ICANN | GNSO
Generic Names Supporting Organization

WG Name:	Latin Script Diacritics Policy Development Process WG

Section I: Working Group Identification

Chartering Organization(s):	Generic Names Supporting Organization (GNSO) Council
Charter Approval Date:	<Enter Approval Date>
Name of WG Leadership:	<Enter Elected WG Leadership>
Name(s) of Appointed Liaison(s):	<Enter Liaison>
WG Workspace URL:	<Enter Active Project URL from GNSO Site>
WG Mailing List:	<Enter Mailman archive link>

GNSO Council Resolution:	**Title:**	Initiation of the Policy Development Process on Latin Script Diacritics
	Ref # & Link:	<Enter Resolution link>

Important Document Links:	**Procedural Documents:** ● Annex A-1: GNSO Expedited Policy Development Process ● Expedited GNSO Policy Development Process Manual ● GNSO Working Group Guidelines **Non Exhaustive List of Substantive Documents:** ● Discussion Paper About ".québec" Challenges ● Presentation on Diacritics Issues in Latin Script ● Proposal for Latin Script Root Zone Label Generation Rules ● Final Issue Report on Latin Script Diacritics ● IDN ccTLD Fast Track Process ● Final Report ccNSO PDP4 (de-)selection of IDNccTLDs

Section II: Mission, Purpose, and Deliverables

Mission & Scope:

Background

The Preliminary Issue Report was focused on the circumstance when an ASCII gTLD and the Latin script diacritic version of the gTLD are not variants of each other AND may be found to be visually

similar to each other. The issue is theoretically possible for any existing ASCII or Latin script IDN gTLD and is essentially infinite for future applied-for ASCII or Latin script IDN gTLDs, where diacritics are involved. On 16 May 2024, the GNSO Council requested an Issue Report on this topic which once received, aided in determining next steps (e.g., initiating a PDP).

Preceding the GNSO Council's request for an Issue Report, the Council was briefed on the topic of Latin script diacritics. The Council welcomed analysis from ICANN org and the identification of potential mechanisms, that may be more efficient than requesting an Issue Report and completing a PDP, in order to allow for the potential simultaneous allocation of both the ASCII and Latin script diacritic versions of gTLDs. ICANN org proposed a solution that would leverage non-adopted recommendations related to string similarity since in essence, a solution for this issue is likely an exception process for visually similar strings. However, the Council was not comfortable with this solution and instead requested an Issue Report, which must include details on why code points with and without diacritics are distinct letters, and therefore not the "same" letter (i.e., are not variants); the Council was particularly interested in the outcome regarding variants, as the variant management rules coming from Phase 1 of the Expedited Policy Development Process on Internationalized Domain Names provide an avenue for "similar" strings to be simultaneously delegated.

The objective of this PDP Working Group is to determine: The limited circumstances in which a base ASCII gTLD and the Latin script diacritic version of the gTLD can be simultaneously delegated.

Scope & Charter Questions

This PDP is limited to examining a single issue. In circumstances where a base ASCII gTLD and the Latin script diacritic version of the gTLD are NOT variants of each other, what mechanism is needed in order to allow a single registry operator to simultaneously operate both gTLDs? A presumption for this issue is that the ASCII and Latin script diacritic have a non-negligible chance to be determined to be visually confusingly similar.

Charter Questions:

- Under what circumstances should a base ASCII gTLD and the Latin script diacritic version of the gTLD be simultaneously delegated, if any?
  - If such circumstances exist, what measures should be put into place in order to mitigate the potential for end-user confusion?
- If a solution is needed to this issue, are any of the elements of the ccTLD Fast Track process transferable?
- If a solution is needed to this issue, are any of the elements from either Phase 1 or Phase 2 of the EPDP on IDNs, or Topic 25 on IDNs from the SubPro Final Report, relevant, or warrant discussion specific to Latin script diacritics?
- If a solution is needed to this issue, will it have any impact on existing Consensus Policies?

