29 March 2021

**Call for Volunteers: GNSO Policy Development Process (PDP) to Review the Transfer Policy**

Maureen Hilyard

Chair, At-Large Advisory Committee (ALAC)

Dear Maureen,

The GNSO Council has [initiated](https://gnso.icann.org/en/council/resolutions/2021#202102) a policy development process (PDP) to review the Transfer Policy and subsequently [adopted](https://gnso.icann.org/en/council/resolutions/2021#202103) the related Working Group [Charter](https://gnso.icann.org/sites/default/files/file/field-file-attach/draft-charter-pdp-transfer-policy-review-12mar21-en.pdf) during its 24 March 2021 meeting. Drawing on recommendations from the [Transfer Policy Initial Scoping Paper](https://gnso.icann.org/sites/default/files/file/field-file-attach/transfer-policy-review-scoping-team-06apr20-en.pdf), the proposed approach put forward in the [Final Issue Report](https://gnso.icann.org/sites/default/files/file/field-file-attach/final-issue-report-pdp-transfer-policy-review-12jan21-en.pdf) and accompanying draft charter that incorporated a number of [PDP 3.0 Improvements](https://gnso.icann.org/sites/default/files/file/field-file-attach/pdp-final-report-10feb20-en.pdf), as well as input received through outreach to SO/AC/SG/C chairs, the GNSO Council has decided to follow a representative model for this Working Group with a limited number of members and alternates.

With that context, the GNSO Council invites the ALAC to participate in this policy development process. To ensure timely commencement of the PDP, **we ask that you identify up to 2 members and 2 alternates to participate in this Working Group no later than 26 April 2021**. While you may appoint up to 2 members and up to 2 alternates, you may choose to appoint fewer of each.

We also request that you take into account the following membership criteria that the GNSO Council considers to be important for this PDP:

* Knowledge of Transfer Policy issues, background and current work status (technical knowledge of inter-registrar transfers is strongly preferred);
* Commitment to participating in Working Group meetings on a regular and ongoing basis;
* Ability to create factual, relevant and easily understandable messages, and able to succinctly deliver them to the Working Group;
* Ability to deliver a point constructively and concisely;
* Familiarity with the following sections of the Working Group Guidelines:
  + Section 4.1 Session Planning – General Meeting Logistics
  + Section 4.2 Communication/Collaboration Tools
* Effective oral, written, and interpersonal communication skills (in simple, comprehensible English);
* Research skills with the ability to discern factual, factually relevant, and persuasive details and sources;
* Commitment to manage a diverse workload, while collaborating with a Working Group of individuals with different backgrounds and interests in driving objectives;
* In depth knowledge of Working Group discussions, actions taken at meetings, and deliverables;
* Understanding of the perspectives and interests of the members’ own stakeholder group or constituency;
* Project management skills in driving the completion of SG/C statements in a timely manner.

All members are required to commit from the outset of the work effort to a Statement of Participation as outlined in Annex A. In addition, all members, liaisons, and alternates must complete and maintain an up-to-date Statement of Interest on the GNSO wiki.

The composition of the Working Group is included in the charter and outlined below. Note that some groups may choose not to appoint any members to the Working Group. The table below indicates the maximum number of members and alternates that groups may appoint.

Membership will be confirmed at the start of each phase of this PDP. If a group chooses not to participate in the first phase, this does not disqualify the group from appointing members for future phases. Additionally, groups may choose to appoint new members or reconfirm the same members at the start of each phase of this PDP.

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| --- | --- | --- |
| **Group** | **Members** | **Alternates** |
| RrSG | 10 | 10 |
| RySG | 3 | 3 |
| IPC | 2 | 2 |
| BC | 2 | 2 |
| ISPCP | 2 | 2 |
| NCSG | 2 | 2 |
| GAC | 2 | 2 |
| ALAC | 2 | 2 |
| SSAC | 2 | 2 |
| RSSAC | 2 | 2 |
| ccNSO | 2 | 2 |
| ASO | 2 | 2 |

For clarity, the following is an explanation of the different roles:

