

Guideline: ccNSO Actions Respecting the IANA IPR Community Coordination Group

Draft Version #1

Date of adoption by the ccNSO Council:

1 Introduction and Background

IANA Stewardship Coordination Group (ICG) included in its proposal that the intellectual property held by ICANN in relation to performing the IANA functions should be transferred to a neutral third party to hold for the benefit of the global Internet community, and licensed back to ICANN.

The intellectual property rights at issue include three IANA-related trademarks and a group of domain names registered by ICANN that are either currently in use for the performance of the IANA functions or use the IANA-related trademarks (collectively, the IANA IPR). The three operational communities served by the IANA Functions (protocol parameters community, through the IETF; numbering resources community, through the RIRs; and the naming community, through the CWG-Stewardship), agreed that the IETF Trust would be the entity to which the IANA IPR would be transferred, and coordinated with the IETF Trust in the drafting of a series of agreements to guide the assignment, licensing and holding of the IANA IPR.

With all five Chartering Organizations consenting or not objecting, the Board confirmed that it would accept the Names Community appointment of representatives to the IANA Community Coordination Group (CCG) to the fullest extent of the law, and will defer to the CCG representatives where appropriate for coordination with the IETF and other operating communities.

2 Purpose of the Guideline

The purpose of this guideline is to document processes and procedures pertaining to the selection and appointment of the ccNSO selected representative on IANA Community Coordination Group (CCG).

3 General Information

3.1 Eligibility of ccNSO Appointed Member

Membership of the CCG shall be open to individuals from all ccTLDs, independent of membership of the ccNSO (members and non-members of the ccNSO).

3.2 Term of Appointment

The term of appointment shall be three (3) years. A member may be re-appointed for two additional terms (in total 3 terms).

3.3 Appointment

The ccNSO Council will have to select and appoint one (1) member to the CCG.

4 Timelines

4.1 Timeline of Initial Appointment

After ccNSO Council approves this guideline, the ccNSO Council instructs the Secretariat to issue the call for Expression of Interest for membership of the CCG.

4.2 Subsequent Appointments

After the initial appointment the ccNSO Council will launch a call for Expression of Interest at least four months before a member's term expires.

5 Call for Expression of Interest

The Secretariat will send the call for Expression of Interest within two business days following the instruction by the ccNSO Council. The call for Expression of Interest will be sent to the ccNSO members and other relevant ccTLD community email lists.

The call for Expression of Interest shall include all relevant information and the closing date, which shall be not earlier than two weeks after the call for Expression of Interest has been issued at 23.59 UTC.

The template for the call for Expression of Interest is included as Annex A. During the period in which the call for Expression of Interest is open persons considering submitting such an expression may email questions to the ccNSO Secretariat seeking clarification or elaboration of the expression of interest process or desired qualifications for service on the CCG. The Secretariat shall endeavour to relay the question to the relevant people as

quickly as is practicable and to the extent that it is able to respond. All such questions and answers shall be immediately made public on a dedicated wiki and/or ccNSO website to ensure that all persons considering to apply shall have similar access to relevant information. Potential applicants are encouraged to submit any such questions as early as possible.

5.1 Information Received from Candidates

The first working day after the closure of the call for Expression of Interest, the Secretariat will send the information received from the interested community members to non-conflicted Councillors individually.

If the ccNSO Council is of the view that one or more candidates do not meet the Selection Criteria as defined below, the candidate(s) will be informed accordingly and their Expressions of Interest will not be considered.

The names of the candidates will be listed on the ccNSO website. Expressions of Interest received after the closing date will not be considered valid.

5.2 Selection Process

5.2.1 Selection Criteria

The initial CCG member will be selected based on how well they meet the following minimum set of skills and experience. This set may be updated from time to time:

- Familiarity with and strong understanding of the work of the CWG IANA Stewardship.
- Specific familiarity with and understanding of the work of the CWG IANA Stewardship as it relates to the IANA intellectual property rights.
- General intellectual property expertise/experience is required if the candidate is willing to propose their candidacy for the role of CCG co-chair.

In addition candidates MUST provide statements of interest that identify potential conflict of interest in their service on the committee and MUST keep this statement of Interest up to date.

5.2.2 Selection of Candidates

5.2.2.1 Conflict of Interest of Councillors involved in Selection Process

If a Councillor intends to become a member of the CCG, then this Councillor shall not be involved in the appointment process due to a direct conflict of interest. A Councillor may also declare a conflict of interest at any stage for other reasons, for example, a Councillor and nominee may be working for the same ccTLD manager. After such a declaration this Councillor ceases to be involved in the selection and appointment process.

5.2.2.2 Selection Process

The appointment will be confirmed by a vote of the Councillors eligible to vote, either by an email poll or at a phone call, which shall be no later than one week after the closure of the call for Expression of Interest.

