Report for ICANN Public Participation Committee: ICANN 45 Document Publication

0. Overview

This report relates to the Document Publication Operational Policy [1] and provides an analysis of the document production supporting ICANN 45. 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 45, asking meeting participants about their experience of the documentation and information provided for ICANN 45 sessions.

4. Observations, Conclusions and Future Improvements: Suggestions on how delays can be avoided are discussed.

5. Appendix: List of documents published to facilitate sessions that took place in Toronto ICANN 45.

1. Management Summary

The meeting schedule was posted by the posting deadline and consisted of 224 sessions. No new sessions were added after that date, but 9 were cancelled during 26 September - 14 October 2012.

21 documents were published during the time between the two most recent meetings for the purpose of discussion at the meeting. 17 of those were published on or ahead of the 15 working-day publication deadline.

In order to facilitate early awareness and preparation towards ICANN 45, a table, Draft 45th ICANN Meeting (Toronto) Topic Sessions & Facilitative Documents Schedule, was published on the meeting website before the schedule was published in August, providing information on sessions and topics that were anticipated to be scheduled at the meeting and the corresponding supporting documents, if any were identified at the time. This draft table was updated regularly as new information was gathered and until the final schedule was posted on 24 September 2012 (http://toronto45.icann.org/sched-overview - docsched).

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.

ICANN 45 took place in Toronto during 14-18 October 2012 and the deadline for document publication for it was 24 September 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 45	224
Session request forms due from ICANN Staff	24 August 2012
15-day schedule posting deadline	24 September 2012
30+ changes made by staff to session time/date/room (Primary reason for changes was to eliminate conflicts for speakers/presenters and/or other participants.)	24 September - 12 October 2012
35+ new agenda details added to existing sessions	24 September - 18 October 2012
9 Session cancellations	26 September - 14 October 2012
91 Presentations added to sessions	9-22 October 2012

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

2.1.a Meeting schedule:

ICANN 45 Meeting Schedule was published on 24 September 2012, 100% on time and there were 224 sessions scheduled at ICANN 45.

While nine sessions were cancelled and removed from the schedule, no new sessions were added to the meeting schedule after the deadline but details of about 30 sessions that were already announced were updated between 24 September and 12 October. Primary reason for these changes was to eliminate conflicts for speakers/presenters and/or participants that were major stakeholders for the sessions.

2.1.b Presentations:

ICANN Staff 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:

Public Forum agenda 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 approach during the previous meetings too.

Public Forum Agenda was published on 10 October 2012, 8 calendar days before the session took place in Toronto on 18 October 2012.

2.2 Documents

A review of announcements and data collected from Staff indicate that about 21 documents were published during the period of July-October 2012 and that were tagged to be relevant to an ICANN 45 session and were required as facilitative documentation during the meeting. The full set of documents can be found as an attachment to this report.

Out of the 21 documents, 4 were delayed (19%) as they were posted after the deadline of 24 September 2012 and 17 were on time (81%) according to the set policies.

The list of delayed documents are provided below and are marked red in the attached full set:

1. Summary & Analysis of Comments on ICANN's role and remit statement in SSR
Type: Report of Comments
Status: Published on 4 October 2012
Further Details Provided: It took longer than anticipated to incorporate the feedback into the detailed summary that was posted.

2. Call for Applicants for Volunteer ATRT Review Team Members
Type: Announcement
Status: Published on 5 October 2012
Further Details Provided: Per Board Resolution on 2-Oct-2012

3. New gTLD Update

Type: Information Paper
Status: Published on 8 October 2012
Further Details Provided: Written update provided in lieu of the monthly webinar for October.

4. Use of a Drawing to Prioritize Processing of New gTLD Applicants
Type: Announcement
Status: Published on 10 October 2012
Further Details Provided: Not originally planned. Recent development that required Board review prior to posting.

2.3 Post-meeting Materials and Archives

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

http://toronto45.icann.org/full-schedule
http://toronto45.icann.org/documents

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

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

ICANN Staff currently follows the following timeline for transcripts:
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 45, regarding the transcripts of some of the sessions.

There were delays observed in posting the video recordings too, while almost all audio recordings were posted straight after the sessions took place in Toronto.

3. Survey Results

ICANN 45 participants who agreed on receiving ICANN 45 related mails at the time of their registration were sent a mail referring to a survey on ICANN 45 Document Production and their participation experience. This survey was kept open until 3 December 2012.

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

Did you find the information provided about the details of the sessions of ICANN 45 useful?

