Interim Procedure: Selection ccNSO Candidates Community Representatives Group on the Establishment of the IRP Standing Panel

Draft Version #1

Date of adoption by the ccNSO Council:

1. Introduction and Background

1.1 Terms of Reference

ICANN will establish a Community Representatives Group on the Establishment of the IRP Standing Panel (Community Group). The purpose of this group is defined in the Terms of Reference (ToR) as agreed by the participating Supporting Organisations and Advisory Committees. The ToR can be found at: <to be added>

1.2 Purpose of the Procedure

The purpose of this procedure is to document processes and procedures pertaining to the selection and nomination of the ccNSO selected candidates for the Community Group. This procedure only describes the ccNSO's responsibilities with respect to the nomination. ICANN is expected to launch the call for expression of interest and administer the applications. The SO & AC chairs are expected to appoint the members to the Community Group.

2. General Information

2.1 Eligibility of ccNSO Appointed Member

Canddiacy for the Community Group shall be open to individuals from all ccTLDs, members and non-members of the ccNSO.

2.2 Appointment

According to the ToR, the ccNSO Council will have to select and nominate up to two (2) candidates.

3. Call for Expression of Interest

ICANN will send the call for Expression of Interest and ccNSO is requested to forward it to the different email lists (the ccNSO members and other relevant ccTLD community email lists).

The call for Expression of Interest shall include all relevant information and the closing date.

The names of the candidates will be listed by ICANN. After closure of the call for Expression of Interest, the list of candidates seeking endorsement from the ccNSO will be forwarded to the ccNSO Council for selection.

4. Selection Process

4.1 Selection Criteria

The initial Community Group members will be selected based on how well they meet the following minimum set of skills and experience as included in the ToR:

- Experience in selecting board members or similar officers or appointees with fiduciary duties or service on a nominating committee for such selections;
- Experience working with recruitment firms and managing vendors.
- Relevant organizational and process experience (i.e. ability to understand and evaluate the standing panelist criteria and responses, which includes legal and arbitration experience);
- Understanding of the IRP and its role as an ICANN accountability mechanism.
- As most communications will be in English, good reading and writing skills in English are required.
- Ability to work in a small team across multiple timezones and
- Demonstrated ability to spend considerable time and effort to the selection process over a short but concentrated time period

Additional, specific ccNSO related eligibility requirements:

- Candidates MUST provide statements of interest that identify potential conflict of interest in their service on the coordination group and MUST keep this statement of Interest up to date.
- The candidate is expected to demonstrate to be related to or have the support of a ccTLD Manager.

4.2 Conflict of Interest of Councillors involved in Selection Process

If a Councillor intends to become a candidate of the Community Group, then this Councillor shall not be involved in the selection process due to a direct conflict of interest. A Councillor may also declare a conflict of interest at any stage for other reasons, for example, a Councillor and potential candidate may be working for the same ccTLD manager. After such a declaration this Councillor shall recuse him/herself from the selection process.

4.3 Selection Procedure
4.3.1   Selection period

The slection will be conducted by those members of the ccNSO Council who are eligible to select the candidates. The slection shall start as soon as the ccNSO has received the list of candidates and relevant information from ICANN and close 7 working days after the ccNSO has received the list and relrevant background information.

4.3.2 Expressing order of preference

Each Councillor eligible to select candidates will compile a list with candidates listed in order of preference based on the Selection Criteria, with most prefered candidate listed first. If a candidate does not meet the criteria in the view of the Councillor, that person should NOT be included in the list. The list should be sent to the Secretariat (email address ccnsosecretariat@icann.org) or other designated email address within 5 working days after receiving the list of candidates. Note that the Chair and Vice-Chairs of the ccNSO also receive the emails sent to the Secretariat's email.

Based on the individual Councillor rankings, the Secretariat will prepare the overall ranking of the candidates. In preparing the overall ranking the candidate listed as most preferred will be assigned the highest number (3 in case of 3 candidates, 4 in case of 4 candidates; if a candidate is not included by a Councilor, the candidate wil receive 0 number from that Councillor) and report the ranking to the ccNSO Council 6 working days after the list of candidates was send to the Councillors.

If, after compiling the list, candidates can be selected, the selection process is closed.

Draft version 03

4.3.3 Second Round of Selection (if required)

If, after the Secretariat has compiled the list, two or more of the candidates rank equally and as a result it is not possible to select two candidates, there will be a run-off slection process between the equally ranked candidates, with a defined closing date determined by the Chair of the ccNSO Council.

4.3.4 Ad Interim Appointment

If, following the selection process, the ccNSO Council is for any reason not able to nominate a candidate to the Community Group, the ccNSO Council may approach a community member to step forward to be nominated as an interim member and open its own call for Expressions of Interest.