

Expressions of Interest for the Intergovernmental Organization (IGO) Work Track Chair

CHAIR RESPONSIBILITIES AND EXPECTATIONS

As outlined in the [GNSO Working Group Guidelines](#), the purpose of a chair of a Policy Development Process (PDP) 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 (in this case, the GNSO Council). These tasks require a dedicated time commitment as each call has to be prepared, the agenda concretized, and relevant material has to be reviewed.

It is critically important for the chair to be neutral. While the chair may be a member of any group which also has representation on the IGO Work Track, the chair shall not act in a manner which favors such group. The chair shall not be eligible to participate in formal consensus calls of the group.

In addition, it is a requirement that interested candidates have considerable experience in chairing working groups. Direct experience with at least one GNSO PDP throughout its lifecycle would be an advantage. Familiarity with the functioning of a GNSO 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 stakeholder interests are equally represented and/or considered within the working group's discussions. During the later stages of a working group when policy recommendations are drafted, a chair will benefit from understanding the viewpoints of various members to ensure that an acceptable and effective outcome – ideally in the form of consensus – can be achieved.

In short, the IGO Work Track chair is expected to:

- Attend and lead all IGO Work Track meetings to ensure continuity and familiarity with the subject matter and the on-going discussions.
- Prepare for meetings by reading all circulated materials and consulting with ICANN org staff assigned to the project as to meeting agendas, topics for follow up, drafting, and other tasks that facilitate group discussion and decision making.
- Be familiar with the subject matter, including but not limited to international intellectual property law, public international law, international arbitration or alternative dispute resolution, and actively encourage wide participation during calls.
- Be active on the IGO Work Track mailing list, invite IGO Work Track members to share their viewpoints, and manage on-list discussions.
- Drive forward the IGO Work Track and assure that discussions remain on point.

- Work actively toward achieving policy recommendations that ideally receive full consensus.
- Ensure that particular outreach efforts are made when community reviews are done of the IGO Work Track's output.
- Encourage and, where necessary, enforce the ICANN Standards of Behavior and resolve any conflicts in a timely manner.
- Coordinate with ICANN org and ensure that the IGO Work Track is supported as effectively as possible.
- Conduct consistent timely reporting to the GNSO Council on the progress of the IGO Work Track.

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 vice-chairs, although the overall workload may be reduced as a result of being able to share this with the chair.

Required or highly preferred skills and experience

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 IGO Work Track?
- What is your knowledge of and understanding of international intellectual property law, public international law, international arbitration or alternative dispute resolution as it relates to the IGO Work Track? Please characterize your expertise in each field as either Expert, Familiar, General/Layman, or None. If relevant, please provide additional details (e.g., professional qualifications or examples of practical experience)
- What is your experience in and knowledge of the GNSO Policy Development Process and ICANN's consensus policies?
- What is your experience in and knowledge of the previous GNSO work conducted relating to the IGO-INGO Access to Curative Rights Protection Mechanisms PDP?
- Are you able to commit the time required, described below, and necessary work needed to chair the IGO Work Track?
- Conflict of Interest Statement – 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 IGO Work Track?
- Please also include:
 - Link to an up-to-date Statement of Interest (SOI) - <https://community.icann.org/display/gnsosoi/New+SOIs>

- A statement confirming your commitment and ability to act neutrally.

As noted in the announcement, Expressions of Interest should be submitted to gnso-secs@icann.org.

Time Commitment

The IGO Work Track is expected to conduct its work via regular (weekly or bi-weekly) conference calls and if applicable, face-to-face meetings connected to ICANN public meetings. The work track will be expected to develop a timeline for delivery of its report, which will be strictly monitored by the GNSO Council. There will be no compensation associated with the role of the IGO Work Track chair.

Selection Process

Application materials will be reviewed by the GNSO Council leadership and will not be shared publicly. GNSO Council leadership will be responsible for recommending a candidate for full GNSO Council consideration. Names of applicants, including the recommended candidate, will be shared with the GNSO Council for its consideration and confirmation.