

Guideline: ccNSO Actions Respecting the Root Zone Evaluation Review Committee

Draft Version #1

Date of adoption by the ccNSO Council: 1 September 2016

1 Introduction and Background

ICANN has established a Root Zone Evaluation Review Committee (“RZERC”) to review and provide input regarding proposed architectural and operational changes to the root zone and as determined necessary by the RZERC, propose architectural and operational changes to the root zone for consideration by the ICANN Board.

The RZERC will consider issues raised to the RZERC to identify any potential security, stability or resiliency risks to the architecture and operation of the root zone.

The RZERC will coordinate with the committee’s respective organizations and communities, and if appropriate, external experts, to ensure that relevant bodies were involved in decision-making and ensure that relevant expertise was available.

The RZERC will coordinate a public consultation process for operational and architectural changes that impose potential risk to the security, stability, or resiliency of the root system (as identified by one or more committee members and agreed by a simple majority of members). This public consultation process regarding the proposed changes, including the identified risks, will be organized via the ICANN public comment forum.

The RZERC will act as a consultation body for ICANN during the issuance and consideration of an RFP for the Root Zone Maintainer, if needed.

The RZERC will coordinate with the Customer Standing Committee (CSC) as needed.

2 Purpose of the Guideline

The purpose of this guideline is to document processes and procedures pertaining to the selection and appointment of the ccNSO selected representative on the RZERC. This guideline is limited to describing the ccNSO's responsibilities with respect to its representative on the RZERC.

3 General Information

3.1 Eligibility of ccNSO Appointed Member

Membership of the RZERC shall be open to individuals from all ccTLDs, independent of membership of the ccNSO (members and non-members of the ccNSO).

3.2 Term of Appointment

The term of appointment shall be three (3) years. A member may be re-appointed for two additional terms (in total 3 terms).

3.3 Appointment

According to the charter of the RZERC the ccNSO Council will have to select and appoint one (1) member to the RZERC.

4 Timelines

4.1 Timeline of Initial Appointment

After ICANN has initiated the process and asked the appointing organisations to start their respective appointment and selection processes, the ccNSO Council instructs the Secretariat to issue the call for Expression of Interest for membership of the RZERC.

4.2 Subsequent Appointments

After the initial appointment the ccNSO Council will launch a call for Expression of Interest at least four months before a member's term expires.

5 Call for Expression of Interest

The Secretariat will send the call for Expression of Interest within two business days following the instruction by the ccNSO Council. The call for Expression of Interest will be sent to the ccNSO members and other relevant ccTLD community email lists. Regional ccTLD Organisations will be requested to distribute the call for Expression of Interest on their relevant email lists.

The call for Expression of Interest shall include all relevant information and the closing date, which shall be not earlier than two weeks after the call for Expression of Interest has been issued at 23.59 UTC.

The template for the call for Expression of Interest is included as Annex A. During the period in which the call for Expression of Interest is open persons considering submitting such an expression may email questions to the ccNSO Secretariat seeking clarification or elaboration of the expression of interest process or desired qualifications for service on the RZERC. The Secretariat shall endeavour to relay the question to the relevant people as quickly as is practicable and to the extent that it is able to respond. All such questions and answers shall be immediately made public on a dedicated wiki and/or ccNSO website to ensure that all persons considering to apply shall have similar access to relevant information. Potential applicants are encouraged to submit any such questions as early as possible.

5.1 Information Received from Candidates

The first working day after the closure of the call for Expression of Interest, the Secretariat will send the information received from the interested community members to non-conflicted Councillors individually.

If the ccNSO Council is of the view that one or more candidates do not meet the Selection Criteria as defined below, the candidate(s) will be informed accordingly and their Expressions of Interest will not be considered.

The names of the candidates will be listed on the ccNSO website. Expressions of Interest received after the closing date will not be considered valid.

5.2 Selection Process

5.2.1 Selection Criteria

The initial RZERC member will be selected based on how well they meet the following minimum set of skills and experience as included in the charter of the RZERC. This set may be updated from time to time, for example, to align it with future ICANN requests for appointment of representatives to the RZERC:

- Strong overall understanding of the Root Zone in order to review issues relating to the architecture and operational systems of the DNS Root Zone, provide recommendations to the ICANN Board to ensure the security, stability and resiliency of the root zone.
- Ability to coordinate and consult with the ccNSO and the ccTLD community to communicate issue under consideration and bring relevant expertise to the Committee
- Excellent communication skills in order to represent ccTLD interests and to keep the ccNSO and broader ccTLD community informed on progress.

