

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 #74



8 April 2021 | 19:00-20:00 UTC

Agenda

- 1. Roll Call + SOI Updates**
- 2. PrepWeek Webinar Debriefing**
- 3. Rec. 13: Process Diagram**
- 4. Rec. 1: Job Description Status**
- 5. Rec. 21: Candidate assessment**
- 6. Rec. 24: Annual Reports**
- 7. Rec. 19 & 23 : Request on “recruiting source of candidates, and the marketing plan”**
- 8. Rec. 23: WS2 - key diversity categories**
- 9. A.O.B. & Next Meeting**

Roll Call + SOI Updates

Agenda Item #1

Agenda

2. **PrepWeek Webinar Debriefing**
3. **Rec. 13: Process Diagram**
4. **Rec. 1: Job Description Status**
5. **Rec. 21: Candidate assessment**
6. **Rec. 24: Annual Reports**
7. **Rec. 19 & 23 : Request on “recruiting source of candidates, and the marketing plan”**
8. **Rec. 23: WS2 - key diversity categories**
9. **A.O.B. & Next Meeting**

PrepWeek Webinar Debriefing

Agenda Item #2

PrepWeek Webinar Debriefing

Dedicated wiki page: [LINK](#)

- 77 attendees (including 7 NomComRIWG members, 29 ICANN org members)
- Any suggested improvements for future webinars?
- Feedback on temperature questions

Rec. 13: Process Diagram

Agenda Item #3

Rec. 13: Process Diagram

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.

- Per meeting #69 action item, latest version of the NomCom Lucid chart was shared with NomCom support staff for review and adding any milestones that they believe are missing (if any).

Rec. 13: Process Diagram

● Suggested Edits

NOTE: The steps listed on diagram are considered vital steps and they describe the current NomCom Annual process. This process map is not reflective of potential process changes resulting from the NomComRIWG implementation.

- Updated "Job descriptions" to "Call for Job Descriptions from Selecting Bodies"
- Added "Unconscious bias / Interview Training and Governance Training"
- Added "Deep dive candidates" in May
- Added "Due diligence" in May – June
- Moved "Inform successful candidates" to June/July as candidates are informed after the final selection meeting
- Moved "Announce final selection" to August-September. The announcement needs to be made two months before the AGM.
- Moved "Candidate Survey" to August-September
- Removed "New leadership meets with Standing Committee and Staff", "Reporting and debrief with Standing Committee."

Recommendations

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 ✓ 🟡 ❌	(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.	🟡	Q1-2021
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.	🟡	Q2-2021
3	Consult with current NomCom and NomCom staff to enquire about the comprehensiveness of diagram, including whether too little or too many details are included in the draft.	❌	Q2-2021
4	Update/finalize diagram	❌	Q3-2021

+ 5 more steps...

Rec. 1: Job Description Status

Agenda Item #4

Rec. 1: Job Description Status

NomCom Operations Staff needs to send a request to the SO/ACs to select a NomCom delegate for the 2022 NomCom.

● Suggestion to launch the job description in two phases:

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.

Suggested updates to latest Job Description draft: [GDOC](#)

Rec. 1

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

#	Description	Status ✓ 📊 ❑	(Estimated) Completion Date
7	NomComRIWG, with support from ICANN org, to draft proposed <u>job description</u> (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.	❑	Q1-2021
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

Rec. 21: Candidate assessment

Agenda Item #5

Rec. 21: Candidate Assessment

Request: Schedule a discussion with HR to find out if they could suggest some assessment tools

- To Note: As of 2020 (after the final report was published), NomCom Assessment Subcommittee developed an Assessment tool to score the candidates on the required competencies to fulfill the open leadership positions.

Recommendations

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
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.	🟠	Q1-2021
5	Ensure that the evaluation toolkit information is shared in a timely manner with the incoming NomCom and overall community.	🟠	Q2-2021

+ 2 more steps...

Rec. 24: Request on Annual Reports

Agenda Item #6

Rec. 24: Request on Annual Reports

Request: Confirm 1) whether publishing NomCom annual reports is a standard practice, and 2) when was the last annual report to be published?

