**GNSO Standing Selection Committee**

**DRAFT Default Process for Review Team Nominations**

**9 August 2017**

**BACKGROUND: Deliverables and Timeframes**

From the SSC Charter:

*The SSC is expected as one of its first work products to develop a proposed timeline as well as expected steps for the different appointments and/or nominations that are of a recurring nature such as the:*

* *Nominations for ICANN review teams as provided for in the ICANN Bylaws (note, that this does not include the SCWG & IFR RT – appointments for those efforts are made directly by GNSO SGs);*
* *Appointment of the GNSO representative to the Empowered Community Administration;*
* *GNSO liaison to the GAC, and;*
* *The GNSO non-registry liaison to the Customer Standing Committee.*

**OVERVIEW: Review Team Appointments Principles**

From the SSC Charter:

*For any appointments and/or nominations, the SSC is expected to apply the following guiding principles, noting that depending on the scope or nature of the selection in question certain modifications may have to be made. For any selection process, the SSC is expected to communicate in advance the expected steps and timeline that will apply to that specific selection process.*

1. *The SSC should ensure adequate representation and participation of its members to ensure diversity of views. Should there be any concerns in relation to participation of selected members, the SSC is expected to raise those concerns with the appointing SG/C.*
2. *Following receipt of the list of candidates, the SSC is expected to reach out to each SG/C to confirm affiliation as stated by candidates.*
3. *Each SG/C should be provided with sufficient opportunity to provide this confirmation as well as any other information the SG/C deems useful for the SSC to consider as part of its evaluation.*
4. *In those cases where the SSC is responsible for the call for volunteers or has been requested to provide input, it will, at a minimum, list the nature and responsibilities of the position, the skill set desired of applicants and the criteria that will be used by the SSC to rank and select applicants. The call for applications shall be submitted to the GNSO Council for review prior to publication.*
5. *Members of the SSC are expected to individually evaluate all candidates. Following that, the SSC will collectively review and evaluate all the applications and other materials relevant to the selection through a method determined by the SSC (for example, a survey tool may be used to assess the skills and qualifications of candidates).*
6. *The SSC will, based on this review, by consensus (see next section), rank the candidates according to the criteria listed in the call for applications.*
7. *The SSC shall strive as far as possible to achieve balance, representativeness, diversity and sufficient expertise appropriate for the applicable selection process. In order to achieve balance and diversity on the Review Teams, the SSC is strongly encouraged to employ a system of rotation.*

**Draft Process for review and discussion by the SSC:**

On an ongoing basis, the SSC will track information on its wiki about balance, representativeness, and diversity in the selections it makes, and uses this information to inform future selections.

1. The GNSO Council requests the SSC to complete a selection process, providing details of the assignment and communicating associated deadlines, if appropriate.

If the GNSO Council request includes a requirement that the SSC complete a call for volunteers (if another party is responsible for obtaining the list of candidates, steps 2-4 are skipped):

1. The SSC drafts a call for volunteers that includes, at a minimum:
   * The nature and responsibilities of the position;
   * The skill set desired of applicants
   * Information about expenses covered, if any
   * The criteria that will be used by the SSC to rank and select applicants, and,
   * The application deadline.

The SSC may want to include questions that will help to achieve balance, representativeness, diversity in the selection process. The SSC shares this call for volunteers with the Council prior to publishing it.

1. The SSC publishes/distributes the call for volunteers to the relevant target groups and works with staff to collect and organize responses received.
2. Once names of candidates are received/the call for volunteers has closed, the SSC determines what input it may need from each SG/C to support evaluation of candidates.

