

ATRT Report

Implementation Summary, February 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)

- 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)

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 mandatory guidelines &/or Bylaws (public comment as needed)
- Milestone 5: Documented, embedded in SOP

- Board/BGC
- Staff: Nom Com Support

4. Continue to enhance Board performance & work practices.

- Board/BGC

(No suggested deadline)	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Staff: Board Support (Legal) • 2 FTEs; FY11 US\$5000 for consultants
5. Implement compensation scheme for voting Board Directors. (Expedientiously)	<ul style="list-style-type: none"> • 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* - Done 	<ul style="list-style-type: none"> • 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.)	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Board/BGC • Staff: Board Support (Legal)
7. 1 Promptly publish all appropriate Board materials related to decision-making processes. (Starting immediately)	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Board/BGC • Staff: Board Support (Legal)
7.2 Publish rationale for Board decisions and for accepting or rejecting public & community input. (Starting immediately)	<ul style="list-style-type: none"> • Schedule: June 2010 – June 2011+ • Milestone 1: Detailed implementation plan approved/posted - Done • Milestone 2: Regularly post rationales - Done 	<ul style="list-style-type: none"> • Board/BGC • Staff: Board Support (Legal)

	<ul style="list-style-type: none"> • Milestone 3: Finalize rationale template, document & embed procedures in SOP – Done 	
<p>8. Publish redaction conditions. (ASAP but no later than the start of the March 2011 ICANN meeting.)</p>	<ul style="list-style-type: none"> • Schedule: Mar. 2011. • Milestone 1: Detailed implementation plan approved/posted – Done • Milestone 2: Post Redaction Guidelines, embed procedures in SOP - Done 	<ul style="list-style-type: none"> • Board/BGC • Staff: Board Support (Legal)
<p>19. Publish translated Board material within 21 days. (No suggested deadline)</p>	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Board /BGC • Staff: Board Support (Legal) • FY12 US\$79,000 for translation services, US\$125,000 for additional services + more resources per request
<p>20. Ensure/certify that inputs in policy making processes are considered by the Board. (ASAP)</p>	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Board/BGC • Staff: Board Support (Legal)
<p>23. Get input from committee of independent experts on restructuring review mechanisms (ASAP, by June 2011; act on recommendations as soon as practicable)</p>	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Board/BGC • Staff: Legal • FY12 US\$200,000-\$500,000
<p>25. Clarify standard for Reconsideration requests. (ASAP, by Oct. 2011)</p>		

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* - **Done**
- 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.*
- Milestone 5: WG notifies public on clarification in SOP.

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

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)

- Board/Board-GAC WG
- Staff: Board Support (Legal),

	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Board/Board-GAC WG • Staff: GAC Liaison • FY12 est. US\$460,000 for more GAC travel support &

introductions added – **Done** (No public link at this time)

translation services.

- Milestone 4: Increase [FY12 travel & language](#) – **Done**
 - Milestone 5: Create process engaging senior govt. officials*
 - Other Milestones to be determined
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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
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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
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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 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

- Board /PPC
 - Staff: Communications
-

and embed in SOP

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

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

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

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

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- Schedule: Jan – June 2011

- Board/BFC

FY2012 ATRT Implementation Budget.

(Not a specific ATRT Recommendation)

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** Work is underway

- Milestone 1: [Resources included in FY12 Budget](#) - **Done**
- Staff: COO, CFO
- US\$2,600,000 (total additional funds) + US\$1,000,000 contingency funds for Board compensation)