**ICANN 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 a good eye for detail; be well organised and orderly; 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; work in cohesion with the ICG Chair and ICANN logistic support team; have knowledge and experience of Committee driven procedures, community and consensus driven decision making process; demonstrated experience of dealing with broad language and cultural groups across multiple time zones, and, finally, have an understanding of the Internet Governance ecosystem. Excellent written and oral command of the English language. Whilst the majority of proceedings will be conducted in English, some proficiency in any of French, Spanish, Arabic, Portuguese or Mandarin would be an advantage.

* 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 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 meeting (Face to Face and Teleconference);
* Keep track of and follow-up action items from the ICG mailing list and meetings;
* Maintain and share Calendar for Meetings and Teleconference Schedules;
* Manage the ICG's mailing list and collaboration tool(s).
* Maintain the ICG's web pages and related publications platform:
  + Meeting information and material distribution to ICG members
  + Publication of relevant meeting information online
  + 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 meeting minutes, transcripts, audio stream and other relevant meeting outcomes.
  + Provide tools/platform for direct community feedback collection
* Co-ordinate the arrangement of face to face meeting venues along with related logistics with ICANN and other third parties where appropriate
* Arrange ICG member travel, as and when required in conjunction with ICANN
* Liaise with ICANN for administrative matters as requested by the ICG and Chair
* Compile and summarize inputs from the community for the Coordination Group.
* On request from ICG summarize status of discussions in ICG and other mailing lists.
* Edit documents as directed by the ICG.
* Manage administratively the various contact points ICG defines.
* Support the Chair and the ICG members .
* Execute the ICG communication plan/strategy as requested by the ICG.