Work track 5 Communication tool classroom – 14Nov2017
Your Support staff contacts for content purposes

Steve Chan
Senior Policy Director
steve.chan@icann.org

Julie Hedlund
Policy Director
Julie.hedlund@icann.org

Emily Barabas
Senior Policy Specialist
Emily.barabas@icann.org
Your contacts for administrative support: gnso-secs@icann.org

Nathalie Peregrine
Manager, Operations Support
GNSO
nathalie.peregrine@icann.org

Terri Agnew
GNSO Lead Administrator
Terri.agnew@icann.org

Julie Bisland
GNSO Secretariat Services Coordinator
Julie.bisland@icann.org

Michelle Desmyter
Secretariat Services Coordinator,
GNSO & GDD
Michelle.desmyter@icann.org
Agenda – Communication Tools Classroom

1. Where to find information
2. Mailing lists
3. Work Track 5 Members & Observers
4. Adobe Connect & Conference calls
5. ICANN & GNSO Learn
6. Q & A
Where to find information
## GNSO Master Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Place</th>
<th>Time</th>
<th>Agenda</th>
<th>Minutes</th>
<th>Media</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 January</td>
<td>Motions and Documents Due for GNSO Council</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Meeting 14 January</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 January</td>
<td>Motions and Documents Due for GNSO Council</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Meeting 21 January</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 January</td>
<td>CWG on Country and Territory Names as TLDs</td>
<td>21:00 UTC</td>
<td>Transcript</td>
<td>Mp3</td>
<td></td>
</tr>
<tr>
<td>14 January</td>
<td>GNSO Council Teleconference</td>
<td>12:00 UTC</td>
<td>Agenda</td>
<td>Mp3</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Transcript</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Chat Transcript</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19 January</td>
<td>Standing Committee on GNSO Improvements</td>
<td>18:00 UTC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Implementation (SCI) Subteam A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 January</td>
<td>GAC GNSO Consultation Group</td>
<td>14:00 UTC</td>
<td>Transcript</td>
<td>Mp3</td>
<td></td>
</tr>
<tr>
<td>20 January</td>
<td>Standing Committee on</td>
<td>17:00 UTC</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Work Track 5 will focus on developing proposed recommendations regarding the treatment of geographic names at the top-level.

A meeting was held at ICANN60 to lay the groundwork for Work Track 5. You can access recordings and transcripts from the session here.

To learn more about joining Work Track 5, please see the Call for Volunteers.

To sign up for Work Track 5, please use this form.

**Background documents**

Coming soon . . .
Work track 5 Mailing lists
Two different mailing lists

- **gnso-newgtld-wg-wt5@icann.org**: Discussion mailing list. Accessible to reading by members and observers. Only members can post to it. Call details must NOT be sent here.

- **ntfy-gnso-newgtld-wg-wt5@icann.org**: Dial in information diffusion list. Accessible to reading by members only. Only staff support can post to it.

If you wish to change your status to either observer or member, please email the GNSO Support staff: **gnso-secs@icann.org**
Mailing list etiquette

- Subject line should be clear. This makes it easier for members to search and respond to the thread.

- Remember to sign with your full name

- Be mindful of inbox overload

- When quoting a previous email, copy selected passage only, not the entire email

- Message to the entire list should only be sent when it contains information that is beneficial to everyone. Messages such as “thanks for the information” or me too” should be sent to individuals rather than the entire list.

- Administrative messages such as dial out requests, apologies or Statement of Interest issues should not be sent to the entire list.

- Do not hesitate to ask questions or comments!
Work track 5 Members
GNSO Statements of Interest (SOI)

You have reached the main repository for GNSO Statements of Interest (SOI).

