determine what budgetary requirements for the course are necessary, and, if required, initiate a budget request.	✗	Q1-2021
5	Once budget is secured, work with ICANN org to contract vendor, and determine when training for future NomCom's leadership can start/take place.	✗	Q2-2021

Implementation Transition

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.

#	Description	Status ✓ |ᵈ| ✗	(Estimated) Completion Date
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.	✓	Q4-2019
2	Revisit the current timeline for BGC and others to provide the incoming NomCom with job descriptions and other relevant information for recruitment process.	✗	Q4-2020
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)	✗	Q1-2021
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.	✗	Q2-2021
5	Draft a proposed role description for a professional recruiting consultant(s), based on input received and any additional NomComRIWG's input.	✗	Q3-2021

Implementation Transition

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.

#	Description	Status ✓ |ılıl| ✗	*(Estimated)* Completion Date
6	Provide the document to ICANN Org and ask for feedback/concerns	✗	*Q3-2021*
7	Finalize proposed role description for a professional consultant(s) based on NomComRIWG consensus	✗	*Q3-2021*
8	Post role description on ICANN.org	✗	*Q4-2021*
9	NomComRIWG to establish metrics for the Standing Committee and/or ICANN.org to use to assess the consultants performance.	✗	*TBD*
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	✗	*TBD*

Implementation Transition

Rec. 6: A professional evaluation consultant should continue to be involved in the evaluation process for Board candidates. The role of the evaluation consultant should be clarified and published.

#	Description	Status ✓ |⁘| ✕	*(Estimated)* **Completion Date**
1	NomComRIWG to decide what the process is of hiring an evaluation consultant and how it fits with the NomCom's annual selection cycle:	✕	*Q3-2020*
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.	✓	Q4-2019
1b.	Create an overview document that summarizes the responses	✕	*Q4-2020*
2	Draft a proposed role description and Statement of Work for a professional evaluation consultant, based on input.	✕	*Q1-2021*
3	Ensure the written job descriptions described in Recommendation #15 are utilized.	✕	*Q1-2022*

Implementation Transition

Rec. 6: A professional evaluation consultant should continue to be involved in the evaluation process for Board candidates. The role of the evaluation consultant should be clarified and published.

#	Description	Status ✓ |◌| ✗	*(Estimated)* Completion Date
4	Finalize proposed role description for a professional evaluation consultant based on NomComRIWG consensus.	✗	*Q2-2021*
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.	✗	*TBD*

Implementation Transition

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

#	Description	Status ✓ |▪| ✗	(Estimated) Completion Date
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 NomComRIWGon finalized proposed language. NomCom RIWG to transmit proposed language to OEC for review and its recommendation to the Board to initiate Bylaws change	▪	Q4-2020
4	ICANN Board directs initiation of Bylaws change and oversees the process	✗	Q1-2020
5	Bylaws change process takes place	✗	Q1-2021 – Q4-2021
6	Subject to the outcome of the Bylaws change, NomCom RIWG to inform bodies appointing members to the NomCom about new term conditions going forward.	✗	Q4-2021
7	Review and update NomCom Operating Procedures.	✗	Q1-2022

Implementation Transition

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

#	Description	Status ✓ |ᵖ| ✗	(Estimated) Completion Date
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	✓	Q4-2019
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.	ᵖ	Q3-2020
3	Bylaws change process takes place.	✗	Q4-2020
4	If Bylaws are changed, NomComRIWG with support from ICANN org, to review and update the NomCom Operating Procedures.	✗	Q1-2021
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.	✗	Q1-2021

