

12 July 2018

Call for Volunteers: Expedited Policy Development Process (EPDP) on the Temporary Specification for gTLD Registration Data

Manal Ismail
Chair, Governmental Advisory Committee (GAC)

Dear Manal,

The GNSO Council is expected to initiate the Expedited Policy Development Process (EPDP) on the Temporary Specification for gTLD Registration Data and adopt the related EPDP Team Charter (<https://app.luminpdf.com/viewer/pYWFe2XKvPJc2u9uB/share?sk=b4c15252-e532-42d2-b21d-214b38362588>) shortly. Unlike other GNSO PDP efforts, which are open for anyone to join, the GNSO Council has decided to limit the membership composition of this EPDP primarily in recognition of the need to complete the work in a relatively short timeframe and to resource the effort responsibly. Further, we anticipate it will be necessary for at least one face-to-face meeting of the group.

With that context, the GNSO Council invites the GAC to participate in this policy development process, and because there is some urgency, we also ask that you commence the selection and appointment process for your 3 members and 3 alternates allocated for the EPDP Team as soon as possible to enable the EPDP Team to conduct an initial meeting in the week of 23 July.

It is important to note, that while provision has been made for participation from the GAC, this does not mean that you are obliged to provide participants for this effort. Further, while you may appoint up to three members and up to three alternates, you may opt to appoint fewer of each.

We also request that you take into account the following membership criteria that the GNSO Council considers to be important for this EPDP:

- Possess a working/basic understanding of GDPR. All members must commit to participating in the training selected for the EPDP Team to ensure knowledge adequate to effectively participate in the EPDP;
- Be responsible to their appointing organization, seeking input as necessary and keeping the appointing organization informed of progress;
- Be knowledgeable of, and respect the, GNSO policy development process;
- Willing to work, in good faith, toward consensus solutions during the life of the EPDP, and treat other members of the Team with respect;
- Available to actively contribute to the activities of the EPDP on an ongoing basis, including during face-to-face meetings¹ of the EPDP Team;
- Willing to adhere to the EPDP Team Statement of Participation.

A significant time commitment is expected from EPDP Team **Members** with the bulk of work expected to be carried out over the coming 6 months (see illustrative timeline in Annex B).

¹ Based on the timeline it is the expectation that the EPDP Team may need F2F time to: 1) develop its draft Initial Report (estimated to take place in mid-September 2018) 2) potential additional days immediately after the ICANN AGM in October to finalize its Initial Report, and 3) depending on input received, a meeting to review and consider public comments and finalize the report for submission to the GNSO Council (estimated timeframe December-January).

To effectively manage the workload in the timeframe required by the Temporary Specification as approved by the ICANN Board, all EPDP Team Members (as defined below) are required to commit from the outset of the work effort to a Statement of Participation as outlined in Annex A. In addition, all Team Members, Liaisons, and Alternates must complete and maintain an up-to-date Statement of Interest on the GNSO wiki.

The full composition of the EPDP Team is outlined below and will be included in the EPDP Charter:

GROUP	MEMBERS (up to)	ALTERNATES (up to)	LIAISONS (up to)	TOTAL MEMBERS + Liaisons (up to)
RySG	3	3		3
RrSG	3	3		3
IPC	2	1		2
BC	2	1		2
ISPCP	2	1		2
NCSG	6	3		6
GAC	3	3		3
ALAC	2	2		2
SSAC	2	2		2
ccNSO	2	2		2
ICANN STAFF			2	2
ICANN BOARD			2	2
GNSO COUNCIL			1	1
EPDP CHAIR			1	1
TOTALS	27	21	6	33

For clarity, we have also provided an explanation of the different roles:

- **EPDP Team Members:** Members are expected to adhere to the Statement of Participation as outlined in Annex A as well as participate in any EPDP Team consensus calls, as applicable. A consensus call, as outlined in section 3.6 of the GNSO Working Group Guidelines, is used to formally assess the level of support for recommendations by the EPDP Team. It is a requirement of the charter that members represent the formal position of their appointing organization, not individual views or positions.
- **Liaison:** A liaison is also expected to adhere to the Statement of Participation, and will participate in EPDP Team meetings and mailing list discussions on a regular basis to allow for timely input and sharing of information on behalf of their appointing organization.
- **EPDP Team Alternates:** An alternate will only participate if a Member or Liaison is not available. Alternates will be responsible for keeping up with all relevant EPDP Team deliberations to ensure they remain informed and can contribute as and when required (when called upon by their appointing organization, as a Member or Liaison is unavailable). As noted below, the ability to listen in real-time is expected to be made available to facilitate this process.
- **Observers:** Anyone interested in this effort may observe the work of the EPDP -- observers are subscribed to the mailing list on a read-only basis but are NOT able to post. Similarly, observers are NOT invited to participate in EPDP Team meetings. However, observers will have the capacity to listen to calls in real-time through an audiocast, and meeting transcripts will be publicly posted on the ICANN website.

For more detailed information on team composition, including the expectations of the above-listed roles, please refer to Annex C below.