NomCom Annual Report is published at the discretion of the NomCom Chair, and is not mandated by the Bylaws. However, it could be included in the Operating Procedures as best practices.

2017

- NomCom duplicated and published the final report from 2016
- At the 2017 AGM the NomCom hosted a public session where the Chair gave a verbal annual report.

After 2017

It has become the practice that the current NomCom hosts a public session at the ICANN AGM and the Chair provides a final report.

Rec. 19 & 23 : Request on “recruiting source of candidates, and the marketing plan”

Agenda Item #7

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: 1) organic, 2) paid
- Improvements to applicant surveys are envisioned.

Recommendations

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 ✓ 🟡 🟠	(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.	🟠	Q1-2021
3	This marketing effort should also help educate potential outside candidates about ICANN.	🟠	Q1-2021
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

Recommendations

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

Rec. 23 : Key diversity categories

Agenda Item #8

Recommendation 23

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

email from Tom on 15 February:

“One topic this past week had to do with what additional metrics we should be collecting about candidates for nomcom openings. It was suggested that we refer to the Work Stream 2 report for the list of categories.

See simple graphic (p. 48 – next slide) from the diversity section of WS2 report that suggests some metrics NomComRIWG could be collecting for the NomCom.

Some excerpts of the report:

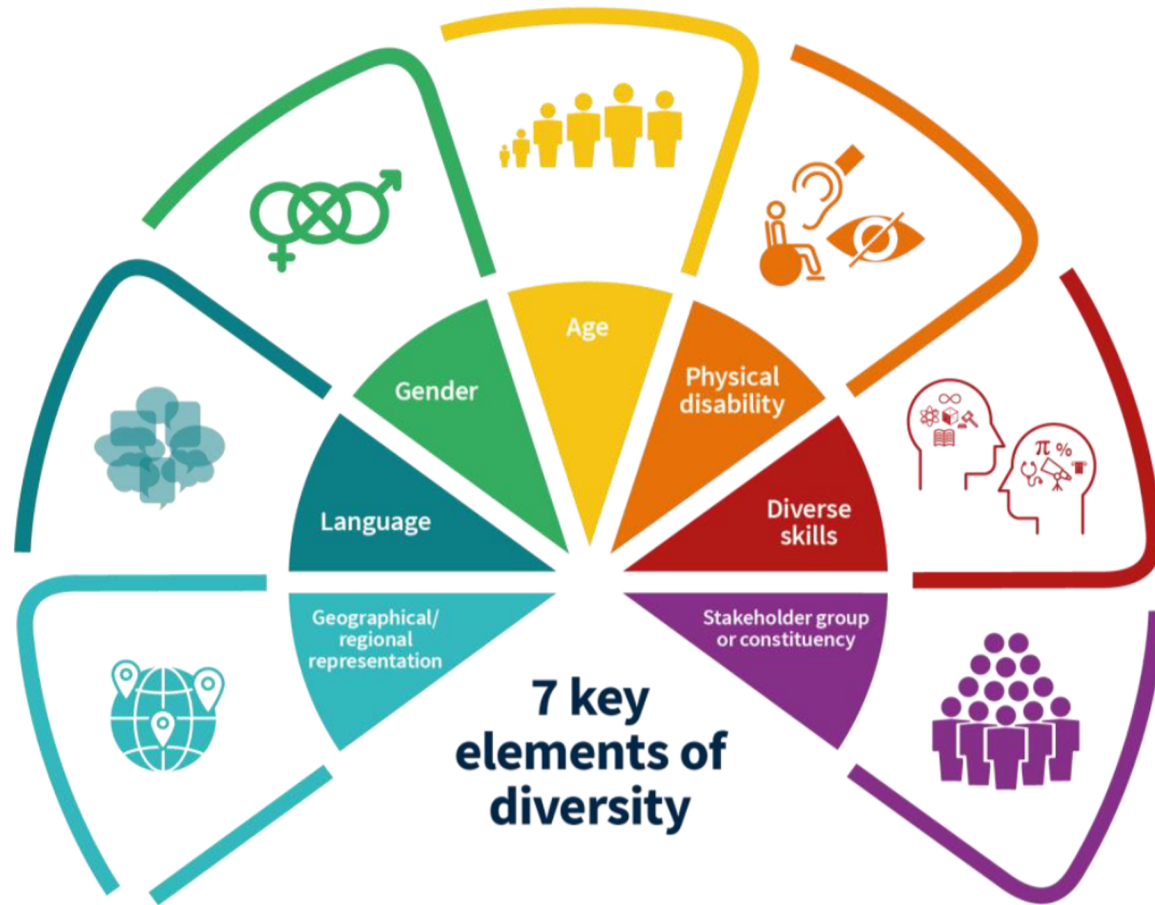
Geographic/Regional Representation: This is currently being applied to the selection of ICANN Board Members appointed through the NomCom. The data shared by AFNIC and Dalila Rahmouni indicated the need for the statistics to be based on both a regional analysis and country-by-country analysis. The geographic diversity being considered is in three forms:

