

Temporary Guideline: ccNSO Actions with Respect to the Selection of ccNSO Appointed Members to the IFRT

Version 1.B

Date of adoption by the ccNSO Council:

1 Introduction and Background

According to section 18.1 of ICANN Bylaws, the Board, or an appropriate committee thereof, shall cause periodic reviews of PTI's performance of the IANA naming function against the contractual requirements set forth in the IANA Naming Function Contract and the IANA Naming Function SOW (IANA Function Review or IFR) and to be carried out by an IANA Function Review Team ("**IFRT**"). Each IFRT shall include among others (see Section 18.7):

(a) Two representatives appointed by the ccNSO from its ccTLD registry operator representatives;

(b) One non-ccNSO ccTLD representative who is associated with a ccTLD registry operator that is not a representative of the ccNSO, appointed by the ccNSO; it is strongly recommended that the ccNSO consult with the regional ccTLD organizations (i.e., AfTLD, APTLD, LACTLD, and CENTR) in making its appointment;

These three ccNSO appointed members are to be appointed in accordance with the rules and procedures of the ccNSO and must be from different ICANN regions.

2 Purpose of the Temporary Guideline

The purpose of this temporary guideline is to document processes and procedures pertaining to the ccNSO Council's responsibilities with respect to the appointment of members to the IFRT and to serve as a basis for a guideline for future appointments.

3 General Information

3.1 Eligibility of ccNSO Appointed Members

Membership of the IFRT shall be open to individuals from all ccTLDs, members and non-members of the ccNSO.

If a Councillor intends to become a member of the IFRT, then this Councillor shall not be involved in the appointment process due to a direct conflict of interest. A Councillor may also declare a conflict of interest at any stage for other reasons, for example, a Councillor and nominee may be working for the same ccTLD manager. After such a declaration of a Councillor, this Councillor shall not be involved in the appointment process anymore.

3.2 Term of Appointment

In accordance with section 18 of the ICANN Bylaws, each appointed member of the IFRT is appointed for the term of one (1) review.

4 Timelines

After ICANN has initiated the process and asked SO/ACs to appoint members and liaisons to the IFRT, the ccNSO Council instructs the ccNSO Secretariat to issue the call for Expression of Interest for membership of the IFRT, in accordance with and to meet the procedures defined under this Guideline.

5 Call for Expression of Interest

The Secretariat will send the call for Expression of Interest within two business days following the instruction by the ccNSO Council. The call for Expression of Interest will be sent to ccTLD managers mailing list (ccNSO members and non-ccNSO members). Regional ccTLD Organisations will be requested to distribute the call for Expression of Interest on their respective email lists and are encouraged to approach non-ccNSO members in their Region actively.

The call for Expression of Interest shall include all relevant information and the closing date, which shall be not earlier than two weeks after the call for Expression of Interest has been issued and will be set to close at 23.59 UTC of that day.

The template for the call for Expression of Interest is included as Annex A.

5.1 Information Received from Candidates

The first working day after the closure of the call for Expression of Interest, the Secretariat will send the information received from the interested community members to non-conflicted Councillors individually and also to the non-conflicted representatives from the Regional Organisations.

If the ccNSO Council is of the view that one or more candidates do not meet the *Selection Criteria* as defined below, the candidate(s) will be informed accordingly, and their Expressions of Interest will not be considered.

The names of the candidates will be listed on the ccNSO website. An Expressions of interest received after the closing date will not be valid, and the names will not be included in the list of candidates.

6 Selection Process

In accordance with section 18.7 of the ICANN Bylaws, the ccNSO Council should appoint two representatives from ccTLD managers that are a member of the ccNSO and one representative from a ccTLD manager that is not a member of the ccNSO. Thus, the ccNSO Council shall perform the selection in two steps:

Step 1. Evaluation of all the candidates by the ccNSO Council

Step 2. Selection of IFRT members according to criteria by the Chair and Vice-chairs of the ccNSO Council.

6.1 Evaluation of the Candidates

The Councillors eligible to vote will review applications and select members based on how well the candidates meet the set of skills and experience, as listed under Sections 6.2, and following the process, as described in Sections 6.3.