In order to ensure a timely start of the EPDP Team, you are requested to confirm your appointed Members and Alternates at the latest by **20 July 2018** as the first meeting of the EPDP Team is expected to be scheduled shortly thereafter. To confirm your membership, please inform the GNSO Secretariat at gnso-secs@icann.org.

On behalf of the GNSO Council

Heather Forrest, GNSO Chair
Donna Austin, GNSO Council Vice Chair
Rafik Dammak, GNSO Council Vice Chair

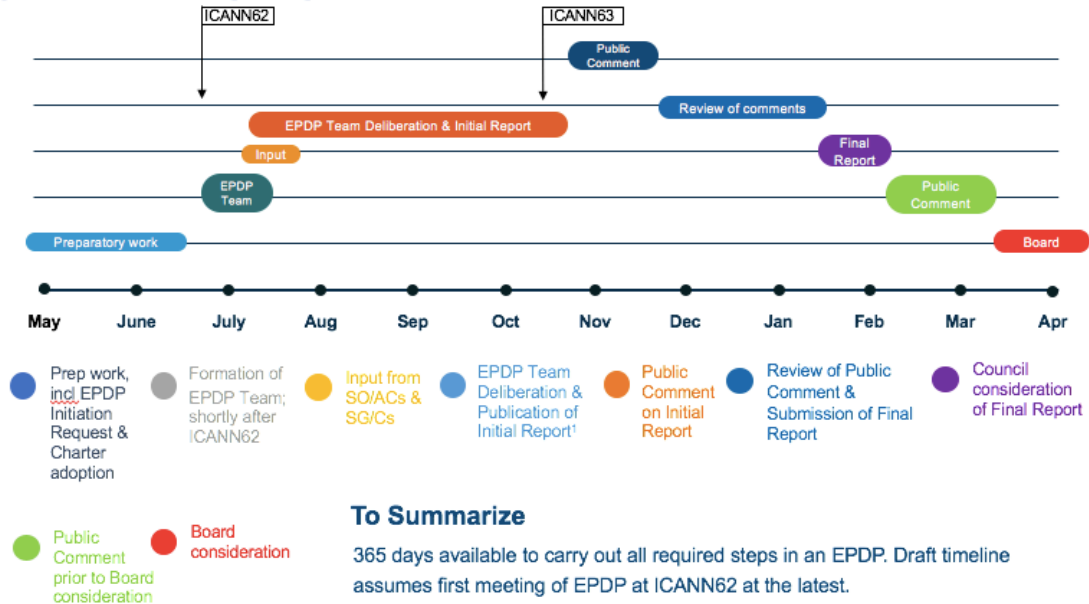
Annex A - EPDP Team Statement of Participation

As a member of the EPDP team, I agree to comply with the following Statement of Participation. I understand that the EPDP Leadership Team has the authority to restrict my participation in the EPDP Team in the event that they determine that I am not contributing to the effort as intended:

- I agree to genuinely cooperate with fellow members of the EPDP to reach consensus on the issues outlined in the Charter. I understand this does not mean that I am unable to fully represent the views of my appointing organization but rather, where there are areas of disagreement, I will commit to work with others to reach a compromise position to the extent that I am able to do so;
- I acknowledge the remit of the GNSO to develop consensus policies for generic top level domains. As such, I will abide by the recommended working methods and rules of engagement as outlined in the Charter, particularly as it relates to designating consensus and other relevant rules in GNSO Working Group Guidelines;
- I will treat all members of the EPDP team with civility both face-to-face and online following ICANN expected standards of behavior, and I will be respectful of their time and commitment to this effort. I will act in a reasonable, objective, and informed manner during my participation this EPDP and will not purposefully attempt to disrupt the work of the EPDP;
- I will make best efforts to regularly attend all scheduled meetings and send apologies in advance when I am unable to attend. I will take assignments allocated to me during the course of the EPDP seriously and complete these within the requested timeframe. As and when appropriate I shall seek to be replaced by my designated Alternate in accordance with the wishes of my appointing organization; and
- I agree to act in accordance with ICANN's Standards of Behaviour, particularly as they relate to:
 - Acting in accordance with, and in the spirit of, ICANN's mission and core values as provided in ICANN's Bylaws;
 - Adhering to ICANN's conflict of interest policies;
 - Treating people with respect and acting in a reasonable, objective and informed manner when participating in policy development and decision-making processes;
 - Listening to the views of all stakeholders and working to build consensus;
 - Promoting ethical and responsible behavior.

Annex B – Illustrative EPDP Timeline

Draft EPDP Timeline



¹The EPDP Team Deliberation and Initial Report contemplates dealing specifically with questions relating to the Temporary Specification. Once gating questions have been addressed, work will commence on the standardized access model. As such, work on the standardized access model is not currently reflected in this timeline.