What is not in scope: For clarification purposes, this PDP will use the Latin RZ-LGR https://www.icann.org/sites/default/files/lgr/rz-lgr-5-latin-script-26may22-en.html as one of the relevant baseline foundational documents when delineating scope. This PDP must understand the work that

was completed by the Latin Generation Panel, including the rationale and impact of the various exclusions of Section 3: Variant Sets.

Impact on Human Rights

The WG is expected to consider the potential impact of any recommendations on human rights. Based on the information included in the request for an Issue Report and the Issue Report, the WG is expected to further consider whether there is a likely human rights impact, and if so, who are the groups expected to be impacted and the expected severity of the impact (high / medium / low). If an impact is anticipated, the WG is expected to address the following questions: 1) is the proposed action necessary to achieve the desired outcome, 2) is the proposed action proportionate, 3) is the proposed action legitimate.

Impact on the Global Public Interest

The WG is also expected to consider the potential impact of any recommendations on the Global Public Interest. In order to facilitate this analysis, the WG may wish to consult this checklist and may also benefit from consulting the GPI Toolkit Wiki page.

Deliverables:

To develop, at a minimum, an Initial Report and a Final Report regarding the WG's recommendations on issues relating to the Latin script diacritics, following the processes described in Annex A of the ICANN Bylaws and the GNSO PDP Manual.

If the WG concludes with any recommendations, the WG shall (or recommend the subsequent policy Implementation Review Team to) conduct a policy impact analysis and identify a set of metrics to measure the effectiveness of the policy change, including source(s) of baseline data for that purpose:
- Identification of policy goals
- Identification of metrics used to measure whether policy goals are achieved
- Identification of potential problems in attaining the data or developing the metrics
- A suggested timeframe in which the measures should be performed
- Define current state baselines of the policy and define initial benchmarks that define success or failure
- Metrics may include but not limited to (Refer to the Hints & Tips Page):
  - ICANN Compliance data
  - Industry metric sources
  - Community input via public comment
  - Surveys or studies

Data and Metric Requirements:

The WG should as soon as practicable:
1. Determine a set of questions which, when answered, provide the insight necessary to achieve the policy goals.
2. Determine whether certain data is required to help understand a specific issue or answer a charter question.
3. Determine a set of data and metrics which can be collected and analyzed to help answer the specific question.
4. Submit a Working Group Metrics Request Form (see GNSO Working Group Guidelines Section 4.5), if data gathering at the charter drafting phase or during the working phase is deemed necessary.

WG leaders shall review the Guidance document below to understand the need for performing due diligence before submitting a data gathering request to the GNSO Council.

Section III: Project Management

Work Product Requirement:

The WG leadership, in collaboration with the WG support staff and GNSO Council liaison, shall use a standard set of project management work products that help plan, guide, track, and report the progress of the WG from start to finish, and include the necessary data and information to assess the progress of the WG. These work products include but not limited to:
- Work Plan
- Summary Timeline
- Project Situation Report
- Project Plan
- Action Items

See the full suite of work products in the GNSO Project Work Product Catalog.

Project Status & Condition Assessment:

The WG leadership, in collaboration with the WG support staff and the GNSO Council liaison, shall assess the Status and Condition of the project at least once a month. Such frequency is required in preparation for the GNSO Council monthly meeting, where At-Risk or In-Trouble projects are subject to review by GNSO Council leadership, and in some instances may be deliberated by the full GNSO Council.

The WG leadership, in collaboration with the WG support staff and the GNSO Council Liaison, shall use an escalation procedure, which defines specific conditions that trigger the execution of a repeatable mitigation plan. The objective of this exercise is to return the project to an acceptable state ultimately achieving its planned outcomes.

Project Change Request:

The WG shall submit a [Project Change Request (PCR) Form](#) to the GNSO Council when its deliverable and baseline delivery date are revised. The PCR shall include a rationale for why these changes were made, their impacts on the overall timeframe of the PDP or any other interdependencies, and a proposed remediation plan.