If another party is responsible for obtaining the list of candidates:

1. The SSC receives a copy of the list of candidates that have applied and/or requested GNSO endorsement with relevant supporting materials.
2. As necessary, the SSC reaches out to each SG/C to confirm that candidates who have claimed affiliation with the SG/C are indeed affiliated, noting that affiliation is not necessarily a requirement for endorsement.
3. The SSC develops a survey tool with a series of questions reflecting qualifications and criteria established in the call for volunteers.
4. SSC members each individually evaluate the full set of candidates using the survey tool.
5. The SSC meets and collectively reviews all the applications and other materials relevant to the selection process. Drawing on the individual assessments performed using the survey tool, SSC members seek to reach full consensus on the ranking of the candidates according to the criteria listed in the call for applications.
6. In making a final consensus decision on candidates, the SSC seeks to achieve balance and diversity on the Review Teams, and therefore ideally employs a system of rotation as outlined in the charter (“Any Stakeholder Group which nominated candidates(s) for a Review Team but did not have a candidate selected for that Review Team shall be preferred as a qualified applicant from their Stakeholder Group for one of the three guaranteed slots for the next GNSO Review Team appointment processes”.
7. The SSC sends its full consensus recommendation to GNSO Council.

**Draft Additional Process: nominated candidate prematurely leaves a position for which they were selected**

1. Notification is provided that GNSO appointee will leave position he/she has been appointed to.
2. The GNSO Council instructs the SSC to identify a replacement candidate.
3. Using the list of candidates from the original evaluation process, the SSC assesses the candidates’ continued eligibility and willingness to serve in the position.
4. The SSC identifies the next available and eligible candidate in line for the position listed in the original ranking of candidates, if applicable, taking into account affiliation of the departing representative and remaining candidates, where appropriate. For example, if the original SSC process resulted in 7 candidates, and candidates 1 through 3 were selected, the next candidate in line would be the candidate ranked number 4. Should the original selection not have resulted in a specific ranking, the SSC will evaluate the remaining original candidates taking into account the original criteria as well as any input that may have been received from the RT or group the candidate is being appointed to with regards to skills desired.
5. If no candidates remain available, the SSC consults with the GNSO Council who may liaise with the RT or group for whom the appointment is intended on a call for volunteers, following which the ‘normal’ appointment process would apply.
6. The SSC sends its full consensus recommendation to the GNSO Council for consideration.

**Draft Timeline – Note, timeline may need to be adjusted based on # of candidates received as well as level of agreement within SSC following initial evaluation (for discussion). While the draft timeline is organized in calendar days to assist the SSC in working backwards from external deadlines, it will be important to make sure that there are enough working days available to complete each task:**

Scenario 1: Candidates provided

SSC receives assignment and list of candidates: T-35

SSC organizes candidate materials: T-28 (8 days to organize materials after receiving assignment)

SSC reaches out to SG/Cs for input: T-26

SSC finalizes questions to be used in evaluation and develops survey tool: T-21 (14 days to finalize questions and develop tool from receiving assignment)

Deadline for SG/C input: T-21 (5 days for SG/Cs to respond, noting that this is primarily a secretariat function to confirm affiliation)

Deadline for individual SSC members to evaluate candidates using survey tool: T-14 (7 days to complete survey)

SSC deliberates on candidates and reaches consensus: T-1

SSC sends recommendation to GNSO Council: T

Scenario 2: Call for volunteers

SSC receives assignment and list of candidates: T-77

SSC drafts call for volunteers: T-67 (10 days to draft call for volunteers after receiving assignment)

SSC publishes/distributes call for volunteers (note, this sample timeline includes a submission period of 30 days, but the period may be shorter for some calls): T-65

Call for volunteers deadline: T-35 (30 days to respond in this example)

SSC organizes candidate materials: T-28 (8 days to organize materials after call for volunteers deadline)

SSC reaches out to SG/Cs for input: T-26

SSC finalizes questions to be used in evaluation and develops survey tool: T-21 (44 days to finalize questions and develop tool from publication of call for volunteers)

Deadline for SG/C input: T-21 (5 days for SG/Cs to respond, noting that this is primarily a secretariat function to confirm affiliation)

Deadline for individual SSC members to evaluate candidates using survey tool: T-14 (7 days to complete survey)

SSC deliberates on candidates and reaches consensus: T-1

SSC sends recommendation to GNSO Council: T

Scenario 3: Replacement candidate

SSC receives assignment: T-31

SSC evaluates replacement candidates and identifies replacement: T-1 (30 days to identify replacement)

SSC sends recommendation to GNSO Council: T