

# Guideline: ccNSO Council Actions with Respect to Selection of ccNSO Appointed Members

Version: 1

Date of Review: July 2020

Date of adoption by the ccNSO Council: DD/MM/2019

## 1 Introduction

In most cases the number of seats on ccNSO working groups and committees is not limited. In those cases volunteers to those working groups are approved by the ccNSO Council. This guideline describes the process and responsibilities of the volunteers, candidates, appointed members, and ccNSO Council members regarding the selection and appointment of members (including liaisons and observers) to different groups, e.g. working groups, committees, review teams, cross-community working groups that have a limited number of seats in cases when no specific ccNSO guideline or other applicable procedure is available.

## 2 Purpose of the Guideline

The purpose of this guideline is to designate the groups to which list the ccNSO appoints members or liaisons (section B) and to describe the related general selection process, which includes the evaluation of the candidates, the way the votes are counted and candidates selected.

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If applicable, the Guideline lists all the details about specific roles and requirements for candidates.

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### A.1 Liaisons from/to other SO/ACs

#### General Information

According to the Bylaws Article 10 Sections 10.3.(b) (i) the Governmental Advisory Committee; (ii) the At-Large Advisory Committee; and (iii) each of the Regional Organizations may appoint a liaison to the ccNSO Council. Appointments of liaisons to the ccNSO Council is made as described in the internal procedure of the appointing Advisory Committee or Regional Organization. The appointing group may recall from office or replace its liaison at any time by providing written notice of the recall or replacement to the ICANN Secretary, with a notification copy to the Chair of the ccNSO Council.

According to Article 10 Section 10.3.(c), the ccNSO Council may agree with the Council of any other ICANN Supporting Organization (SO) to exchange observers. For the purpose of this Guideline, they will

be called liaisons. The liaisons shall not be members of or entitled to vote on the ccNSO Council, but otherwise shall be entitled to participate on equal footing with ccNSO Councillors. The ccNSO liaisons to other SO shall not be members of or entitled to vote on the Councils of the SO, but otherwise shall be entitled to participate on equal footing with members of the respective Councils.

## Responsibilities of ccNSO Appointed Liaisons

ccNSO appointed liaisons are expected to:

- participate diligently and actively on an ongoing and long term basis in the meetings and activities of the Supporting Organization or Advisory Committee (SO/AC) that they are appointed to,
- represent ccNSO values in these efforts, pursue specific direction from the ccNSO Council as and when given, and shall seek ccNSO Council advice as and when needed,
- communicate and advocate the positions of the ccNSO to the SO/AC,
- report to the ccNSO on current and upcoming activities of the SO/AC that may be of relevance to the ccNSO and broader ccTLD community,
- if feasible and considered relevant ask the ccNSO for advance guidance on matters that are going to be discussed by SO/AC,
- actively prepare and participate in bilateral meetings between the SO/AC and ccNSO Council,
- report to the ccNSO Council not less than monthly on the activities of the respective organization.

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## A 2. Members to Specific Review Teams

### General Information

The ccNSO may select members to the following Specific Reviews listed in the ICANN Bylaws:

- Accountability and Transparency Review (Section 4.6.b),
- Security, Stability, and Resiliency Review (Section 4.6.c),
- Competition, Consumer Trust and Consumer Choice Review (Section 4.6.d) and
- Registration Directory Service Review (Section 4.6.e).

### Specific Requirements

As the requirements for nominees will vary across the different reviews, nominees should meet any applicable criteria for service on a specific review team as these will be defined in the announcement to initiate a specific review.

By accepting their nomination potential ccNSO appointed members agree that if selected they shall disclose to ICANN and their applicable review team any conflicts of interest with a specific matter or issue under review in accordance with the most recent ICANN Board of Directors approved practices and Operating Standards. The applicable review team may exclude from the discussion of a specific complaint or issue any member deemed by the majority of review team members to have a conflict of interest. Further details on the conflict of interest practices are included in the Operating Standards. If a ccNSO appointed member to the Specific Review Team has a conflict of interest that may have an impact on the ccNSO or any ccTLD, the member has an obligation to inform the ccNSO Council about the conflict and potential impact. The ccNSO Council will decide if the member is allowed to continue on the Specific Review Team as a ccNSO nominee.