6.2 Selection Criteria

IFRT members will be selected based on how well they meet the following set of skills and experience:

- Direct experience and knowledge of the IANA naming functions.
- Understanding the purpose of the IFR.
- Analytical skills, ability to interpret quantitative and qualitative evidence, and the capacity to draw conclusions purely based on evidence.
- Experience in managing and/or participating in committees (e.g. meeting coordination, reporting, and escalation) to contribute meaningfully to IFR processes.

- Demonstrated ability in relationship management to support discussion, consensus-driven decision making, and productive negotiation.
- Excellent communication skills to represent ccTLD interests and to keep the ccNSO Council and broader ccTLD community informed on progress.
- Ability to work and communicate in written and spoken English.

Further a candidate:

- Should indicate why she or he is interested in becoming involved in the IFR.
- Indicate the ccTLD manager with whom the candidate is associated.
- Should be employed or have active backing by the ccTLD manager with whom the candidate is associated.
- Demonstrate the support by the ccTLD manager in respect to the required time commitment to participate actively in the IFR.
- Indicate whether willing to stand as co-chair
- Commit to abide by the rules of the IFRT and this Guideline.

In addition, and in accordance with the requirements with respect to the composition of an IFRT, only if a candidate is considered to meet the above criteria, functional and cultural diversity criteria should be taken into account.

6.3 Selection of Candidates

The Councillors eligible to vote will each compile **a list of candidates**, based on the Selection Criteria with the most preferred candidate on the top and the least preferred candidate at the end of the list. If a candidate does not meet the criteria in the view of a Councillor, the Councillor may refrain from listing that candidate.

Each of the voting Councillors will send her/his list of preferred candidates to the ccNSO Secretariat (email address ccnsosecretariat@icann.org, or other email address agreed by the ccNSO Council), within 7 days after receiving the list of candidates. Note that the Chair and Vice-Chairs of the ccNSO also receive the emails sent to the ccNSO Secretariat's email.

Based on each of the individual Councillor's rankings, the Secretariat will prepare the overall ranking of all candidates and report the ranking to the ccNSO Council one (1) business day after the day eligible Councillors could submit their list of preference.

6.4 Selection of IFRT Members

After compiling the list, the Chair and Vice-chairs of the ccNSO Council, will select three members to the IFR team who match regional diversity and membership criteria.

7 Reporting on the ccNSO Selection Process

Within two business days after the closure of both the appointment procedures, under section 6 of this Guideline, the Secretariat will report the results to the ccNSO Council. The ccNSO Council will then formally appoint the IFRT members by adopting the report at its next regular ccNSO Council meeting or by an email vote. The Chair of the ccNSO informs the ICANN about the ccNSO Council selection.

After adoption of the report by the ccNSO Council, it shall be published on the ccNSO website.

8 Removal of ccNSO Appointed Members

Any IFRT member selected and appointed by the ccNSO Council may be removed and replaced at any time by the ccNSO Council. The ccNSO Council will notify the IFRT member of reason(s) for deselection. The ccNSO Council and the affected IFRT Member will discuss whether the ccNSO Council will publish the reason(s) for the action. In all cases, the ccNSO Council's decision will be final.

The co-chair(s) of the IFRT may request the removal of an IFRT member selected and appointed by the ccNSO Council.

In the event the co-chair(s) of the IFRT requests removal of a member selected and appointed by the ccNSO Council, the following consultation mechanism will apply:

- Any concerns regarding the behaviour or non-attendance of a ccNSO appointed Member should firstly be raised with that Member.
- If the issue is not satisfactorily resolved, a formal complaint should be raised with the Chair of the ccNSO, who will attempt to mediate a resolution.
- If that is not possible, or if the complaint is sufficiently serious in nature, the Chair of the ccNSO is empowered to temporarily restrict the participation of the Member with a view to resolve the issues. However, if in the view of the chair the continued participation of the Member in the IFRT would not be appropriate and/or would seriously disrupt the IFRT from conducting its business, the Chair of the ccNSO shall raise the issue with the Vice-Chairs of the ccNSO Council or their designate(s), who will review the matter and then decide. The ccNSO

Council, co-chair(s) of the IFRT, IFRT Member and Secretary shall be informed accordingly.

9 Vacancy

For purposes of this Guideline, a vacancy on the IFRT shall be deemed to exist in the event of the death, resignation, or removal of a ccNSO Council appointed member on the IFRT. This vacancy shall be filled by the ccNSO Council using the selection procedure as described above in this Guideline (section 6 or 7) and shall be for the duration of the IFR.