86.1 % (205)

11.3 % (27)

2.5 % (6)

- Yes
- Neutral
- No
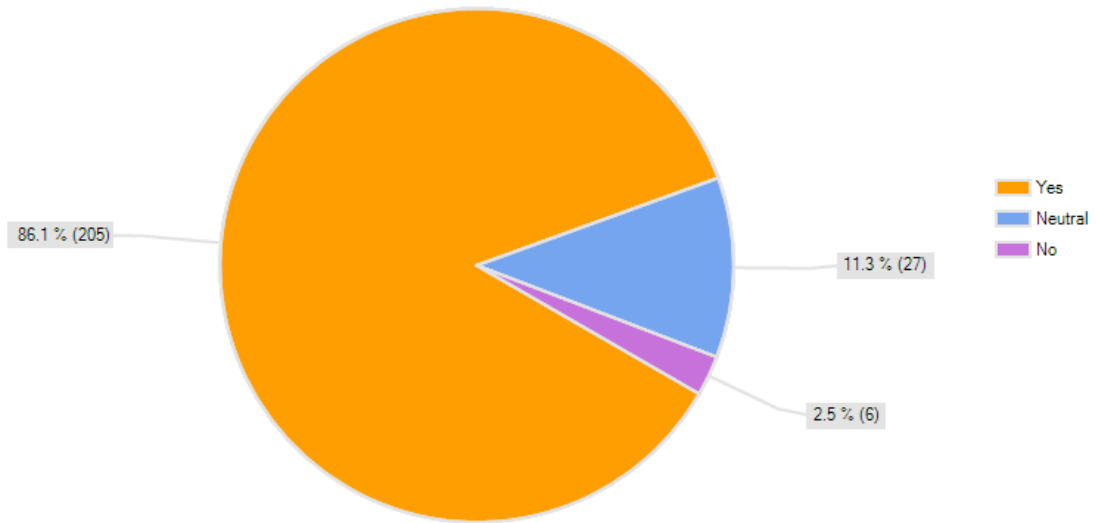
Was there any information that you looked for and could not find on the session details of the ICANN 45 Meeting site that had an effect on your participation to the sessions?

68.1 % (160)

Yes
Neutral
No

16.2 % (38)

15.7 % (37)
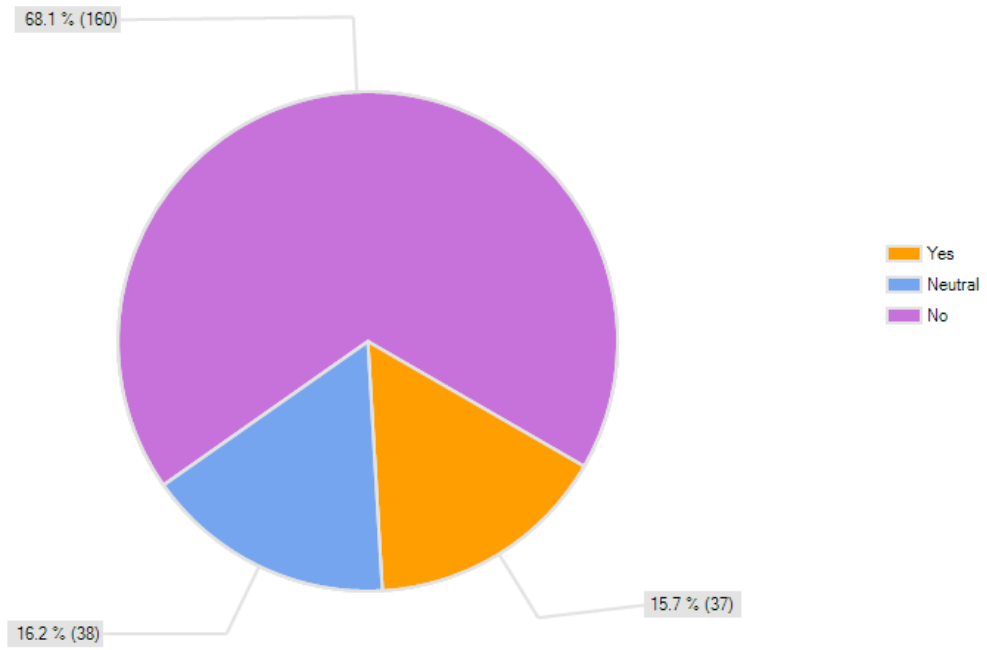
Did you find the documents, presentations and any other relevant materials provided prior to the meeting helpful towards your active participation to the discussions?