Implementation Transition

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

#	Description	Status ✓ |▪| ✗	*(Estimated) Completion Date*
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.	✓	Q1-2020
2	Assess what principles and other factors were used to determine the current NomCom's composition.	✓	Q2-2020
3	Consider Recommendation 8, and assess whether SOs/ACs seats need to be redistributed	✓	*Q2-2020*
4	Draft one or more rebalanced NomCom seat allocation scenarios and present this to the impacted SOs/ACs. Inform ICANN Board and the ICANN community during a public meeting, webinar, etc. This is where we decided to split the recommendation into two phases: •Phase 1: Remove the GNSO hard coding from the ICANN Bylaws •Phase 2: Conduct rebalancing exercise	▪	*Q2-2020 | Q3-2020*
5	NomcomRIWG to ask the Board to initiate Bylaws changes	✗	*Q3-2020*

Implementation Transition

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

#	Description	Status ✓ |ⁱ| ✗	(Estimated) Completion Date
6	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.	✗	*Q4-2020*
7	Bylaw change is accepted. The OEC decides who and how to conduct phase 2 of this recommendation. Options include: •The NomComRIWG •The NomCom Standing Committee •A GNSO working group •A new cross-constituency working group	✗	*Q1-2021 | Q2-2021*

Implementation Transition

Rec. 11: The senior staff member supporting NomCom should be accountable to and report to the office of the CEO.

#	Description	Status ✓ |᛫᛫| ✗	(Estimated) Completion Date
1	Assess WS2 recommendation #7 for potential impact: https://www.icann.org/public-comments/ccwg-acct-ws2-final-2018-03-30-en	✗	Q4-2021
2	NomComRIWG to communicate with ICANN org about NomCom support reporting structure	✗	Q4-2021
3	NomComRIWG to assess what options there are, according to implemented WS2 Rec #7, for NomComRIWG to provide input into the reporting structure.	✗	Q1-2022
4	Further steps depend on the outcome of task 3.	✗	Q1-2022

Implementation Transition

Rec. 12: NomCom leadership should have input on the NomCom budget and staffing resources.

#	Description	Status ✓ |᠁| ✗	(Estimated) Completion Date
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.	✗	*Q1-2021*
2	NomComRIWG to discuss with ICANN org and current NomCom leadership the feasibility of identified process.	✗	*Q1-2021*
3	NomComRIWG to coordinate with NomCom staff and NomCom leadership to assure leadership has the support needed to provide meaningful input.	✗	*Q1-2021*
4	NomComRIWG to devise any applicable metrics.	✗	*Q1-2021*
5	Review and Update NomCom Operating Procedures to reflect budget input of NomCom leadership.	✗	*Q1-2021*
6	Identify the role of the Standing Committee to assist with this recommendation, once implemented.	✗	*TBD*

Implementation Transition

Rec. 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.

#	Description	Status ✓ |ᵈ| ✗	(Estimated) Completion Date
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.	ᵈ	*Q4-2020*
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.	ᵈ	*Q2-2021*
3	Consult with current NomCom and NomCom staff to enquire about the comprehensiveness of diagram, including whether too little or too much details are included in the draft.	✗	*Q2-2021*
4	Update/finalize diagram	✗	*Q3-2021*

Implementation Transition

Rec. 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.

#	Description	Status ✓ |ᵈ| ✗	(Estimated) Completion Date
5	Reach out to decide if additional visual improvements to the diagram are desired and whether ICANN org can provide needed services.	✗	*Q3-2021*
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.	✗	*Q4-2021*
7	Publish where appropriate and publicize among the community.	✗	*Q4-2021*
8	Ensure that the diagram is periodically reviewed and updated, if required and that the community is duly updated about any those process updates.	✗	*Q1-2022*
9	Ensure that any deviation from the standard process by the NomCom is clearly communicated to the ICANN community	✗	*Q2-2022*

Implementation Transition

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

#	Description	Status ✓ |⁙| ✗	*(Estimated)* Completion Date
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.	✓	Q4-2019
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.	⁙	*Q4-2020*
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).	⁙	*Q2-2021*
5	If applicable, updates should be made to the NomCom's operating procedures.	✗	*Q4-2021*

Implementation Transition

Rec. 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.

