

## **Expressions of Interest**

Chair of the GNSO Policy Development Process Working Group  
to Review the Transfer Policy

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The Generic Names Supporting Organization (GNSO) Council intends to appoint a single, neutral chair to the Policy Development Process (PDP) Working Group.

**The deadline to submit Expressions of Interest is Friday, 16 April 2021 at 23:59 UTC.**

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 working group?
- What is your knowledge of the Transfer Policy?
- What is your experience in and knowledge of the GNSO Policy Development Process and domain name registration process as it relates to ICANN?
- Are you able to commit to the time required and work needed to chair the PDP?
- 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 PDP?
- Please also include:
  - A link to an up-to-date Statement of Interest (SOI) - <https://community.icann.org/x/c4Lg>
  - A statement confirming your 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 call has to be prepared, the agenda concretized, and relevant material has to be 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 required that interested candidates have considerable experience in chairing working groups, and direct experience with at least one GNSO PDP 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 lifecycle. For example, the chair has to ensure that debates are conducted in an open and transparent manner and that all interests are equally represented within working group discussions. During the later stages of a working group when recommendations are drafted, the 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 working group chair is expected to:

1. Attend all PDP working group meetings to ensure continuity and familiarity with the subject matter and the on-going discussions
2. Prepare meetings by reading all circulated materials
3. Be familiar with the subject matter and actively encourage participation during the calls
4. Be active on the PDP mailing list and invite PDP working group participants to share their viewpoints
5. Drive forward the PDP working group and assure that discussions remain on point
6. Work actively towards achieving policy recommendations that ideally receive full consensus
7. Ensure that particular outreach efforts are made when community reviews are done of PDP working group output
8. Underscore the importance of achieving overall representational balance on any sub-teams that are formed
9. Encourage and, where necessary, enforce the ICANN Standards of Behavior and resolve any conflicts in a timely manner
10. Co-ordinate with ICANN staff and ensure that the working group is supported as effectively as possible
11. Conduct consistent timely reporting to the GNSO Council on the progress of the PDP

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.

### Time Commitment

The PDP working group is expected to conduct its work via regular (weekly or bi-weekly) conference calls and if applicable, in-person meetings connected to ICANN Public Meetings. The working group 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 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:

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