Organizational Review Process

1 Pre-Planning
Targeted timeframe: 2 months

ICANN organization appoints project lead

Forms Review Working Party (RWP)

ICANN Board passes resolution to initiate review

Selects leadership, organizes, and plans

Agrees on scope of Review, selection criteria for Independent Examiners, and timeline for deliverables

1 All targeted timeframes based on Bylaw-mandated 5-year cycle

Legend

**ORGANIZATION**
- ICANN organization

**SO/AC**
- Supporting Organizations and Advisory Committees

**BOARD**
- ICANN Board

**RWP**
- Review Working Party

**OEC**
- Organizational Effectiveness Committee

**IE**
- Independent Examiner

**COMMUNITY**
- ICANN community

**IMPL TEAM**
- Implementation Team

Glossary

- **AC**: Advisory Committee
- **IE**: Independent Examiner
- **RFP**: Request for Proposal
- **SO**: Supporting Organization

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3 Selection²
Targeted timeframe: 4 months

- ORGANIZATION Prepares the RFP
- RFP is finalized and posted
- Bidders submit proposals
- Collects and analyzes proposals and identifies finalists
- Identifies finalist, seeks confirmation from the OEC

- RWP Provides feedback on the RFP
- OEC Approves key elements of RFP

2 Pursuant to ICANN organization Procurement Process
4 Conducting the Review
Targeted timeframe: 12 months

Confirms compliance with process and selection of Independent Examiner (IE)

IE executes Professional Services Agreement with ICANN organization in alignment with RFP

Announces selection of IE

Facilitates the review process

Holds kickoff sessions with ICANN organization and RWP
Conducting the Review cont’d

Provides input and feedback

- BOARD
- COMMUNITY
- RWP
- ORGANIZATION

Conducts the independent review

- IE

Observe proceedings
Interviews
Take surveys
Review documentation

Conflicts with existing policies or recs? Valid? Feasible? Useful?

Drafts Assessment Report

- IE

Provides input on Assessment Report

- RWP

Modifies report based on feedback and issues report

- IE
4 Conducting the Review cont’d

- **ORGANIZATION**
  - Manages public engagement consultations, input gathering

- **IE**
  - Considers RWP input and public engagement input and issues Draft Recommendations

- **RWP**
  - Provides input on Draft Recommendations

- **IE**
  - Issues Draft Final Report (contains Assessment Report and Recommendations)

- **ORGANIZATION**
  - Posts Draft Report for Public Comment

**COMMUNITY**

**PUBLIC COMMENT**

**Public Comment Report**

**Recs IE Draft Report**
Conducting the Review cont’d

5 Board Consideration
Targeted timeframe: 6 months

- Completes Feasibility Assessment and Initial Implementation Plan
- Reviews and approves
- Collects materials and sends to OEC

IE Final Report
- Usability
- Feasibility
- Prioritization

IE
Considers Public Comments and RWP input and issues Final Report (contains Assessment Report and Recommendations)

RWP
Feasibility Assessment & Initial Implementation Plan

THEIR SO/AC
Reviews and approves

ORGANIZATION
Collects materials and sends to OEC
Considers IE’s Final Report, RWP’s Feasibility Assessment & Initial Implementation Plan, and Public Comment Report; agrees on a recommendation to the board.

Receives all reports and inputs and considers IE Final Report and RWP Feasibility Assessment & Initial Implementation Plan.  

- **Board ACCEPTS the RWP Feasibility Assessment & Initial Implementation Plan; directs Implementation Team to proceed with regular reporting.

- **Board REJECTS the RWP Feasibility Assessment & Initial Implementation Plan.

3 Begins 5-year countdown until next review must begin.

**No clear process for addressing this outcome**
6 Implementation
Targeted timeframe: 18 months

- IMPL TEAM: Plans Detailed Implementation
- SO/AC: Begins implementation of recommendations
- IMPL TEAM: Produces final Implementation Report
- OEC: Updated semi-annually
  - Assesses implementation progress semi-annually
  - Potential Risks!
Organizational Review Process

6 Implementation cont’d

Ongoing
Targeted timeframe: 12 months

Implementation Report

SO/AC
Organization under review adopts final Implementation Report

OEC
Reviews final Implementation Report and agrees on a recommendation to the Board

Board Recommendation

BOARD
Board resolution to adopt final Implementation Report and close review process

ORGANIZATION
Standard operating procedures
- Monitor
- Maintain
- Measure

Continuous maintenance