#	Description	Status ✓ |᠁| ✗	(Estimated) Completion Date
1	Await and collect the finalized job descriptions as per Rec 14.	✗	*Q3-2021*
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.	✗	*Q4-2021*
3	NomCom with support of ICANN org to update the NomCom Operating Procedure Manual with this new process	✗	*Q1-2022*
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	✗	*TBD*

Implementation Transition

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.

#	Description	Status ✓ |⋅⋅| ✕	*(Estimated)* **Completion Date**
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.	✓	Q4-2019
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.	⋅⋅	*Q4-2020*
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).	⋅⋅	*Q2-2021*
5	If applicable, updates should be made to the NomCom's operating procedures.	✕	*Q4-2021*

Implementation Transition

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

#	Description	Status ✓ |⚬| ✕	(Estimated) Completion Date
1	Gain an overview of the current candidate communications of the NomCom by enquiring with current/former NomCom members and NomCom Staff.	✓	Q1-2020
2	Talk to previous NomCom appointees to understand how they perceived the communication process.	✕	Q1-2021
3	Propose a communication schedule including timing of communications with both successful and unsuccessful candidates.	✕	Q2-2021
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.	✕	Q2-2021
5	Finalize communication process; this should include annual surveys of all NomCom applicants.	✕	Q3-2021
6	Update NomCom's workflow (recommendation 13).	✕	Q4-2021

Implementation Transition

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

#	Description	Status ✓ |⸙| ✕	*(Estimated)* **Completion Date**
7	Publish communication schedule and timelines for candidate communications.	✕	Q4-2021
8	Ensure the Standing Committee reviews the annual applicant survey results and makes any changes as needed for the following year.	✕	TBD

Implementation Transition

Rec. 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.

#	Description	Status ✓ |ıll| ✗	*(Estimated)* Completion Date
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.	✓	Q4-2019
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.	✗	*Q4-2020*
3	This marketing effort should also help educate potential outside candidates about ICANN.	✗	*Q3-2020*
4	NomCom to conduct annual measurements related to the quality of the applicant pool.	✗	*Q2-2021*
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.	✗	*Q3-2021*

Implementation Transition

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.

#	Description	Status ✓ |⊷| ✗	(Estimated) Completion Date
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:	✓	Q4-2019
1.a	losing access to candidate data prior to sharing with the NomCom	✓	Q4-2019
1.b	limiting the NomCom's choices of candidates	✓	Q4-2019
1.c	making the firm's recommendation for a short list binding on the NomCom	✓	Q4-2019
2	NomComRIWG to establish when in the NomCom cycle the short list should be produced to have maximum benefit for the NomCom.	✗	*Q1-2021*
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.	✗	*Q2-2021*

Implementation Transition

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.

#	Description	Status ✓ |ᴬ| ✗	*(Estimated)* **Completion Date**
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).	✗	*Q2-2021*

Implementation Transition

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.

#	Description	Status ✓ |ᵘ| ✗	(Estimated) Completion Date
1	Determine what process information, and other relevant data (including diversity requirements), needs to be captured in the tool by:	✓	Q4-2019
1.a	Consulting current and former NomCom members	✓	Q4-2019
1.b	Consulting those bodies that appoint members to the NomCom	✓	Q4-2019
1.c	Consulting with ICANN org	✓	Q4-2019
1.d	Consulting with other sources to determine industry best practices, possibly ICANN HR	✓	Q4-2019
2	Decide which additional tools should be part of the tool kit.	✗	*Q1-2021*
3	Outreach to current and former NomCom members to solicit input what the toolkit should contain.	✗	*Q1-2021*
4	Draft the tool kit components based on feedback and NomComRIWG input.	✗	*Q2-2021*

Implementation Transition

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.