If more candidates apply than are needed, the Councillors eligible to vote will each compile a list of their up to top 3 candidates, based on the Selection Criteria, by assigning 3 points to the most preferred candidate, 2 points to the second preferred candidate, and 1 point to their third candidate.

Each of the voting Councillors will send her/his list of preferred candidates to the Secretariat (email address ccnsosecretariat@icann.org, or other email address agreed by the ccNSO Council), within 5 working days after receiving the list of candidates. Note that the Chair and Vice-Chairs of the ccNSO also receive the emails sent to the Secretariat's email.

Based on the individual Councillor rankings, the Secretariat will prepare the overall ranking of all candidates and report the ranking to the ccNSO Council 6 business days after the list of candidates was sent to the Councillors.

If, after compiling the list, the member to be appointed can be selected, the selection process is closed.

5.2.3 Second Round of Selection (if required)

If, after compiling the list, two or more of the candidates rank equally and as a result it is not possible to choose the member envisioned, there will be a run-off ranking between the equally ranked members, with a defined closing date determined by the Chair of the ccNSO Council.

5.2.4 Ad Interim Appointment

If, following the selection process, the ccNSO Council is for any reason not able to appoint the ccTLD member of CCG, the ccNSO Council might appoint a member to CCG ad interim and re-open the call for Expressions of Interest.

6 Removal of ccNSO Appointed Member

The CCG member selected and appointed by the ccNSO Council may be removed and replaced at any time by the ccNSO Council. The ccNSO Council will notify the member of reason(s) for deselection. The ccNSO Council and the appointed member will discuss whether the ccNSO Council will publish the reason(s) for the action. In all cases, the ccNSO Council's decision will be final.

7 Vacancy

For purposes of this Guideline, a vacancy on the CCG shall be deemed to exist in the event of the death, resignation or removal of the ccNSO Council appointed member on the CCG. This vacancy shall be filled by the ccNSO Council using the selection procedure as described above in this Guideline (section 5) and shall be for the duration of the term of the member who is replaced.

A temporary replacement may be appointed by the ccNSO Council for the duration of the selection procedure and until the replacement has been appointed.

The Chair of the ccNSO Council shall provide written notice to the Secretary, with a notification copy to the Chair of the CCG, following the ccNSO Council's appointment to fill the vacancy.

8 Miscellaneous

8.1 ccNSO Internal Guideline

This Guideline is an internal rule of the ccNSO in accordance with Article 10, Section 10.3 (k) and Article 10, Section 10.4 (b) of the ICANN Bylaws. This Guideline should also be considered as the internal procedure of the ccNSO to appoint members of the CCG.

8.2 Omission in or Unreasonable Impact of the Guideline

In the event the Guideline does not provide guidance and/or the impact is unreasonable to conduct the business of the ccNSO, the ccNSO Council, or the CCG, the Chair of the ccNSO will decide.

8.3 Publication and Review of the Guideline

The Guideline will be published as part of the rules and guidelines of the ccNSO after adoption by the ccNSO Council.

The Guideline will be always reviewed after review of the charter of the RZERC, or adjusted when considered necessary. In order to become effective the updated Guideline must be adopted by the ccNSO Council and published on the ccNSO website.

Before publishing the updated Guideline, the Secretariat will adjust the version number and insert the date the Guideline was reviewed and adopted by the ccNSO Council.

Annex A- Call for Expression of Interest

Expression of Interest

For IANA Community Coordination Group (“CCG”)

The ccNSO is seeking volunteers from the ccTLD community who might wish to be the ccTLD representative on the IANA Community Coordination Group (“CCG”). Candidates for this role are requested to fill in this Expression of Interest and submit it to the ccNSO Secretariat (ccNSOsecretariat@icann.org) by <insert date as approved by the ccNSO Council>.

During the period in which the call for Expression of Interest is open persons considering submitting such an expression may email questions to the ccNSO Secretariat seeking clarification or elaboration of the expression of interest process or desired qualifications for service on the CCG. All such questions and answers shall be immediately made public on a dedicated wiki and/or ccNSO website to ensure that all persons considering to apply shall have similar access to relevant information. Potential applicants are encouraged to submit any such questions as early as possible.

Your Full Name:

ccTLD:

Geographic region:

I. Skill set and experience

Candidates are expected to have/be:

Requirement	Please indicate how you meet the requirements
Familiarity with and strong understanding of the work of the CWG IANA Stewardship	
Specific familiarity with and understanding of the work of the CWG IANA Stewardship as it relates to the IANA intellectual property rights.	
General intellectual property expertise/experience.	
Able to work and communicate in written and spoken English	

Please specify any other skill set or experience that you believe would be relevant to CCG:

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II. Supporting documents

Please attach to this Expression of Interest:

- 1) your resume, curriculum vitae, or biography.
- 2) if applicable, a letter of support from your employer.