

Pilot Holistic Review Team Member Role Description

ICANN is seeking volunteers to serve on the Pilot Holistic Review (PHR) Team to help develop the guidelines, principles and methodologies for future Holistic Reviews. The Pilot Holistic Review Team should begin its work on 25 September 2024 and conclude in November 2025; ICANN org will provide an initial work plan to help the review team complete its work within the 14 month timeline. The application period is open from 23 May-19 June 2024. To apply, please [click here](#) to fill out your application.

Applicants should indicate which SO or AC they participate in and are seeking a nomination from. We suggest that applicants communicate and establish a relationship with the leadership of the respective SO or AC to ensure that SO and AC leadership know the applicants seeking nomination from their group.

ICANN org will publish applications and supporting materials on the [PHR wiki page](#) in compliance with the privacy rules.

Responsibilities

Review team members will have the following general responsibilities:

- Develop useful and feasible guidelines, principles and methodologies for future Holistic Reviews;
- Adopt a work plan to achieve pilot's objectives and participate in regularly scheduled team meetings;
- Select appropriate performance indicators and benchmarks for future Holistic Reviews;
- Provide timely updates and engagement opportunities to the community on the review team's work;
- Consult ICANN org and Board for initial input on the level of effort required, and the expected impact of the guidelines, principles and methodologies being considered;
- Post the review team's Draft Report for Public Comment and consider input and incorporate it as appropriate;
- Produce and deliver the review team's Final Report;
- Be available to provide clarifications, as needed, during the Board's consideration following the delivery of the Final Report.

PHR Terms of Reference

Please review the [PHR's Terms of Reference](#) for detailed information about the scope and nature of the review team's work, including but not limited to objectives, deliverables, operating procedures, and guiding principles.

Skills and Expertise

To compose a well-balanced review team, ICANN seeks members who, in the aggregate, possess the following skills and experience:

- Performance assessment and audits of organizational effectiveness and governance
- Development of methodologies and guidelines for process improvement and measurement
- Data analysis informing fact-based findings and recommendations
- Familiarity with ICANN Reviews, and ICANN Structures
- Knowledge of recognized frameworks for organizational excellence
- Principles of accountability applicable to organizations broadly similar to ICANN

Desired Attributes

Applicants should possess the following professional and personal attributes:

- Commitment and time to participate actively for the duration of the PHR¹
- Understanding of the ICANN multistakeholder model
- Analytical skills
- Team spirit, adaptability, consensus-seeking attitude - willingness to learn and contribute, capacity to reason objectively, putting aside personal opinions or preconceptions
- Good communication skills using multiple methods and tools

Methodology, Budget and Support

The review team will carry out its work based on the Pilot Holistic Review Terms of Reference and follow the Operating Standards for Specific Reviews, as modified to be applicable to the Pilot Holistic Review.

ICANN will provide the review team with a clearly articulated budget. Throughout the review, the review team will periodically report on its progress related to planned

¹ Similar groups typically hold calls every other week, lasting 60-90 minutes. Independent work between calls is required.

schedule and budget facilitated by ICANN org and provide periodic substantive updates to the SO/ACs.

ICANN org support will be made available to the review team. Support will include project management, organization of work, documents and activities. Review team calls are conducted using Zoom or similar tools that may become available. ICANN org will procure a facilitator/technical writer to support the review team's work before the team convenes.

English is the working language of the review team.

Compensation

PHR review team members will not receive compensation from ICANN for their service on the team. However, if the review team is asked to travel to conduct review work, travel, meal and lodging costs for their participation in review team meetings will be reimbursed upon request in accordance with ICANN's [community support travel guidelines](#).

Contact

If you have any questions, please email to: reviews@icann.org.

Additional Information

Selection of the review team

As per the ICANN Board's 29 April [resolution \(2024.04.29.02\)](#)², the composition of the review team will be determined by the ICANN community, following the process outlined for Specific Reviews in the ICANN Bylaws [Section 4.6 SPECIFIC REVIEWS, \(a\) Review Teams and Reports](#). The review team may contain up to 21 members, plus an ICANN Board Director or Liaison to serve as a member of the review team (designated by the ICANN Board). Each SO and AC will have an opportunity to nominate up to seven applicants to serve on the review team.

²"Resolved (2024.04.29.02), the Board requests that the Supporting Organizations and Advisory Committees shall assemble a Pilot Holistic Review Team following the process stipulated at Article 4, Section 4.6(a) of the ICANN Bylaws and follow the Operating Standards for Specific Reviews, as modified to be applicable to the Pilot Holistic Review. The Board intends to designate a Board member to serve as a liaison on the Pilot Holistic Review before Pilot Holistic Review Team commences its work."

After the SO and AC nomination process concludes, ICANN org will provide all nominations to the SO and AC Chairs to conduct the selection process for the review team and its leadership according to the expertise and diversity specified. Each SO and AC is entitled to have up to 3 of their nominees selected by the SO/AC Chairs provided they meet the applicable criteria. If any SO and AC has not nominated at least 3 candidates, the SO and AC Chairs will determine whether the open seats should be filled and by whom from the list of nominated qualified candidates who have not already been selected.

Context and Chronology

In the Board's approval of the third Accountability and Transparency Review Team's (ATRT3) recommendation to create a new Specific Review, the Holistic Review (recommendation 3.5), the Board directed ICANN org to initiate the first Holistic Review as a pilot, operated pursuant to community-agreed Terms of Reference. Following extensive community input on the PHR Draft Terms of Reference over two Public Comment proceedings, the Board determined that the community had reached agreement on the Terms of Reference and [took action](#) to initiate the PHR on 29 April 2024. Visit the [PHR's wiki page](#) for more information.