

PDP 3.0 Improvement #5: GNSO Council Liaison Supplemental Guidance

At the 2019 Strategic Planning Session, a small team of Councilors agreed that providing more specific guidance, perhaps in the form of a checklist, would be beneficial to liaisons. Further, it was agreed that having this more specific guidance would not only better serve the liaisons, but would also help establish expectations for the GNSO Council and the WGs they serve. This supplemental document is to be used as a complement to the Role description found here:

<https://gns0.icann.org/sites/default/files/file/field-file-attach/gns0-liaison-wg-22feb18-en.pdf>.

There is one job duty below that is highlighted and italicized because of its importance, but also because of its overarching nature. The liaison's primary responsibility is to facilitate the managerial role of the GNSO Council in overseeing the activities of the GNSO PDP working group. "**The liaison is expected to fulfil his/her role in a neutral manner.**" This means that everything the liaison does during his/her tenure, including but not limited to participating in WG calls, reporting status, conveying information, and escalating issues, should be done in that neutral manner.

Job Duty	Phase	Type	Recommended Frequency	Ideas/Best Practices for "Handbook"	Suggested Time Commitment
<i>The liaison is expected to fulfil his/her role in a neutral manner. Should the liaison wish to intervene / participate in WG deliberations in his/her personal capacity, the liaison is expected to make it explicitly clear when he/she is speaking in liaison capacity and when speaking in personal capacity.</i>	All	Basic Expectations	Ongoing	<ul style="list-style-type: none"> <i>The liaison's primary purpose is to serve as the liaison. The liaison can "take off their liaison hat," which must be done explicitly, but doing so is strongly discouraged. Potential liaisons and the Council should take this into account prior to appointing a Councilor to the position.</i> <i>If the liaison is constantly "taking off his/her hat," this is likely to negatively affect the liaison's ability to serve in the role in the neutral manner and the Council and liaison may want to consider whether another individual is better able to serve in this role.</i> <i>A liaison should recuse him/herself in the substantive deliberation within the WG if such work conflicts with his/her job duty as a liaison, who is involved in the operation/management of the WG.</i> <i>This particular Job Duty is overarching and affects all other Job Duties.</i> 	N/A

Job Duty	Phase	Type	Recommended Frequency	Ideas/Best Practices for "Handbook"	Suggested Time Commitment
The liaison may serve as an interim WG Chair until a WG Chair is named. As per current practice, it would not be appropriate for the liaison to be considered for a permanent Chair or co-chair/vice-chair position;	PDP Start Leadership transition	Guidance/ Leadership	As needed	None	1-2 WG meetings in total, plus preparation
The liaison is expected to be a regular attendee/participant of WG meetings;	All	Basic Expectations	As dictated by the WG	<ul style="list-style-type: none"> ● Attend meetings to the extent you can ● Utilize meeting recordings and transcripts to catch up ● Monitor email list 	1-2 hours per week
The GNSO Council Liaison should participate in regular meetings/interactions with the WG Leadership and consult with WG Leadership prior to providing updates or reports to the GNSO Council.	All	Basic Expectations	As dictated by the WG	<ul style="list-style-type: none"> ● Change "meetings" to "interactions" to accommodate how each individual WG Leadership team functions. The interactions do not necessarily need to be in addition to regular leadership interactions (e.g., if may be beneficial to include the liaison in the various leadership channels of communication). ● Feeds into reporting/escalation 	1-2 hours per week
The liaison is expected to report to the GNSO Council on a regular basis (at a minimum, at or before an ICANN public meeting and as issues or significant milestones arise in the group’s work) on the progress of the Working Group. Such report is expected to be coordinated with the WG leadership;	All	Reporting (shared responsibility)	Each Council meeting	<p>Regular reporting (i.e., monthly) is expected to be shared responsibility, with WG leadership, staff, and the Council liaison all being involved.</p> <ul style="list-style-type: none"> ● Development of regular reporting materials (WG leadership, staff, in consultation with the liaison) ● Send regular reporting materials (WG leadership, staff) ● Identify material changes, issues, or milestones that should be shared with Council (WG leadership, staff, in consultation with the liaison) ● Send material updates to Council mailing list prior to any Council meeting (WG leadership, staff) ● Discuss any material issues during Council meeting during project list review (if any) (WG leadership, liaison) ● [If any further discussion is needed, the liaison can ask that the item be added to a Council meeting agenda (Council 	Collectively, approximately 2 hours per month. However, commitment will be higher if escalation is needed.

