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

***(Draft – v02)***

1. **Introduction**

The IANA Stewardship Transition Coordination Group (ICG) agreed to have an independent Secretariat. 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 Secretariat. In the meantime, the ICG has requested ICANN to provide all secretariat and support services as an interim measure until the appointment of the Secretariat.

1. **Funding and contractual relation**

The ICG agreed to have the Secretariat 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 Secretariat
* 30 September 2015: Expected completion of Secretariat function

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

The organisation selected to perform the responsibilities of the ICG Secretariat shall have an appropriate track record and demonstrated capacity to fulfill all of the duties described below. The secretariat must be independent, neutral and have some familiarity with the issue that the ICG is chartered to work on. The staff appointed by the Secretariat to perform its functions shall be appropriately skilled and resourced to work effectively. It is expected that specific staff members will be named in advance and appointed to serve Secretariat functions for the entire duration of this assignment.

In particular, staff should 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; 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; demonstrated experience of dealing with broad language and cultural groups across multiple time zones; fluent in writing and speaking English and finally have a good understanding of the Internet Governance ecosystem. Whilst the proceedings of the ICG will be conducted in English, some proficiency in any of the other five UN languages (French, Spanish, Arabic, Russian, 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?]. Applications must detail appropriate skills and experience of the organisation itself and the assigned staff member(s), also the professional fees involved (whether on a fixed and/or time/resource basis).

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 Secretariat**

The Secretariat 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, timeline and due dates from the ICG mailing list and meetings;
* Maintain and share Calendar for Meetings and Teleconference Schedules;
* Manage the ICG mailing list and collaboration tool(s);
* Maintain the ICG 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 outcomes
  + Provide tools/platform to collect direct community feedback
* Arrange face to face meetings' venues along with related logistics;
* Arrange ICG members’ travels, as and when required;
* On request from ICG summarize status of discussions in ICG and other mailing lists.
* Compile and summarize inputs from the community for the ICG, and provide statistics as and when required;
* Compile and summarize views submitted by members of the ICG, as and when required, to assist the chair(s) in measuring consensus;
* Edit documents for the ICG, as and when required;
* Support the Chair and the ICG members wherever needed and requested;
* Serve as primary media contact point for the ICG fielding enquiries to the chairs and the ICG
* Using material prepared by the ICG, undertake public communications functions including dissemination of Press Releases and/or ICG statements as requested by the ICG.

The role of the secretariat is strictly limited to the functions that support the ICG as described above.  Nothing in this description of functions should be read beyond its plain English meaning and the secretariat is not clothed with any authority to speak on behalf of the ICG to third parties or the press, to develop independent positions or to draw conclusions from inputs or actions of the ICG.