The use of the PCR mostly occurs when primary deliverable dates are changed due to unforeseen or extreme circumstances. However, it can also be used to document changes in the deliverable requirements that may not have been identified in the chartering process.

When the PCR is required, it should be completed by the WG Chair and it will likely be presented to the GNSO Council for approval.

Resources Tracking:

The purpose for resource tracking is to deliver its work according to the work plan and be responsible for managing these resources.

For projects where dedicated funds are provided outside of budgeted policy activities, the WG shall provide regular budget versus actual expense reporting updates using a GNSO approved tool to allow for a better tracking of the use of resources and budget.

Section IV: Formation, Staffing, and Organization

Working Group Model:

Working Group Model: Open Model - the Working Group will be open to all parties interested in participating

Rationale: The "Open Model" is to allow any interested parties to actively participate in the Working Group.

The Council anticipates that a limited number of ICANN community members will have the prerequisite knowledge, background, expertise, and interest in the subject matter and as such, wishes to limit barriers to participation. The Council also believes that the Open Model is simpler to administer.

Membership Structure:

Role Descriptions: All persons actively participating in the Working Group will be considered Members and are expected to abide by the Statement of Participation, which is enforceable by the WG Chair and GNSO Council Leadership Team. See Section V. for details.

- **Members:** Members are expected to participate during the course of deliberations and in any WG consensus calls. Where applicable, Members should represent the view of their appointing organization, and may be called on to provide the official position of their appointing organization. Members are required to have a level of expertise in the relevant issues and ICANN policies and procedures as that may be impacted.

In the event a GNSO SG/C or SO/AC is unable to nominate a Member, the relevant group should endeavor to keep informed of milestones and potential recommendations that may affect the group.

- **Observers:** Anyone interested in this PDP may join as an observer. Observers are provided with read-only access to the mailing list and are not invited to attend meetings.

- **GNSO Council Liaison:** The GNSO Council shall appoint one (1) Liaison who is accountable to the GNSO. The GNSO Council Liaison must be a member of the Council, and the Council recommends that the Liaison should be a Council member and be able to serve during the life of this WG. See detailed description in the "GNSO Council Liaison" section below.

- **ICANN Org Liaison(s):** The ICANN Org Global Domains & Strategy (GDS) department shall appoint at least one (1) Liaison, who is expected to provide timely input on issues that may require ICANN Org input such as implementation-related queries and issues that might benefit from their subject matter expertise. The ICANN Staff Liaison(s) is not expected to advocate for any position and will not participate in any PDP Team consensus calls.

The GNSO Secretariat is expected to circulate a "Call For Volunteers" in accordance with the Working Group Model described above:
- Publication of announcement on relevant ICANN web sites including but not limited to the GNSO and other Supporting Organizations and Advisory Committee web pages; and
- Distribution of the announcement to GNSO Stakeholder Groups, Constituencies and other ICANN Supporting Organizations and Advisory Committees

Membership Criteria:

A. Expected Skills for Working Group Members
WG Members shall review the full text of the Working Group Member Skills Guide to understand the responsibilities and skills that they are expected to have in order to fully participate in the WG activities.

Collectively as a group, the WG Members <u>MUST</u> possess:
- Understanding of the Latin RZ-LGR, the new gTLD string similarity process, and Latin script diacritics.
- If possible, a practical understanding of what may be involved in a single registry operator running and ASCII and Latin script diacritic simultaneously.
- Familiarity with GNSO policy development processes; direct experience is strongly preferred;
- Commitment to participating in Working Group meetings on a regular and ongoing basis;
- Highly effective oral, written, and interpersonal communication skills (in simple, comprehensible English);
- Ability to create factual, relevant and easily understandable messages, and able to succinctly deliver them to the Working Group;
- 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 Working Group of individuals with different backgrounds and interests in driving objectives;
- Knowledge of Working Group discussions, actions taken at meetings, and deliverables;
- Understanding of the perspectives and interests of the Members' own stakeholder group or constituency;

- Understanding of what consensus means and how consensus-building process works;
- Commitment to facilitate consensus by listening, explaining, mediating, proposing clear actions, and helping other Members;
- Commitment to avoid blocking consensus by looking beyond the stakeholder group or constituency affiliation of other Working Group Members and judging proposals/positions on their merits;
- Commitment to avoid re-litigating closed issues or deliberate obfuscation;
- 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;
- Maintain high personal levels of ethical conduct and integrity, including transparency of affiliation in the SOI, in treatment of others and respecting the professional reputation of all in the ICANN community.

