
Open Proceeding Template

Title of Open Proceeding:

Proposed Updates to the GNSO Operating Procedures (GNSO SOI & WG Self-Assessment)

Description:

This public comment forum combines proposed recommendations as well as updates to the Generic Names Supporting Organization (GNSO) Operating Procedures for two topics, namely the GNSO Working Group Self-Assessment (WGSA) and the GNSO Statement of Interest (SOI).

GNSO Working Group Self-Assessment

At the direction of the GNSO Council, the GNSO Council Committee for Overseeing and Implementing Continuous Improvement (CCOICI) reviewed the existing GNSO Working Group Self-Assessment (WGSA) survey as well as requirements outlined in the GNSO Operating Procedures. As a result of this review, the CCOICI has proposed several updates to the different documents that related to the WGSA that aim to reflect that:

- ⦿ Stating objective of WGSA: inform the Chartering Organization of potential issues that might need to be immediately addressed (periodic survey) or for future efforts (closure survey);
- ⦿ PDP Team charter to state if and when a periodic survey and/or closure is expected to take place to allow the GNSO to customise the cadence of surveys for a project based on the length, structure, and milestones of that PDP;
- ⦿ Clarity around what will be publicly available and with whom information is shared;
- ⦿ New/updated questions focused on performance of WG leadership, Council liaison and staff support.

In addition, the CCOICI has recommended:

- ⦿ A new periodic survey template that would normally be conducted after the publication of the Initial Report (unless charter indicates differently, or Council decides differently), including PDP 3.0 proposed survey questions regarding leadership;
- ⦿ A set of technical requirements that the survey tool would ideally possess, including functionality that would send a unique link to each WG member, thereby permitting anonymous responses but ensuring that only WG members respond;
- ⦿ Council leadership, in consultation with liaison to the WG, may decide to modify the survey, if deemed necessary;

The updates proposed as well as new aspects can be reviewed in the CCOICI's report to the GNSO Council [\[include link\]](#).

GNSO Statement of Interest

The CCOICl tasked the GNSO SOI Task Force (TF) to review the current Statement of Interest (SOI) requirements and make recommendations accordingly. Based on its review and the [outreach](#) that the SOI conducted to the community, the TF is recommending that the current SOI is split into two distinct parts, namely a General Statement of Interest, which contains general information about a participant, and an Activity Specific Statement of Interest, which provides information specific to the activity that a participant has requested to participate in. Further details about the TF's recommendations can be found here. [\[include link to SOI report\]](#)

The TF has also made available sample SOIs [\[include link to sample SOIs\]](#) as well as a sample form that can be filled out [\[include link to sample form\]](#) that will allow the community to better appreciate the intent of this recommendation as well as the updated SOI questions.

Miscellaneous Updates

The staff support team also identified a number of miscellaneous updates to the GNSO Operating Procedures such as updating links and references, and correcting minor typographical and grammatical errors. These have also been reflected in the redline version of the GNSO Operating Procedures. [\[include link to redline version of GNSO Operating Procedures\]](#)

Metadata Description:

This public comment forum combines proposed recommendations and updates to the Generic Names Supporting Organization (GNSO) Operating Procedures for two topics, namely the GNSO Working Group Self-Assessment (WGSA) and the GNSO Statement of Interest (SOI).

Open for Submissions Date: [\[TBC\]](#)

When selecting submission open dates, consider official ICANN holidays and avoid Fridays.

Closed for Submissions Date: [\[TBC\]](#)

At minimum, the close date should be 40 calendar days after the open date. Open proceedings that are open for less than 40 days require approval from two ICANN org executives except as documented in the ICANN Bylaws or ICANN community operational procedures. Do not include Public Meeting dates in the count. Consider official ICANN holidays and avoid Fridays.

Summary Report Due Date: [\[TBC\]](#)

The default due date for your summary report is 14 calendar days after the close date but you may select a different report due date.

Category:

- Governance

Requester:

- Generic Names Supporting Organization (GNSO)

ICANN org Contact(s):

Policy-staff@icann.org

What We Need Your Input On:

The CCOICI welcomes community input on any aspects of the recommendations in relation to the WGSA as well as the SOI, and specifically the proposed updates to the GNSO Operating Procedures [[include link to redline version of GNSO Operating Procedures](#)].

Proposals for Your Input: [\[To be added\]](#)

Add links or attachments that are directly related to your open proceeding¹.

Background:

The GNSO Framework for Continuous Improvement Pilot was initiated in June 2021 to determine whether the framework, as outlined [here](#), could serve as an approach for dealing with the various projects that are focussed on improvements to GNSO processes and procedures. The GNSO Council tasked the Council Committee for Overseeing and Implementing Continuous Improvement (CCOICI) with two assignments, namely:

- Consider if/how WG Self-Assessment can be improved and possibly enhanced with a periodic assessment as well as exit interview with interested parties to help identify at an early stage potential issues as well as future improvements to be considered. This could potentially be combined with the WG Chair assessment as outlined in PDP 3.0 improvement #13.
- Review Statement of Interest (SOI) requirements and make recommendations accordingly. This should include soliciting input from the community on the current use and experience with SOIs as well as suggestions for possible improvements.

As both efforts have resulted in proposed updates to the GNSO Operating Procedures, and there is a requirement to publish proposed changes to the GNSO Operating Procedures for public comment before these can be implemented, it was decided to combine the public comment forum for these efforts for the sake of efficiency.

Next Steps:

The CCOICI and GNSO SOI TF will review the input received and update their recommendations as deemed appropriate. Following this review, the recommendations and proposed updates to the GNSO Operating Procedures will be submitted to the GNSO Council for its consideration.

Supporting Information:

- [CCOICI Workspace](#)
- [GNSO SOI TF Workspace](#)

----- **TEMPLATE END** -----

¹ If you are including attachments that need to be published at the same time as this open proceeding, please note if the attachments need to be added to an existing <https://icann.org> page or if the attachments need to be added to this open proceeding page.

Publishing Your Open Proceeding

Step 1 Submit to the Policy Development Support Team for Proofing and Publishing

- ⦿ Create an email to public-comment@icann.org and include:
 - ⦿ Name of Legal reviewer.
 - ⦿ Name of Executive approver (or names of two Executive approvers if the open proceeding is less than the minimum 40 days).

- ⦿ Add the following attachments:
 - ⦿ Your completed open proceeding template as a Word file.
 - ⦿ Your completed submission form as a Word file (if applicable).
 - ⦿ Any files that need to be published at the same time.

- ⦿ Public Comment Announcements: The Policy Development Support team will **create AND publish the accompanying <https://icann.org> announcement for this open proceeding. You DO NOT need to create the announcement.** By default, the announcement will be shared across ICANN's social media platforms. If you require additional promotion, please contact your Communications liaison.

- ⦿ The Policy Development Support team will:
 - ⦿ Review and proof your open proceeding content.
 - ⦿ Approve the open and closed for submissions dates, and summary report due date.
 - ⦿ Return the proofed open proceeding, submission form, and any proceeding documents, to you with tracked changes.
 - ⦿ If there are significant changes, your content may require another review by your executive and Legal, and another proof from the Policy Development Support team.
 - ⦿ **Once all open proceeding-related content finalized, no further action from you is required.** The Policy Development Support team will publish all the open proceeding-related content and create and publish the accompanying announcement. The Policy Development team will share links to your open proceeding page and announcement once these items are published on <https://icann.org>.
 - ⦿ The Policy Development Support team will send you a pre-populated summary report template to get you started.