Annex C – EPDP Team Structure

EPDP Team Structure

- GNSO Members are appointed by GNSO Stakeholder Groups (SG).
 - Each Contracted Party House Stakeholder Group (Registries SG and Registrars SG) may appoint up to 3 Members + 3 Alternates,
 - Each Non-Contracted Party House SG, namely the Commercial Stakeholder Group and the Non-Commercial Stakeholder Group, may appoint 6 Members + 3 Alternates (for the Commercial Stakeholder Group this is further broken down to 2 Members + 1 Alternate per Constituency).
- The ALAC, SSAC and ccNSO will be invited to appoint 2 members + 2 Alternates
- The GAC will be invited to appoint 3 members + 3 Alternates
- For the purpose of assessing level of consensus, Members are required to represent the formal position of their SG/C or SO/AC, not individual views or positions.
- Alternates will only participate if a Member is not available. Alternates will be responsible for keeping up with all relevant EPDP Team deliberations to ensure they remain informed and can contribute when needed.
- 2 ICANN Staff Liaisons (one from Legal, one from GDD)
- 2 ICANN Board Liaisons
- 1 GNSO Council Liaison
- 1 independent Chair (neutral, not counted as from the WG membership/participants)
- The EPDP Team may invite expert contributors and other resources as deemed necessary by the EPDP Team leadership.
- Anyone may join the EPDP Team as an observer. Observers would be subscribed to the EPDP Team mailing list on a read-only basis but are NOT able to post. Observers are NOT allowed to participate in EPDP Team meetings, however, real-time audio cast may be made available to follow deliberations in addition to transcriptions and recordings.
- Member participation is required for establishing consensus. If a member is not able to express a position on a consensus call, this will not hold up a consensus call if other members are able to express a position on behalf of their respective groups. Liaisons or observers do not participate in any type of consensus calls.
- For the purpose of assessing consensus, and in order to reflect and respect the current balance and bicameral structure of the GNSO Council, the Chair shall apply necessary and appropriate weight to the positions of the respective GNSO SG and Cs at Council level, noting that increased membership from the CSG and NCSG (6 members each) relative to the CPH (6 members in total) upsets that balance. The CPH, NCSG or any SG or C that does not fulfil its entire membership allowance must not be disadvantaged as a result during any assessment of consensus.

GROUP	MEMBERS (up to)	ALTERNATES (up to)	LIAISONS (up to)	TOTAL MEMBERS + Liaisons (up to)
RySG	3	3		3
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IPC	2	1		2

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ISPCP	2	1		2
NCSG	6	3		6
GAC	3	3		3
ALAC	2	2		2
SSAC	2	2		2
ccNSO	2	2		2
ICANN STAFF			2	2
ICANN BOARD			2	2
GNSO COUNCIL			1	1
EPDP CHAIR			1	1
TOTALS	27	21	6	33

The EPDP Team would be expected to make provisions as part of its work plan to provide regular updates to the broader ICANN community and others interested, for example, through newsletters and/or webinars.

Description of EPDP Team roles:

- EPDP Team **Members**: Members are expected to commit to the Statement of Participation as well as participate in any EPDP Team consensus calls, as applicable. Members are required to represent the formal position of their appointing organization, not individual views or positions.
- EPDP Team **Alternates**: Alternates are also expected to adhere to the Statement of Participation. An alternate will only participate if a Member is not available. Members and/or appointing organizations are expected to communicate in a timely manner to the EPDP Chair and/or the GNSO Secretariat the time period during which the alternate will replace a member. Alternates will be responsible for keeping up with all relevant EPDP Team deliberations to ensure they remain informed and can contribute when needed (when the Member is not available). As such, alternates will be subscribed to the mailing list as observers (apart from any time periods during which the alternate will be replacing a member. During that period, the alternate will also have mailing list posting rights). As noted, the ability to listen in real-time is expected to be made available to facilitate this process.

- **EPDP Team Observers:** Anyone interested in this effort may join as an observer – observers are subscribed to the mailing list on a read-only basis but are NOT able to post. Similarly, observers are NOT invited to participate in EPDP Team meetings. The ability to listen in real-time as well as recordings / transcripts of meetings will be available to observers.
- **Board Liaison:** Board liaison(s) are expected to share on a regular basis any input the Board may have that will inform the EPDP team deliberations and ongoing work. Similarly, Board liaison(s) are expected to keep the Board informed concerning the status of the EPDP Team deliberations. The Board Liaison(s) are not expected to advocate for any position and/or participate in any EPDP Team consensus calls.
- **GNSO Council Liaison:** The GNSO Council shall appoint a liaison who is accountable to the GNSO. The liaison must be a member of the Council, and the Council recommends the liaison be a Council member able to serve during the life of this EPDP. Generally speaking, the liaison is expected to fulfill the liaison role in a neutral manner, monitor the discussions of the Working Group and assist, and inform the Chair and the EPDP Team as required.
- **ICANN Staff Liaison:** The ICANN Org GDD and Legal Liaisons are expected to provide timely input on issues that may require ICANN Org input such as implementation related queries. The ICANN Staff Liaisons are not expected to advocate for any position and/or participate in any EPDP Team consensus calls.