**IANA Stewardship Transition Coordination Group (ICG) Secretariat**

***(Draft – v01)***

1. **Introduction**

The IANA Stewardship Transition Coordination Group (ICG) agreed to have an Independent Secretary. It was further agreed that a dedicated staff from ICANN will provide logistics support to the secretarial functions. The role of the Secretariat would be mainly related to the administrative support and operational logistics of the Coordination Group proceedings.

There will be an open call for proposal to select the Independent Secretary. In the meantime, the ICG has requested ICANN to provide the whole secretarial services as an interim measure until the appointment of the Independent Secretary.

1. **Funding and contractual relation**

The ICG agreed to have the Independent Secretary contracted through an independent organisation (not ICANN), while funding for the support team and the Secretariat will primarily be provided from the budget set aside by ICANN.

1. **Timeline**

* 03 August 2014: Term of Reference completed and published
* 18 August 2014: End of application submission process
* 31 August 2014: Selection and appointment of Secretary

1. **Requirements and Selection process**
   1. **Requirements**

The person/company selected to perform the responsibilities of the ICG Secretary shall be methodical, and have good eye for details; be well organised, with an orderly mind; deal promptly with requests from the ICG and its Chair; be able to take accurate notes of meetings; make sure that members and the wider community receive all the necessary materials related to the ICG proceedings; make sure that members and the wider community are made aware of agreed deadlines/due dates; work in cohesion with the ICG Chair and ICANN logistics support team; have knowledge and experience of Committee driven procedures, community and consensus driven decision making process and finally have a good understanding of the Internet Governance ecosystem.

* 1. **Selection process**

**Step-1:**

All applications/offers will be sent to the ICG (via a specific e-mail address?]. At the end of the submission period, the ICG will evaluate all applications based on the predefined requirements and provide a rating for each application.

**Step-2:**

A panel selected by the ICG will interview the three (3) best candidates out of Step-1 above. The panel will present its report to the ICG with a recommendation for one applicant for the role of Secretary.

**Step-3:**

The selected applicant will be notified and appointed to the role.

1. **Duties and responsibilities of the Secretary**

The Secretary shall provide a professional service to the ICG and have the following responsibilities:

* Take minutes during the ICG meetings (Face to Face and Teleconference);
* Keep track and follow-up on action items and due dates from the ICG mailing list and meetings;
* Maintain and share Calendar for Meetings and Teleconference Schedules, as well as timeline, deadlines and due dates;
* Manage the Coordination Group's mailing list and collaboration tool(s);
* Maintain the Coordination Group's web pages and related publications platform:
  + Meeting information and material distribution to ICG members
  + Publication of relevant meeting information online
  + Publication of deadlines/due dates whenever applicable
  + Deployment and maintenance of an online document editing tool (wiki or other similar technology)
  + Publication of draft documents produced by the ICG online
  + Publication of meetings' minutes, transcripts, audio stream and other relevant meeting outcome
  + Provide tools/platform for direct community feedback collection
* Arrange face to face meetings' venues along with related logistics;
* Arrange ICG members’ travels, as and when required;
* Operate as a contact point for the community;
* Compile and summarize inputs from the community for the Coordination Group, and provide statistics as and when required;
* Compile and summarize views submitted by members of the Coordination Group, as and when required, to assist the chair(s) in measuring consensus;
* Edit of documents for the Coordination Group, as and when required;
* Support the Chair and the ICG members wherever needed and requested;
* Be the interface between the Coordination Group and the press and drive the ICG communication plan/strategy including dissemination of Press Releases and/or ICG statements.