The ccNSO appointed members to Specific Review Teams will provide regular updates on their work to the ccNSO Council, and broader ccTLD community, and at a minimum at the ccNSO meeting days.

### Selection Criteria

Specific Review members will be selected on how well they meet the required set of skills and experience, if any, for each of the Specific Reviews caused by the ICANN Board of Directors. If four (4) or more candidates apply, each of the Councillors eligible to vote will compile a list of their preferred candidates up to a maximum of 7 candidates.

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## A 3 Members to the Customer Standing Committee

## A 4 Members to the Root Zone Evolution Review Committee

### General Information

ICANN has established a Root Zone Evaluation Review Committee ("RZERC") to review and provide input regarding proposed architectural and operational changes to the root zone and as determined necessary by the RZERC, propose architectural and operational changes to the root zone for consideration by the ICANN Board.

The RZERC will consider issues raised to the RZERC to identify any potential security, stability or resiliency risks to the architecture and operation of the root zone.

### Selection Criteria

The RZERC member will be selected based on how well they meet the following minimum set of skills and experience as included in the charter of the RZERC. This set may be updated from time to time, for example, to align it with future ICANN requests for appointment of representatives to the RZERC:

- Strong overall understanding of the Root Zone in order to review issues relating to the architecture and operational systems of the DNS Root Zone, provide recommendations to the ICANN Board to ensure the security, stability and resiliency of the root zone.
- Ability to coordinate and consult with the ccNSO and the ccTLD community to communicate issue under consideration and bring relevant expertise to the Committee
- Excellent communication skills in order to represent ccTLD interests and to keep the ccNSO and broader ccTLD community informed on progress.
- Able to work and communicate in written and spoken English.

Further a candidate:

- Should commit to actively participate in the activities of the RZERC on an on-going basis
- Should be employed or have active backing by a ccTLD manager and should demonstrate the support by the ccTLD manager in respect to the required time commitment to participate actively in the RZERC.

In addition candidates MUST provide statements of interest that identify potential conflict of interest in their service on the committee and MUST keep this statement of Interest up to date.

## **B General Information**

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### 2.1 Request for Appointments

The process starts whenever there is a need to appoint members/liasons/observers to a working group or committee, cross community working group, review team, SOAC Council or other body (hereinafter – Group) and the ccNSO Council decides to participate in the work of the Group.

<b>Group</b>	<b>Role</b>	<b>Initiator</b>
ccNSO Working groups and committees	Member	ccNSO Council
Cross-community working groups	As specified in the charter	ccNSO Council
Liaisons to other SO/ACs	Liaison/Observer	ccNSO Council
Customer Standing Committee	Member	
Root Zone Evolution Review Committee	Member	

Specific Reviews	Member	ICANN Board
IANA Function Review	Member	ICANN Board
Special IANA Function Review	Member	ICANN Board
Nominating Committee	Member	Nominating Committee

## 2.2 Terms of Appointments

<b>Group</b>	<b>Term</b>	<b>Term limits</b>	<b>Frequency of appointment</b>
ccNSO Working groups and committees	As specified in the Charter	As specified in the Charter	When the group is formed Upon request from the group
Cross-community working groups	As specified in the Charter	As specified in the Charter	When the group is formed In case of a vacancy
Liaisons to other SO/ACs	Two years	Maximum 3 terms	Every two years In case of a vacancy
Customer Standing Committee	Two years	Maximum 2 terms	Every year one seat In case of a vacancy
Root Zone Evolution Review Committee	Three years	Maximum 3 terms	In case of a vacancy
Specific Reviews	N/A	N/A	As specified in the Bylaws
IANA Function Review	N/A	N/A	Every five years
Special IANA Function Review	N/A	N/A	Under special circumstances
Nominating Committee	One year	Maximum 2 terms	Every year

## 2.3 Eligibility of Candidates

Any ccTLD representative, member and non-member of the ccNSO, unless specified otherwise, should be eligible.

