

# Beginner's Guide to PARTICIPATING IN ICANN





# INTRODUCTION

WELCOME TO THE VOLUNTEER COMMUNITY OF THE INTERNET CORPORATION FOR ASSIGNED NAMES AND NUMBERS (ICANN). ICANN IS AN INTERNATIONAL AND NOT-FOR-PROFIT ORGANIZATION THAT BRINGS TOGETHER INDIVIDUALS, INDUSTRY, NON-COMMERCIAL AND GOVERNMENT REPRESENTATIVES TO DISCUSS, DEBATE AND DEVELOP POLICIES ABOUT THE TECHNICAL COORDINATION OF THE INTERNET'S DOMAIN NAME SYSTEM.

THIS BEGINNER'S GUIDE IS DESIGNED TO PROVIDE YOU WITH THE TOOLS AND RESOURCES YOU NEED TO BE AN EFFECTIVE PARTICIPANT IN ICANN'S COMMUNITY-BASED POLICY-MAKING PROCESS.

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# Balancing volunteer / staff capacit Globalization of ICANN

#### What is ICANN?

ICANN is a not-for-profit, public-benefit organization formed in 1998. Its staff operates the Internet's Domain Name System, coordinates allocation and assignment of the Internet's unique identifiers, such as Internet Protocol addresses, accredits generic top-level domain (gTLD) name registrars, and helps facilitate the voices of volunteers worldwide who are dedicated to keeping the Internet secure, stable and interoperable. ICANN promotes competition in the domain name space and helps develop Internet policy.

#### How is ICANN organized?

At the heart of ICANN's policy-making is what is called a "multistakeholder model." This decentralized governance model places individuals, industry, non-commercial interests and government on an equal level. Unlike more traditional, top-down governance models, where governments make policy decisions, the multistakeholder approach used by ICANN allows for community-based consensus-driven policy-making. The idea is that Internet governance should mimic the structure of the Internet itself – borderless and open to all.

While the ICANN Board of Directors has the ultimate authority to approve or reject policy recommendations, Supporting Organizations (SOs) are responsible for developing and making policy recommendations to the Board. Advisory Committees (ACs) advise the ICANN Board and, in certain cases, can raise issues for policy development. The SO/ACs are described in more detail later in this booklet.

ICANN staff is responsible for executing and implementing policies developed by the ICANN community and adopted by the ICANN Board.

The ICANN Ombudsman is an independent, impartial and neutral person contracted to ICANN, with jurisdiction over problems and complaints made about decisions, actions or inactions by ICANN, the Board of Directors, or unfair treatment of a community member by ICANN staff, Board or a constituency body.

The Nominating Committee is a team of community volunteers responsible for the selection of eight ICANN Board members, and portions of the At-Large Advisory Committee, the Country Code Names Supporting Organization and the Generic Names Supporting Organization.





#### HOW CAN I VOICE MY OPINION?

At each ICANN meeting, anyone can make comments and ask questions on the main topics directly to the Board at the Public Forum. During the Public Forum, you may speak on behalf of your organization or as an individual.

The Public Forum usually lasts several hours on Thursday afternoon of every ICANN meeting. Commenters line up behind a microphone that is placed near the front of the room to ask a guestion or make a comment. Attendees are encouraged to be brief and concise to enable as many perspectives to be heard as possible. You don't have to be physically present to participate – you can follow along online via ICANN's Remote Participation services and submit questions or comments to be read out in the meeting room by a staff member.

You can also provide feedback through public comment periods. See page 4.

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#### What Happens at an ICANN Meeting?

ICANN holds three international public meetings each calendar year in different regions of the globe. One meeting each year is also the organization's annual general meeting, during which new Board members take their seats.

Usually comprised of more than 200 different sessions, the week-long meeting is a focal point for individuals and representatives of the different ICANN stakeholders (either attending in-person or participating remotely) to introduce and discuss issues related to ICANN policy. In most cases anyone may speak, but in a few cases you may need to be a member of a particular group. If you are uncertain of the rules during a session, simply ask the session leader if you may speak.

Meetings are open to everyone and registration is free, but you are responsible for your own travel and lodging. ICANN offers limited financial assistance to members of its Supporting Organizations and Advisory Committees. Also, there is a Fellowship program for selected candidates from developing countries who otherwise could not afford to attend in-person.

If you cannot physically attend a meeting, ICANN offers a variety of services to ensure that the power of participation is just a click away. Virtual meeting rooms are available for nearly all sessions with access to meeting materials, a chat room and for larger or general sessions, video and/or audio streaming and live transcription.

