

Expressions of Interest

Chair of the GNSO Expedited Policy Development Process Team on Internationalized Domain Names

The Generic Names Supporting Organization (GNSO) Council intends to appoint a single, neutral chair to the Expedited Policy Development Process (PDP) Team on Internationalized Domain Names (IDNs).

The deadline to submit Expressions of Interest is Friday, 25 June 2021 at 23:59 UTC.

All submissions should be sent to gnso-secs@icann.org. By submitting your personal data, you agree that your personal data will be processed in accordance with the [ICANN Privacy Policy](#), and you agree to abide by the electronic [Terms of Service](#).

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

- What is your interest in this position?
- What particular skills and attributes do you have that will assist you in chairing the EPDP Team and facilitating consensus building?
- What is your knowledge of and/or experience in IDN related work at ICANN?
- What is your knowledge of ICANN policies and procedures?
- What is your understanding of registry/registrar services and domain name life cycle as they relate to IDNs?
- What is your experience with the GNSO policy development process?
- What is your experience with consensus building involving various stakeholders, as well as familiarity with the [Consensus Playbook](#)?
- Are you able to commit the time required and necessary work needed to chair the EPDP Team?
- 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 EPDP?
- 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

Chair Responsibilities and Expectations

As outlined in the GNSO Working Group Guidelines, the purpose of a chair is to call meetings, preside over working group deliberations, manage the process so that all participants have the opportunity to contribute, and report the results of the working group to the Chartering Organization. These tasks require a dedicated time commitment as each week calls have to be prepared, the agenda concretized, and relevant material reviewed. The chair shall be neutral. While the chair may be a member of any group which also has representation on the working group, the chair shall not act in a manner which favors such a group. The chair shall not be a member of the working group for purposes of consensus calls.

In addition, it is expected – that interested candidates shall have considerable experience in chairing working groups, and direct experience with at least one GNSO policy development

process throughout its lifecycle. Familiarity with the functioning of a working group is important to understand the various leadership skills that are necessary to employ during a working group'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 working group 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 EPDP Team chair is specifically expected to carry out the following responsibilities, including but not limited to:

- Attend all EPDP Team 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 EPDP mailing list and invite EPDP Team 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 community reviews are done of the group's output;
- 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 EPDP Team is supported as effectively as possible; and
- Conduct consistent, adequate, and timely reporting to the GNSO Council on the progress of the PDP.

The EPDP Team 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 IDNs;
- Understanding of registry/registrar services and domain name life cycle as they relate to IDNs;
- Project management skills: including facilitating goal-oriented EPDP Team meetings, agenda setting and adherence, time management, encouraging collaboration, driving the completion of action items and achieving milestones in accordance with the EPDP timeline and work plan, keeping the EPDP Team'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 EPDP Team, if applicable;
- Knowledge of and ability to designate consensus on EPDP Team recommendations based on the level of agreement;
- Ability to help EPDP Team members understand that a consensus is a decision that is collaboratively reached and that the EPDP Team members can "live with"; accordingly, it may not be a perfect or unanimous decision;

- Commitment to review the [Consensus Playbook](#) 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 EPDP Team;
- Ability to distinguish between members/participants offering genuine dissent and those raising irrelevant or already closed issues merely to block the EPDP Team's progress toward its goal;
- Ability to halt disruption and, in extreme cases, exclude a EPDP Team member from a discussion per Section 3.5 of the GNSO Working Group Guidelines on Rules of Engagement;
- Ability to ensure that closed EPDP Team decisions are not revisited, unless there is a consensus to do so (usually in light of new information brought to the Team's attention);
- Ability to commit the time required to perform the chair's responsibilities;
- Knowledge of topics in other policy efforts that have relations to or dependencies with the EPDP Team topics;
- Ability to create factual, relevant and easily understandable messages, and able to clearly deliver them to the EPDP Team;
- 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 team of individuals with different background and interests in driving objectives; and
- Able to effectively build a course of action, analyze trade-offs, and make recommendations even in ambiguous situations; and
- Knowledge of and ability to participate in the complaint process, commitment to review the [Clarification to Complaint Process in GNSO Working Group](#) Guidelines Section 3.7.

Finally, as also pointed out in the GNSO Working Group Guidelines, 'appointing a co-chair(s) or vice chair(s) 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 tasks and skills 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.

Time Commitment

The EPDP Team 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 EPDP Team will be 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 a designated committee and will not be shared publicly. The GNSO Council leadership and/or a designated committee 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 designated committee. Therefore, names of applicants, including the recommended candidate, will be shared with the GNSO Council for its consideration.

Key Resources

Candidates are encouraged to familiarize themselves with the following documents:

- [EPDP Charter](#)
- [Consensus Playbook](#)