25.4 % (60)

Yes
Neutral
No

68.6 % (162)

5.9 % (14)
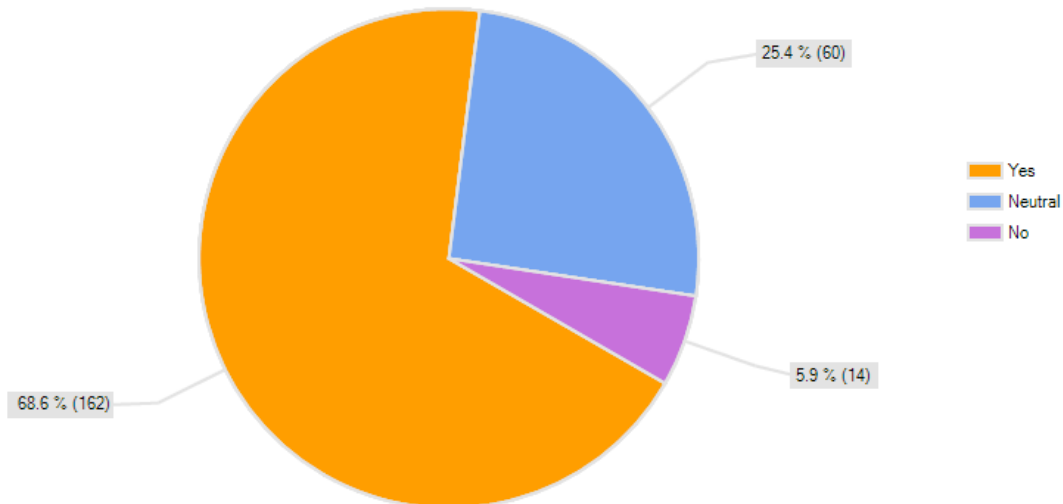
Following are also observed among the common points noted by survey participants that need further improvements:

- Delays and changes to the detailed agendas to be further minimized
- Setup of a notice system for changes to the agendas so that they are reflected on the meeting schedule proactively, announced much faster and efficiently during the meeting
- Avoiding re-direction of links for documents on session pages
- Improving the clarity and readability of the schedule page and how the information is displayed (it is found hard to roam on the meeting schedule page).
- More information to be displayed for the location of the meeting rooms
- Transcripts to be provided earlier.

4. Observations, Conclusions and Future Improvements

- Main schedule for ICANN 45 was published on time. This is an improvement since few recent meetings. Participants also noted this positively in the survey results.

- Population of the Agenda details were also generally better for ICANN 45 and ICANN Staff was proactive to post the details of sessions in advance.

  Publishing a list/table of Draft 45th ICANN Meeting (Toronto) Topic Sessions & Facilitative Documents seems to have facilitated this process for both on Community and Staff side, in terms of raising early awareness about meeting topics as well as in planning and preparing for the meeting.

- Survey results show support for these observations too: Only 2.5% of the survey participants reported that they did not find the information provided at the meeting site useful.

  15.7% reported that they searched for some information on the meeting site but they could not find it. Among those who chose to provide details, the comments were mostly about session details and the information on the location of the rooms.

  Only 5.9% of the participants reported that the documents, presentations and any other relevant materials provided prior to the meeting were not helpful towards their active participation to the discussions. Those chose to provide details about this commented on delays in the session details such as the facilitative documents/reports, the slides or the transcripts.

- Survey results also indicate further improvements can be made (see the previous section) and these are communicated across ICANN Staff for implementation where possible.