B. Joining of New Members After Project Launch
New WG Members should be mindful that, once input/comment periods have been closed, discussions or decisions should not be resurrected unless there is group consensus that the issue should be revisited in light of new information that has been introduced. If the reopening is perceived as abusive or dilatory, a WG Member may appeal to the WG leadership.

Anyone can join a WG as a Member at any point as long as they get up to speed and do not reopen previously closed topics, unless they provide new information. Nonetheless, the WG leadership may decide, in consultation with the WG and in reference of Criteria for Joining of New Members guidance, whether new Members can be accepted after the start of the WG effort.

The WG could decide to suspend new Members for several reasons, including but not limited to:
- The Working Group has produced its Initial Report, analyzed public comments, and is in the midst of a consensus process for its Final Report;
- The Working Group is nearing the end of a complex and lengthy policy development process and although it has not produced a Final Report, the status of the work is that the Working Group is too close to finalizing its work such that new Members would not be able to meaningfully contribute;
- Someone wishes to join as a participant in a sub-team of the Working Group, but that sub-team has completed its work and passed its recommendations to the full Working Group.

C. Expert Contributors
The WG has flexibility/discretion to invite participation of the expert contributors in specific fields as it deems necessary.

Expert contributors are not expected to participate in any consensus designation process, but provide perspective/expertise/knowledge to the PDP WG.

Based on the WG's determination, the Council may be able to use an independent evaluation process (e.g., GNSO Council Standing Selection Committee) to confirm whether those individuals have demonstrated the expertise/knowledge/perspective.

Leadership Structure:

One (1) Chair + One (1) Vice Chair

The GNSO Council will appoint one (1) qualified, independent, and neutral Chair for the WG.

The WG, once formed, may select one (1) Vice Chair to assist the Chair. The Vice Chair can be selected among the WG's Members.

Should at any point a Vice Chair need to step into the role of Chair, the same expectations with regards to fulfilling the role of Chair as outlined in this charter will apply.

Leadership Criteria:

Expectations for the WG Leadership (Chair + Vice Chair):
The WG leadership is expected to carry out the role and responsibilities and meet the qualification as detailed in the Expectations for Working Group Leaders & Skills Checklist.

In short, the WG leadership is expected to:
- Lead with neutrality and impartiality;
- Encourage representational balance;
- Ensure WG documents represent the diversity of views;
- Balance working group openness with effectiveness;
- Make time commitment;
- Contribute ideas and knowledge to working group discussions;
- Oversee project management of the WG deliberations;
- Build consensus;
- Make consensus designation on working group recommendations;
- Enforce compliance with Statement of Participation;
- Enforce compliance with ICANN's Expected Standards of Behavior;
- Ensure compliance with Community Anti-Harassment Policy;
- Be versed in GNSO Operating Procedures; and
- Handle working group complaint process.

Expectation for the WG Chair:
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 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 WG'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 WG 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 WG Chair is specifically expected to carry out the following responsibilities, including but not limited to:

- Attend all PDP Working Group 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 PDP mailing list and invite PDP WG 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 WG is supported as effectively as possible; and
- Conduct consistent, adequate, and timely reporting to the GNSO Council on the progress of the PDP.