- Able to work and communicate in written and spoken English.

Further a candidate:

- Should commit to actively participate in the activities of the RZERC on an on-going basis
- Should be employed or have active backing by a ccTLD manager and should demonstrate the support by the ccTLD manager in respect to the required time commitment to participate actively in the RZERC.

In addition candidates MUST provide statements of interest that identify potential conflict of interest in their service on the committee and MUST keep this statement of Interest up to date.

5.2.2 Selection of Candidates

5.2.2.1 Conflict of Interest of Councillors involved in Selection Process

If a Councillor intends to become a member of the RZERC, then this Councillor shall not be involved in the appointment process due to a direct conflict of interest. A Councillor may also declare a conflict of interest at any stage for other reasons, for example, a Councillor and nominee may be working for the same ccTLD manager. After such a declaration this Councillor ceases to be involved in the selection and appointment process.

5.2.2.2 Selection Process

The appointment will be confirmed by a vote of the Councillors eligible to vote, either by an email poll or at a phone call, which shall be no later than one week after the closure of the call for Expression of Interest.

If more candidates apply than are needed, the Councillors eligible to vote will each compile a list of their up to top 3 candidates, based on the Selection Criteria, by assigning 3 points to the most preferred candidate, 2 points to the second preferred candidate, and 1 point to their third candidate.

Each of the voting Councillors will send her/his list of preferred candidates to the Secretariat (email address ccnsossecretariat@icann.org, or other email address agreed by the ccNSO Council), within 5 working days after receiving the list of candidates. Note that the Chair and Vice-Chairs of the ccNSO also receive the emails sent to the Secretariat's email.

Based on the individual Councillor rankings, the Secretariat will prepare the overall ranking of all candidates and report the ranking to the ccNSO Council 6 business days after the list of candidates was send to the Councillors.

If, after compiling the list, the member to be appointed can be selected, the selection process is closed.

5.2.3 Second Round of Selection (if required)

If, after compiling the list, two or more of the candidates rank equally and as a result it is not possible to choose the member envisioned, there will be a run-off ranking between the equally ranked members, with a defined closing date determined by the Chair of the ccNSO Council.

5.2.4 Ad Interim Appointment

If, following the selection process, the ccNSO Council is for any reason not able to appoint the ccTLD member of RZERC, the ccNSO Council might appoint a member to RZERC ad interim and re-open the call for Expressions of Interest.

6 Removal of ccNSO Appointed Member

The RZERC member selected and appointed by the ccNSO Council may be removed and replaced at any time by the ccNSO Council. The ccNSO Council will notify the member of reason(s) for deselection. The ccNSO Council and the appointed member will discuss whether the ccNSO Council will publish the reason(s) for the action. In all cases, the ccNSO Council's decision will be final.

The chair of the RZERC may request the removal of the ccNSO appointed member if so envisioned in the working procedures of the RZERC.

In the event the chair of the RZERC requests removal of the ccNSO appointed member, the following consultation mechanism will apply:

- Any concerns regarding the behaviour or non-attendance of the ccNSO Member should firstly be raised with the Member.
- If the issue is not satisfactorily resolved, a formal complaint should be raised with the Chair of the ccNSO, who will attempt to mediate a resolution.
- If that is not possible, or if the complaint is sufficiently serious in nature, the Chair of the ccNSO is empowered to temporarily restrict the participation of the Member with a view to resolve the issues. However, if in the view of the chair the continued participation of the Member in the RZERC would not be appropriate

and/or would seriously disrupt the RZERC from conducting its business, the Chair of the ccNSO shall raise the issue with the Vice-Chairs of the ccNSO Council or their designate(s), who will review the matter and then decide. The ccNSO Council, Chair of the RZERC, the RZERC Member and ICANN Secretary shall be informed accordingly.

7 Vacancy

For purposes of this Guideline, a vacancy on the RZERC shall be deemed to exist in the event of the death, resignation or removal of the ccNSO Council appointed member on the RZERC. This vacancy shall be filled by the ccNSO Council using the selection procedure as described above in this Guideline (section 5) and shall be for the duration of the term of the member who is replaced.

