

ATRT Report Implementation Summary, January 2012

Accountability & Transparency Review Team Recommendations (and suggested deadlines)	Schedule & Milestones	Lead Entity, Staff Support, Resources (no additional resources required unless specified)
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Board Operations, Composition & Review of Decisions

1.a-d Mechanisms for identifying collective Board skill-set; benchmarking Board/BGC skill-sets; tailoring & consulting on skills; reviewing for each NomCom; publishing outcomes & requirements with NomCom's notice. (For 2011-12 NomCom)

2. Regularly reinforce/review training & skills building.
 (Minimum every 3 years)

3. Increase transparency of NomCom's deliberations & decision-making process. ASAP but Starting no later than next Nom Com.
 (By late 2011)

4. Continue to enhance Board performance & work practices.

- Schedule: Mar. 2011 – Mar. 2012 (meets next NomCom deadline).
- Milestone 1: [Detailed implementation plan approved/posted](#) - **Done**
- Milestone 2: Interim trainings, orientations – **Done** (No public link at this time; see [BGC minutes](#) for more information)
- Milestone 3: Provide [skill set info for 2012 NomCom](#) Call for Nominations*
- Milestone 4: Design training program. (No public link at this time; see [BGC minutes](#) for more information)*
- Milestone 5: Training & skills building, and skill set identification plans finalized, documented, and embedded in standard operating procedure (SOP)

- Board/BGC
- Staff: Board Support (Legal)

- Schedule: Mar. 2011 – Oct. 2012.
- Milestone 1: [Detailed implementation plan approved/posted](#) - **Done**
- Milestone 2: [Consultations, information sharing by 2011 NomCom](#) - **Done**
- Milestone 3: New internal [procedures](#) and [code of conduct](#) - **Done**
- Milestone 4: BGC to review new mandatory guidelines &/or Bylaws (public comment as needed)
- Milestone 5: Documented, embedded in SOP

- Board/BGC
- Staff: Nom Com Support

- Board/BGC

(No suggested deadline)

- Schedule: Ongoing, Oct. 2011, Jan. 2012.
- Milestone 1: [Detailed implementation plan approved/posted](#) - **Done**
- Milestone 2: Committee 2011 work plans complete – **Done** (No public link at this time; see [BGC minutes](#) for more information)
- Milestone 3: Update information tools and work flow processes (No public link at this time; see [BGC minutes](#) for more information)*
- Milestone 4: Implement additional mechanisms*
- Milestone 5: Document, embed in SOP – In process

- Staff: Board Support (Legal)
- 2 FTEs; FY11 US\$5000 for consultants

5. Implement compensation scheme for voting Board Directors. (Expediently)

- Schedule: April 2011, Sept. 2011, June 2012
- Milestone 1: [Detailed implementation plan approved/posted](#) - **Done**
- Milestone 2: Research complete if tasked - **Done** (No public link at this time; see [BGC minutes](#) for more information)
- Milestone 3: [Public comment](#) - **Done**
- Milestone 4: [Board decision/s](#) - **Done**
- Milestone 5: Documented/embedded in SOP*

- Board/BGC
- Staff: Board Support (Legal)

6. Clarify distinction between PDP & executive function issues –(ASAP but no later than June 2011; develop consultation mechanisms for executive function issues as soon as practicable.)

- Schedule: Mar. 2011 – June 2012.
- Milestone 1: [Detailed implementation plan approved/posted](#) - **Done**
- Milestone 2: Research – **Done** ([Research](#) for public comment stratification also applied here.)
- Milestone 3: Propose & refine categorization and consultation procedure*
- Milestone 4: Finalize/document consultations procedures, embed in SOP

- Board/BGC
- Staff: Board Support (Legal)

7. 1 Promptly publish all appropriate Board materials related to decision-making processes. (Starting immediately)

- Schedule: June 2010 – Sept 2011.
- Milestone 1: [Detailed implementation plan approved/posted](#) - **Done**
- Milestone 2: Post Board materials, Directors statements - **Done**
- Milestone 3: Procedures documented, embedded in SOP - **Done**