The WG 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 the relevant issue;
- Project management skills: including facilitating goal-oriented Working Group meetings, agenda setting and adherence, time management, encouraging collaboration, driving the completion of action items and achieving milestones in accordance with the WG timeline and work plan, keeping the Working Group'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 Working Group, if applicable;
- Knowledge of and ability to designate consensus on Working Group recommendations based on the level of agreement;
- Ability to help Working Group Members understand that a consensus is a decision that is collaboratively reached and that the Working Group 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 Working Group;
- Ability to distinguish between Working Group Members offering genuine dissent and those raising irrelevant or already closed issues merely to block the Working Group's progress toward its goal;
- Ability to halt disruption and, in extreme cases, exclude a Working Group Member from a discussion per Section 3.5 of the GNSO Working Group Guidelines on Rules of Engagement;

- Ability to ensure that closed Working Group decisions are not revisited, unless there is a consensus to do so (usually in light of new information brought to the Working Group's attention);
- Ability to commit the time required to perform the WG Chair's responsibilities;
- Knowledge of topics in other policy efforts that have relations to or dependencies with the PDP working group topics;
- Ability to create factual, relevant and easily understandable messages, and able to clearly deliver them to the Working Group
- 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 Working Group 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 Working Group complaint process, commitment to review the Clarification to Complaint Process in GNSO Working Group Guidelines Section 3.7.

Expressions of Interest for the WG Chair:
Staff is expected to publish a request for Expressions of Interest for the role of Chair. The GNSO Council leadership and Standing Selection Committee leadership will jointly review the responses and will propose a Chair to the GNSO Council which will then either affirm the selection or reject the selection and send the process back to the GNSO Council leadership and Standing Selection Committee leadership.

The Expression of Interest should address the following issues, including but not limited to:
- What is the applicant's interest in this position?
- What particular skills and attributes does the applicant have that will assist him/her in chairing the WG and facilitating consensus building?
- What is the applicant's knowledge of and/or experience in Latin script diacritics related work at ICANN, if any?
- What is the applicant's knowledge of ICANN policies and procedures?
- What is the applicant's experience with the GNSO Policy Development Process?
- What is the applicant's experience with consensus building involving various stakeholders, as well as familiarity with the Consensus Playbook?
- Is the applicant able to commit the time required and necessary work needed to chair the PDP?
- Does the applicant have any affiliation with or involvement in any organization or entity with any financial or non-financial interest in the subject matter of this PDP?
- Also expected to be included:
  - 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.

Expectations for the Vice Chair:
Finally, as also pointed out in the GNSO Working Group Guidelines, the Vice Chair 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 responsibilities and qualifications 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.

Leadership Review:

The review of WG leadership provides a regular opportunity for the GNSO Council to check in with WG leadership and Council Liaison to identify resources or input that Council may need to provide, as well as opportunities for the leadership team to improve. The review also enables the GNSO Council to work with the WG leadership and Council Liaison to develop and execute a plan to address possible issues/opportunities identified.

The GNSO Council leadership and/or the Council Liaison may initiate the WG leadership review in response to circumstances indicating that a review is necessary.

The WG leadership shall review the full text of [Regular Review of Working Group Leadership](#) document to understand the regular review of WG leadership performance by the GNSO Council, as well as the [member survey](#) that feeds into the review. This leadership review may be conducted alongside the [WG self-assessment,](#) or be integrated as part of the WG self-assessment based on the GNSO Council's further improvement of the review mechanism.

GNSO Council Liaison:

The GNSO Council shall appoint one (1) Liaison who is accountable to the GNSO. The Liaison must be a member of the Council, and the Council recommends that to the extent possible, the Liaison should be a Council member for the duration of this WG.

