10 November 2015

Universal Acceptance Steering Group

# Help Wanted… Technical Documentation Writer

Application Deadline: **23:00 UTC 17 November 2015**
Send Applications to: [don.hollander@icann.org](mailto:don.hollander@icann.org)

**Background**
The Top Level Domain (TLD) space of the DNS has changed markedly since the introduction of non-ASCII productions names (IDN ccTLDs) into the root zone in 2010.  No longer were TLDs easily characterized as two or three characters plus a very few number of exceptions. And beginning in 2013, hundreds of additional TLDs have been introduced with a variety of lengths and scripts.

New standards in e-mail (EAI – Email Address Internationalization) have also been introduced to accommodate the non-ASCII name space.

Application developers have been slow to adapt their systems to this new set of operational reality.

**The Work**
This work is to provide technical documentation and guidelines for the developer community to help accelerate their adaption to the 'new' name space.

**Ongoing tasks:**
- Take existing document draft and make proposals for inclusion of specific sections into new documents dedicated to specific audiences and produce those sections
    Current audiences are CIOs; IT Pro; App developer.
- Work with UASG to publish document drafts in standard request-for-feedback processes
    o Manage feedback from community
    o Organize reviews with Universal Acceptance Steering Group
    o Incorporate changes into documents and republish

The current draft document is at: www.aka.ms/uatech  *(NB: Permission is required to access this document.  Do not leave your review of this till the last minute.)*

Work is hourly. Document your work and bill as you go. Not to exceed 40 hours per week
    (most weeks will be less).

You will become an approved ICANN vendor.
The work will be performed as an independent contractor.

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Meet with the original document author for an hour to review existing content draft.

We expect this work to be completed before the end of 2015

**Desired Characteristics**
- You must be technically proficient and able to write clearly in English
- An understanding of the DNS, Unicode and the RFC series is vital
- Additional language fluency is a bonus

**Next Steps**
Please provide us with:
- A brief statement of interest and why you want to do this work and why we should want you to do this work.
- A CV
- A sample of similar writing
- An hourly rate inclusive of all costs.
- Full contact details
- Two references

Deadline for receipt of expressions of interest: **23:00 UTC 17 November 2015**
Send completed expressions to: don.hollander@icann.org
If you have any questions, please send those to don.hollander@icann.org.   Please allow 24 hours for answers.

We expect to reach out to a short list of candidates within one week of the closing time.

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