1. The region in which one lives.
2. The region in which one was born.
3. The region with which one identifies culturally.

This data could be collected using the best practices identified by the NomCom process, adding the granular approach suggested by AFNIC and Dalila Rahmouni.”

Recommendation 23

Recommendation 1: SO/AC/Groups should agree that the following seven key elements of diversity should be used as a common starting point for all diversity considerations within ICANN:|



Recommendation 23

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

A.O.B. & Next Meeting

Agenda Item #9

A.O.B. & Next Meeting

April 15 - @ 19:00 UTC

Thank you!



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Appendix

Overview of pending meeting/data requests

Overview of pending meeting/data requests

Request	Source	Date
Rec. 11: Schedule a meeting in January 2021 with the office of the CEO to receive feedback on how they would like to implement recommendation 11.	Plenary Meeting #63	10 December 2020
Rec. 12: Schedule a meeting to receive feedback from Finance department on their suggestion and mechanism for implementing this recommendation.	Plenary Meeting #63	10 December 2020
Rec. 24: Second version of draft Standing Committee Charter submitted for ICANN org Legal Department review.	Plenary Meeting #63	16 December 2020

Overview of pending meeting/data requests

Request	Source	Date
<p>Rec. 13: Request to conduct an interview with ICANN NomCom staff. To be thorough, let's follow a bottoms-up approach of identifying the interactions that NomCom staff have with the following:</p> <p>For the past 3 years, please describe your Interactions with the following departments and bodies:</p> <ol style="list-style-type: none">1. ICANN Legal2. ICANN Finance Department3. ICANN Travel Department4. ICANN Human Resources5. ICANN IT Department6. Any other ICANN Department or staff not included above7. with the ICANN Board (some overlap with the above)8. with SOs/ACs that appoint members to the NomCom9. with receiving bodies that receive appointees from the NomCom10. with external consultants (i.e. training, recruitment, evaluation)11. with NomCom Candidates12. with NomCom Leadership13. with NomCom rank-and-file	email	20 January 2021

Overview of pending meeting/data requests

Request	Source	Date
Rec. 21: Schedule a discussion with HR to find out if they could suggest some assessment tools	Plenary Meeting #67	21 January 2021
Rec. 13: Creation of an extensive document repository to help with the institutional memory of the NomCom	Plenary Meeting #67	21 January 2021
Rec. 13: Develop process maps for: <ul style="list-style-type: none"> ▪ ICANN staff tasks to support the NomCom ▪ Election of NomCom members ▪ Job Description and Appointment Process ▪ Interactions with consultants ▪ Interactions with candidates ▪ Interactions with appointing bodies ▪ Interactions with receiving bodies ▪ Setting up and delivering trainings to the NomCom ▪ Input on NomCom budget and staffing resources (includes. Standing Committee and NomCom leadership input) 	Plenary Meeting #67	21 January 2021
Rec. 25: Request to get a blank copy of the Board's self-assessment template	Plenary Meeting #68	28 January 2021
Rec. 16: Request to ask NomCom support staff if they are aware of any questions generated in the recent past by the NomCom to the Board regarding feedback on re-applying NomCom appointees	Plenary Meeting #68	28 January 2021

