**Expression of Interest Form**

**Chair of the GNSO Latin Script Diacritics Policy Development Process Working Group**

**Overview**

The Generic Names Supporting Organization (GNSO) Council intends to appoint a single, qualified, and neutral Chair for the GNSO Latin Script Diacritics Policy Development Process (PDP) Working Group (WG).

**If interested, please complete and submit this form by email to** [**gnso-secs@icann.org**](mailto:gnso-secs@icann.org)**. The deadline to submit Expressions of Interest (EOI) is Monday, 20 January 2025 at 23:59 UTC.**

**How to complete your application:**

1. First, read the **ICANN Privacy Notice on page 1** below and **check the box to agree to its terms.**
2. Next, read and fully understand the **Chair Responsibilities and Expectations on pages 2-4.**
3. **On page 5,** this application includes fields for you to fill in **personal details, as well as 9 additional questions.**
4. You need to fill in all sections of the form. If a given criteria (e.g., expertise) does not apply to you, leave the field empty.
5. Once you have completed the form, save it on your computer/tablet/smartphone.
6. Create a new email message addressed to gnso-secs@icann.org, attach the form which you previously saved and submit the application.

You must submit your application by **20 January 2025 at 23:59 UTC.**

**ICANN Privacy Notice and Terms of Service:**

**By submitting an Expression of Interest (EOI) for the GNSO Latin Script Diacritics PDP WG Chair Position, you agree and abide by ICANN's electronic Terms of Service (**[**https://www.icann.org/privacy/tos**](https://www.icann.org/privacy/tos)**) and acknowledge that your personal data will be processed in accordance with the ICANN Privacy Policy (**[**https://www.icann.org/privacy/policy**](https://www.icann.org/privacy/policy)[**)**](https://www.icann.org/privacy/policy))**. For more information about ICANN's data protection practices and our processing of your personal data, please refer to the** [**ICANN Privacy Policy**](https://www.icann.org/privacy/policy)**.**

**☐ I agree.**

**Date:**

**Chair Responsibilities and Expectations**

As outlined in the [GNSO Working Group Guidelines](https://gnso.icann.org/sites/default/files/file/field-file-attach/annex-1-gnso-wg-guidelines-24oct19-en.pdf), the purpose of a Chair is to call meetings, preside over WG deliberations, manage the process so that all participants have the opportunity to contribute, and report the results of the WG to the Chartering Organization. These tasks require a dedicated time commitment as each week, calls have to be prepared, the agenda concretized, and relevant materials reviewed. The Chair shall be neutral. While the Chair may be a member of any group which also has representation on the WG, the Chair shall not act in a manner which favors such a group. The Chair shall not be a member of the WG for purposes of consensus calls.

In addition, it is expected that interested candidates shall have considerable experience in chairing WGs, and direct experience with at least one GNSO PDP throughout its lifecycle. Familiarity with the functioning of a WG is important to understand the various leadership skills that are necessary to employ during a WG’s lifecycle. For example, a Chair has to ensure that debates are conducted in an open and transparent manner and that all interests are equally and adequately represented within the Group’s discussions. During the later stages of a WG when recommendations are drafted, a Chair will benefit from understanding the viewpoints of various participants to ensure that an acceptable and effective outcome – ideally in the form of consensus – can be achieved.

The WG Chair is specifically expected to carry out the following responsibilities, including but not limited to:

* Attend all PDP WG meetings to assure continuity and familiarity with the subject matter and the ongoing discussions.
* Prepare meetings by reading all circulated materials.
* Be familiar with the subject matter and actively encourage participation during the calls.
* Be active on the PDP mailing list and invite PDP WG members and liaisons to share their viewpoints.
* Drive the progress forward and assure that discussions remain on point.
* Work actively towards achieving policy recommendations that ideally receive full consensus.
* Ensure that particular outreach efforts are made when the community has completed its review process of the WG’s outputs.
* Underscore the importance of achieving overall representational balance on any sub-teams that are formed.
* Enforce Statement of Participation, ICANN’s Standards of Behavior, and Community Anti-Harassment Policy.
* Coordinate with staff and ensure that the WG is supported as effectively as possible.
* Conduct consistent, adequate, and timely reporting to the GNSO Council on the progress of the PDP.

The WG Chair is expected to meet most of the following qualifications:

