

NomComRIWG Plenary Call Report

Plenary Call #74

Thursday, 8 April 2021 – 19:00 UTC

Review Team Members Tom Barrett, Cheryl Langdon-Orr, Dave Kissondoyal, Nadira Al Araj, Raymond Mamattah, Vanda Scartezini	ICANN Org Jean-Baptiste Deroulez, Yvette Guigneaux, Pamela Smith, Larisa Gurnick, Kristy Buckley, Betsy Andrews, Teresa Elias
Apologies Leah Symekher	

These high-level notes are designed to help NomComRIWG members navigate through the content of the call. They are not meant to be a substitute for the recording or transcript, which are posted on the wiki [here](#).

The NomComRIWG Review Team undertook the following during this session:

1. Welcome, roll call, SOI updates - See attendance record above. No SOI updates provided.

2. Webinar Debriefing - NomComRIWG was satisfied with how the webinar went, and agreed temperature questions should be used again in the future. NomComRIWG members were informed OEC members attended the webinar and will follow up on the progress report and webinar soon.

Tom inquired about the OEC feedback, if it would include responses from ICANN Legal as well, or would that come separately re: the charter and bylaw changes? Larisa responded that administrative logistics are being worked out now and that the other items would follow at a later time.

3. Rec. 13: Process map

1. [Process map](#) of NomCom Annual Cycle was approved, and WG decided not to develop and use multiple process maps to describe each process of the NomCom (appointing bodies, receiving bodies etc...)
 - a. Only the developed [baseline process map](#) will be used for this recommendation, multiple process maps are no longer needed. Baseline process map will be updated later on in the implementation process, to reflect the outcome of some recommendations.

- b. Tom noted this is a great baseline process map, fairly high level as to be easily understood.
- c. Tom did inquire if this satisfies Rec. 13 requirements? Larisa pointed out this is a useful starting point for this process - it will be updated as we go based on implementation and changes as they arise.
- d. Cheryl noted that both the recommendation and the process map would become living documents, that would be updated and modified as we go and into the future.
- e. Tom referenced that these process map items are in the operating procedures but was inquiring as to the other elements not on the process map but that contribute to the NomCom, are those items reflected in the operating procedures? If not, what do we wish to add?
- f. Teresa noted that keeping the items separate would be recommended, as combining the procedure documents into the process maps would make things unreadable and confusing.
- g. Tom inquired about multiple process maps, if that would be beneficial. Cheryl noted it is a vital tool appropriately formatted, however it is not the only tool available to us.
- h. Teresa noted multiple process maps could easily get confusing and way too massive. Vanda agreed, and did not believe we need more than what has already been stated here. Too confusing and overwhelming that it may not get read and may cause people to not want to join the NomCom. It is clear as is.
- i. It was suggested that the Standing Committee write down in a separate document (than operating procedures) the business processes - for that specific task - not to be used for general information.
- j. Hyperlinks - Jia will try updating the process map with hyperlinks to the relevant sections of the NomCom Operating procedures
- k. Tom inquired should there be a place in the operating procedures that talks about the NomCom processes with their external consultants?
 - i. Cheryl responded to Tom that the leadership of NomCom should be involved but that the rank and file member may not be interested in those details and just wishes to do their job. She went onto the note the differences between the business processes and the operational processes. There should be consistency and that each focuses on their work and what they need to do. They have overall knowledge currently,

3. Rec. 13: Process map (cont.)

thru flowcharts that exist at higher levels. However for the business process - its the same as setting a standard for a procurement to be made. Then someone in procurement assures the standard is met. Nothing more.

Action Item: NomCom Support Staff to try updating the [process map](#) with hyperlinks to the relevant sections of the NomCom Operating procedures

4. Rec. 1: Job Description. Working group agreed with NomCom Support Staff suggested approach:

1. **This year | Current Bylaws:** Modify the [draft NomCom job description](#) to [reflect the current Bylaws](#) - NomCom Operations Team to distribute and be able to implement this recommendation this year.
2. **Going forward | Revised Bylaws:** Revise the NomCom job description when the Bylaws have been revised - NomCom Operations Team to implement going forward

Action Item: NomCom Support Staff to distribute [updated job description](#) reflecting current Bylaws to the appointing bodies

Additional Notes:

- Tom requested more details (including business processes) be put into the operating standards, outcome is that this would be a recommendation for the standing committee to do that in a separate document.
- Tom inquired about the NomCom Assessment Subcommittee Assessment Tool could be shared. This is to be confirmed by Teresa/Jia.

[Decisions reached/Action items](#), and [Requests](#) Wiki pages have been updated accordingly.

5. Rec. 21: Candidate assessment

- Request - Schedule a discussion with HR to find out if they could suggest some assessment tools - the NomComAssessment Subcommittee developed an assessment tool to score the candidates on required competencies. Tom noted this would be helpful for building institutional memory for next year's NomCom to have access and improve on.

6. Rec. 24: Annual Reports

- Request - confirm whether publishing NomCom annual reports is a standard practice and when was the last annual report published? Report published at the discretion of the NomCom Chair and not the Bylaws.

7. **Rec. 19 & 23: Request on “recruiting source of candidates, and the marketing plan”**
 - Request - obtain statistics on conversion from viewing job description to application, this would be useful feedback on the success of processes undertaken and how recruitment is done. Currently two types of campaigns - organic and paid. Improvements to applicant surveys are envisioned. ICANN Staff working on clarifying details. Will go over the rest of this topic at the next meeting.

8. **Rec. 23: WS2 - key diversity categories** - to be covered at the next meeting.

9. **A.O.B.** – none

10. **Next Meetings – Thursday, 4/15/21**

Consensus reached on decisions/action items: Yes