> Click here if you DID NOT login successfully to this Wiki site with an ID and Password

As per the GNSO Operating Procedures, Chapter 5, the definition of Statements of Interest is "A written statement made by a Relevant Party that provides a declaration of interests that may affect the Relevant Party's judgment, on any matters to be considered by the GNSO Group." Statements of Interest (or SOI) are a mandatory requirement for any GNSO Working Group member (See section 5.3.1 of the GNSO Operating Procedures) and are published here on the GNSO Statement of Interest wiki space which is publicly accessible. GNSO Support staff are on hand to assist if members run into difficulties completing their statements.

I want to:

⭐ Create a New SOI page

⭐ Update my SOI page: Click on your name from the left navigation menu (New SOIs), then use the <Edit Contents> menu option (next to Create)

⭐ Check to see if an Old SOI exists before the new GNSO format was approved (2011 or earlier)
Examples of Statements of Interest

Jeff Neuman SOI

Created by Ken Bour, last modified by Terri Agnew on Sep 21, 2017

1) Your Name:
Jeffrey J. Neuman

Picture/Image:
(Instructions: Click in the field to the right to open up the text input window. Then click the <insert> menu button, select <image>, then choose (or browse) to locate an image file (e.g., JPG, PNG, BMP) from your local computer to upload. After insertion, please click on the picture and adjust the size to no larger than 200 pixels).

2) Stakeholder Group:
Not Applicable

3) Constituency:
Not Applicable

4) ICANN Affiliation (if not covered by item 2 or 3):
Member of Various Stakeholder Groups

5) Please identify your current employer(s):
Valideus USA & Com Laude USA

6) Please identify your current position(s):
Senior Vice President

7) Please identify the type(s) of work performed:
Jeff Neuman is Senior Vice President of Valideus USA & Com
Email invitations

From: Nathalie Peregrine (Nathalie Peregrine)
To: ntfy-gnso-newgtld-wg-wt5@icann.org
Cc: gnso-secs@icann.org
Bcc:
Subject: Re: [Ntfy-gnso-newgtld-wg-wt5] UPDATED Meeting Invitation: New gTLD Subsequent Procedures Sub Team Track 5 Geographic Names at the Top Level on Wednesday, 15 November 2017 at 20:00 UTC for 60 minutes.

Dear All,

The first meeting for the New gTLD Subsequent Procedures Sub Team – Track 5 – Geographic Names at the Top Level will take place on Wednesday, 15 November 2017 at 20:00 UTC for 60 minutes. 12:00 PST, 15:00 EST, 20:00 London, 21:00 Paris CET
For other times: http://tinyurl.com/ycgvmnp6 [tinyurl.com]

Adobe Connect room: XXXXXXXXXX

You can connect your audio by following instructions in the pop up in the AC room, or use the Connect Me option below (also sent in the calendar invitation).

Kind regards,

Michelle DeSmyter

Participant passcode: X00000000000X

Dial in numbers:

<table>
<thead>
<tr>
<th>Country</th>
<th>Toll Numbers</th>
<th>Freephone/ Toll Free Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARGENTINA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUSTRALIA</td>
<td>ADELAIDE:</td>
<td>61-8-8121-4842</td>
</tr>
<tr>
<td>AUSTRALIA</td>
<td>BRISBANE:</td>
<td>61-7-3102-0944</td>
</tr>
<tr>
<td>AUSTRALIA</td>
<td>CANBERRA:</td>
<td>61-2-6188-1841</td>
</tr>
</tbody>
</table>
Calendar invitations

- Calendar invites will contain the same information as the email invitation. Once you accept the calendar invitation, you will not longer need to email for dial in details.

- Back up: calendar invitation as ics attachment on emails.
Adobe Connect and Conference calls
Adobe Connect Overview

- Signing in as Guest with first and last name
- Running tests with http://tinyurl.com/icannactest
- Share pod
- AC Chat
- Adobe Connect room protocol Hand raised
  - Approval/ Objection
  - ICANN Expected Standards of Behavior
**ICANN Expected Standards of Behavior**

1. **Act** in accordance with ICANN's Bylaws. In particular, participants undertake to act within the mission of ICANN and in the spirit of the values contained in the Bylaws.