The complete description of role & responsibilities for GNSO Council Liaison is described in the [GNSO Council Liaison Supplemental Guidance](#). In short, the GNSO Council Liaison is expected to:
- Fulfill liaison role in a neutral manner
  - Importantly, 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.
- Serve as an interim WG Chair until a Chair is named
- Be a regular participant of WG meetings
- Participate in regular meetings with WG Chair
- Report to Council on the WG progress
- Convey to Council on WG communications, questions, concerns
- Inform WG Chair about Council activities impacting the WG
- Refer to Council questions related to WG Charter
- Assist or engage when WG faces challenges
- Assist in case of abuse of ICANN's Expected Standards of Behavior and Community Anti-Harassment Policy
- Assist with knowledge of WG processes and practices
- Facilitate when there is disagreement regarding consensus designation
- Facilitate when a Section 3.7 Complaint Process is invoked
- Initiate the WG leadership review in response to circumstances indicating that a review is necessary

The liaison shall complete the following actions for onboarding purposes:
- Review the GNSO Council liaison to the WGs - Role Description;
- Review the New Liaison Briefing and Liaison Handover document to understand the actions the liaison needs to take for onboarding purposes.
- Consult the supplemental guidance developed to provide more precision in their responsibilities and the frequency in which they must be carried out;
- Familiarize with the provisions of the GNSO Operating Procedures relevant to liaisons;
- Subscribe to the PDP mailing lists and relevant sub teams;
- Subscribe to the PDP Leadership mailing list(s), if applicable. In addition, add to the PDP Leadership Skype chat (or other communication channel) if applicable;
- Consider requesting a catch up call with the relevant GNSO policy support staff. This call should clarify the role of the liaison in terms of PDP conference call attendance, expected responsibilities and an update as to the current status of the PDP if already in operation (milestones and anticipated hurdles);
- Review links to the wiki workspaces and mailing list archives via email;
- (If the PDP is already in operation) Consider requesting that PDP Leadership and the outgoing liaison(s) share relevant briefing documents specific to the PDP, to highlight the scope of the PDP charter, current status, timeline, milestones, problem areas/challenges, anticipated hurdles, etc;
- (If the PDP is already operational) Participate in an onboarding conference call with the incoming and outgoing liaisons as well as PDP Leadership; GNSO policy support staff will also be present on the call.

Support Staff:

The ICANN Staff assigned to the WG will fully support the work of the Working Group as requested by the Chair including meeting support, document drafting, editing and distribution and other substantive contributions when deemed appropriate.

Staff assignments to the Working Group:
- ICANN policy staff members
- GNSO Secretariat

In addition, regular participation of and consultation with other ICANN Org departments such as the GDS is anticipated to ensure timely input on issues that may require ICANN org input such as implementation-related queries. As such, the ICANN Org GDS is expected to appoint at least one (1) Liaison to the WG, as specified in the "Membership Structure" section above.

Furthermore, additional policy staff resources are available to assist the WG leadership for consensus building purposes.

Section V: Rules of Engagement

Statements of Interest (SOI) Guidelines:

Each Member of the WG is required to submit an SOI in accordance with Section 5 of the GNSO Operating Procedures.

Statement of Participation:

Each Member of the WG must acknowledge and accept the Statement of Participation (as provided below), including ICANN's Expected Standards of Behavior, before he/she can participate in the WG.

Statement of Participation

As a Member of the Policy Development Process on Latin Script Diacritics Working Group:

- I agree to genuinely cooperate with fellow Members of the Working Group to deliberate the issues outlined in the Charter. 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 rules in [GNSO Working Group Guidelines](#);
- I will treat all Members of the Working Group with civility both face-to-face and online, 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 in this Working Group and will not disrupt the work of the Working Group in bad faith;
- 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 Working Group seriously and complete these within the requested timeframe.
- I agree to act in accordance with [ICANN Expected Standards of Behavior](#), 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](#);
  - Listening to the views of all stakeholders and working to build consensus; and
  - Promoting ethical and responsible behavior;
- I agree to adhere to any applicable conflict of interest policies and the Statement of Interest (SOI) Policy within the [GNSO Operating Procedures](#), especially as it relates to the completeness, accuracy, and timeliness of the initial completion and maintenance of my SOI; and
- I agree to adhere to the [ICANN Community Anti-Harassment Policy and Terms of Participation and Complaint Procedures](#).

As a Member of the PDP on Latin Script Diacritics Working Group:
- I understand reaching consensus does not mean that I am unable to fully represent the views of myself or the organization I represent. I will abide by the recommended working methods and rules of engagement as outlined in the Charter, particularly as it relates to designating consensus in [GNSO Working Group Guidelines](#).