- Board/BGC
- Staff: Board Support (Legal)

7.2 Publish rationale for Board decisions and for accepting or rejecting public & community input. (Starting immediately)

- Schedule: June 2010 – June 2011+
- Milestone 1: [Detailed implementation plan approved/posted](#) - **Done**
- Milestone 2: [Regularly post rationales](#) - **Done**

- Board/BGC
- Staff: Board Support (Legal)

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- Milestone 3: Finalize rationale template, [document & embed procedures in SOP](#) – **Done**
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8. Publish redaction conditions.

(ASAP but no later than the start of the March 2011 ICANN meeting.)

- Schedule: Mar. 2011.
 - Milestone 1: [Detailed implementation plan approved/posted](#) – **Done**
 - Milestone 2: [Post Redaction Guidelines, embed procedures in SOP](#) - **Done**
- Board/BGC
 - Staff: Board Support (Legal)
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19. Publish translated Board material within 21 days.

(No suggested deadline)

- Schedule: Mar. 2011, April 2011.
 - Milestone 1: [Detailed implementation plan approved/posted](#) - **Done**
 - Milestone 2: Develop process for translation of materials – **Done** (No public link for development but see below)
 - Milestone 3: [Implement translation process, regularly posting translated Board material; document and embed in SOP](#) - **Done**
- Board /BGC
 - Staff: Board Support (Legal)
 - FY12 US\$79,000 for translation services, US\$125,000 for additional services + more resources per request
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20. Ensure/certify that inputs in policy making processes are considered by the Board. (ASAP)

- Schedule: Apr. 2011, FY2012
 - Milestone 1: [Detailed implementation plan approved/posted](#) - **Done**
 - Milestone 2: Develop and solicit input on checklist, if appropriate, and interim template for use by policy-making bodies within ICANN*
 - Milestone 3: Develop mechanism to ensure all inputs identified in checklists are provided to Board within decision-making process
 - Milestone 4: Finalize, document and embed in SOP
- Board/BGC
 - Staff: Board Support (Legal)
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23. Get input from committee of independent experts on restructuring review mechanisms

(ASAP, by June 2011; act on recommendations as soon as practicable)

- Schedule: June 2011 – June 2012 + depending on work plan.
 - Milestone 1: [Detailed implementation plan approved/posted](#) - **Done**
 - Milestone 2: Solicit and identify experts* (No public link at this time; see [BGC minutes](#) for more information)
 - Milestone 3: Experts hired and recommendations delivered
 - Milestone 4: Recommendations considered; actions taken, if appropriate
 - Milestone 5: Final action documented and embedded in SOP
- Board/BGC
 - Staff: Legal
 - FY12 US\$200,000-\$500,000
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25. Clarify standard for Reconsideration requests.

(ASAP, by Oct. 2011)

- Board/BGC
 - Staff: Legal
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- Schedule: June 2011 – June 2012 + longer term depending on work plan
- Milestone 1: [Detailed implementation plan approved/posted](#) - **Done**
- Milestone 2: Clarify standard for Reconsideration requests (dependent on Rec. 23)
- Milestone 3: Document and embed in SOP (dependent on Rec. 23)

24. Assess Ombudsman relationship and confirm framework is consistent with international standards. (ASAP but no later than March 2011)

- Schedule: Jan 2012 – Dec 2012 + (if changes needed).
- Milestone 1: [Detailed implementation plan proposed](#) - **Done**
- Milestone 2: Ombudsman review and develop recommendation for BGC*
- Milestone 3: BGC review and approval of recommended tasks, if any
- Milestone 4: Work on completion of tasks
- Milestone 5: Tasks completed, changes adopted & recorded, as needed

- Board/BGC
- Staff: Legal, Ombudsman

26. Adopt standard timeline & format for Reconsideration Requests. (ASAP, by Oct. 2011)

- Schedule: June 2011
- Milestone 1: [Detailed implementation plan approved/posted](#) - **Done**
- Milestone 2: [Modify Reconsideration webpage](#) - **Done**
- Milestone 3: [Implement graphic timeline, template, rationale statements](#) - **Done**
- Milestone 4: [Document and embed in SOP](#) – **Done**