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

Appendix: ICANN 45 (Toronto) Topic Sessions & Facilitative Documents List

As provided by ICANN Staff – 21 November 2012

List of Main Topics/Sessions	Supporting Document Title	Target Posting Date	Translated Yes/No	Comment
SSR RT (Security, Stability and Resiliency of the DNS Review Team)	• Summary & Analysis of Comments on ICANN's role and remit statement in SSR	24-Sep-2012	No	Posted on 4-Oct-2012 http://forum.icann.org/lists/draft-ssr-role-remit/msg00019.html It took longer than anticipated to incorporate the feedback into the detailed summary that was posted.
	• SSR Review Team Final Report - Summary of comments	30-Sep-2012	No	Posted on 30-Aug-2012 http://www.icann.org/en/news/public-comment/report-comments-ssr-rt-final-report-30aug12-en.pdf
WHOIS RT (WHOIS Policy Review Team)	• WHOIS Review Team Final Report - Summary of Comments	12-Jul-2012	No	Posted on 11-Jul-2012 http://www.icann.org/en/news/public-comment/report-comments-whois-rt-final-report-11jul12-en.pdf
ATRT Update	• At a Glance ATRT Implementation Status	24-Sep-2012	No	Posted on 18-Sep-2012 http://www.icann.org/en/news/in-focus/accountability/atrt-implementation-glance-summary-18sep12-en.pdf [PDF, 360 KB]
	• ATRT Implementation Summary Report	24-Sep-2012	Yes	Posted on 18-Sep-2012 http://www.icann.org/en/news/in-focus/accountability/atrt-project-list-workplans-18sep12-en.pdf [PDF, 361 KB]
	• Call for Applicants for Volunteer ATRT Review Team Members	24-Sep-2012	No	Posted on 5-Oct-2012 Per Board Resolution on 2-Oct-2012 http://www.icann.org/en/about/aoc-review/atrt/call-for-volunteers-05oct12-en.htm

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	• Community Input & Advise Process	24-Sep-2012	No	Posted on 24-Sep-2012 http://www.icann.org/en/news/announcements/announcement-2-24sep12-en.htm
	• Accountability Structures Expert Panel	24-Sep-2012	No	Posted on 24-Sep-2012 http://www.icann.org/en/news/announcements/announcement-24sep12-en.htm
	• ATRT Recommendation 6: Clarifying Document	24-Sep-2012		Posted on 24-Sep-2012 http://www.icann.org/en/news/announcements/announcement-4-24sep12-en.htm
Registry/Registrar	• RAA Negotiations Update	24-Sep-2012	No	Posted on 24-Sep-2012 http://www.icann.org/en/news/announcements/announcement-5-24sep12-en.htm
New gTLD Program	• New gTLD Update	8-Oct-2012	No	Posted on 8-Oct-2012 http://toronto45.icann.org/meetings/toronto2012/presentation-new-gtld-update-08oct12-en.pdf Written update provided in lieu of the monthly webinar for October.
Batching/Metering of New gTLD Applicants	• Use of a Drawing to Prioritize Processing of New gTLD Applicants		No	Posted on 10-Oct-2012 http://www.icann.org/en/news/announcements/announcement-2-10oct12-en.htm Not originally planned. Recent development that required Board review prior to posting.
IDN Variants Project 2.1: Label Generation Ruleset (LGR) Process for the Root Zone	• A way to Develop and Maintain the Label Generation Rules for the Root Zone in Respect of IDNA Labels	24-Sep-2012	No	Posted on 24-Sep-2012 http://www.icann.org/en/news/announcements/announcement-3-24sep12-en.htm
Rights Protection Mechanism Implementation Update	• URS Update	24-Sep-2012	Yes	Posted on 24-Sep-2012 http://www.icann.org/en/news/announcements/announcement-8-24sep12-en.htm

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	• Trademark Clearinghouse Update	24-Sep-2012	Yes	Posted on 24-Sep-2012 http://www.icann.org/en/news/announcements/announcement-7-24sep12-en.htm
At-Large	• Making ICANN Relevant, Responsive and Respected	24-Sep-2012	Yes	Posted on 24-Sep-2012 http://www.atlarge.icann.org/correspondence/correspondence-01oct12-en.htm
Strategic Planning	• Draft 2013-2016 Strategic Plan	24- Sep-2012	Yes	Posted on 24-Sep-2012 http://www.icann.org/en/news/announcements/announcement-9-24sep12-en.htm
	• Public Comment Analysis on Formulation 2013-2016 Strategic Plan Timeline	24-Sep-2012	No	Posted on 4 Jun-2012 http://www.icann.org/en/news/public-comment/stratplan2013-04jun12-en.htm Posted on 7-Sep-2012 https://www.icann.org/en/news/public-comment/report-comments-stratplan2013-07sep12-en.pdf
GNSO	• Consumer Metrics: Final Advice Letter	Aug-2012	Yes 10.2.12 http://gnso.icann.org/en/group-activities/consumer-trust-wg.htm	Posted on 17-Aug-2912 http://gnso.icann.org/en/issues/cctc/cctc-final-advice-letter-17aug12-en.pdf http://gnso.icann.org/en/issues/cctc/cctc-next-steps-17aug12-en.pdf
	• Preliminary Issue Report on Uniformity of Contracts	Jul-2012		Posted on 25-Jul-2012 http://gnso.icann.org/en/group-activities/uofc.htm