I acknowledge and accept that this Statement of Participation, including ICANN's Expected Standards of Behavior, is enforceable and any individual serving in a Chair role (such as Chair, Co-Chair, or Acting Chair or Acting Co-Chair) of the Working Group and GNSO Council Leadership Team have the authority to restrict my participation in the Working Group in the event of non-compliance with any of the above.

Problem/Issue Escalation & Resolution Process:

The problem/issue escalation & resolution process within the WG is provided in Sections 3.4 and 3.5 of the Working Group Guidelines. WG Members should also reference the [Guidelines Concerning ICANN Org Resources for Conflict Resolution and Mediation](#).

Formal Complaint Process:

The formal complaint process within the WG is provided in Section 3.7 of the Working Group Guidelines. Further details regarding the formal complaint process are included in the [Clarification to Complaint Process in GNSO Working Group Guidelines](#) document.

The formal complaint process may be modified by the GNSO Council at its discretion.

Section VI: Decision Making Methodologies

Consensus Designation Process:

Section 3.6 of the GNSO Working Group Guidelines, as included below, provides the standard consensus-based methodology for decision making in GNSO WGs.

For consensus building purposes, the WG Leadership, WG Members, and GNSO Council Liaison are expected to review the [Consensus Playbook](#) which provides practical tools and best practices to bridge differences, break deadlocks, and find common ground within ICANN processes; potential training related to the Consensus Playbook may be provided for WG Leadership, Members, and GNSO Council Liaison.

3.6 Standard Methodology for Making Decisions

The Chair will be responsible for designating each position as having one of the following designations:

- **Full consensus** - when no one in the group speaks against the recommendation in its last readings. This is also sometimes referred to as **Unanimous Consensus.**
- **Consensus** - a position where only a small minority disagrees, but most agree. *[Note: For those that are unfamiliar with ICANN usage, you may associate the definition of 'Consensus' with other definitions and terms of art such as rough consensus or near consensus. It should be noted, however, that in the case of a GNSO PDP originated Working Group, all reports, especially Final Reports, must restrict themselves to the term 'Consensus' as this may have legal implications.]*
- **Strong support but significant opposition** - a position where, while most of the group supports a recommendation, there are a significant number of those who do not support it.
- **Divergence** (also referred to as **No Consensus**) - a position where there isn't strong support for any particular position, but many different points of view. Sometimes this is due to irreconcilable differences of opinion and sometimes it is due to the fact that no one has a particularly strong or convincing viewpoint, but the members of the group agree that it is worth listing the issue in the report nonetheless.
- **Minority View** - refers to a proposal where a small number of people support the recommendation. This can happen in response to a **Consensus**, **Strong support but**

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significant opposition, and **No Consensus;** or, it can happen in cases where there is neither support nor opposition to a suggestion made by a small number of individuals.

In cases of **Consensus**, **Strong support but significant opposition**, and **No Consensus**, an effort should be made to document that variance in viewpoint and to present any **Minority View** recommendations that may have been made. Documentation of **Minority View** recommendations normally depends on text offered by the proponent(s). In all cases of **Divergence,** the WG Chair should encourage the submission of minority viewpoint(s).

The recommended method for discovering the consensus level designation on recommendations should work as follows:

i. After the group has discussed an issue long enough for all issues to have been raised, understood and discussed, the Chair, or Co-Chairs, make an evaluation of the designation and publish it for the group to review.

ii. After the group has discussed the Chair's estimation of designation, the Chair, or Co-Chairs, should reevaluate and publish an updated evaluation.

iii. Steps (i) and (ii) should continue until the Chair/Co-Chairs make an evaluation that is accepted by the group.

iv. In rare case, a Chair may decide that the use of polls is reasonable. Some of the reasons for this might be:

   o A decision needs to be made within a time frame that does not allow for the natural process of iteration and settling on a designation to occur.

   o It becomes obvious after several iterations that it is impossible to arrive at a designation. This will happen most often when trying to discriminate between **Consensus** and **Strong support but Significant Opposition** or between **Strong support but Significant Opposition** and **Divergence.**

Care should be taken in using polls that they do not become votes. A liability with the use of polls is that, in situations where there is **Divergence** or **Strong Opposition**, there are often disagreements about the meanings of the poll questions or of the poll results.