- Board/BGC
- Staff: Legal

Governmental Advisory Committee Operations, Engagement, Interaction with Board

9. Clarify what constitutes GAC public policy “advice” under the Bylaws. (By March 2011)

- Schedule: To be determined
- Milestone 1: Submit [proposed implementation plan](#) to Board-GAC Working Group (WG) – **Done**
- Milestone 2: WG [reviews JWG Report text](#) – **Done**
- Milestone 3: WG [agrees on GAC advice issues](#) – **Done**
- Milestone 4: GAC revises Principles.*

- Board/Board-GAC WG
- Staff: GAC Liaison

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- Milestone 5: WG notifies public on clarification in SOP.
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10. Create formal, documented process for requesting, tracking GAC advice. (By March 2011)

- Schedule: Sept 2011 – Sept 2012
 - Milestone 1: Submit [proposed implementation plan to WG](#) - **Done**
 - Milestone 2: Submit strawman "advice register" to WG – **Done** (No public link at this time)
 - Milestone 3: Receive initial WG comments – **Done** (No public link at this time)
 - Milestone 4: Propose final register for WG approval – **Done** (No public link at this time)
 - Milestone 5: Post register and embed in SOP
- Board/Board-GAC WG
 - Staff: Board Support (Legal), GAC Liaison
 - (see Rec. 13); FY12 US\$50,000 for consultants
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11. Ensure timely provision & consideration of GAC advice and mechanisms for Board follow-up. (By March 2011)

- Schedule: To be determined
 - Milestone 1: Submit [proposed implementation plan to WG](#) - **Done**
 - Milestone 2: Create a transparent register or consistent record to make apparent whether/when/how the Board has taken into account and/or responded to particular advice from the GAC. – **Done** (integrated with GAC advice register) (No public link at this time)
 - Milestone 3: Board/GAC face-to-face interaction increased – **Done**. (See ICANN [meeting schedules](#))
 - Other Milestones to be determined
- Board/Board-GAC WG
 - Staff: GAC Liaison
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12. & 13. Board, acting through the JWG, should develop & implement a process to engage the GAC earlier in the policy development process; ensure GAC is fully informed of policy agenda & policy staff is aware of GAC concerns. (TBD based on mutual consultations between new joint working group)

- Schedule: To be determined
 - Milestone 1: Submit [proposed implementation plan to WG](#) - **Done**
 - Milestone 2: Provide [mechanism to notify](#) GAC on [policy issues and public comment periods](#) – **Done**
 - Milestone 3: Develop formal GAC notification process for pending policy issues*
 - Milestone 4: GAC to decide what level of support is needed*
 - Other Milestones to be determined
- Board/Board-GAC WG
 - Staff: Policy
 - + 1 FTE (aprx. US\$170,000)
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14. Increase support & commitment of governments to the GAC process. (TBD based on internal GAC WG progress)

- Schedule: To be determined
- Milestone 1: Submit [proposed implementation plan to WG](#) - **Done**
- Milestone 2: Create GAC Capacity Building WG – **Done** (No public link at this time)
- Milestone 3: Non-GAC govts invited to meetings & GAC introductions added – **Done** (No public link at this time)
- Milestone 4: Increase [FY12 travel & language](#) – **Done**
- Milestone 5: Create process engaging senior govt. officials*
- Other Milestones to be determined

- Board/Board-GAC WG
- Staff: GAC Liaison
- FY12 est. US\$460,000 for more GAC travel support & translation services.