## 2.4 Conflict of Interest

If for any reason the ccTLD representative

If a Councillor wishes to become a member of a Group, then this Councillor shall not be involved in the process due to a direct conflict of interest.

A Councillor may also declare a conflict of interest at any stage. Should this happen, the Councillor is excluded from the process.

### 3 Call for Volunteers

The ccNSO Secretariat will draft and send the call for volunteers within two business days following the instruction by the ccNSO Council. The call for volunteers will be sent to the ccTLD managers mailing list (ccNSO members and non-ccNSO members) unless specified otherwise. If deemed appropriate by the ccNSO Council, the Regional ccTLD Organisations will be invited to distribute the call and encouraged to actively approach non-ccNSO members in their Region.

The call shall include all relevant information, including possible requirements (Selection Criteria) and the closing date. The Selection Criteria might be divided into generic and specific criteria. Specific requirements and Selection Criteria are listed in Annex B. If deemed necessary, additional requirements may be added by the ccNSO Council to the call for volunteers.

The closing date shall not be earlier than two weeks after the call is issued unless the original request requires an earlier close in which the ccNSO Council will decide on the timeline to meet the deadline. Application closure will be at 23:59 UTC on the date of closure.

Any expressions of interest received after the closing date is not valid.

#### 3.1 Information Received from Candidates

The first business day (according to UTC) after the closure of the call for volunteers, the ccNSO Secretariat shares the details of the candidates with ccNSO Councillors.

The names of the candidates are published on the ccNSO website. By submitting their application, applicants agree to have their application publicly archived, and agree that their personal data is processed in accordance with the ICANN Privacy Policy (<https://www.icann.org/privacy/policy>), as well as agree to abide by the website Terms of Service (<https://www.icann.org/privacy/tos>).

### 4 Selection Process

If the ccNSO Council has to select and/or appoint a specific number of candidates, the ccNSO Council performs the selection in two steps:

Step 1. Evaluation of all the candidates according to generic requirements of the Selection Criteria by the ccNSO Council.

Step 2 (if applicable). Selection of members according to specific requirements of the Selection Criteria by the Chair and Vice-chairs of the ccNSO Council.

## 4.1 Evaluation of the Candidates

The Councillors eligible to vote review applications and select possible member(s) based on how well the candidate(s) meet the generic requirements as stated in the call for volunteers.

Each Councillor compiles a list of candidates in order of preference/score. If a candidate does not meet the criteria, the Councillor should not list that candidate at all.

The voting Councillors send their list of preferred candidates to the ccNSO Secretariat (email address [ccnsossecretariat@icann.org](mailto:ccnsossecretariat@icann.org), or other email address as agreed to by the ccNSO Council) within 7 calendar days or sooner (if required by the approved timeline) after receiving the list of candidates. Note that the Chair and Vice-Chairs of the ccNSO also receive the emails sent to the ccNSO Secretariat's email.

Based on the ranking of each Councillor, the Secretariat prepares the overall ranking of all candidates by assigning the highest number to the most preferred candidate, and lowest to the least preferred, and zero (0) to a candidate that is not included in the list. The highest number will be the same as the number of candidates, i.e. if  $n$  candidates apply, the candidate who is most preferred by a Councillor will be assigned  $n$ , the next preferred –  $n-1$ , etc. Individual rankings of all Councillors are counted together. The candidate(s) receiving the highest total of assigned numbers, is the most preferred overall candidate. If, after compiling the list, two or more of the candidates rank equally and as a result it is not possible to choose the member envisioned, there will be a run-off ranking between the equally ranked members, with a defined closing date determined by the Chair of the ccNSO Council.

The Secretariat will report the final ranking to the ccNSO Council one (1) business day after the deadline for submitting preferences.

## 4.2 Selection of Members According to Specific requirements

If there are additional requirements that need to be met (e.g. geographic or gender diversity), the Chair and Vice-chairs of the ccNSO select the member(s) taking into account the ranking of the Council as much as possible.