Overview of pending meeting/data requests

Request	Source	Date
Annual Reports: NomCom Support Staff to confirm whether publishing annual reports is a standard practice, and when was the last one to be submitted.	Plenary Meeting #69	28 January 2021
Rec. 24: Request to ICANN org to create a sandbox where NomComRIWG can start building a future parent page portal to link all NomComs across years and help institutional memory with a collection of links and documents classified by year, and where the standing committee work can be seen.	Plenary Meeting #69	28 January 2021
Rec. 13: Share latest version of the NomCom Lucid chart with NomCom support staff for review and to add any milestones that they believe are missing	Plenary Meeting #69	28 January 2021
Rec. 23: Confirm what diversity means out of Work Stream 2, reference the particular categories that were identified part of that work track and the metrics associated with the key diversity categories. We want to cross-reference to the definitive set of categories and not that those additional metrics should be measured against that established criteria.	Plenary Meeting #70	12 February 2021
Rec. 19, 23: 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.	Plenary Meeting #70	12 February 2021

Overview of pending meeting/data requests

Request	Source	Date
Operating Procedures: Staff to assemble a mapping of recommendations to relevant <u>Operating Procedures</u> .	Plenary Meeting #71	19 February 2021

Appendix

Review recommendations/tasks
assigned for Q1-2021

Recommendations

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

#	Description	Status ✓ 📊 ❑	(Estimated) Completion Date
7	NomComRIWG, with support from ICANN org, to draft proposed <u>job description</u> (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.	❑	Q1-2021
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

Recommendations

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
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.	🟡	Q1-2021
4	Determine what metrics should be applied to determine success of training program.	🛑	Q1-2021
5	Based on steps 1-4, NomComRIWG to:	🛑	Q1-2021
5.a	Work with ICANN org to identify suitable vendors	🛑	Q1-2021
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
8	NomCom Standing Committee to periodically, when it's appropriate, refresh the NomCom training.	🛑	TBD

Recommendations

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 possible pilot program.	🟡	Q1-2021
4	Determine what metrics should be applied to determine success of training program.	🛑	Q1-2021
5	Based on steps 1-4, NomComRIWG to:	🛑	Q1-2021
5.a	Work with ICANN org to identify suitable vendors	🛑	Q1-2021
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

+ 2 more steps...

Recommendations

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

#	Description	Status ✓ 🟡 ❌	(Estimated) Completion Date
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 address the issue identified by the independent examiner.	✓	Q4-2019
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.	❌	Q1-2021
4	Based on steps 1-3, NomComRIWG to:	❌	Q1-2021
4.a	Work with ICANN org to identify suitable vendors	❌	Q1-2021
4.b	Work with current/former NomCom members and ICANN org to agree on final course logistics and course content	❌	Q1-2021
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

Recommendations

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 ✓ 🚧 ❌	(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.	❌	Q1-2021
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

+ 6 more steps...

Recommendations

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:	🟠	Q1-2021
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	🟠	Q1-2021
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.	🟠	Q1-2021
4	Finalize proposed role description for a professional evaluation consultant based on NomComRIWG consensus.	🟠	Q2-2021

+ 1 more step...