* **WG Members**: Members are expected to commit to the Statement of Participation as well as participate in any WG consensus calls, as applicable. Members are required to represent the formal position of their appointing organization, not individual views or positions. Each GNSO SG/C and each SO/AC are encouraged to nominate at least one member to participate (see additional details about the WG composition below). In the event a GNSO SG/C or SO/AC is unable to nominate a member, at least one observer (defined below) should be responsible for keeping their respective group informed of milestones and potential recommendations that may affect the group.
* **WG Observers**: Anyone interested in this effort may join as an observer – observers are subscribed to the mailing list on a read-only basis but are NOT able to post. Similarly, observers are NOT invited to speak during in WG meetings. Recordings / transcripts of meetings will be available to observers and are also posted publicly. Observers are asked to coordinate through their group’s appointed Members where appropriate, and, of course, may respond to all public comment proceedings.
* **Alternates**: Alternates will only participate if a Member is not available. Alternates will be responsible for keeping up with all relevant WG deliberations to ensure they remain informed and can contribute when needed.
* **GNSO Council Liaison**: The GNSO Council shall appoint a liaison who is accountable to the GNSO. The liaison must be a member of the Council, and the Council recommends the liaison be a Council member able to serve during the life of this WG. Generally speaking, the liaison is expected to fulfill the liaison role in a neutral manner, monitor the discussions of the Working Group and assist/ inform the Chair and the WG as required.

To confirm your membership, please inform the GNSO Secretariat at gnso-secs@icann.org.

If you have any concerns about confirming your Working Group members by 26 April 2021please email gnso-secs@icann.org.

On behalf of the GNSO Council

Philippe Fouquart, GNSO Chair

Pam Little, GNSO Council Vice Chair

Tatiana Tropina, GNSO Council Vice Chair

**Annex A – Statement of Participation**

As a member of the Transfer Policy Review Working Group:

* I agree to genuinely cooperate with fellow members of the Working Group to reach consensus on the issues outlined in the Charter. I understand this does not mean that I am unable to fully represent the views of myself or the organization I represent but rather, where there are areas of disagreement, I will commit to work with others to reach a compromise position to the extent that I am able to do so;
* I acknowledge the remit of the GNSO to develop consensus policies for generic top level domains. As such, I will abide by the recommended working methods and rules of engagement as outlined in the Charter, particularly as it relates to designating consensus and other relevant rules in [GNSO Working Group Guidelines](https://gnso.icann.org/en/council/procedures);
* I will treat all members of the Working Group with civility both face-to-face and online, and I will be respectful of their time and commitment to this effort. I will act in a reasonable, objective, and informed manner during my participation in this Working Group and will not disrupt the work of the Working Group in bad faith;
* I will make best efforts to regularly attend all scheduled meetings and send apologies in advance when I am unable to attend. I will take assignments allocated to me during the course of the Working Group seriously and complete these within the requested timeframe. As and when appropriate I shall seek to be replaced by my designated Alternate in accordance with the wishes of my appointing organization;
* I agree to act in accordance with [ICANN Expected Standards of Behavior](https://www.icann.org/resources/pages/expected-standards-2016-06-28-en), particularly as they relate to:
  + Acting in accordance with, and in the spirit of, ICANN’s mission and core values as provided in [ICANN's Bylaws](https://www.icann.org/resources/pages/governance/bylaws-en);
  + Listening to the views of all stakeholders and working to build consensus; and
  + Promoting ethical and responsible behavior;
* I agree to adhere to any applicable conflict of interest policies and the Statement of Interest (SOI) Policy within the [GNSO Operating Procedures](https://gnso.icann.org/en/council/procedures), especially as it relates to the completeness, accuracy, and timeliness of the initial completion and maintenance of my SOI; and
* I agree to adhere to the [ICANN Community Anti-Harassment Policy and Terms of Participation](https://www.icann.org/resources/pages/community-anti-harassment-policy-2017-03-24-en) and Complaint Procedures.

I acknowledge and accept that this Statement of Participation, including ICANN’s Expected Standards of Behavior, is enforceable and any individual serving in a Chair role (such as Chair, Co-Chair, or Acting Chair or Acting Co-Chair) of the Working Group and GNSO Council Leadership Team have the authority to restrict my participation in the Working Group in the event of non-compliance with any of the above.