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## C Specific requirements selection process

### C 1 Specific Reviews additional Provisions

The first three (3) nominees as nominated through the procedure described in this Guideline, will be entitled to be selected as members to the relevant review team (Section 4.6. a (i) (A)), as long as they meet applicable criteria for service on the relevant team.

If any participating Supporting Organizations or Advisory Committees have not nominated at least three (3) prospective review team members, the Chairs of the Supporting Organizations and Advisory Committees shall be responsible for the determination of whether all 21 SO/AC member seats shall be filled and, if so, how the seats should be allocated from among those nominated. In the case one or more of those seats will be allocated to the ccNSO, the Chair of the ccNSO will suggest to the Chairs of other participating SO/ACs that ccNSO nominees should be selected in order of preference of the selection process. However, if the Chairs agree upon other criteria, they will take precedence over the order of preference.

**Deleted:** Within two business days after the closure of the selection process, the Secretariat will publish the results on the ccNSO website and inform the community (if applicable).¶

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The Chair of the ccNSO informs ICANN and other organisations about the ccNSO Council selection (if applicable).¶

#### **Removal of ccNSO Appointed Members¶**

Any selected and appointed member may be removed and replaced at any time by the ccNSO Council. The ccNSO Council notifies the member of reason(s) for deselection.

The ccNSO Council and the affected member discuss whether the ccNSO Council may publish the reason(s) for the action. In all cases, the ccNSO Council's decision will be final.¶

¶

The chair or co-chair(s) of the Group to which a member is appointed by the ccNSO Council may request the removal of a member selected and appointed by the ccNSO Council.¶

¶

In the event the co-chair(s) requests such a removal, the following consultation mechanism applies:¶

Any concerns regarding the behaviour or non-attendance of a ccNSO appointed Member should firstly be raised with the Member.¶

If the issue is not satisfactorily resolved, a formal complaint should be raised with the Chair of the ccNSO, who will attempt to mediate a resolution.¶

If that is not possible, or if the complaint is sufficiently serious in nature, the Chair of the ccNSO is empowered to temporarily restrict the participation of the Member with a view to resolve the issues. However, if in the view of the chair the continued participation of the Member would not be appropriate and/or would seriously disrupt the activities of the group, the Chair of the ccNSO shall raise the issue with the Vice-Chairs of the ccNSO Council or their designate(s), who will review the matter and then decide. The ccNSO Council, co-chair(s) of the group, and the appointed Member and other person(s) deemed relevant by the Chair shall be informed accordingly.¶

#### **Vacancy¶**

For purposes of this procedure, a vacancy shall be deemed to exist in the event of the death, resignation, or removal of a ccNSO Council appointed member. This vacancy shall be filled by the ccNSO Council using the selection procedure as described above. ¶

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A temporary replacement may be appointed by the ccNSO Council for the duration of the selection procedure and until the replacement has been appointed. The Chair of the ccNSO Council shall notify the group and other whom are deemed relevant of such a temporary replacement. Such [1]

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## D General Provisions

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### D 1 Reporting on the ccNSO Selection Process

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A temporary replacement may be appointed by the ccNSO Council for the duration of the selection procedure and until the replacement has been appointed. The Chair of the ccNSO Council shall notify the

group and other whom are deemed relevant of such a temporary replacement. Such notification should include the expected date of appointment of the replacement to fill the vacancy.

## D 4 ccNSO Internal Guideline

This Guideline is an internal operating procedure of the ccNSO per Article 10 section 3.11 and Article 10, section 4.2 of the ICANN Bylaws.

## D 5 Effectiveness and Review of the Guideline

The Guideline will be published as part of the rules and guidelines of the ccNSO after adoption by the ccNSO Council.

The Guideline will be reviewed every 2 years at the time of review of the annual Work plan, or adjusted when considered necessary.

This Guideline and subsequent versions become effective, 7 days after publication of the (amended version) of the Guideline on the the ccNSO website. To be published it must be adopted by the ccNSO Council.