* Direct experience in consensus building processes and preferably direct experience in GNSO PDPs.
* Knowledge of and preferably direct experience in IDN related work at ICANN.
* Knowledge of ICANN policies and procedures as they relate to the relevant issue.
* Project management skills including: facilitating goal-oriented WG meetings, agenda setting and adherence, time management, encouraging collaboration, driving the completion of action items and achieving milestones in accordance with the WG timeline and work plan, keeping the WG’s actions, discussions and meetings focused on serving its ultimate goals and deliverables.
* Ability to enforce compliance with the Statement of Participation, ICANN’s Expected Standards of Behavior, and Community Anti-harassment Policy.
* Ability to determine when outreach is necessary and to undertake it.
* Ability to identify the diversity of views within the WG, if applicable.
* Knowledge of and ability to designate consensus on WG recommendations based on the level of agreement.
* Ability to help WG members understand that a consensus is a decision that is collaboratively reached and that the WG members can “live with”; accordingly, it may not be a perfect or unanimous decision.
* Commitment to review the [Consensus Playbook](https://go.icann.org/consensus) and attend potential training related to the Playbook, facilitate consensus building by employing the tools and techniques as detailed in the playbook.
* Ability to refrain from promoting a specific agenda and ensuring fair, objective treatment of all opinions within the WG.
* Ability to distinguish between WG members offering genuine dissent and those raising irrelevant or already closed issues merely to block the WG’s progress toward its goal.
* Ability to halt disruption and, in extreme cases, exclude a WG member from a discussion per Section 3.5 of the [GNSO Working Group Guidelines](https://gnso.icann.org/sites/default/files/file/field-file-attach/annex-1-gnso-wg-guidelines-24oct19-en.pdf) on Rules of Engagement.
* Ability to ensure that closed WG decisions are not revisited, unless there is a consensus to do so (usually in light of new information brought to the WG’s attention).
* Ability to commit the time required to perform the WG Chair’s responsibilities.
* Knowledge of topics in other policy efforts that have relations to or dependencies with the PDP WG topics.
* Ability to create factual, relevant and easily understandable messages, and able to clearly deliver them to the WG.
* Ability to deliver a point clearly, concisely, and in a friendly way.
* Exhibit agility and confidence in evolving situations and is able to swiftly transition from topic to topic.
* Highly effective oral, written, and interpersonal communication skills (in simple, comprehensible English).
* Excellent research skills with the ability to discern factual, factually relevant, and persuasive details and sources.
* Commitment to manage a diverse workload, while collaborating with a WG of individuals with different backgrounds and interests in driving objectives.
* Able to effectively build a course of action, analyze trade-offs, and make recommendations even in ambiguous situations.
* Knowledge of and ability to participate in the WG complaint process, commitment to review the [Clarification to Complaint Process in GNSO Working Group](https://gnso.icann.org/sites/default/files/file/field-file-attach/pdp-3-9-clarification-complaint-process-10feb20-en.pdf) Guidelines Section 3.7.

Finally, as also pointed out in the [GNSO Working Group Guidelines](https://gnso.icann.org/sites/default/files/file/field-file-attach/annex-1-gnso-wg-guidelines-24oct19-en.pdf), the Vice Chair may facilitate the work of the Chair by ensuring continuity in case of absence, sharing of workload, and allowing the Chair to become engaged in a particular debate. As a result, similar responsibilities and qualifications are expected from the Vice Chair, although the overall workload may be reduced as a result of being able to share this with the Chair.

**More information on leadership criteria can be found in Section IV of the** [**PDP WG charter**](https://gnso.icann.org/sites/default/files/policy/2024/draft/draft-charter-pdp-latin-diacritics-19dec24-en.pdf)**.**

**Time Commitment**

The PDP WG is expected to conduct its work via regular (e.g., weekly) conference calls and if applicable, in-person meetings connected to ICANN Public Meetings. The PDP WG is expected to develop a timeline for its work, which will be strictly monitored by the GNSO Council. There will be no compensation associated with the role of the Chair.

**Selection Process**

Application materials will be jointly reviewed by the GNSO Council leadership and/or the Standing Selection Committee (SSC) leadership and will not be shared publicly. The GNSO Council leadership and/or SSC leadership will review the responses and will propose a chair to the GNSO Council. The Council will either affirm or reject the selection and send the process back to the GNSO Council leadership and/or the SSC leadership. Therefore, names of applicants, including the recommended candidate, will be shared with the GNSO Council for its consideration.

The WG leadership is expected to carry out the role and responsibilities and meet the qualification as detailed in the [Expectations for Working Group Leaders & Skills Checklist](https://gnso.icann.org/en/council/pdp-3-6-expectations-wg-leaders-skills-checklist-10feb20-en.pdf).

**Key Resources**

Candidates are encouraged to familiarize themselves with the following documents:

* [PDP WG charter](https://gnso.icann.org/sites/default/files/policy/2024/draft/draft-charter-pdp-latin-diacritics-19dec24-en.pdf)
* [Consensus Playbook](https://gnso.icann.org/sites/default/files/file/field-file-attach/pdp-3-4-consensus-playbook-03jul20-en.pdf)
* [Annex A: GNSO Policy Development Process](https://www.icann.org/resources/pages/governance/bylaws-en/#annexA)
* [GNSO Policy Development Process Manual](https://gnso.icann.org/sites/default/files/file/field-file-attach/annex-2-pdp-manual-24oct19-en.pdf)

**Applicant Information**

**First Name:**

**Last Name:**

**Gender:**

**Country of Residence:**

**Stakeholder Group/Constituency Affiliation:**

**Questions**

In your Expression of Interest submission, please answer the following questions:

1. What is your interest in this position?
2. What is your knowledge of and/or experience in Internationalized Domain Names (IDN), Latin RZ-LGR, or other linguistic related work at ICANN?
3. What is your knowledge of ICANN policies and procedures?
4. What is your experience with the GNSO policy development process?
5. What particular skills and attributes do you have that will assist you in chairing the PDP WG and facilitating consensus building - How will this knowledge aid you in building consensus on this highly technical topic?
6. What is your experience with consensus building involving various stakeholders, as well as familiarity with the [Consensus Playbook](https://go.icann.org/consensus)?
7. Are you able to commit the time required and necessary work needed to chair the PDP WG?
8. Do you have any affiliation with or involvement in any organization or entity with any financial or non-financial interest in the subject matter of this PDP?
9. Please also include:
   * + A link to an up-to-date Statement of Interest (SOI) - <https://community.icann.org/x/c4Lg>
     + A statement confirming commitment and ability to act neutrally