Job Duty	Phase	Type	Recommended Frequency	Ideas/Best Practices for "Handbook"	Suggested Time Commitment
				liaison)]	
The GNSO Council Liaison should be the person upon whom the Working Group relies to convey any communications, questions or concerns to the GNSO Council.	All	Conduit (primary responsibility)	As needed	<ul style="list-style-type: none"> Task is done collaboratively with WG leadership, with staff, including the Conflict Resolution Staff in the ICANN Policy Team, available as needed Consider any privacy concerns when communicating Consider if guidance is needed from Staff or Council Leadership Feeds into reporting/escalation 	
The GNSO Council liaison is responsible for ensuring that the WG Chair(s) are informed about activities of the GNSO Council that have an impact on the Working Group. This includes not only actions taken with respect to substance related to the Working Group, but also any actions taken on matters upon which the Work Group depends or on which the Council depends on the Working Group.	All	Conduit (primary responsibility)	As needed	<ul style="list-style-type: none"> Liaison to communicate with WG Chair(s) in whatever manner is established (e.g., email, meetings, Slack-type channels, etc.) Liaison to engage WG Chair(s) in a manner that facilitates regular and material communication about key issues, milestones, etc. 	
The liaison will refer to the Council any questions or queries the WG might have in relation to its charter and mission;	All	Conduit/ Escalation (primary responsibility)	As needed	<ul style="list-style-type: none"> Task is done collaboratively with WG leadership, with staff available as needed Consider any privacy concerns when communicating Consider if guidance is needed from Staff or Council Leadership Feeds into reporting/escalation 	
The liaison will assist or engage when the WG faces challenges or problems, and will notify the Council of efforts in this regard;	All	Conduit/ Escalation (shared responsibility)	As needed	<ul style="list-style-type: none"> Task is done collaboratively with WG leadership, with staff, including the Conflict Resolution Staff in the ICANN Policy Team, available as needed Consider any privacy concerns when communicating Consider if guidance is needed from Staff or Council Leadership 	

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				<ul style="list-style-type: none"> • Feeds into reporting/escalation • The liaison may be called upon to help resolve a 3.7 appeal process (see PDP 3.0 Improvement #9: Clarification to Complaint Process in GNSO Working Group) 	
The liaison will assist the WG Chair in suspected cases of abuse of ICANN's Expected Standards of Behavior and/or restricting the participation of someone who seriously disrupts the WG;	All	Conduit/ Escalation (shared responsibility)	As needed	<ul style="list-style-type: none"> • Task is done collaboratively with WG leadership, with staff, including the Conflict Resolution Staff in the ICANN Policy Team, available as needed • Consider any privacy concerns when communicating • Consider if guidance is needed from Staff or Council Leadership • Feeds into reporting/escalation 	
The liaison will assist the WG Chair as required with his/her knowledge of WG processes and practices;	All	Conduit/ Escalation (shared responsibility)	As needed	<ul style="list-style-type: none"> • Consider any privacy concerns when communicating • Consider if guidance is needed from Staff or Council Leadership • May be helpful to consult with staff 	
The liaison will facilitate in case there is disagreement between the WG Chair and WG member(s) in relation to designation of consensus given to a certain recommendation.	Consensus call	Conduit/ Escalation (shared responsibility)	As needed	<ul style="list-style-type: none"> • Task is done collaboratively with WG leadership, with staff, including the Conflict Resolution Staff in the ICANN Policy Team, available as needed. Pertains directly to section 3.6 of the WG Guidelines (see PDP 3.0 Improvement #4 Consensus Playbook) • Consider any privacy concerns when communicating • Consider if guidance is needed from Staff or Council Leadership • Feeds into reporting/escalation 	