Before publishing the updated Guideline, the Secretariat will adjust the version number and insert the date the Guideline was reviewed and adopted by the ccNSO Council

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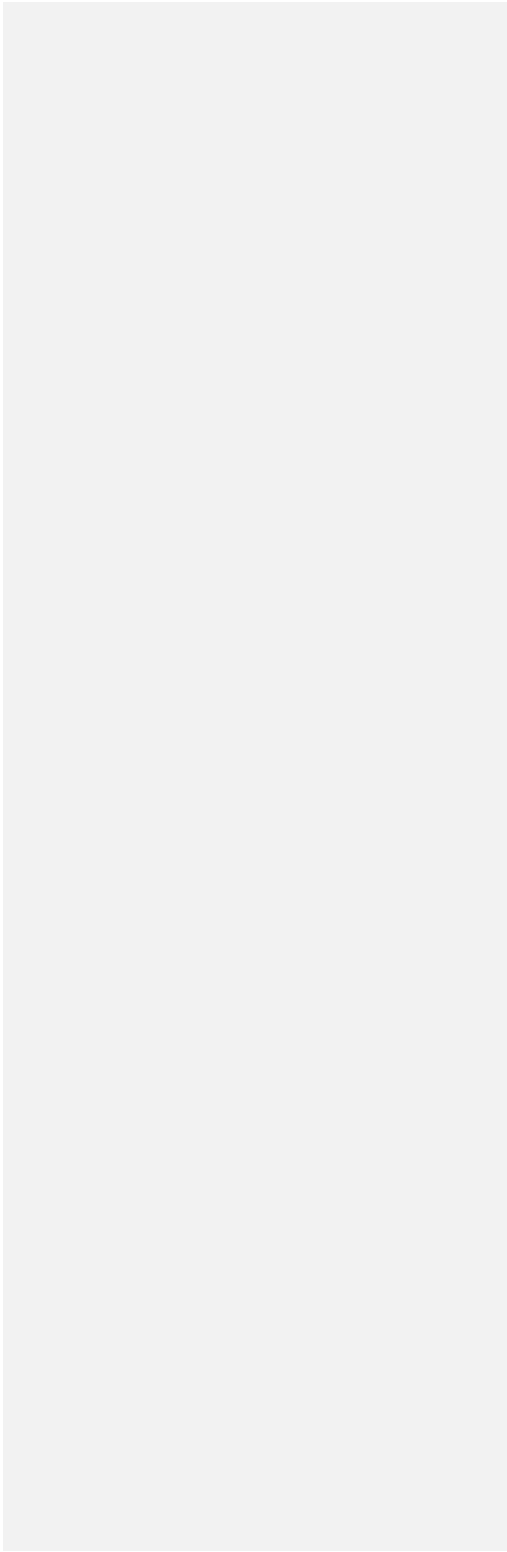
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**Annex A**

**Example of a Call for Volunteers**



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**Specific Requirements and Selection Criteria**

**B.1 Liaisons from/to other SO/ACs**  
General Information

According to the Bylaws Article 10 Sections 10.3.(b) (i) the Governmental Advisory Committee; (ii) the At-Large Advisory Committee; and (iii) each of the Regional Organizations may appoint a liaison to the ccNSO Council. Appointments of liaisons to the ccNSO Council is made as described in the internal procedure of the appointing Advisory Committee or Regional Organization. The appointing group may recall from office or replace its liaison at any time by providing written notice of the recall or replacement to the ICANN Secretary, with a notification copy to the Chair of the ccNSO Council.

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Responsibilities of ccNSO Appointed Liaisons  
ccNSO appointed liaisons are expected to:  
participate diligently and actively on an ongoing and long term basis in the meetings and activities of the Supporting Organization or Advisory Committee (SO/AC) that they are appointed to,  
represent ccNSO values in these efforts, pursue specific direction from the ccNSO Council as and when given, and shall seek ccNSO Council advice as and when needed,  
communicate and advocate the positions of the ccNSO to the SO/AC,  
report to the ccNSO on current and upcoming activities of the SO/AC that may be of relevance to the ccNSO and broader ccTLD community, ... [2]

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# Annex **B**

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## Examples of Expression of Interest

### Customer Standing Committee

### Root Zone Evolution Review Committee

#### Expression of Interest For Root Zone Evaluation Review Committee (“RZERC”)

The ccNSO is seeking volunteers from the ccTLD community who might wish to be the ccTLD representative on the Root Zone Evaluation Review Committee (“RZERC”). Candidates for this role are requested to fill in this Expression of Interest and submit it to the ccNSO Secretariat (ccNSOsecretariat@icann.org) by <insert date as approved by the ccNSO Council>.