Recommendations

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 NomComRIWG on finalized proposed language. NomComRIWG 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	🟠	Q1-2021
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.	🟠	Q1-2021
7	Review and update NomCom Operating Procedures.	🟠	Q1-2021

Recommendations

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

#	Description	Status ✓ 🟡 🟠	(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	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.	🟡	Q1-2021
3	Bylaws change process takes place.	🟠	Q1-2021 Q4-2021
4	If Bylaws are changed, NomComRIWG with support from ICANN org, to review and update the NomCom Operating Procedures.	🟠	Q4-2021
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.	🟠	Q4-2021

Recommendations

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

#	Description	Status ✓ 🟡 🟠	(Estimated) Completion Date
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 Q2-2021
5	NomcomRIWG to ask the Board to initiate Bylaws changes	🟠	Q1-2021
6	If 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.	🟠	Q1-2021
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

Recommendations

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	▒	Q1-2021
2	NomComRIWG to communicate with ICANN org about NomCom support reporting structure	▒	Q1-2021
3	NomComRIWG to assess what options there are, according to implemented WS2 Rec #7, for NomComRIWG to provide input into the reporting structure.	□	Q1-2021
4	Further steps depend on the outcome of task 3.	□	Q1-2021

Recommendations

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.	🟠	Q2-2021
4	NomComRIWG to devise any applicable metrics.	🟠	Q2-2021
5	Review and Update NomCom Operating Procedures to reflect budget input of NomCom leadership.	🟠	Q3-2021
6	Identify the role of the Standing Committee to assist with this recommendation, once implemented.	🟠	Q3-2021

Recommendations

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 ✓ 🟡 ❌	(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.	🟡	Q1-2021
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.	🟡	Q2-2021
3	Consult with current NomCom and NomCom staff to enquire about the comprehensiveness of diagram, including whether too little or too many details are included in the draft.	❌	Q2-2021
4	Update/finalize diagram	❌	Q3-2021

+ 5 more steps...

Recommendations

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.	🟡	Q1-2021
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.	🟠	Q2-2021

Recommendations

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.	🟡	Q1-2021
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.	🟠	Q1-2021
3	NomCom with support of ICANN org to update the NomCom Operating Procedure Manual with this new process	🟠	Q1-2021
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	🟠	Q1-2021

Recommendations

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.	🟡	Q1-2021
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

Recommendations

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.	🟠	Q1-2021
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

Recommendations

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 ✓ 🟡 🟠	(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.	🟠	Q1-2021
3	This marketing effort should also help educate potential outside candidates about ICANN.	🟠	Q1-2021
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

Recommendations

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
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.	🟠	Q1-2021
5	Ensure that the evaluation toolkit information is shared in a timely manner with the incoming NomCom and overall community.	🟠	Q2-2021

+ 2 more steps...

Recommendations

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:	❌	Q1-2021
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)	❌	Q1-2021
2e.	Bodies receiving NomCom appointees	✓	Q4-2019

Recommendations

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
3	Once finalized, integrate these questions into an interviewer evaluation form and incorporate into the evaluation toolkit (see Recommendation #21).	🟠	Q1-2021
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

Recommendations

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

Recommendations

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
5	NomComRIWG to propose performance metrics for the Standing Committee, and how to review them annually.	✓	Q3-2020
6	Board/OEC to submit for public comment Standing Committee Charter, including 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	🟠	Q1-2021
7	Based on public comments, NomComRIWG to finalize the governance structure.	🟠	Q1-2021
8	ICANN org, in cooperation with Interim Standing Committee and ICANN community, to discuss what level of staff support and/or other support may be necessary to help the body perform its duties.	🟠	Q4-2021

+ 2 more steps...

Recommendations

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

+ 4 more steps...

Recommendations

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

+ 3 more steps...

Recommendations

Rec. 27: Provide clarity on desire for and definition of “unaffiliated directors”. Upon clarification of desire and definition, determine the number of specific seats for “unaffiliated directors”.

#	Description	Status ✓ 🟡 🟠 ❑	(Estimated) Completion Date
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.	🟡	Q1-2021
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.	🟡	Q1-2021
5	NomComRIWG to develop a proposal for this recommendation regarding the need (or not) of NomCom-appointed Board directors who are ‘ICANN unaffiliates’.	❑	Q1-2021
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.	❑	Q1-2021
7	ICANN Board directs the initiation of Bylaws change, Section 8.1. and oversees the process.	❑	Q1-2021
8	Bylaws change process takes place.	❑	Q2-2021

+ 1 more step.. 62