James Bladel
Chair, GNSO Council

Paul Diaz
Chair, GNSO Registry Stakeholder Group

Patrik Fältström
Chair, Security and Stability Advisory Committee

Alan Greenberg
Chair, At-Large Advisory Committee

Oscar Robles-Garay
Chair, Address Supporting Organization

Katrina Sataki
Chair, ccNSO Council

Thomas Schneider
Chair, Governmental Advisory Committee

Tripti Sinha
Co-Chair, Root Server System Advisory Committee

Brad Verd
Co-Chair, Root Server System Advisory Committee

[Date]

Request for Appointment of Members and Liaisons to the Customer Standing Committee

Dear Chairs and Co-Chairs:

On 10 March 2016, the ICANN Board transmitted to the U.S. National Telecommunications and Information Agency (NTIA) a package of proposals developed by the international Internet community to transition NTIA's stewardship of the IANA functions to the global multistakeholder community.

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One of the things that this package calls for is the creation of a Customer Standing Committee (CSC) to provide operational oversight of the performance of the IANA naming function, a role currently performed by NTIA. The full scope and responsibility of the CSC is available at [insert link].

The entire membership composition of the CSC, as specified in the package of proposals, includes:

- Members:
    - At minimum two generic top level domain (gTLD) registry operators and two country code top level domain (ccTLD) registry operators
    - One additional TLD representative not considered a ccTLD or gTLD registry operator [Optional]

- Liaisons:
    - Each of the following ICANN Supporting Organizations (SOs) and Advisory Committees (ACs) may appoint one liaison:
        - Address Supporting Organization (ASO)
        - At-Large Advisory Committee (ALAC)
        - Generic Names Supporting Organization (GNSO) (Registrar Stakeholder Group or Non-contracted Parties House of the GNSO)
        - Governmental Advisory Committee (GAC)
        - Root Server System Advisory Committee (RSSAC)
        - Security and Stability Advisory Committee (SSAC)
    - One liaison from Post-Transition IANA

Liaisons shall not be members or be entitled to vote on the CSC, but otherwise shall be entitled to participate on equal footing with members of the CSC.

Participation in the CSC is voluntary. The CSC is expected to perform the majority of its work telephonically and via email. Travel funding will not be provided.

As part of ICANN's planning for the IANA Stewardship Transition, we ask that you initiate your respective organization's processes to appoint candidates to serve as members and liaisons on the CSC. If your organization does not wish to appoint a liaison to the CSC, please inform ICANN at csc-eoi@icann.org by 23:59 UTC on 22 July 2016.

If your organization will make an appointment, further information related to the process and key dates, and minimum required information for the expression of interest are attached. ICANN will hold a call on 26 May 2016 to answer any questions that you may have regarding the information provided here. A calendar invitation will be sent to you in the next few days.

Warm regards,

Trang Nguyen
Senior Director, Strategic Programs
ICANN

Enclosures: 2

CC: Jonathan Robinson, CWG-Stewardship Co-Chair
        Lise Fuhr, CWG-Stewardship Co-Chair
        Donna Austin, CWG-Stewardship, CSC Design Team Lead

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Attachment 1: Process and Key Dates

Member Appointment

The RySG and ccNSO Council will appoint 2 members each, and consult with each other prior to finalizing candidate selections to ensure diversity in terms of skill set and to the extent possible, geography.

Any TLD representative not considered a ccTLD or gTLD registry operator that is interested in participating in the CSC can send an expression of interest and a letter of support from the registry operator to ICANN at csc-eoi@icann.org by 23:59 UTC on 15 July 2016. ICANN will forward the submission to the RySG and ccNSO for consideration as part of their candidate selection process. This approach is intended to ensure orderly formal arrangements, and does not imply this registry is subordinate to either the ccNSO or the RySG.

The RyGS and ccNSO Council should complete their final selections by 22 July 2016.

Liaison Appointment

Organizations appointing liaisons should appoint a primary and a secondary candidate that meet the qualification requirements in the expression of interest, and are geographically diverse. This will provide the ccNSO and GNSO Councils with options to ensure diversity when approving the final composition of members and liaisons. Liaison candidates should be sent to csc-eoi@icann.org by 23:59 UTC on 22 July 2016.

Final composition of the CSC

The ccNSO and GNSO Councils will consider and approve the entire composition of the CSC based on skill set and geographic diversity. The ccNSO and GNSO Councils will also make a decision regarding which members and liaisons will serve an inaugural three-year term.

While it will not be the role of the ccNSO and GNSO Councils to question the SOs and ACs' appointments, the ccNSO and GNSO Councils will take into account geographic and skill sets diversity of the candidates when approving the final CSC membership composition.

The ccNSO and GNSO Councils will notify ICANN and the appointing organizations of the final composition of the CSC. The notification will take place on or around 10 August 2016.

Key Dates

15 July 2016:	Deadline for any TLD representative not considered a ccTLD or gTLD registry operator to submit an expression of interest and a letter of support from the registry operator to csc-eoi@icann.org.
22 July 2016:	Deadline for appointing organizations to or send candidate selections to csc-eoi@icann.org.
10 August 2016:	ccNSO and GNSO Councils approve final CSC membership composition and notify ICANN and appointing organizations.

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Attachment 2: Minimum Candidate Requirements

All candidates must meet the following minimum requirements. The candidate's resume, curriculum vitae, or biography should also be submitted with their expression of interest. The representative of registry operator for .ARPA must in addition provide a letter of support from the registry operator.

1. Name

2. Affiliation

3. Geographic region

4. Skill set and experience

Requirement	Additional Detail
Direct experience and knowledge of the IANA naming function	
Analytical skills, ability to interpret quantitative and qualitative evidence, and capacity to draw conclusions purely based on evidence.	
Able to work and communicate in written and spoken English	
Effective communication skills	
Experience in managing and/or participating in committees (e.g. meeting coordination, reporting, and escalation) in order to contribute meaningfully to CSC processes	
Demonstrated ability in relationship management to support diplomatic discussion, consensus driven decision making, and productive negotiation	

5. Other skill set or experience relevant to CSC's work

6. Explanation of interest in becoming involved in the CSC

7. Understanding of the purpose of the CSC

8. Able to meet the time commitment required to participate in the CSC

> **Commented [TN1]:** Insert link

9. Would like to be considered for an inaugural three-year term on the CSC if appointed?

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