During the period in which the call for Expression of Interest is open persons considering submitting such an expression may email questions to the ccNSO Secretariat seeking clarification or elaboration of the expression of interest process or desired qualifications for service on the RZERC. All such questions and answers shall be immediately made public on a dedicated wiki and/or ccNSO website to ensure that all persons considering to apply shall have similar access to relevant information. Potential applicants are encouraged to submit any such questions as early as possible.

Your Full Name:

ccTLD:

Geographic region:

#### I. Skill set and experience

Candidates are expected to have/be:

Requirement	Please indicate how you meet the requirements
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Strong overall understanding of the Root Zone in order to review issues relating to the architecture and operational systems of the DNS Root Zone, provide recommendations to the ICANN Board to ensure the security, stability and resiliency of the root zone	
Ability to coordinate and consult with the ccNSO and the ccTLD community to communicate issue under consideration and bring relevant expertise to the Committee.	
Excellent communication skills in order to represent ccTLD interests and to keep the ccNSO and broader ccTLD community informed on progress.	
Able to work and communicate in written and spoken English	
Commits to actively participate in the activities of the RZERC on an on-going basis	
Employed or have active backing by a ccTLD manager	

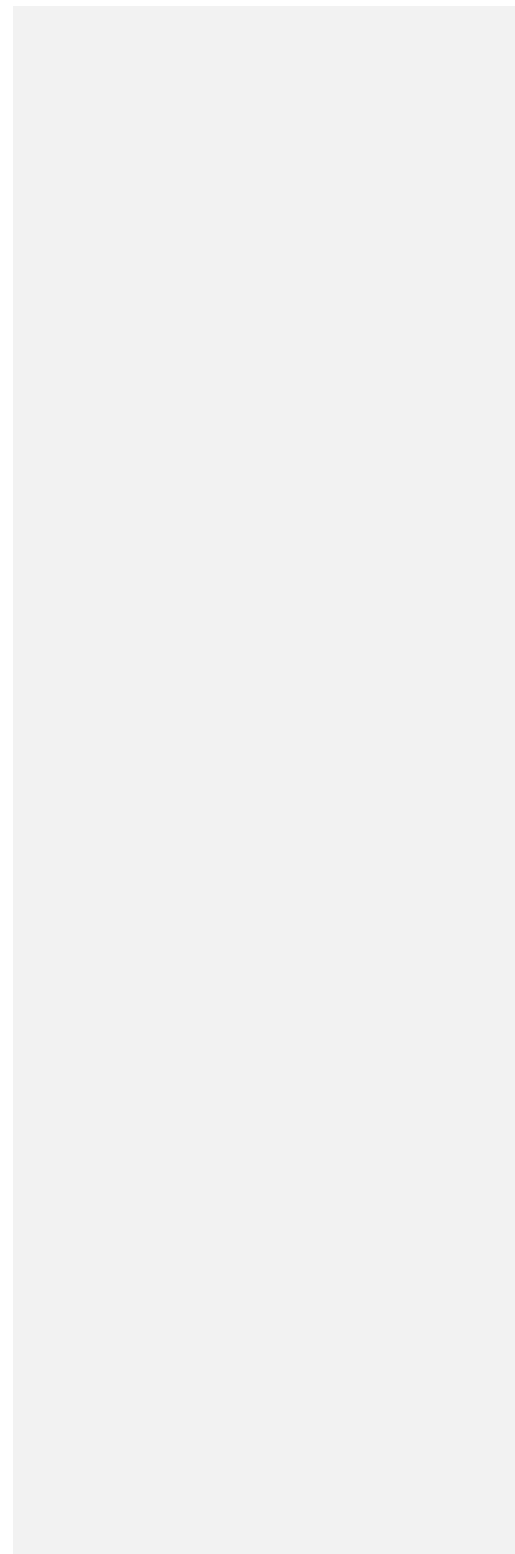
Please specify any other skill set or experience that you believe would be relevant to RZERC's work.

## II. Interest

Please explain your interest in becoming involved as a member in the RZERC.

## III. Understanding of Purpose of RZERC

Please state your understanding of the purpose of the RZERC.



**IV. Time Commitment**

To be completed

For more information see <link>.

Please indicate whether you understand the time commitment required to participate in the RZERC.

I understand the time commitment required to participate in the RZERC and can commit to this role.

Please provide any additional information or comment regarding your availability.

**V. Conflict of interest**

Members of the RZERC will be required to disclose any conflicts of interest with a specific complaint or issue under review by the RZERC.

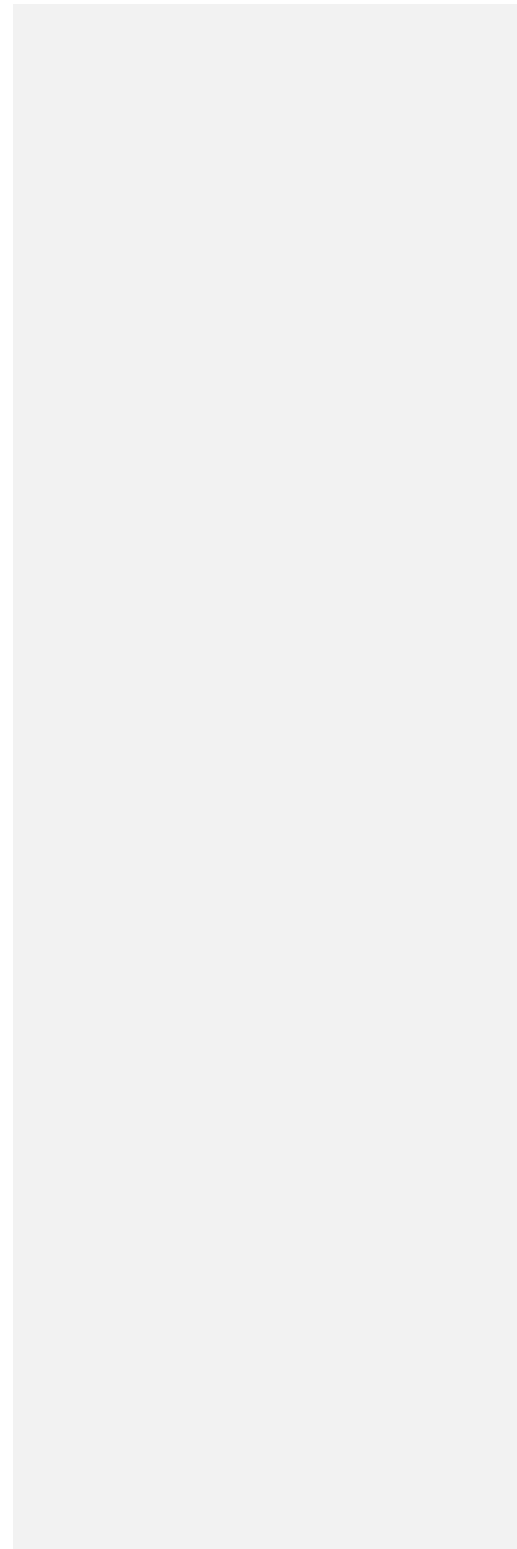
I understand that I will be required to disclose any conflicts of interest with a specific complaint or issue under review by the RZERC.

I understand that I may be excluded from discussion of a specific issue if the majority of RZERC members deem that my participation has a conflict of interest.

**VI. Supporting documents**

Please attach to this Expression of Interest:

- 1) your resume, curriculum vitae, or biography.
- 2) if applicable, a letter of support from your employer in respect to the required time commitment to participate actively in the RZERC.



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