Eligibility

Members of the GAC must be national governments, multinational governmental organizations and treaty organizations, or public authorities.

Each may appoint one representative and one alternate representative to the GAC. The accredited representative of a Member may also be accompanied by advisors on their delegation.

The designated representative, alternate, and advisors must hold a formal official position with the Member's public administration. The term 'official' includes a holder of an elected governmental office or a person who is employed by such government, public authority, or multinational governmental or treaty organization, and whose primary function with such government, public authority or organization is to develop or influence governmental or public policies.

For further details about the committee membership practices, please refer to the GAC Operating Principles.

Membership Procedures

This section outlines the process for both new Members joining the GAC and what is needed to reflect changes in existing Member delegations (such as a change in a representative).

Changes to existing Members on a delegation generally follow the same procedures. In these cases, changes to delegates sent from the current representative shall be communicated directly to GAC Staff support. This provides staff the appropriate authority to process the changes to a delegation.

In circumstances where the current representative is changing, a letter from the current (outgoing) representative designating their replacement is strongly encouraged to maintain continuity of the delegation according to GAC Operating Principles.

The table on the next page is intended to help simplify the steps required to manage a delegation. Generally, there are four types of membership tracks, three of which pertain to changes of existing delegations. Changes to alternate representatives and advisors can occur at the same time as changes in representatives of a delegation. This track is called out separately because of higher turnover for these roles.

IMPORTANT:
For all new delegates, an ICANN Account must be created for GAC onboarding. This critical step will help expedite onboarding of delegates and streamline any future information changes or updates; instructions are provided below. Note that staff will be unable to process any personal data as part of the onboarding process until this step is completed for each member of your delegation.

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Type / Steps	Existing Delegations		
Track A: New Delegation	**Track B**: Change of seated Representative **without** continuity	**Track C**: Change of seated Representative **with** continuity	**Track D**: Changes to the Alternate and/or Advisors
1 Draft the Official Letter of Interest & complete the Delegates Contact Information Form	**1** New Representative creates ICANN Account	**1** New Representative creates ICANN Account & completes the Delegates Contact Information Form	**1** New delegate creates ICANN Account & completes the Delegates Contact Information Form
2 Appropriate authority sends email notification to join-gac@icann.org	**2** Draft the Official Letter of Interest & complete the Delegates Contact Information Form	**2** Departing Representative sends email notification to join-gac@icann.org	**2** Representative sends email notification to join-gac@icann.org
3 Approval and Confirmation procedure required, and if approved proceed to next step [1]	**3** Appropriate authority sends email notification to join-gac@icann.org	**3** Staff executes onboard procedures	**3** Staff executes onboard procedures
4 New Representative creates ICANN Account	**4** Approval and Confirmation procedure, as necessary and if approved, proceed to next step [1]	**4** Receive Welcome Email & review introduction materials	**4** Receive Welcome Email & review introduction materials
5 Staff executes onboard procedures	**5** Staff executes onboard procedures	**5** Enroll in GAC groups on ICANN Join	**5** Enroll in GAC groups on ICANN Join
6 Receive Welcome Email & review introduction materials	**6** Receive Welcome Email & review introduction materials	[1] **Approval and Confirmation Procedure**: Requests will be reviewed by the GAC Support staff and will consult with the GAC Leadership team, as necessary in processing the official letter and the Delegate Contact Information Form. Upon processing and confirmation, you will receive a notice of approval and onboarding procedures will proceed. **Profile Picture**: If the new delegate wishes to publish a profile picture for the GAC website, please also attach a photo in the email with the forms.	
7 Enroll in GAC groups on ICANN Join	**7** Enroll in GAC groups on ICANN Join		

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Official Letter of Interest

In order to become a new member of the GAC or replace a representative where the chain of continuity is broken, the interested government or organization must:

1. Complete the appropriate information letter (either for a new GAC Member, a new GAC Observer Organization, or to inform the GAC of changes to your delegation's representative) electronically scanned on official letterhead, and addressed to the GAC Chair. A sample letter format is provided below.
2. The letter should be accompanied by the full name and full contact details of the appointed GAC representative, a designated alternate representative, and any designated Advisors. A Delegates Contact Information Form is required for submission.
3. To submit, please electronically scan the letter, attach it and the Delegate Contact Information Form and send it to join-gac@icann.org.

The request will be reviewed by the GAC Support staff and will consult with the GAC Leadership team as necessary in processing the official letter and the Delegate Contact Information Form.

Sample Letter

[Official Letterhead]

[Insert GAC Chair name found here]
Chair, Governmental Advisory Committee
Internet Corporation for Assigned Names and Numbers

Re: Membership request and nomination of GAC representative(s) on behalf of [national government or organization name to be displayed on the GAC website.]

Dear [Insert GAC Chair name found here],

The [national government, ministry, department or agency], the national authority of [country or distinct economy with two-letter code xx], handles matters related to Internet governance, including those under the purview of ICANN. The [ministry, department, or agency] formally requests membership to participate in ICANN's Governmental Advisory Committee (GAC) and is pleased to appoint [GAC representative name] as the representative on behalf of [national government, ministry, department or agency].

Please find the relevant point(s) of contact information on the Delegate Contact Information Form, also attached.

Sincerely,

[Letter to be signed by relevant government minister or senior official with lead responsibility for ICANN/GAC issues as designated by the requesting national government]

Creating an ICANN Account:

Create Your ICANN Account (*for all GAC delegates*)

An important aspect of your onboarding as a new delegate is to establish access credentials through ICANN Account. An ICANN Account allows you to securely access ICANN services (including private access to the GAC website) and manage your information such as name, email, and password, using only one set of login credentials.

If you do not already have an ICANN Account, please follow these instructions:
1. From the ICANN Account login page, click "Create an account".
2. Complete the required fields and click "Submit".
3. A verification email will be sent to you from *no-reply@icann.org*. Check your spam folder if you do not see the email in your inbox.
4. Click the link in the email to verify your identity. The link expires in 48 hours; restart the process if the link is no longer valid.
5. Create a password and enter any additional profile information, then click "Activate Account".

Without an active ICANN Account, the GAC Support team will not be able to record your participant preferences, add you to mailing lists, list you on the GAC website, or otherwise coordinate your participation.