A temporary replacement may be appointed by the ccNSO Council for the duration of the selection procedure and until the replacement has been appointed. The Chair of the ccNSO Council shall notify the Secretary of such a temporary replacement, with a notification copy to the co-chair(s) of the IFRT. Such notification should include the expected date of appointment of the replacement to fill the vacancy.

The Chair of the ccNSO Council shall provide written notice to the Secretary, with a notification copy to the co-chair(s) of the IFRT, following the ccNSO Council's appointment to fill the vacancy.

10 Miscellaneous

10.1 ccNSO Internal Guideline

This Guideline is an internal rule of the ccNSO in accordance with Article 10 section 3.11 and Article 10 section 4.2 of the ICANN Bylaws. This Guideline should also be considered as the internal procedure of the ccNSO to appoint members of the IFRT, as mentioned in Article 18 of the ICANN Bylaws.

10.2 Omission in or Unreasonable Impact of the Guideline

In the event the Guideline does not provide guidance and/or the impact is unreasonable to conduct the business of the ccNSO, the ccNSO Council or the Chair of the ccNSO Council will decide.

10.3 Publication and Review of the Guideline

The Guideline will be published as part of the rules and guidelines of the ccNSO after adoption by the ccNSO Council.

The Guideline will always be reviewed after the closure of an IFR review, or adjusted when considered necessary. To become effective, the updated Guideline must be

adopted by the ccNSO Council and published on the ccNSO website.

Before publishing the updated Guideline, the ccNSO Secretariat will adjust the version number and insert the date the Guideline was reviewed and adopted by the ccNSO Council.

11 Annex A - Call for Expression of Interest

Expression of Interest

For IANA Function Review Team

The ccNSO is seeking volunteers from the ccTLD community who might wish to be one of the ccTLD representatives on the IANA Function Review Team. Candidates for this role are requested to fill in this Expression of Interest and submit it to the ccNSO Secretariat (ccNSOsecretariat@icann.org) by <insert date as approved by the ccNSO Council>.

Your Full Name:

ccTLD:

Geographic region:

Is ccTLD a member of ccNSO:

I. Skill set and experience

Candidates are expected to meet the requirements listed below. Please indicate in the appropriate box why and/or how you think you meet the requirement.

Requirement	Please indicate how you meet the requirements
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Direct experience and knowledge of the IANA naming function.	
Understanding the purpose of the IFR	
Analytical skills, ability to interpret quantitative and qualitative evidence, and capacity to draw conclusions purely based on evidence.	
Experience in managing and/or participating in committees (e.g. meeting coordination, reporting, and escalation) to contribute meaningfully to IFR processes.	
Demonstrated ability in relationship management to support diplomatic discussion, consensus-driven decision making, and productive negotiation.	
Excellent communication skills to represent ccTLD interests and to keep the ccNSO Council and broader ccTLD community informed on progress.	
Ability to work and communicate in written and spoken English.	
Commits to actively participate in the activities of the IFRT on an on-going basis.	

Employed or have active backing by a ccTLD manager.	
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Please specify any other skill set or experience that you believe would be relevant to IFRT's work.

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II. Interest

Please explain your interest in becoming involved as a member of the IFR.

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III. Understanding of Purpose of IFR

Please state your understanding of the purpose of the IFR.

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IV. Time Commitment

Members and liaisons must attend: to be included. For more information see <link>.

Please indicate whether you understand the time commitment required to participate in the IFRT.

☐ I understand the time commitment required to participate in the IFRT and can commit to this role.

Please provide any additional information or comment regarding your availability.

Would you like to be considered to be a the ccNSO appointed co-chair?

☐ YES

☐ NO

V. Conflict of interest

Members of the IFRT will be required to disclose any conflicts of interest with a specific complaint or issue under review by the IFRT.

- ☐ I understand that I will be required to disclose any conflicts of interest with a specific complaint or issue under review by the IFRT.
- ☐ I understand that I may be excluded from discussion of a specific complaint or issue if the majority of IFRT members and liaisons deem that my participation has a conflict of interest.

GDPR Consent

Commitment to abide by ccNSO Guideline (include link to Guideline).

VI. Supporting documents

Please attach to this Expression of Interest:

- 1) your resume, curriculum vitae, or biography.
- 2) if applicable, a letter of support from your employer in respect to the required time commitment to participate actively in the IFR.