#	Description	Status ✓ |᎐| ✗	(Estimated) Completion Date
5	Ensure that the evaluation toolkit information is shared in a timely manner with the incoming NomCom and overall community.	✗	*Q3-2021*
6	Incoming NomCom should amend the standardized toolkit based on the updated/latest job descriptions for positions to be filled.	✗	*Q4-2021*
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.	✗	*TBD*

Implementation Transition

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.

#	Description	Status ✓ |⋯| ✗	*(Estimated)* Completion Date
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.	✓	Q4-2019
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:	✗	*Q4-2020*
2a.	Current and former NomCom members	✓	Q4-2020
2b.	Current and former NomCom appointees	✓	Q4-2020
2c.	NomCom supporting staff (HR)	✓	Q4-2019
2d.	External firm(s)	✗	*Q4-2020*
2e.	Bodies receiving NomCom appointees	✓	Q4-2019
3	Once finalized, integrate these questions into an interviewer evaluation form and incorporate into the evaluation toolkit (see Recommendation #21).	✗	*Q1-2021*

Implementation Transition

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.

#	Description	Status ✓ |⌕| ✕	*(Estimated)* **Completion Date**
4	Deep-dive team assignments should consider additional factors beyond simply time zone availability, such as, e.g., potential conflicts and different cultures.	✕	*Q1-2021*
5	Each new NomCom can generate its own questions as well as pull from the 'library' to conduct a 'semi-structured' interview.	✕	*Q2-2021*
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.	✕	*TBD*

Implementation Transition

Rec. 23: The NomCom should publish additional data on the candidate pool and the recruiting source of candidates.

#	Description	Status ✓ |⚫| ✗	(Estimated) Completion Date
1	Work with ICANN org to establish what data about the candidate pool has been published over the past five years.	✓	Q4-2019
2	Work with ICANN org to determine what non-confidential, non-identifiable data has not been made public and why.	✓	Q4-2019
3	Consult with the wider ICANN community what additional non-confidential, non-identifiable data points should be collected and published.	✗	*Q1-2021*
4	Reach consensus within NomComRIWG on what additional data, if any, should be published going forward and capture this consensus in the toolkit.	✗	*Q1-2021*
5	Coordinate with ICANN org to assure the additional data is captured and published.	✗	*Q1-2021*
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.	✗	*TBD*

Implementation Transition

Rec. 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.

#	Description	Status ✓ |⁖| ✗	(Estimated) Completion Date
1	NomComRIWG to discuss proposals for the structure and charter of this Standing Committee:	✓	Q2-2020
1a.	**Nature**: Cross-community group, Empowered NomCom Standing Committee, Working group	✓	Q2-2020
1b.	**Composition**: SO/AC appointed members, NomCom members… Large vs. Small group	✓	Q2-2020
2	NomComRIWG to propose the scope of this new body, including:	⁖	*Q3-2020*
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.	⁖	*Q4-2020*
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).	⁖	*Q4-2020*
2c.	Role of the NomCom leadership team vis-à-vis the Standing Committee.	⁖	*Q4-2020*
2d.	Protecting the NomCom from undue influence from the Standing Committee.	⁖	*Q4-2020*
2e.	Clarification on how the Standing Committee interplays with regular organizational review cycles.	⁖	*Q4-2020*

Implementation Transition

Rec. 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.

#	Description	Status ✓ |⊡| ✗	(Estimated) Completion Date
2f.	Ensuring that the definition of the Standing Committee does not negatively impact other improvements identified through the NomCom review process.	⊡	*Q4-2020*
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.	⊡	*Q4-2020*
4	Propose a membership size of the body, including its possible composition.	⊡	*Q4-2020*
5	Propose performance metrics for the Standing Committee, and how to review them annually.	✗	*Q4-2020*
6	ICANN Board, or a chosen delegate, to lead community conversation on all governance-related proposals put forward by the NomComRIWG.	✗	*Q4-2020*
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).	✗	*Q3-2020*

Implementation Transition

Rec. 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.