Based upon the WG's needs, the Chair may direct that WG Members do not have to have their name explicitly associated with any Full Consensus or Consensus view/position. However, in all other cases and in those cases where a group member represents the minority viewpoint, their name must be explicitly linked, especially in those cases where polls where taken.

Consensus calls should always involve the entire Working Group and, for this reason, should take place on the designated mailing list to ensure that all Working Group members have the opportunity to fully participate in the consensus process. It is the role of the Chair to designate which level of consensus is reached and announce this designation to the Working Group. Member(s) of the Working Group should be able to challenge the designation of the Chair as part of the Working Group discussion. However, if disagreement persists, members of the WG may use the process set forth below to challenge the designation.

If several participants[1] in a WG disagree with the designation given to a position by the Chair or any other consensus call, they may follow these steps sequentially:

1. Send email to the Chair, copying the WG explaining why the decision is believed to be in error.
2. If the Chair still disagrees with the complainants, the Chair will forward the appeal to the CO liaison(s). The Chair must explain his or her reasoning in the response to the complainants and in the submission to the liaison. If the liaison(s) supports the Chair's position, the liaison(s) will provide their response to the complainants. The liaison(s) must explain their reasoning in the response. If the CO liaison disagrees with the Chair, the liaison will forward the appeal to the CO. Should the complainants disagree with the liaison support of the Chair's determination, the complainants may appeal to the Chair of the CO or their designated representative. If the CO agrees with the complainants' position, the CO should recommend remedial action to the Chair.
3. In the event of any appeal, the CO will attach a statement of the appeal to the WG and/or Board report. This statement should include all of the documentation from all steps in the appeals process and should include a statement from the CO[2].

Who Can Participate in Consensus Designation:

Consensus calls or decisions are open to all Members who, where relevant, may consult as appropriate with their respective appointing organizations.

The WG Chair shall ensure that all perspectives are appropriately taken into account in assessing Consensus designations on the final recommendations.

Unless otherwise specified in this Charter, the GNSO Working Group Guidelines apply in full and Consensus designations are therefore the responsibility of the Work Group Chair and are to be made in accordance with the consensus levels described in Section 3.6 of the Working Group Guidelines.

Termination or Closure of Working Group:

Typically, the WG will close upon the delivery of its last Final Report, unless assigned additional tasks or follow-up by the GNSO Council.

The GNSO Council may terminate or suspend the WG prior to the publication of its last Final Report for significant cause such as changing or lack of community volunteers, the planned outcome for the project can no longer be realized, or when it is clear that no consensus can be achieved.

The WG Chair, in collaboration with the WG support staff and the GNSO Council Liaison, shall use an escalation procedure, which helps define the health of the WG and informs the GNSO Council's decision on whether the WG should be terminated or suspended.

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[1] Any Working Group member may raise an issue for reconsideration; however, a formal appeal will require that a single member demonstrates a sufficient amount of support before a formal appeal process can be invoked. In those cases where a single Working Group member is seeking reconsideration, the member will advise the Chair and/or liaison of their issue and the Chair and/or liaison will work with the dissenting member to investigate the issue and to determine if there is sufficient support for the reconsideration to initial a formal appeal process.

[2] It should be noted that ICANN also has other conflict resolution mechanisms available that could be considered in case any of the parties are dissatisfied with the outcome of this process.

Section VII: Charter Document History

Version	Date	Description
1.0	19 December 2024	PDP WG Charter approved by the GNSO Council

Staff Contact:	TBD		Email:	TBD

Translations: If translations will be provided please indicate the languages below: