

Report for ICANN Public Participation Committee: ICANN 44 Document Publication

0. Overview

This report relates to the Document Publication Operational Policy ¹ and provides an analysis of the document production supporting ICANN 44. It is organized into five sections:

- 1. Management Summary:** Brief summary of the findings.
- 2. Document Production and Timelines:** This section provides an overview of the meeting scheduling, type of the documents produced, the publication time frames, and the documents published after the document deadline.
- 3. Survey results:** A survey was conducted after ICANN 44, asking meeting participants about their experience of the documentation and information provided for ICANN 44 sessions.
- 4. Observations, Conclusions and Future Improvements:** Suggestions on how delays can be avoided are discussed.
- 5. Appendix:** Full list of documents published during the period of 31 March – 1 July 2012

1. Management Summary

The meeting schedule was posted by the posting deadline and consisted of 191 sessions. Seven sessions (4%) were added after that date, mostly due to GAC schedule clarifications and swapping meeting times at key stakeholder requests.

Approximately 100 documents were published during the time between the two most recent meetings. Of those 35 were posted for the purpose of discussion at the meeting, 34 of those were published on or ahead of the 15 working-day publication deadline.

2. Document Production and Timelines

According to the Document Publication Operational Policy, the document publication deadline is 15 working days for ICANN Public Meetings related documentation. For ICANN 44 the deadline was 4 June 2012.

The table below shows an overview timeline of the operational activities relating to meeting schedules and session details:

Total number of sessions at ICANN 44	191
Session requests forms due from ICANN staff	3-May-2012
Board sessions submitted	7-May-2012
7 additional sessions added to the schedule	4-25 Jun 2012
15-day schedule posting deadline	4-Jun-2012
45+ changes made by staff to time/date/room or other session details	4-27 Jun 2012
15+ new agenda details added to existing sessions	14-21 Jun 2012
88 Presentations added	19-28 Jun 2012

2.1 Meeting Schedule, Session details, Presentations and Public Forum agenda:

2.1.a Meeting schedule:

ICANN 44 Meeting Schedule was published on 4 June 2012, on time and there were 191 sessions scheduled at ICANN 44.

7 of these sessions were counted as totally new sessions added to the meeting schedule after the deadline. Accordingly one could deduce that 4% of the ICANN 44 sessions were published on the meeting schedule after the deadline of 4 June 2012.

Majority of these delayed sessions were due to the early block scheduling of the GAC sessions which later on were detailed and broken down into more specific sessions as well as few swapping of meetings due to attendee's schedules.

Details are provided below about these sessions:

Governmental Advisory Committee (GAC) Sessions:

Sat 23 June, 15:00-16:30: GAC New gTLDs discussion: This session was listed as a closed GAC Plenary session and was later opened, more detail was added late to supplement the posted schedule.

Sun, 24 Jun: 16:30 - 18:00 GAC Session on New gTLDs: Added late to the agenda to discuss the GAC letter of advice re: new gTLDs. This addition also resulted in a change in the Sat, 23 Jun: 16:30 - 18:00 GAC / GNSO Joint Meeting, which had to be moved from Sunday to Saturday.

Tue, 26 Jun: 9:00 - 10:00 GAC New gTLD Discussion: This session was listed as a closed GAC Plenary session and was later opened, more detail was added late to supplement the posted schedule.

Tue, 26 Jun: 11:30 - 12:00 Continuation of GAC New gTLD Discussion: This session was listed as a closed GAC Plenary session and was later opened, more detail was added late to supplement the posted schedule

Tue, 26 Jun: 14:45 - 15:30 GAC Discussion on Framework of Interpretation WG: This session was listed as a closed GAC Plenary session and was later opened, more detail was added late to supplement the posted schedule.

Other:

Mon, 25 Jun: 1800-1900 Application Batches: Changed to avoid conflicts and accommodate with existing conference commitments.

Thu, 28 Jun: 09:00 - 10:30 WCIT and the ITR (later cancelled): The topics for this session were covered within the Monday Internet Governance session and the session was cancelled resolving the scheduling problems of the panelists.

2.1.b Presentations:

ICANN seeks to follow a deadline of 48 hours for presentations to be published on the meeting session pages. This allows presenters to use the most up-to-date data in their presentations and helps remote participants to follow the sessions. It is often a challenge to collect materials from all of the relevant presenters (which may include both staff and external presenters) on time to meet this deadline.

2.1.c Public Forum agenda:

In regard to the Public Forum agenda, this is developed with input from ICANN community leaders (SO/AC/SG Chairs). Their input depends on their consultations within their groups and this takes time. ICANN staff continues to work with the community to balance the desire for early publication with the need to collect community input and the need for flexibility to address topics that emerge leading up to or during the meeting.

Publishing the agenda about a week prior to the Public Forum helps increase community awareness and allows participants to prepare their remarks. This improves the quality and quantity of the participation during the forum. Community members expressed appreciation for this new approach in Costa Rica.

Public Forum Agenda was published on 15 June 2012, 13 calendar days before the session took place in Prague on 28 June 2012.

During the Public Forum, an issue was raised that the ICANN Board decided a matter earlier in the week and that matter was on the Public Forum agenda. ICANN has undertaken a review of the agenda setting process to ensure appropriate communication/coordination of issues is maintained.

2.2 Documents

A review of announcements and data collected from Staff indicate that about 100 documents or Document sets (Announcements, Reports, Fact sheets, Public

Comments (containing multiple documents so counted as 1 Document set)) were published during the period of 31 March – 1 July 2012). The full set of documents can be found as an attachment to this report.

Among these, 35 documents were tagged to be relevant to an ICANN 44 session and were required as facilitative documentation during the meeting.

Out of the 35 documents, 1 was delayed (2.9%) and 34 were on time (97.1%) according to the set policies. The delayed document is as follows:

Root Zone Scaling Report

Type: Report

Status: Published on 14 June 2012

Further Details Provided: Document review indicated substantial new analysis would provide better information for readers. The time was taken to perform that analysis

2.3 Post-meeting Materials and Archives

Materials used for all sessions are linked and archived through the following links and session details:

<http://prague44.icann.org/full-schedule>

<http://prague44.icann.org/documents-archive>

The following materials can be reached for sessions through these links as archives:

- Presentations
- Transcripts (if applicable)
- Audio and video recordings

Note that for those sessions that receive live scribing during sessions, the transcripts are provided within 7 days. For those sessions that did not receive live scribing, the transcripts are provided within 30 days post-meeting.

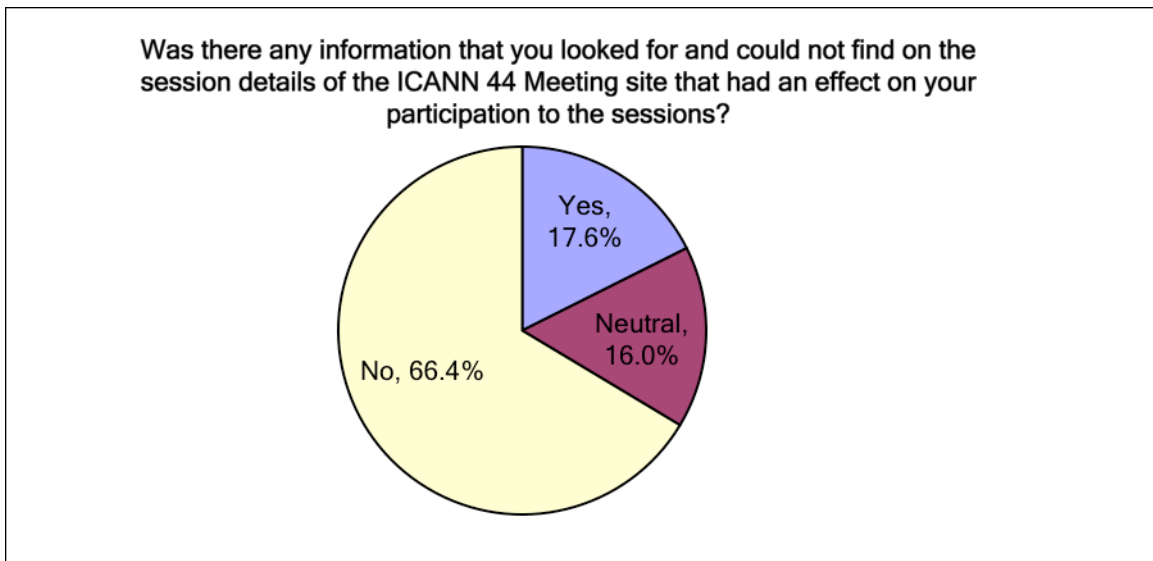
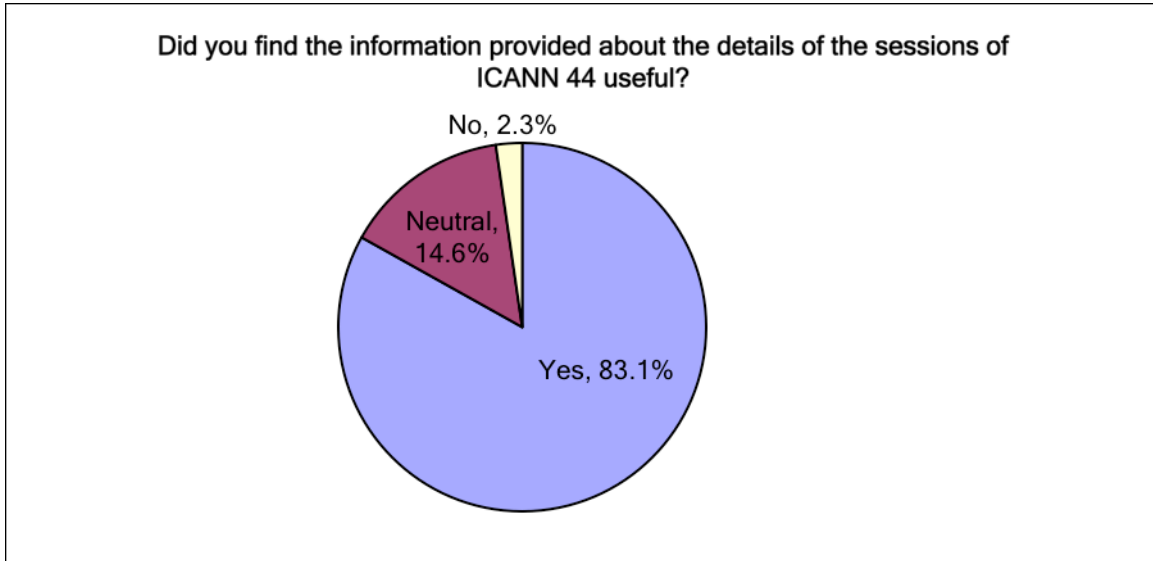
There were some delays reported for these postings following ICANN 44, regarding the transcripts of one session, Thu, 28 June 2012 - 09:00 - 10:30, Public Participation Committee and Community Consultation and the video recordings, while audio recordings were all posted already during the meeting week.

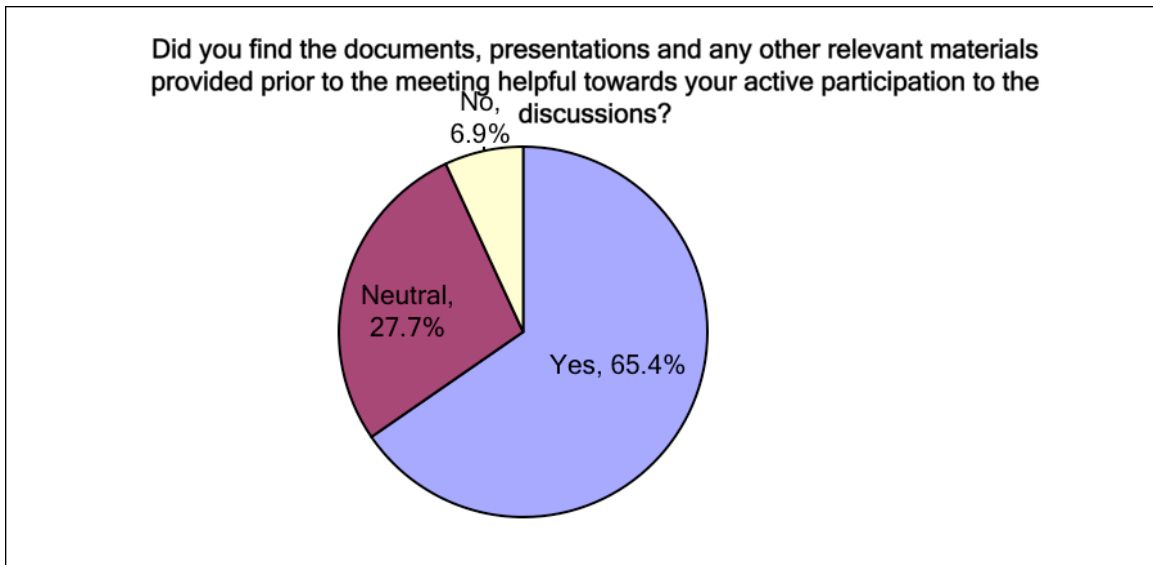
3. Survey Results

ICANN 44 participants who agreed on receiving ICANN 44 related mails at the time of their registration were sent a mail referring to a survey on ICANN 44 Document

Production and their participation experience. This survey was kept open until 6 August 2012.

132 participants responded to the survey with three main questions as follows, as of this report was written:





Following are also observed among the common points that need further improvement in regards to document and schedule publishing for ICANN meetings, from the survey results:

- Changes to the agendas to be further minimized as much as possible
- Changes to be reflected on the meeting schedule and proactively announced much faster and efficiently during the meeting
- Session details such as description, detailed agendas and relevant presentations to be provided on the meeting site per session more consistently
- “Add to calendar” utility is also updated with changes consistently and carry room/location information.

4. Observations, Conclusions and Future Improvements

- Main schedule for ICANN 44 was published on time. Out of 191 sessions scheduled at ICANN 44, 7 new sessions were added to the schedule after the documentation deadline. This is an improvement over the late additions made for ICANN 43 schedule, which were 25.
- Population of the Agenda details were also generally better for ICANN 44 and ICANN Staff was proactive to post the details of sessions in advance. 45+ changes observed for ICANN 44, made by staff to time/date/room and 15+ new agenda details were added to existing sessions while these were reported as 100 and 25 respectively for ICANN 43.

- For ICANN 44, relevant document publication is improved too. 97.1% of the documents were published on time, before the deadline, compared to ICANN 43 where this number was 83%.
- These seem to have had a positive affect in the informed participation level at ICANN 44.
- Survey results show support for these observations too: Only 2.3% of the survey participants reported that they did not find the information provided at the meeting site useful and only 6.9% reported that they did not find the relevant information provided not useful towards their active participation to discussions at ICANN 44, out of the 132 survey participants.
- Survey results also indicate further improvements can be made and these are communicated across ICANN Staff for implementation where possible.
- Staff continues to be committed to timely publication, and tracking of publications that will also result in effective reporting for the future. An internal process has been put in place to support this effort under the supervision of COO.

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¹ [Document Publication Operational Policy](http://www.icann.org/en/groups/board/participation/document-publication-operational-policy-30oct09-en.pdf) at <http://www.icann.org/en/groups/board/participation/document-publication-operational-policy-30oct09-en.pdf>

Appendix: Document Status - Period of 31 March – 1 July 2012

	D	E	F	H	I	J	K
	Document Title <i>(Hyperlinked)</i>	Content Type	Publication Date	Status	Subject to the Policy 1 = Yes	Late (1 = Yes)	Comments/Reason for Delay
1							
2	Public Comment: Second Annual IDN ccTLD Fast Track Process Review	Public Comment	09-Apr-12	Published	1		
3	IANA Customer Satisfaction Survey	Announcement	23-Apr-12	Published	1		
4	ICANN Draft FY13 Operating Plan and Budget	Public Comment	01-May-12	Published	1		
5	Security, Stability & Resiliency of the DNS Review Team (SSR RT) Public Webinars on Draft Report	Announcement	02-May-12	Published	1		
6	IDN Variant TLD Program - Revised Program Plan	Public Comment	04-May-12	Published	1		
7	WHOIS Policy Review Team Final Report	Public Comment	11-May-12	Published	1		
8	Independent Objector for New gTLD Program Selected	Announcement	14-May-12	Published	1		
9	Ratification of Global Policy Proposal for Post Exhaustion IPv4 Allocation Mechanisms by the IANA	Announcement	15-May-12	Published	1		
10	Revised ICANN Board Conflicts of Interest Policy and Other Governance Documents Adopted	Announcement	15-May-12	Published	1		
11	Open-Source Reference Implementation of a Domain Name RESTful Whois Server - Request for Proposals	Announcement	16-May-12	Published	1		
12	Proposed Revised Process for Handling Requests for Removal of Cross-Ownership Restrictions on Operators of Existing gTLDs	Public Comment	16-May-12	Published	1		
13	Draft Statement of ICANN's Role and Remit in Security, Stability and Resiliency of the Internet's Unique Identifier Systems	Public Comment	17-May-12	Published	1		
14	DRAFT - ICANN Language Services Policy and Procedures	Public Comment	18-May-12	Published	1		
15	Approved July 2012 - June 2015 Strategic Plan Posted	Announcement	18-May-12	Published	1		
16	New L-Root DNS Server Enhances DNS Fault Tolerance and Resistance to DDoS Attacks	Announcement	18-May-12	Published	1		
17	WHOIS Technical Requirements Survey - Draft	Public Comment	30-May-12	Published	1		
18	Universal Acceptance of All TLDs – Prague Meeting	Announcement	31-May-12	Published	1		
19	Protecting Trademark Rights in New gTLDs: Selection of Trademark Clearinghouse Service Providers	Announcement	01-Jun-12	Published	1		
20	Dot Com Public Comment Summary	Analysis Report	01-Jun-12	Published	1		
21	ICANN's FY 13 Security, Stability and Resiliency Framework	Public Comment	01-Jun-12	Published	1		
22	Public Comment Solicitation for FY13 Community Travel Support Guidelines	Public Comment	01-Jun-12	Published	1		
23	44th Meeting Schedule	Schedule	03-Jun-12	Published	1		
24	ALAC/At-Large Improvements Implementation Project: Final Report	Report	04-Jun-12	Published	1		
25	Inter-Registrar Transfer Policy Part C Policy Development Process Initial Report	Public Comment	04-Jun-12	Published	1		
26	Roadmap to Implement SAC 051	Announcement	04-Jun-12	Published	1		
27	Preliminary GNSO Issue Report on the Protection of International Organization Names in New gTLDs	Public Comment	04-Jun-12	Published	1		
28	Interisle Consulting Group's WHOIS Proxy/Privacy Reveal & Relay Feasibility Survey	Public Comment	04-Jun-12	Published	1		
29	ICANN Board Conflicts of Interest Review - Independent Expert Report	Report	04-Jun-12	Published	1		
30	Request for Community Input on Formulation of 2013-2016 Strategic Plan	Public Comment	04-Jun-12	Published	1		
31	RAA Negotiations - Update	Announcement	04-Jun-12	Published	1		
32	New gTLD Program: Updated Applicant Guidebook Available	Announcement	04-Jun-12	Published	1		
33	URS Issue Paper	Report	04-Jun-12	Published	1		
34	Open-Source Reference Implementation of a Domain Name RESTful Whois Server - Responses to RFP Questions	Announcement	08-Jun-12	Published	1		
35	Security, Stability & Resiliency of the DNS Review Team (SSR RT) Final Report	Public Comment	21-Jun-12	Published	1		

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	D	E	F	H	I	J	K
36	Root Zone Scaling Report	Report	27-Jun-12	Published Late	1	1	Document review indicated substantial new analysis would provide better information for readers. The time was taken to perform that analysis
37	.CAT WHOIS Proposed Changes	Analysis Report		Not posted			Awaiting approvals on summaries
38	.post Agreement Amendment	Analysis Report		Not Posted			Awaiting approvals on summaries
39	ICANN to Reveal Who Applied for Which New Generic Top-Level Domain	Announcement	02-Apr-12	Published			
40	Hotel Booking Links Now Open for ICANN's 2012 Meetings in Prague and Toronto	Announcement	03-Apr-12	Published			
41	Location Recommendations Now Being Accepted for ICANN's 2014 Meetings in Europe, North America, and Asia/Australia/Pacific	Announcement	03-Apr-12	Published			
42	RU-CENTER Provides Facilities for L-Root Site in Russia	Announcement	04-Apr-12	Published			
43	Fellowship Program Brings Global Voices Together at ICANN Fellows Announced for Prague, Czech Republic Meeting	Announcement	06-Apr-12	Published			
44	Period of 12-22, April 2012: Public Comment Periods Approaching Closing Date	Announcement	12-Apr-12	Published			
45	Statement on TLD Application System	Announcement	12-Apr-12	Published			
46	TAS Temporarily Offline	Announcement	12-Apr-12	Published			
47	TAS Interruption - Update (14 April 2012 06:50 UTC)	Announcement	14-Apr-12	Published			
48	TAS Interruption - Update (15 April 2012)	Announcement	15-Apr-12	Published			
49	TAS Interruption - Update (16 April 2012)	Announcement	16-Apr-12	Published			
50	TAS Interruption - Update (17 April 2012)	Announcement	17-Apr-12	Published			
51	TAS Interruption - Update (18 April 2012)	Announcement	18-Apr-12	Published			
52	Period of 19-29, April 2012: Public Comment Periods Approaching Closing Date	Announcement	19-Apr-12	Published			
53	TAS Interruption - Update (19 April 2012)	Announcement	19-Apr-12	Published			
54	TAS Interruption - Update (20 April 2012)	Announcement	20-Apr-12	Published			
55	TAS Interruption - Update (21 April 2012)	Announcement	21-Apr-12	Published			
56	TAS Interruption - Update (22 April 2012)	Announcement	22-Apr-12	Published			
57	TAS Interruption - Update (23 April 2012)	Announcement	23-Apr-12	Published			
58	ICANN's Board Chair Inducted into Internet Hall of Fame	Announcement	24-Apr-12	Published			
59	ICANN Nominating Committee Candidate Recruitment Period Has Ended	Announcement	24-Apr-12	Published			
60	TAS Interruption - Update (25 April 2012)	Announcement	25-Apr-12	Published			
61	Period of 26 April - 06 May 2012: Public Comment Periods Approaching Closing Date	Announcement	26-Apr-12	Published			
62	TAS Interruption - Update (26 April 2012)	Announcement	26-Apr-12	Published			
63	TAS Interruption - Update (27 April 2012)	Announcement	27-Apr-12	Published			
64	ICANN Wraps Up Prague Meeting on Thursday	Announcement	30-Apr-12	Published			
65	TAS Interruption - Update (2 May 2012)	Announcement	02-May-12	Published			
66	Period of 03-13 May 2012: Public Comment Periods Approaching Closing Date	Announcement	03-May-12	Published			
67	TAS Interruption - Update (4 May 2012)	Announcement	04-May-12	Published			
68	TAS Interruption - Update (7 May 2012)	Announcement	07-May-12	Published			

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	D	E	F	H	I	J	K
69	TAS Interruption - Update (8 May 2012)	Announcement	08-May-12	Published			
70	TAS Interruption - Update (9 May 2012)	Announcement	09-May-12	Published			
71	Period of 10-20 May 2012: Public Comment Periods Approaching Closing Date	Announcement	10-May-12	Published			
72	Joint Brazilian Network Information Center/ICANN Project Leads to Faster and Safer DNS Resolution in Brazil	Announcement	11-May-12	Published			
73	Pre-Prague ICANN Policy Update Webinar Invitation	Announcement	16-May-12	Published			
74	Call for Expressions of Interest for 2012-2013 Nominating Committee Chair-Elect	Announcement	16-May-12	Published			
75	Period of 17-27 May 2012: Public Comment Periods Approaching Closing Date	Announcement	17-May-12	Published			
76	TAS Interruption - Update (17 May 2012)	Announcement	17-May-12	Published			
77	TAS Reopens	Announcement	21-May-12	Published			
78	Fellowship Application Round Opens for ICANN International Public Meeting 45 in Toronto, Canada	Announcement	23-May-12	Published			
79	Period of 24 May - 03 June 2012: Public Comment Periods Approaching Closing Date	Announcement	25-May-12	Published			
80	Notice of Extension of ICANN Comment Period: ICANN Draft FY13 Operating Plan and Budget	Announcement	29-May-12	Published			
81	TAS Interruption - Update (29 May 2012)	Announcement	29-May-12	Published			
82	New gTLD Update (30 May 2012)	Announcement	30-May-12	Published			
83	Period of 31 May - 10 June 2012: Public Comment Periods Approaching Closing Date	Announcement	01-Jun-12	Published			
84	New gTLD Batching Announcement	Announcement	06-Jun-12	Published			
85	Period of 07 - 17 June 2012: Public Comment Periods Approaching Closing Date	Announcement	08-Jun-12	Published			
86	New gTLD Reveal Day - Applied-for Strings	Announcement	13-Jun-12	Published			
87	Updated Final Implementation Plan for IDN ccTLD Fast Track Processes Available	Announcement	14-Jun-12	Published			
88	New gTLD Application Details Restored	Announcement	14-Jun-12	Published			
89	New gTLD Application Details Temporarily Offline - UPDATE	Announcement	14-Jun-12	Published			
90	New gTLD Application Details Temporarily Offline	Announcement	14-Jun-12	Published			
91	Next CEO to be Announced at Prague News Conference	Announcement	18-Jun-12	Published			
92	ICANN Relocates Offices in Brussels, Los Angeles	Announcement	18-Jun-12	Published			
93	Call for Volunteers: Developing the Process for Root IDN Table Creation and Maintenance	Announcement	18-Jun-12	Published			
94	IDN ccTLD Request From Mongolia Successfully Passes String Evaluation	Announcement	20-Jun-12	Published			
95	Period of 21 June – 01 July 2012: Public Comment Periods Approaching Closing Date	Announcement	21-Jun-12	Published			
96	Changes to New GTLD Program Management	Announcement	21-Jun-12	Published			
97	ICANN Extends Call for Expressions of Interest for 2012-2013 NomCom Chair-Elect	Announcement	23-Jun-12	Published			
98	Digital Archery Suspended	Announcement	23-Jun-12	Published			
99	Following Public Comment Process, ICANN Board Authorizes .COM Contract, FY13 Operating Budget and Plan	Announcement	28-Jun-12	Published			
100	Globalization Survey Analysis/Public Comment	Analysis Report		Not Posted			
101					35	1	
102	Totals						
103	Documents marked to be related to a session at ICANN 44 as facilitative and so subject to ICANN Document Publication Operational Policy		35				
104	On time		34	97.14%			
105	Published late		1	2.86%			