

## **REQUEST FOR CANDIDATES – GNSO LIAISON TO THE GAC**

### **Candidates are invited for Generic Names Supporting Organization (GNSO) Liaison to the Governmental Advisory Committee (GAC)**

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#### **Background**

The GNSO Liaison to the GAC role was first piloted in FY15-16 (1 July 2014 to 30 June 2016) as part of a broader initiative of the GAC-GNSO Consultation Group to facilitate early engagement of the GAC in GNSO policy development activities. Due to the success of the pilot, the GNSO Liaison to the GAC is now a permanent role and an integral part of communications between the GAC and GNSO.

#### **Objective**

The GNSO Council is seeking a GNSO Liaison to the GAC (hereafter “the Liaison”) to begin serving in the role following the [YEAR] Annual General Meeting, which is scheduled to take place from [DATES].

The Liaison will be primarily responsible for providing timely updates to the GAC on GNSO policy development activities in order to complement the existing notification processes as well as answering questions in relation to these (GNSO) activities that GAC members may have. Furthermore, the Liaison will be responsible for providing the GNSO Council with regular updates on progress, including on GAC activities, specifically in so far as these relate to issues of interest to the GNSO. The objective of the liaison mechanism, in combination with other mechanisms and early engagement tools, is to facilitate effective early engagement of the GAC as well as generally assist with flow of information between the GAC and the GNSO. In addition to these engagement tools, regular co-ordination calls are to be scheduled between the GNSO Liaison to the GAC and the GAC Leadership/GAC Support Staff to ascertain that all the relevant information has been received by the GAC and progress is being made, following which a regular status update is provided by the Liaison to the GNSO Council.

#### **Skills and Experience**

- Significant experience in and knowledge of the GNSO policy development process as well as of recent and current policy work under discussion and / or review in the GNSO
- Availability to attend and participate in GAC meetings during the course of ICANN meetings and also, where applicable, intercessional meetings (via teleconference)
- A former or recently departed GNSO Councilor is likely to be well-qualified for the position, but this is not a necessary criterion for the Liaison.

#### **Responsibilities**

- Attend and participate as required in GAC meetings during ICANN meetings and possible intercessional meetings (Note: to the extent that ICANN meetings are held face-to-face, travel funding is available for the ICANN meetings should the Liaison otherwise not be able to attend an ICANN meeting)
- Represent and communicate the policy work of the GNSO in a neutral and objective manner
- Liaise with ICANN policy staff who may assist, as needed, in the preparation of briefing materials and/or responses to questions
- Liaise with relevant working groups, utilizing GNSO Council liaisons where required, in order to be continuously current and knowledgeable on work in progress

- Provide regular updates to the GNSO Council
- Guide the GAC in opportunities for early engagement
- Keep the GAC updated on how its early input was considered by the GNSO
- Assist in the facilitation of GAC-GNSO discussions in cases where GAC early input is in conflict with GNSO views
- Produce an annual report to the GAC and GNSO that highlights early engagement efforts to date as well as possible improvements to be considered

### **Practical Working**

- Attend all GAC open meetings and be allowed to request the floor
- Attend GAC closed meetings discussing GNSO related topics and be allowed to request the floor
- Attend GAC conference calls by invitation and accordingly be allowed to request the floor
- Join GAC working groups by invitation and accordingly be allowed to request the floor
- Will not be on the GAC mailing list but may send to it through the mailing list admin and receives replies by being cc'd

### **Application Process**

1. The leadership of each Stakeholder Group / Constituency may submit the application of its candidate(s), which should include at a minimum a link to a completed and current statement of interest as well as a brief note explaining why the candidate has applied for this role and how the candidate meets the specific requirements **by [DATE] at the latest** to the GNSO Secretariat ([gnso-secs@icann.org](mailto:gnso-secs@icann.org)). Candidates must complete the attached Acknowledgement and Consent Form and application template.
2. The GNSO Secretariat will relay the applications received by the deadline to the Standing Selection Committee (SSC) by [DATE].
3. The SSC will review the applications received and rank these taking into account the skills and experience required as outlined in this call for volunteers by [DATE].
4. Based on the outcome of the ranking process, the SSC will contact the number 1 candidate to confirm the proposed selection by [DATE] and confirm that the candidate is still available.
5. The SSC will submit its recommendation to the GNSO Council in the form of a motion for confirmation of GNSO Liaison to the GAC to the GNSO Council by [DATE] at the latest.
6. Consideration of motion and approval of candidate by GNSO Council during GNSO Council meeting on [DATE].
7. Confirmation of candidate to GAC leadership (by [DATE]).
8. GNSO Liaison to the GAC officially takes up its role (by [DATE]).

### **Removal**

In the case of significant issues identified with the performance of the Liaison, the GNSO Council Leadership, in consultation with the GAC Leadership, may decide to replace the Liaison at any point during the Liaison's term.

### **Review and Renewal**

The term of this position is two years. The Liaison may serve no more than two consecutive two-year terms, subject to conditions below.

The Council will conduct an annual review of the role. As part of this review, the GNSO Council is expected to:

- Request the GAC and/or GAC Leadership for input on the role and functioning of the GNSO Liaison to the GAC.
- Review the annual report that is prepared no later than 1 July by the liaison for the GAC and the GNSO.
- Consider feedback from GNSO Councillors.

Based on this review, the Council will determine whether any adjustments are needed to the responsibilities and practical working of the liaison.

At the conclusion of the first term (at the end of year two), the Council must open a new Expression of Interest process. Unless the Council has indicated that it does not intend to renew the term of the current Liaison, the current Liaison is encouraged to re-apply.

If the Liaison has indicated that he/she is no longer available to continue in this role for any reason, a new selection process as outlined above will take place. The Liaison shall strive to give at least two months notice before stepping down to provide sufficient time to conduct an Expression of Interest process to identify a replacement.

## **GNSO Liaison to the GAC Application Acknowledgment and Consent Form**

Please read this Acknowledgement and Consent carefully as it contains important details about how your personal information is collected, processed and published when you submit your application for the GNSO Liaison to the GAC Position (“Position”).

By completing the GNSO Liaison to the GAC Application Form (“Application Form”), you authorize and consent to Internet Corporation for Assigned Names and Numbers (“ICANN”, “we”, “us”, “our”) collecting and processing your personal information in accordance with this Consent Form. ICANN is the data controller of your personal information when you submit the Application Form and is responsible for complying with applicable data protection laws.

### *What We Collect From You*

When submitting the Application Form, you understand that you may provide personal information, including your name, qualifications and professional background, and any other information you voluntarily provide.

You understand provision of personal information with your application is entirely voluntary. You determine the extent to which you provide information as part of your application. However, if you decide not to provide information, you understand that it may affect your candidacy.

It is your responsibility to obtain consent from any individual for whom you provide his or her personal information of as a part of your application.

### *What We Collect From Other Sources*

We may collect information from other sources, including other individuals you identify. We may also collect information from publicly available sources including your personal web pages.

### *Why We Collect*

We only process your personal information when we have a legal basis to do so under applicable law. With your consent, we process the personal information you provide in order to assess your qualifications and candidacy for the GNSO Liaison to the GAC Position.

### *Disclosures and Publication of Your Personal Information*

Your completed application and all supporting documentation will be published on the GNSO Standing Selection Committee community wiki page at <https://community.icann.org/display/GSSC> for transparency purposes. Please be cognizant of your answers as these will be published.

### *International Transfers*

Based on your consent and for the purposes set forth above, the personal information that you provide will be processed in the United States. ICANN employs adequate safeguards to protect your personal information; however, the United States may not provide you the same high level of protection of your personal information as the laws applicable in your country of residence.

#### *Your Rights and Choices*

You freely confirm your consent to all of the above. You understand that you may withdraw your consent to future processing at any time or for any reason by emailing [privacy@icann.org](mailto:privacy@icann.org). If you withdraw your consent, ICANN will stop processing and delete your information without undue delay, unless there are other legal grounds for processing. Your revocation, however, will not affect any personal information that we have already processed and transferred with your consent.

Subject to applicable law, you are entitled to certain rights with respect to your personal information. You can request to access, rectify, erase or restrict, or object to, the processing of your personal information or make use of the right to data portability by contacting [privacy@icann.org](mailto:privacy@icann.org). You also can lodge a complaint with the supervisory authority in your country of residence at any time.

#### CONSENT LANGUAGE

I agree to the above provisions and consent to the processing of my GNSO Liaison to the GAC Position Application Form to ICANN, as set forth above, and for my Application Form to be published at <https://community.icann.org/display/GSSC> in connection with ICANN's consideration for my candidacy.

I understand the above provisions and do not consent to the processing of my GNSO Liaison to the GAC Position Application Form to ICANN, as set forth above, or for my Application Form to be published at <https://community.icann.org/display/GSSC> in connection with ICANN's consideration for my candidacy.

Date:

**APPLICATION TEMPLATE**

<b>Name</b>	
<b>Affiliation</b>	
<b>Please provide an overview of your experience/expertise with GNSO policy development processes</b>	
<b>Please provide an overview of your Previous engagements in GNSO work in a leadership capacity</b>	
<b>Please describe your familiarity with GAC processes, including GAC engagement in GNSO policy development</b>	
<b>Please provide any other information that demonstrates your qualifications for this position.</b>	