ATRT Implementation Summary Report June 2012

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

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)	• Schedule: Mar. 2011 – June 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- **Done** • 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)
3. Increase transparency of NomCom's deliberations & decision-making process. ASAP but Starting no later than next Nom Com. (By late 2011)	• 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 guidelines & Board approval – **Done** (No public link at this time; see BGC minutes for more information) • Milestone 5: Documented, embedded in SOP	• Board/BGC • Staff: Nom Com Support

4. Continue to enhance Board performance & work practices. (No suggested deadline)	• Schedule: Mar. 2011 – Oct. 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	• Board/BGC • Staff: Board Support (Legal) • 2 FTEs; FY11 US$5000 for consultants
5. Implement compensation scheme for voting Board Directors. (Expeditiously)	• Schedule: Mar. 2011 – Feb. 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* - **Done**	• 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 – Oct. 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 – Oct. 2011 • Milestone 1: Detailed implementation plan approved/posted - **Done** • Milestone 2: Regularly post rationales - **Done** • Milestone 3: Finalize rationale template, document & embed procedures in SOP – **Done**	• Board/BGC • Staff: Board Support (Legal)
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)
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
20. Ensure/certify that inputs in policy making processes are considered by the Board. (ASAP)	• Schedule: Apr. 2011 – Oct. 2012 • 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)
23. Get input from committee of independent experts on restructuring review mechanisms (ASAP, by June 2011; act on recommendations as soon as practicable) 25. Clarify standard for Reconsideration requests. (ASAP, by Oct. 2011)	• Schedule: June 2011 – June 2013 • 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	• Board/BGC • Staff: Legal • FY12 US$200,000-$500,000

	• Milestone 4: Recommendations considered; actions taken, if appropriate • Milestone 5: Final action documented and embedded in SOP	
24. Assess Ombudsman relationship and confirm framework is consistent with international standards. (ASAP but no later than March 2011)	• Schedule: Jan 2012 – Dec 2012 • Milestone 1: Detailed implementation plan proposed - **Done** • Milestone 2: Ombudsman review and develop recommendation for BGC - **Done** • Milestone 3: BGC review and approval of recommended tasks, if any - **Done** • Milestone 4: Work on completion of tasks • Milestone 5: Tasks completed, changes adopted and embedded in SOP.*	• 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: Oct 2011 – Oct 2012 • 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. – **Done** • Milestone 5: WG notifies public on clarification in SOP. – **Done**	• Board/Board-GAC WG • Staff: GAC Liaison
10. Create formal, documented process for	• Schedule: Sept 2011 – Oct 2012	• Board/Board-GAC

requesting, tracking GAC advice. (By March 2011)	• 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: Post register and embed in SOP – **Done** • Milestone 4: Additional work TBD by Working Group/GAC* • Milestone 5: Embed in SOP	WG • Staff: Board Support (Legal), GAC Liaison • (see Rec. 13); FY12 US$50,000 for consultants
11. Ensure timely provision & consideration of GAC advice and mechanisms for Board follow-up. (By March 2011)	• Schedule: March 2012 – Oct 2012 • Milestone 1: Submit proposed implementation plan to WG - **Done** • Milestone 2: Board/GAC face-to-face interaction increased – **Done**. (See ICANN meeting schedules) • Milestone 3: Additional work TBD by Working Group/GAC* • Milestone 4: Embed in SOP	• Board/Board-GAC WG • Staff: GAC Liaison
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: March 2012 – June 2012 • 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: Discuss/develop processes & mechanisms for engagement & information* • Milestone 4: GAC finalizes processes & mechanisms Milestone 5: Embed in SOP	• Board/Board-GAC WG • Staff: Policy • + 1 FTE (aprx. US$170,000)
14. Increase support & commitment of governments to the GAC process. (TBD based on internal GAC WG progress)	• Schedule: March 2012 – June 2012 • Milestone 1: Submit proposed implementation plan to WG - **Done** • Milestone 2: Create GAC Capacity Building WG; Non-GAC govts invited to meetings & GAC introductions added – **Done** (No public link at this time) • Milestone 3: Increase FY12 travel & language – **Done** • Milestone 4: Create process engaging senior govt. officials* • Milestone 5: Milestone 5: Embed in SOP	• Board/Board-GAC WG • Staff: GAC Liaison • FY12 est. US$460,000 for more GAC travel support & translation services.

15. Implement stratified, prioritized public Notice & Comment processes. (ASAP, by June 2011)	• Schedule: June 2011 – Jan. 2012 • 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 – Jan. 2012 • 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: Oct 20122 – Sept 2012 • Milestone 1: Detailed implementation plan approved/posted - **Done** • Milestone 2: Update Language Services Policies and Procedures document and review by ICANN executive team - **Done** • Milestone 3: Review of Language Services Policies and Procedures document by the Board - **Done** • Milestone 4: Post Language Services Policies and Procedures document for Public Comment (including SO/AC comment)- **Done** • Milestone 5: Finalize Language Services Policies and Procedures, and document and embed in SOP	• Board /PPC • Staff: Communications
21. Create annual public comment forecast. (No suggested deadline)	• Schedule: June 2011. • Milestone 1: Detailed implementation plan approved/posted - **Done**	• Board /PPC

	• Milestone 2: Publish 2011 list and develop annual process – **Done** • Milestone 3: Repeat annually, document/embed in SOP - **Done**	• Staff: Policy
22. Ensure senior staffing arrangements are appropriately multi-lingual. (No suggested deadline)	• Schedule: Mar. – Oct. 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

Measuring Success

27. Evaluate and report on progress on recommendations and accountability & transparency commitments in the AoC. (Annually)	• Schedule: Mar. 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
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** • Milestone 2: Implementation report posted for June 2011 – **Done** • Milestone 3: Trimester status reporting documented and embedded in SOP – **Done**	• Board/EXEC • Staff: Advisor to CEO
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)