Public input & Multilingual Access

15. Implement stratified, prioritized public Notice & Comment processes. (ASAP, by June 2011)

- Schedule: June 2011, Aug. 2011, Dec. 2011+
- Milestone 1: [Detailed implementation plan approved/posted](#) - **Done**
- Milestone 2: [Update processes & templates, and publish & maintain](#) annual list of upcoming comment periods – **Done**
- Milestone 3: [Redesign public comment webpage](#) – **Done**
- Milestone 4: [Incorporate Stratification, Prioritization and Technical Forum Improvements](#) – **Done**
- Milestone 5: [Document and embed in SOP](#) - **Done**

- Board /PPC
- Staff: Policy
- + 1 FTE (aprx. \$US170,000); FY11 US\$20,000 for consultants

16. & 17. Provide “Comment” cycle & a “Reply Comment” comment cycles; review and adjust fixed timelines for Notice & Comment (ASAP, by June 2011)

- Schedule: Aug. 2011, Dec. 2011+
- Milestone 1: [Detailed implementation plan approved/posted](#) - **Done**
- Milestone 2: Develop and [solicit public comment](#) on proposals for Comment/Reply Cycles and Technical Forum Improvements – **Done**
- Milestone 3: [Implement](#), as needed, [document/embed in SOP](#) - **Done**

- Board /PPC
- Staff: Policy

18. Ensure multilingual access in PDP to maximum extent feasible.

(No suggested deadline)

- Schedule: FY2012
- Milestone 1: [Detailed implementation plan approved/posted](#) - **Done**
- Milestone 2: Update Language Services Policies and Procedures document and

- Board /PPC
- Staff: Communications

review by ICANN executive team*

- Milestone 3: Review of Language Services Policies and Procedures document by the Board, and SOs/ACs
 - Milestone 4: Post Language Services Policies and Procedures document for Public Comment
 - Milestone 5: Finalize Language Services Policies and Procedures, and document and embed in SOP
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21. Create annual public comment forecast.

(No suggested deadline)

- Schedule: June 2011.
 - Milestone 1: [Detailed implementation plan approved/posted](#) - **Done**
 - Milestone 2: [Publish 2011 list](#) and develop annual process – **Done**
 - Milestone 3: [Repeat annually, document/embed in SOP](#) - **Done**
- Board /PPC
 - Staff: Policy
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22. Ensure senior staffing arrangements are appropriately multi-lingual. (No suggested deadline)

- Schedule: Mar. – July 2011.
 - Milestone 1: [Detailed implementation plan approved/posted](#) - **Done**
 - Milestone 2: [Update all job postings, revise candidate review forms and position descriptions](#) - **Done**
 - Milestone 3: - ID language training programs for staff – **Done** (no public link at this time)
 - Milestone 4: Document and embed in SOP – **Done** (no public link at this time)
- Board/EXEC
 - Staff: HR
 - FY12 US\$15,000
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Measuring Success

27. Evaluate and report on progress on recommendations and accountability & transparency commitments in the AoC.

(Annually)

- Schedule: Mar. 2011, June 2011, June. 2012 & annually.
 - Milestone 1: [Detailed implementation plan approved/posted](#) - **Done**
 - Milestone 2: [Regular status reports on implementation](#) - **Done**
 - Milestone 3: Metrics for each recommendation and ATRT "dashboard"*
 - Milestone 4: Annual FY assessment/report, documented and embedded in SOP
- Board/EXEC
 - Staff: Advisor to CEO
 - FY12 US\$25,000
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Reporting (Provide status report on all recommendations in March 2011 & formal report in June 2011)

- Schedule: March 2011 and June 2011.
 - Milestone 1: [Status report posted March 2011](#) - **Done**
- Board/EXEC
 - Staff: Advisor to CEO
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- Milestone 2: [Implementation report posted for June 2011](#) – **Done**
 - Milestone 3: [Trimester status reporting documented and embedded in SOP](#)
– **Done**
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FY2012 ATRT Implementation Budget.

(Not a specific ATRT Recommendation)

- Schedule: Jan – June 2011
- Milestone 1: [Resources included in FY12 Budget](#) - **Done**

- Board/BFC
- Staff: COO, CFO
- US\$2,600,000 (total additional funds) + US\$1,000,000 contingency funds for Board compensation)

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** Work is underway