

The ccNSO Council 360 degree feedback process

1. Purpose of feedback process

The purpose of the ccNSO 360-degree feedback process is to provide individual Councillors (both ccNSO elected members and NomCom appointees) regularly with anonymized feedback by their peers and members of the ccNSO secretariat on their performance to allow them to improve and develop work skills and behaviours.

The 360-degree feedback process should not be a one-off event; once the process starts it is important to see the consequences of the process. Repeated feedback cycles allow to check progress both at an individual level, but also to improve the overall quality of the Council.

[Add a clarification: stress it is to assist individual Councillors and not exhaustive, and people do not know each other well enough to complete all questions, use NA/I Don't know]

2. Questionnaire

The 360 Feedback Process will be conducted through a questionnaire. The questions will be reviewed regularly to ensure their relevance. The questionnaire is included in Annex A.

It is important to note that the ratings are based on evaluations:

1. Strongly Disagree – this requires attention immediately.
2. Disagree – this needs improvement.
3. Neutral – the Councillor does a fair job with this.
4. Agree – the Councillor does a good job with this.
5. Strongly Agree – the Councillor does this extremely well; this is a clear strength of the Councillor.
6. N/A - I don't know.

(e.g., Depending on the question: Never does this, sometimes does this, Always does this, etc.)

In addition to the ratings, the questionnaire will include opportunities at every question to provide qualitative (written) responses and a general space to comment. The results of the questionnaire will be shared anonymously with the Councillor, and the qualitative comments will be shared as they are written.

4. Participants & Roles

- a. Councillor subject to the 360 degree feedback process. The Councillor will not participate in the questionnaire.

- b. Raters. All Councillors, **excluding** the person who will be subject to the 360 degree feedback process, will be asked to complete the questionnaire
- c. Evaluator(s): The chair of the ccNSO, or her or his designee in case the chair is subject to the review, and the member of the secretariat who will be the Feedback Process Manager .
- d. Staff members: members of the ccNSO secretariat. One member of the secretariat will be appointed Feedback Process Manager by the Council. The members of the secretariat will be requested to participate in the questionnaire.

5. Frequency of 360 Feedback.

All Councillors are expected to receive two 360 feedback reports during their term. The first one will be received 1 year after they take their seat on the Council. The second round of feedback should be concluded 6 months before the end of the term. The Council will confirm the schedule of 360 Feedbacks at the latest at the last meeting of a calendar year.

- 6. Pre-briefing.** The chair of the Council will inform all participants of the upcoming 360 feedback at the Council meeting prior to the scheduled round. The Council will appoint the Feedback Process Manager.

7. Distribution of questionnaire

Once the questionnaire is distributed, the participants will complete the questionnaire online. The participants will receive an email with the link of the questionnaire and notification. After completion of the questionnaire they will receive an acknowledgement of completion.

8. Duration of questionnaire

The participants shall have 2 weeks (starting on the day of the notification) to complete the questionnaire. Afterwards the results will be shared with the evaluator(s).

9. Analyses & Reporting

- a. **Quorum.** To provide feedback at least 10 Councillors, at least one (1) from every ICANN Region and at least one (1) NomCom appointee need to complete the questionnaire. If this quorum is not met on the date and time of closure, the questionnaire will be extended for one week. The Feedback Process Manager may approach Councillors individually to seek their participation. If the quorum is not reached after the extension, the feedback process will be terminated and the Council will be informed accordingly.

- b. **Report.** The results of the questionnaire, the analysis of the responses, and - if applicable - the comparison with previous 360 feedback processes will be included in the 360 feedback report (the Report)

10. Distribution of results, Confidentiality & Debriefing

- a. **Distribution of Report & Confidentiality.** Only the chair of the ccNSO or her or his designated replacement and the Feedback Process Manager shall receive the completed questionnaires. The completed questionnaires, the results of the feedback, including the Report, shall remain confidential . The Report shall only be provided to the Councillor who is subject to the 360 feed-back. However, in case of the end of term 360 feedback process of a NomCom appointed Councillor, this Councillor will be asked to provide (written) consent to provide the Report to the Nominating Committee. If (written) consent is not provided, the Nominating Committee will be informed accordingly (i.e. the NomCom appointee did not consent to providing the Feedback Report) and the Report will not be provided to the Nominating Committee.
- b. **Debriefing.** The chair of the ccNSO (or her or his designated replacement) and the Councillor subject to a 360 feedback process will meet to introduce the feedback report and provide an opportunity to discuss the strengths of the Councillor and areas which may be improved. A third person may be invited to attend by either the Chair or the Councillor, but only if attendance of a third person is acceptable and both agree on the person.

11. Miscellaneous

- a. **Unreasonable impact.** If these terms do not provide guidance and/or the impact is unreasonable to conduct the feedback process the chair of the Council or his or her designee will decide and inform the full Council.
- b. **Review.** These terms need to be reviewed every 3 years or earlier when deemed necessary by the ccNSO Council.
- c. **Change of Terms of Reference.** Changes to the terms only become effective after they have been adopted by the full Council and the amended Terms of Reference are published.
- d. **Closure of 360 feedback process.** At the suggestion of the chair of the ccNSO Council and/or 3 Councillors jointly, the ccNSO Council may decide to end the ccNSO Council 360 feedback process. This decision becomes effective after the ccNSO Council has notified the Nominating Committee and the decision is published. The decision must include the manner in which the results of the feedback process until that time shall be archived and confidentiality is ensured.

Annex A

ccNSO Council 360-degree Survey

Included are the survey questions seeking information for feedback purposes to individual Council members to help improve and enhance his or her performance on the Council.

[Add a clarification: stress it is to assist individual Councillors and not exhaustive, and people do not know each other well enough to complete all questions, use NA/I Don't know]

The survey will have the following rating scale:

1. Strongly Disagree – this requires attention immediately.
2. Disagree – this needs improvement.
3. Neutral – the Councillor does a fair job with this.
4. Agree – the Councillor does a good job with this.
5. Strongly Agree – the Councillor does this extremely well; this is a clear strength of the Councillor.
6. N/A - I don't know.

Questions

1. Demonstrates integrity and interacts in an open and honest manner.

1 2 3 4 5 N/A

2. Demonstrates good judgement.

1 2 3 4 5 N/A

3. Is prepared for Council meetings (i.e., read necessary materials, done sufficient analysis to understand issues under consideration).

1 2 3 4 5 N/A

4. Participates and contributes to Council discussions in an effective manner.

1 2 3 4 5 N/A

5. Demonstrates strategic thinking and planning ability when dealing with Council issues.

1 2 3 4 5 N/A

6. Works with others to reach an outcome.

1 2 3 4 5 N/A

7. Takes responsibility and is accountable as appropriate (i.e., can express rationale for decision making).

1 2 3 4 5 N/A

8. Networks to build relationships with other Council members, community members, and staff.

1 2 3 4 5 N/A

9. Effectively uses influence in an appropriate manner.

1 2 3 4 5 N/A

10. Acts or presents self in a manner that engenders trust and respect.

1 2 3 4 5 N/A