

PDP 3.0 Improvement #13: Working Group Member Survey on Leadership Performance

This document complements the document “PDP 3.0 Improvement #13: Regular Review of Working Group Leadership”.

A. Overview

Purpose: Understand how Policy Development Process (PDP) Working Group (WG) members perceive PDP WG leadership’s performance with respect to criteria in the GNSO Working Group **Expectations for Leaders** (PDP 3.0 Improvement #6) and expectations set in the PDP’s charter.

Implementation: This tool is an anonymous survey distributed electronically at regular intervals by the GNSO Council to PDP WG members. The survey will be open for at least one week. The exact interval at which the survey is conducted will be different per WG and may be tied to the length of the WG’s timeline or specific milestones included in the charter. The survey will feed into the regular review of WG leadership by the GNSO Council. Specific triggers may also be identified that will result in the launch of a survey.

Use: The GNSO Council will use this survey as one of the inputs to its regular evaluation of PDP WG leadership. Raw data from this survey will be available to Council leadership, PDP WG leadership, and the Council liaison to the WG. While the Council will primarily work with a summary of the input received, the data will also be available to the full Council upon request.

Dependencies: The content of this survey draws on outputs from two other PDP 3.0 Improvements: #6. Document expectations for PDP WG leadership (Chairs/Co- Chairs/Leads) that outlines role & responsibilities as well as minimum skills / expertise required and #11. Enforce deadlines and ensure bite size pieces.

B. Survey

Working Group Member Survey on Leadership - [Working Group Name]

The GNSO Council is seeking your input about the leadership team of [Working Group name]. As the manager of the policy development process and other GNSO projects, the GNSO Council regularly reviews work underway within the GNSO. This includes a regular review of WG leadership. Please take a moment to reflect on your experience in [Working Group name] and respond to the questions below. Your response is anonymous in that your name will not be attached to your response. Raw data from this survey will be available to Council leadership, the WG leadership team, and the Council liaison to the WG, as well as the full Council upon request.

The leadership team of [Working Group name] is comprised of [description of structure - for example two co-chairs, three co-chairs, one chair and two vice- chairs, etc.]. You will be asked to respond to each question as it applies to each member of the leadership team.

For each of the first 7 questions, you will be asked to respond to a statement with one of the following (with scores assigned to each option to facilitate the analysis of the survey results): Strongly Agree (15), Agree (12), Neutral (9), Disagree (6), Strongly Disagree (3), or N/A (0). If this statement is not applicable to you or you do not have an answer, please select N/A. "N/A" responses will be omitted during the calculation of final scores. For each of these questions, you will be able to provide additional details in the comments box to explain your answer. The final question in the survey allows you to share any additional remarks that are not covered in the other survey questions. This survey should take approximately 10 minutes to complete.

Category #1 - Facilitate Working Group deliberations to align with the scope and expectations of the charter and PDP work plan

1. The Working Group leadership facilitates goal-oriented working group meetings aligned with the requirements of the Working Group's charter and work plan.

[Name 1]: () Strongly Agree () Agree () Neutral () Disagree () Strongly Disagree () N/A

[Name 2]: () Strongly Agree () Agree () Neutral () Disagree () Strongly Disagree () N/A

Comments:

2. The Working Group leadership adequately manages disruptive behaviors such as raising irrelevant issues or reopening topics that have already been closed.

[Name 1]: () Strongly Agree () Agree () Neutral () Disagree () Strongly Disagree () N/A

[Name 2]: () Strongly Agree () Agree () Neutral () Disagree () Strongly Disagree () N/A

Comments:

Category #2 - Facilitate Working Group meetings, decision making, and delivery of work product to meet the required deadlines of the charter and PDP work plan

3. The Working Group leadership keeps the Working Group on track to meet target deadlines through discussion items or deliverables.

[Name 1]: () Strongly Agree () Agree () Neutral () Disagree () Strongly Disagree () N/A

[Name 2]: () Strongly Agree () Agree () Neutral () Disagree () Strongly Disagree () N/A

Comments:

4. The Working Group leadership is responsive and effectively communicates with Working Group members.

[Name 1]: () Strongly Agree () Agree () Neutral () Disagree () Strongly Disagree () N/A

[Name 2]: () Strongly Agree () Agree () Neutral () Disagree () Strongly Disagree () N/A

Comments:

Category #3 - Neutrality/Impartiality

5. The Working Group leadership ensures fair, objective treatment of all opinions within the Working Group.

Leader 1: () Strongly Agree () Agree () Neutral () Disagree () Strongly Disagree () N/A

Leader 2: () Strongly Agree () Agree () Neutral () Disagree () Strongly Disagree () N/A

Comments:

Category #4 - Identify diversity of views within the WG

6. The Working Group leadership is able to seek and identify a diversity of views within the Working Group (Examples to consider when answering this survey question: Did the Working Group leadership assess and encourage representational balance? Identify and address “capture”? Determine when outreach is necessary to bring in additional views? Undertake this outreach when appropriate?)

[Name 1]: () Strongly Agree () Agree () Neutral () Disagree () Strongly Disagree () N/A

[Name 2]: () Strongly Agree () Agree () Neutral () Disagree () Strongly Disagree () N/A

Comments:

7. The Working Group leadership works to identify common ground among members as well as areas of divergence, consistent with the Standard Methodology for Making Decisions included in Section 3.6 of the GNSO Working Group Guidelines.

[Name 1]: () Strongly Agree () Agree () Neutral () Disagree () Strongly Disagree () N/A

[Name 2]: () Strongly Agree () Agree () Neutral () Disagree () Strongly Disagree () N/A

Comments:

8. Other: Do you have any additional remarks that you would like to share?

Comments:

Thank you for your input!