

## PDP 3.0 Improvement #3: Working Group Member Skills Guide

This PDP Working Group Member Skills Guide may help to ensure that new members are sufficiently prepared for full participation in a Working Group per section 2.2.1 of the Working Group Guidelines. Going forward, Working Group leaders could decide to set or enforce certain criteria: while this has not been the practice to date, please refer to the outcome of the GNSO's PDP 3.0 project.

For example, according to [PDP 3.0 Improvement #2](#), during the chartering process of a working group, the GNSO Council may require that members/participants must have a certain level of expertise to carry out the policy development activities, and independent evaluation (e.g., GNSO Council Standing Selection Committee) may be conducted as appropriate in the specific circumstances to confirm whether members do have the required expertise. Working Group members also are expected to abide by the [Statement of Participation](#) as an outcome from PDP 3.0 Improvement #1. The Statement of Participation, including ICANN's Expected Standards of Behavior, are enforceable and the WG leadership and GNSO Council Leadership Team have the authority to restrict a member's participation in the event of non-compliance.

Nevertheless, this guide is intended as an aide to Working Group leaders and members, but it should clearly not be applied in such a way that new members are discouraged from joining Working Groups, or feel excluded.

This is a living document and as such Working Group leaders and members are encouraged to provide additional resources, tips, or other suggestions that they have found to be helpful.

Member Responsibility	Skill Requirements	Resources
Contribute ideas and knowledge to Working Group discussions	<ul style="list-style-type: none"> <li>● Knowledge of issue background and current work status;</li> <li>● Commitment to participating in Working Group meetings on a regular and ongoing basis;</li> <li>● Ability to create factual, relevant and easily understandable messages, and able to succinctly deliver them to the Working Group;</li> <li>● Ability to deliver a point intelligently, concisely, and in a friendly way;</li> <li>● Exhibit agility and confidence in evolving situations and ability to swiftly</li> </ul>	<p>Working Group members should be familiar with the following sections of the Working Group Guidelines:</p> <ul style="list-style-type: none"> <li>● Section 4.1 Session Planning – General Meeting Logistics</li> <li>● Section 4.2 Communication/Collaboration Tools</li> </ul>

Member Responsibility	Skill Requirements	Resources
	transition from topic to topic.	
Develop and draft Working Group documents	<ul style="list-style-type: none"> <li>● Knowledge of Working Group background documents and draft documents;</li> <li>● Knowledge of (preferably experience with) the document development process in GNSO Working Groups;</li> <li>● Highly effective oral, written, and interpersonal communication skills (in simple, comprehensible English);</li> <li>● Research skills with the ability to discern factual, factually relevant, and persuasive details and sources;</li> <li>● Commitment to manage a diverse workload, while collaborating with a Working Group of individuals with different backgrounds and interests in driving objectives.</li> </ul>	<p>As noted above, in addition to reviewing draft and background documents on the wiki, including discussions as captured in meeting transcripts, recordings, actions, deliverables and other reference links, Working Group members should review the documents and deliverables of other GNSO PDP Working Groups that may have dependencies or be related work.</p> <p>ICANN Learn: <a href="https://learn.icann.org/">https://learn.icann.org/</a></p> <ul style="list-style-type: none"> <li>● 701.1 Writing for Policy and Public Comment</li> </ul>
Act as liaisons between the Working Group and their respective stakeholder groups or constituencies	<p><b><u>Representative Working Group Model:</u></b></p> <ul style="list-style-type: none"> <li>● In depth knowledge of Working Group discussions, actions taken at meetings, and deliverables;</li> <li>● Understanding of the perspectives and interests of the members’ own stakeholder group or constituency;</li> <li>● Ability to create factual, relevant and easily understandable messages, and able to deliver them to others who may not be familiar with the Working Group activities;</li> <li>● Commitment to operating a “two-way-street” of knowledge and direction between the stakeholder group or constituency and the Working Group.</li> </ul>	<p>Working Group members should be up to date concerning deliberations during and resulting from Working Group meetings via the wiki and resources noted above, but also note the perspectives and interests of the members’ stakeholder group or constituency via meetings and discussions with those groups.</p>
Ensure that stakeholder group or constituency	<p><b><u>Representative Working Group Model</u></b><sup>10</sup>:</p> <ul style="list-style-type: none"> <li>● Ability to influence, negotiate with,</li> </ul>	<p>As noted above, Working Group members should be up to date</p>

<sup>10</sup> See PDP 3.0 Improvement #2 Comparison Table of Working Group Models about different Working Group models

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statements are developed in an informed and timely way	<p>listen to and persuade others;</p> <ul style="list-style-type: none"> <li>Project management skills in driving the completion of SG/C statements in a timely manner;</li> <li>Ability to intelligently build a course of action, analyze trade-offs, and make recommendations even in ambiguous situations.</li> </ul> <p><b><u>Non-Representative Working Group Model:</u></b></p> <ul style="list-style-type: none"> <li>Supporting stakeholder group or constituency in drafting statements;</li> <li>Giving context and needed background behind recommendations and deliberations.</li> </ul>	<p>concerning deliberations during and resulting from Working Group meetings via the wiki and resources, but also note the perspectives and interests of the members' stakeholder group or constituency via meetings and discussions with those groups.</p>
Actively and constructively participate in the consensus decision making process	<ul style="list-style-type: none"> <li>Understanding of what consensus means and how consensus-building process works;</li> <li>Commitment to facilitate consensus by listening, explaining, mediating, proposing clear actions, and helping other members;</li> <li>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;</li> <li>Commitment to avoid re-litigating closed issues or deliberate obfuscation;</li> <li>Flexibility and ability to demonstrate strong judgment / decision-making skills;</li> <li>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.</li> </ul>	<p>Working Group members should be familiar with the following section of the Working Group Guidelines: 3.6 Standard Methodology for Making Decisions</p> <p>Members also should be familiar with the relevant PDP 3.0 Improvements:</p> <ul style="list-style-type: none"> <li>Consensus Playbook (PDP 3.0 Improvement #4)</li> <li>Clarification to Complaint Process in GNSO Working Group (PDP 3.0 Improvement #9)</li> <li>ICANN Org Resources for Conflict Resolution &amp; Mediation (PDP 3.0 Improvement #15)</li> </ul> <p>ICANN Learn:  <a href="https://learn.icann.org/">https://learn.icann.org/</a></p> <ul style="list-style-type: none"> <li>703.1 Unconscious Bias</li> </ul>