A temporary replacement may be appointed by the ccNSO Council for the duration of the selection procedure and until the replacement has been appointed. The Chair of the ccNSO Council shall notify the Chair of the RZERC and ICANN Secretary of such a temporary replacement. Such a notification should include the expected date of appointment of the replacement to fill the vacancy.

The Chair of the ccNSO Council shall provide written notice to the Secretary, with a notification copy to the Chair of the RZERC, following the ccNSO Council's appointment to fill the vacancy.

8 Miscellaneous

8.1 ccNSO Internal Guideline

This Guideline is an internal rule of the ccNSO in accordance with Article 10, Section 10.3 (k) and Article 10, Section 10.4 (b) of the ICANN Bylaws. This Guideline should also be considered as the internal procedure of the ccNSO to appoint members of the RZERC.

8.2 Omission in or Unreasonable Impact of the Guideline

In the event the Guideline does not provide guidance and/or the impact is unreasonable to conduct the business of the ccNSO, the ccNSO Council, or the RZERC, the Chair of the ccNSO will decide.

8.3 Publication and Review of the Guideline

The Guideline will be published as part of the rules and guidelines of the ccNSO after adoption by the ccNSO Council.

The Guideline will be always reviewed after review of the charter of the RZERC, or adjusted when considered necessary. In order to become effective the updated Guideline must be adopted by the ccNSO Council and published on the ccNSO website.

Before publishing the updated Guideline, the Secretariat will adjust the version number and insert the date the Guideline was reviewed and adopted by the ccNSO Council.

Annex A- Call for Expression of Interest

Expression of Interest

For Root Zone Evaluation Review Committee (“RZERC”)

The ccNSO is seeking volunteers from the ccTLD community who might wish to be the ccTLD representative on the Root Zone Evaluation Review Committee (“RZERC”). Candidates for this role are requested to fill in this Expression of Interest and submit it to the ccNSO Secretariat (ccNSOsecretariat@icann.org) by <insert date as approved by the ccNSO Council>.

During the period in which the call for Expression of Interest is open persons considering submitting such an expression may email questions to the ccNSO Secretariat seeking clarification or elaboration of the expression of interest process or desired qualifications for service on the RZERC. All such questions and answers shall be immediately made public on a dedicated wiki and/or ccNSO website to ensure that all persons considering to apply shall have similar access to relevant information. Potential applicants are encouraged to submit any such questions as early as possible.

Your Full Name:

ccTLD:

Geographic region:

I. Skill set and experience

Candidates are expected to have/be:

Requirement	Please indicate how you meet the requirements
<p>Strong overall understanding of the Root Zone in order to review issues relating to the architecture and operational systems of the DNS Root Zone, provide recommendations to the ICANN Board to ensure the security, stability and resiliency of the root zone</p>	
<p>Ability to coordinate and consult with the ccNSO and the ccTLD community to communicate issue under consideration and bring relevant expertise to the Committee.</p>	
<p>Excellent communication skills in order to represent ccTLD interests and to keep the ccNSO and broader ccTLD community informed on progress.</p>	
<p>Able to work and communicate in written and spoken English</p>	
<p>Commits to actively participate in the activities of the RZERC on an on-going basis</p>	
<p>Employed or have active backing by a ccTLD manager</p>	

Please specify any other skill set or experience that you believe would be relevant to RZERC's work.

II. Interest

Please explain your interest in becoming involved as a member in the RZERC.

III. Understanding of Purpose of RZERC

Please state your understanding of the purpose of the RZERC.

IV. Time Commitment

To be completed

For more information see <link>.

Please indicate whether you understand the time commitment required to participate in the RZERC.

I understand the time commitment required to participate in the RZERC and can commit to this role.

Please provide any additional information or comment regarding your availability.

V. Conflict of interest

Members of the RZERC will be required to disclose any conflicts of interest with a specific complaint or issue under review by the RZERC.

- I understand that I will be required to disclose any conflicts of interest with a specific complaint or issue under review by the RZERC.

 - I understand that I may be excluded from discussion of a specific issue if the majority of RZERC members deem that my participation has a conflict of interest.

VI. Supporting documents

Please attach to this Expression of Interest:

- 1) your resume, curriculum vitae, or biography.

- 2) if applicable, a letter of support from your employer in respect to the required time commitment to participate actively in the RZERC.