1 Receive & Acknowledge

Sender sends correspondence

Recipient (ICANN organization or Board) receives correspondence

Acknowledges and logs correspondence

Informed of correspondence directed to Board

Legend

<table>
<thead>
<tr>
<th>Organization</th>
<th>Board</th>
<th>Sender</th>
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<tbody>
<tr>
<td>ICANN</td>
<td>ICANN Board</td>
<td>Sender</td>
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Glossary

ICANN organization

ICANN Board

Sender
Some examples of correspondence that are not published include letters where the ICANN addressee is just a cc, and where the letter was provided to ICANN with an expectation of confidentiality. Other Defined Conditions for Nondisclosure under the DIDP would also be considered in making a decision to not publish.

A response may not be appropriate in certain instances, such as when an incoming letter is a response to a letter from ICANN.
ICANN Correspondence Process

4 Respond
Targeted timeframe: 30 days

- Prepare response
- For correspondence directed to organization, Board review and signing is not necessary
- If necessary, reviews and signs response

5 Close

- Send final response and publish
- Receives final response
- Final Response

ORGANIZATION

BOARD

RESPOND

ICANN Correspondence Process

For correspondence directed to organization, Board review and signing is not necessary.

If necessary, reviews and signs response.

Send final response and publish.

Receives final response.

Origin

Target

Respond

Close