#	Description	Status ✓ |⠂| ✗	(Estimated) Completion Date
8	Following public comment, and based on feedback, ICANN Board, or its delegate, to finalize the governance structure.	✗	*Q4-2020*
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.	✗	*Q4-2020*
10	ICANN Board, or its delegate, to work with NomComRIWG to put the new body into place, i.e. Bylaw change and approval of the Standing Committee Charter, including additional public comment.	✗	*Q4-2020*
11	ICANN Board will direct any Bylaws changes, and public discussion on the Standing Comittee Charter.	✗	*Q1-2021*
12	NomComRIWG to work with ICANN Board and ICANN org to initiate any budgetary requests needed for the operating of the body.	✗	*Q1-2021*

Implementation Transition

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

#	Description	Status ✓ |⸳⸳| ✕	(Estimated) Completion Date
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.	✓	Q4-2019
2	Propose additional/improved performance and needs assessment of receiving bodies, if needed, as it relates to identification of needs from NomCom appointees.	✕	Q1-2021
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.	✕	Q1-2021
4	Agree with the receiving bodies how assessment and improved selection will be incorporated into the annual selection process, if appropriate/necessary.	✕	Q2-2021
5	Incorporate this assessment into the relevant job descriptions developed annually by the NomCom.	✕	Q2-2021
6	Determine how to facilitate the receiving bodies performing the assessments.	✕	Q3-2021

Implementation Transition

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

#	Description	Status ✓ |⸱⸱| ✕	*(Estimated)* Completion Date
7	Ensure that interdependency with other, relevant recommendations is taken into account.	✕	Q4-2021
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.	✕	*TBD*

Implementation Transition

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

#	Description	Status ✓ |᠁| ✕	*(Estimated)* Completion Date
1	Reach out to ICANN org to discuss what would be involved in developing a leadership development function for unsuccessful NomCom applicants.	✓	Q4-2019
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.	✕	*Q1-2021*
3	Discuss with current/former NomCom members and ICANN org how to identify unsuccessful applicants that would benefit from leadership development.	✕	*Q1-2021*
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.	✕	*Q3-2021*
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.	✕	*Q4-2021*
6	Launch development function if deemed feasible and potential for harnessing new volunteer talent is sufficiently high.	✕	*Q1-2022*

ICANN

Implementation Transition

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

#	Description	Status ✓ |⠶| ✗	*(Estimated) Completion Date*
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.	✗	*Q1-2022*

Implementation Transition

Rec. 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".

#	Description	Status ✓ |⸳ᵈ| ✕	(Estimated) Completion Date
1	Define 'ICANN unaffiliates', based on the findings of the Final Report, and whether a different term should be used.	✓	Q2-2020
2	Review Bylaws and NomCom Operating Procedures and identify potential changes for this recommendation.	✓	Q3-2020
3	Submit the Updated Bylaws to the OEC for review.	✕	Q4-2020
4	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 just some of the NomCom-appointed Board seats or for all of them.	⸳ᵈ	Q1-2021

Implementation Transition

Rec. 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".

#	Description	Status ✓ |⸳⸳| ✗	(Estimated) Completion Date
5	NomComRIWG to develop a proposal for this recommendation regarding the need (or not) of NomCom-appointed Board directors who are 'ICANN unaffiliates'.	✗	*Q3-2020*
6	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.	✗	*Q3-2020*
7	ICANN Board directs the initiation of Bylaws change, Section 8.1. and oversees the process.	✗	*Q1-2021*
8	Bylaws change process takes place.	✗	*Q1-2021 – Q4-2021*
9	If Bylaws are changed, NomComRIWG with support from ICANN org, to review and update the NomCom Operating Procedures with definition and requirement.	✗	*Q2-2021*

Any Other Business

Agenda Item #6

Next Meeting

Agenda Item #7

Next Meetings

- **03 December 19:00 UTC**

- **10 December 13:00 UTC**

- **17 December 19:00 UTC**

Thank you!

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