2. **Adhere** to ICANN's conflict of interest policies.

3. **Facilitate** transparency and openness when participating in policy development and decision-making processes.

4. **Conduct** yourself in accordance with ICANN policies.

5. **Work** to build consensus with other stakeholders in order to find solutions to the issues that fall within the areas of ICANN's responsibility. The ICANN model is based on a bottom-up, consensus-driven approach to policy development. Those who take part in the ICANN process must take responsibility for ensuring the success of the model by trying to build consensus with other participants.

6. **Act** in a reasonable, objective, and informed manner when participating in policy development and decision-making processes. This includes regularly attending all scheduled meetings and acting in the best interest of the Internet community, irrespective of personal interests and the interests of the entity to which an individual might owe their appointment.

7. **Protect** the organization's assets and ensure their efficient and effective use.

8. **Act** fairly and in good faith with other participants in the ICANN process.

9. **Listen** to the views of all stakeholders when considering policy issues. ICANN is a unique multi-stakeholder environment. Those who take part in the ICANN process must acknowledge the importance of all stakeholders and seek to understand their points of view.

10. **Treat** all members of the ICANN community equally, irrespective of nationality, gender, racial or ethnic origin, religion or beliefs, disability, age, or sexual orientation; members of the ICANN community should treat each other with civility both face to face and online.

11. **Promote** ethical and responsible behavior. Ethics and integrity are essential, and ICANN expects all stakeholders to behave in a responsible and principled way.

12. **Support** the maintenance of robust mechanisms for public input, accountability, and transparency so as to ensure that policy development and decision-making processes will reflect the public interest and be accountable to all stakeholders.
Adobe Connect Audio

1- By dialing into the audio bridge, with the usual numbers and passcodes found on the email invitations

2- By activating your computer microphone via the Adobe room. (Using a headset is preferable here)
   - Make sure your microphone is not on mute.
   - Select the TELEPHONE ICON at the top of the AC toolbar and choose CONNECT MY AUDIO (only option).
   - Select USING COMPUTER twice
   - Select ALLOW access to the ICANN adobe room
   - the TELEPHONE ICON at the top of the toolbar should then have changed into a MICROPHONE ICON
   - You may click on this MICROPHONE ICON to mute yourself (Icon will then have a line through it) and to unmute yourself (Line disappears)

**ALWAYS have your microphone/telephone on MUTE as default setting.**
**WG: Adobe Connect & Conf Calls**

1. **Email invitation**: Remember to send apology or ask for a dial out.
2. **Dial into the bridge**: Remember to provide full name.
3. **Joining the AC room**: Log in with first and last name.
4. **AC Chat & VoIP**: Chat is archived.
5. **WG Traditions**: Mute/Unmute and Hands Raised.

---

**WG**: Adobe Connect & Conf Calls
ICANN & GNSO LEARN
Class Curriculum

Introduction to the GNSO

- GNSO - what does it stand for?
- Who makes up the GNSO?
- Who are the GNSO’s Stakeholder Groups?
- Who are the GNSO’s Constituencies?
- What does the GNSO do?
- What is Consensus Policy?
- Does the GNSO just develop Consensus Policy?
- How To Participate
- More Information
Items covered by GNSO Learn

- Introduction to the GNSO
- The GNSO Stakeholder Groups and Constituencies
- The GNSO Council
- What is expected of GNSO Councilors
- The GNSO Policy Development Process (PDP)
- Role and Responsibility of a GNSO Working Group Chair
- How to keep up to date with the GNSO
- Meet a few members of the GNSO
- Some helpful tips and tricks
Additional tips

- Acronym Helper – see GNSO home page
- ICANN Learn - [http://learn.icann.org/](http://learn.icann.org/)
- Find an experienced WG or WT5 member either from your SG/C to provide guidance / answer questions
- Contact the GNSO SO/AC Admin support: gnso-secs@icann.org