

Draft Community Member Representatives (CMR)

Intro

This document provides a brief overview of the Role the proposed CMR has in the selection and training of the Support Applicant Review Panel (SARP) as well as the financial assistance evaluation design and evaluation. This document is prepared by ICANN and for discussion purposes only to assist the JAS WG members to identify representatives to compose the CMR.

In order to do the design, training and evaluation, the CMR will work in collaboration with ICANN staff and an independent third party coordinator contracted by ICANN. It is the role of the SARP members to evaluate and score applications for financial assistance for the New gTLD Applicant Support Program.

It is being proposed that the selected CMR members participate as follows:

1. **SARP member selection:** During the design of the SARP selection process, CMR will provide input. Upon receipt of the statistical information of the pool of potential SARP members such as geography, experience level, and background, CMR will provide feedback as to the makeup of SARP. At this phase of the program, the identities of the SARP candidates are not revealed to CMR. CMR has input on the selection process design only, not the actual selection.
2. **SARP training:** The SARP members will be trained to ensure evaluation process efficiency and consistency. During the development of training materials, CMR will provide input to ICANN. The input starts from the outlining of the training design to review of in-stage development, as well as the final training product.
3. **SARP operations (on-going evaluation of financial assistance applications):** While SARP is in operations, CMR will observe the process as non-voting members of SARP. CMR will attend all meetings as observers. Details about the observer's role are still under development.

The final number of CMR members as well as SARP members will be guided by the final number of financial assistance applications received, which is expected to be publically revealed by ICANN in the near future. Without having the actual number of applications, it is difficult to determine exact resources needed, however, staff estimates that, at a minimum, there will six CMR members to observe three SARP teams. This is basically two CMR members per SARP team. This, however, is subject to change.

The CMR members are to be composed of individuals either from the JAS WG or appointed by the JAS WG. The CMR role is volunteered, unpaid as it is the SARP.

The CMR must conduct themselves as impartial professionals throughout the process. Conflicts of interest, either self-declared or perceived, will be governed by standard rules of procedure that would require recusal or withdrawal. For a fuller description of the Code of Conduct see section 2.4.3 of the Applicant Guidebook <http://newgtlds.icann.org/en/applicants/agb>. The selected individuals will be required to enter confidentiality agreements with ICANN to protect the applicants and integrity of the evaluation process.

Time Commitment:

The exact time commitment is not available at this point as staff is still waiting to determine the final number of financial support applicants. At a minimum, CMR members will be expected to participate in two training sessions (4 to 5 hours), process and training materials design and reviews (~5 hours). The time commitment for the evaluation process might vary, but since SARP members are expected to commit 3 to 5 hours weekly, CMR members should plan for the same.

2012 Tentative Implementation Timeline:

- April: CMR members selected by JAS WG and asked to sign confidentiality forms
- April/beginning of May: SARP EOIs reviewed and members selected
- May: SARP candidates notified and asked to sign required forms
- May: SARP training materials developed
- June: SARP, CMR and Coordinator virtual training sessions conducted
- June: Final SARP and CMR teams are formed
- July - October: Evaluation period
- November: Support applicants results notifications