

# ATRT Report Implementation Summary, Updated October 2011

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)**

- Schedule: Mar. 2011 – Mar. 2012 (meets next NomCom deadline).
- Milestone 1: Detailed implementation plan approved/posted - Done
- Milestone 2: Interim trainings and orientations - Done
- Milestone 3: Provide skill set info for 2012 NomCom Call for Nominations
- Milestone 4: Design training program.
- Milestone 5: Training & skills building, and skill set identification plans finalized, documented, and embedded in standard operating procedure

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

**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)**

- 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: New mandatory guidelines and or Bylaws (with public comment as necessary) (draft guidelines under review by BGC)
- Milestone 5: Documented, embedded in standard operating procedure

- Board/BGC
- Staff: Nom Com Support

**4. Continue to enhance Board performance & work practices. (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
- Milestone 3: Update information tools and work flow processes

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

	<ul style="list-style-type: none"> <li>• Milestone 4: Implement additional mechanisms</li> <li>• Milestone 5: Document, embed in standard operating procedure - Ongoing</li> </ul>	consultants
<p><b>5. Implement compensation scheme for voting Board Directors.</b> (Expedientiously)</p>	<ul style="list-style-type: none"> <li>• Schedule: April 2011, Sept. 2011, June 2012</li> <li>• Milestone 1: Detailed implementation plan approved/posted - Done</li> <li>• Milestone 2: Research complete if tasked - Done</li> <li>• Milestone 3: Public comment - Done</li> <li>• Milestone 4: Board decision/s</li> <li>• Milestone 5: Documented/embedded in standard operating procedure</li> </ul>	<ul style="list-style-type: none"> <li>• Board/BGC</li> <li>• Staff: Board Support (Legal)</li> </ul>
<p><b>6. Clarify distinction between PDP &amp; executive function issues</b> –(ASAP but no later than June 2011; develop consultation mechanisms for executive function issues as soon as practicable.)</p>	<ul style="list-style-type: none"> <li>• Schedule: Mar. 2011 – June 2012.</li> <li>• Milestone 1: Detailed implementation plan approved/posted - Done</li> <li>• Milestone 2: Research - Done</li> <li>• Milestone 3: Propose &amp; refine categorization and consultation procedure – in process</li> <li>• Milestone 4: Finalize/document consultations procedures and embed in standard operating procedure</li> </ul>	<ul style="list-style-type: none"> <li>• Board/BGC</li> <li>• Staff: Board Support (Legal)</li> </ul>
<p><b>7. 1 Promptly publish all appropriate Board materials related to decision-making processes.</b> (Starting immediately)</p>	<ul style="list-style-type: none"> <li>• Schedule: June 2010.</li> <li>• Milestone 1: Detailed implementation plan approved/posted - Done</li> <li>• Milestone 2: Post Board materials, Directors statements - Done</li> <li>• Milestone 3: Procedures documented, embedded in SOP - Done</li> </ul>	<ul style="list-style-type: none"> <li>• Board/BGC</li> <li>• Staff: Board Support (Legal)</li> </ul>
<p><b>7.2 Publish rationale for Board decisions and for accepting or rejecting public &amp; community input.</b> (Starting immediately)</p>	<ul style="list-style-type: none"> <li>• Schedule: Jan. 2011.</li> <li>• Milestone 1: Detailed implementation plan approved/posted - Done</li> <li>• Milestone 2: Regularly post rationales - Done</li> <li>• Milestone 3: Finalize rationale template (including rationale for accepting or rejecting input received), and document &amp; embed procedures in SOP - Done</li> </ul>	<ul style="list-style-type: none"> <li>• Board/BGC</li> <li>• Staff: Board Support (Legal)</li> </ul>
<p><b>8. Publish redaction conditions.</b></p>		

(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 and document & 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
- Milestone 3: Implement translation process, regularly posting translated Board material; document and embed in standard operating procedure (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, 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 standard operating procedure (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)

- Schedule: June 2011 – June 2012 + longer term depending on work plan.
- Milestone 1: Detailed implementation plan approved/posted - Done
- Milestone 2: Experts hired and recommendations delivered
- Milestone 3: Recommendations considered; actions taken, if appropriate
- Milestone 4: Final action documented and embedded in SOP

- Board/BGC
- Staff: Legal
- FY12 US\$200,000-\$500,000

---

24. Assess Ombudsman relationship and achieve international standards.  
(ASAP but no later than March 2011)

- Schedule: New Ombudsman will propose schedule for BGC consideration.
- Milestone 1: Detailed implementation plan approved/posted - Done
- Milestone 2: Approve revised Ombudsman framework (if necessary after input from new Ombudsman)
- Milestone 3: Document and embed in standard operating procedure (SOP)

- Board/BGC
- Staff: Legal, Ombudsman

---

25. Clarify standard for Reconsideration requests.  
(ASAP, by Oct. 2011)

- 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 standard operating procedure (SOP) (dependent on Rec. 23)

- Board/BGC
- Staff: Legal

---

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 standard operating procedure (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: Detailed implementation plan approved/posted
- Other Milestones to be determined

- Board,/Joint WG
- Staff: GAC Liaison

---

10. Create formal, documented process for requesting, tracking GAC advice. (By March 2011)

- Schedule: To be determined
- Milestone 1: Detailed implementation plan approved/posted
- Other Milestones to be determined

- Board,/Joint 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: To be determined
- Milestone 1: Detailed implementation plan approved/posted
- Other Milestones to be determined

- Board,/Joint WG
- Staff: GAC Liaison

---

12. Board, acting through the JWG, should develop & implement a process to engage the GAC earlier in the policy development process. (No suggested deadline)

- Schedule: To be determined
- Milestone 1: Detailed implementation plan approved/posted
- Other Milestones to be determined

- Board,/Joint WG
- Staff: Policy

---

13. Ensure GAC is fully informed of policy agenda & policy staff is aware of GAC concerns. (No suggested deadline)

- Schedule: To be determined
- Milestone 1: Detailed implementation plan approved/posted
- Other Milestones to be determined

- Board,/Joint WG
- Staff: Policy
- + 1 FTE (aprx. US\$170,000)

---

14. Increase support & commitment of governments to the GAC process. (No suggested deadline)

- Schedule: To be determined

- Board/BGRC in coordination w/ Joint WG & GAC

- 
- Milestone 1: Detailed implementation plan approved/posted
  - Other Milestones to be determined

- 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 that are stratified. (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, as appropriate
- Milestone 5: Documented and embedded in SOP

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

### 16. Provide “Comment” cycle & a “Reply Comment” comment cycles. (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 (including timing) and Technical Forum Improvements - Done
- Milestone 3: Implement, as appropriate, and document and embed in standard operating procedure (SOP)

- Board /PPC
  - Staff: Policy
- 

### 17. Review and adjust fixed timelines for Notice & Comment. ASAP but no later than June 2011

### 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: Review & update Language Services Policies and

- Board /PPC
  - Staff: Communications
-

---

Procedures document - Done

- Milestone 3: Review of Language Services Policies and Procedures document by ICANN executive team, 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 standard operating procedure (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 process in standard operating procedure (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
  - Milestone 4: Document and embed in SOP - Done
- 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 fiscal year 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: Completed
- 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)