

Annex A: Statement of Interest form

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The **ccNSO Internal Procedures** mandate the filing of a Statement of Interest by any person who wishes to participate in a ccNSO Working Group or Committee (ccNSO Groups (s)).

A Statement of Interest is currently defined as *“a declaration by a Member or Participant in which the Interests of the individual are recorded that may affect the individual’s judgment, on any matters to be considered by the ccNSO Group. For purposes of this Guideline*

“Interests” are those specified interests, relationships, arrangements, and affiliations that may affect the judgments of the Members or Participants in their involvement in the ccNSO Groups.”

- **Material Interest:** *A material interest is an important interest and is generally, but not always, financial in nature. However, in the legal sense, the interest needs to be substantial or of consequence.*
- **Financial Interest.** *A “Financial Interest” is the monetary reward for a service rendered, a monetary gain for commercial dealings, or the ownership of shares with the potential for monetary profit.*

To participate in a ccNSO Group, Members and Participants are required to:

- Submit to the ccNSO Secretariat a Statement of Interest (section 5.2),
- Update the statement at least once a year or whenever there is a material change.

It is important for you to note that all Statements of Interest collected are publicly accessible and displayed.

This is done to “operate to the maximum extent feasible openly and transparently and consistent with procedures designed to ensure fairness”.

By submitting your personal data, you are agreeing that your personal data will be processed in accordance with the ICANN Privacy Policy (<https://www.icann.org/privacy/policy>), and agree to abide by the website Terms of Service (<https://www.icann.org/privacy/tos>).

1. Full name:*
2. Current employer(s) and position(s):*
3. Category of work performed at (above): *

4. Financial Interest

Please list any financial relationship beyond stock holding of 3% or more you may have with any company that to your knowledge has a financial relationship or contract with ICANN :

- Yes, I have such relationship(s)
- No, I have no such relationship(s) *Skip to question 6*

5. If yes question 4, please provide a brief description: *

6. Representation

Please identify if your involvement in the ccNSO Group is on behalf of any other individual or entity identified under question , whether paid or unpaid. If so, the name of the individual or entity on whose behalf you are participating should be provided. Yes, I have such involvement(s)

- No, I have no such involvement(s) *Skip to question 8*

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7. If yes, please provide a brief description: *

1. Material interests, arrangement or agreement #1

Please describe any other relevant arrangements, interests, or benefits as requested in the following situation:

i. Any material interest in the outcome of ccNSO policy development processes or activity of the ccNSO Group. If there is a material interest in ICANN ccNSO policy development processes and/or ccNSO Group and outcomes, it has to be described.

- Yes, I have such material interest or arrangements/agreements
- No, I have no such material interests or arrangements/agreements

*Skip to section 12 (**Completeness and Accuracy**)*

2. If yes, please provide a brief description: *

3. Material interests, arrangement or agreement #2

Please describe any other relevant arrangements, interests, or benefits as requested in the following situation:

ii. Any arrangements/agreements between the Member or Participant and any other group, constituency or person(s) related to (work of) the ccNSO Group. If there is such an arrangement or agreement, please describe the arrangements/agreements and the name of the group, constituency, or person(s).

- Yes, I have such material interest or arrangements/agreements
- No, I have no such material interests or arrangements/agreements

*Skip to section 12 (**Completeness and Accuracy**)*

4. If yes, please provide a brief description: *

5. Completeness and Accuracy

Completeness

The ccNSO Secretariat shall review each Statement of Interest on completeness. Suppose the Secretariat has a reason to believe that the documentation is incomplete. In that case, the Member or Participant shall be notified and requested to provide the omitted or missing information within 10 business days. If there are extenuating circumstances, the Member or Participant should explain why the document is incomplete. Suppose the matter cannot be satisfactorily resolved within a reasonable period. In that case, the Secretariat shall raise the issue with the Chair of the relevant ccNSO Group, or person designated by the ccNSO Group in case the Statement of Interest of the Chair is incomplete, pursuant to section 6.3 of the SOI Procedure.

Accuracy

Suppose there are concerns raised about the accuracy of a Member's or Participant's Statement of Interest, including whether an interest may affect the Member's or Participant's judgment concerning a pending matter that has been disclosed. In that case, it shall be brought to the attention of the Member or Participant and the Chair of the relevant ccNSO Group or a person designated by the ccNSO Group in case the Statement of Interest of the Chair is possibly in-accurate. The Member or Participant will have 10 business days to resolve the matter, before it will be handled by the Chair of the relevant ccNSO Group or person designated by the ccNSO Group in case the Statement of Interest

of the Chair is possibly in-accurate, and handled pursuant to section 6.3

Procedure to resolve in-correctness or in-completeness

Suppose concerns about the completeness and/or accuracy of a Statement of Interest persist after reasonable attempts have been made to resolve the matter with the Member or Participant. In that case, the matter shall be brought to the attention of the Chair of the relevant ccNSO Group [and handled according to the decision-making processes and procedures described in the ccNSO relevant Conflict of Interest (CoI) procedure]. At each step of the CoI procedure, every effort should be made to resolve the completeness and/or accuracy concerns by working cooperatively with the Member or Participant.

By submitting this form, you agree to the above terms and certify the information provided in this form is true and correct to the best of your knowledge.