#### Learn more at *http://meetings.icann.org/remote-participation*.

Though English is the main language at ICANN meetings, translation, scribing and interpretation are available at certain sessions. Many documents are made available in Arabic, Chinese, French, Russian and Spanish.

Each meeting has a dedicated web site with a frequently updated meeting schedule, venue map, information on the local area and social events.

#### **Newcomers' Program at ICANN Meetings**

ICANN welcomes Newcomers into its multistakeholder process through a special orientation program during its meetings. First launched at ICANN 40 in March 2011, the Newcomers' Program is a starting point for understanding ICANN and its community, what it does and how the system works. It also helps Newcomers engage with the ICANN community and participate effectively so that they leave the meeting well informed and willing to come back.





Greeters at the Newcomers Lounge at ICANN meetings are ready to answer questions and introduce newcomers and Fellows to more seasoned community members.

#### **Newcomers' Sunday Track**

On the Sunday before the meeting begins, ICANN holds a series of training sessions – usually between 10:00 and 18:00 – just for Newcomers. Among the topics covered are an introduction to ICANN, how to use ICANN engagement tools, how the community interacts during and in between meetings, and much more. Participation and Engagement staff coordinate these sessions, and various ICANN staff conduct them, depending on the expertise subject matter.

#### Newcomers' Lounge

First-time attendees can relax, get information and interact with staff and Fellowship Program alumni volunteers at the Newcomers' Lounge. Helping to alleviate any first-time meeting anxiety, these mentors provide hands-on support, guidance and introductions to community members, the ICANN structure and process, and advice on sessions of interest. The Lounge is open from Saturday to Wednesday during ICANN meetings.

#### Public Comment Periods at ICANN

A vital element in ICANN's processes is the opportunity for public comment on each substantial piece of work before it is considered for approval. These topics can be operational (such as budget or strategic planning), technical (such as security reports and recommendations) or policy-oriented (such as Bylaw changes).

The following principles guide the public comment process:

- Each item posted for public comment is available for a If no substantive comments are received during the minimum of 21 days.
- If comments are received, then at the close of the comment period, a reply period begins, lasting a minimum of 21 days.
- comment period, then there will be no reply period.
- During the reply period, participants should address previous comments submitted; new posts concerning the topic should not be introduced. When constructing replies, contributors are asked to cite the original poster's name, comment date, and any particular text that is pertinent.

You can find a list of all topics open for public comment on a dedicated public comment page (http:// www.icann.org/en/news/public-comment). The page includes links to relevant announcements, documents, comment locations, and reference sources with full descriptions and background information.

After the comment period is closed, staff publishes a comment summary report that is archived along with all public comment documentation and comments received.

The Fellowship Program provides grants to members of the global Internet community who would otherwise be unable to attend. Fellows come from ccTLDs, governments, civil society, the business community and academia. Learn more at http:// www.icann.org/en/about/ participate/fellowships.





Each session offers remote participation options for either low- or high-bandwidth users.

#### **ICANN Board of Directors**

An internationally diverse Board of Directors oversees the policy development process and ICANN governance. The Board has 16 voting members and five non-voting liaison representatives. ICANN's President serves as an *ex oficio*, voting member of the Board.

The Address Supporting Organization (ASO), the Country Code Names Supporting Organization (ccNSO) and the Generic Names Supporting Organization (GNSO) each select two voting members of the Board. The At-Large Advisory Committee (ALAC) in conjunction with the Regional At-Large Organizations (RALOS) selects one voting member. A Nominating Committee selects the remaining eight voting members.

Non-voting liaisons to the Board provide technical advice to inform Board decision-making. ICANN's Governmental Advisory Committee (GAC), Root Server System Advisory Committee (RSSAC) and Security & Stability Advisory Committee (SSAC) each appoint a Board liaison. ICANN's Technical Liaison Group appoints a liaison to the Board, as does the Internet Engineering Task Force, which is an international and decentralized organization that develops and designs standards for the Internet system.

# SUPPORTING ORGANIZATIONS

ICANN has three Supporting Organizations that develop and recommend policies concerning the Internet's technical management within their areas of expertise.

They are the Address Supporting Organization (ASO), the Country Code Names Supporting Organization (ccNSO) and the Generic Names Supporting Organization (GNSO).

# **Address Supporting Organization**

#### What is the Address Supporting Organization?

An advisory body to the ICANN Board on global policy issues relating to the operation, allocation and management of Internet Protocol addresses, the Address Supporting Organization (ASO) is comprised of representatives of five autonomous Regional Internet Registries (RIRs). These RIRs manage regional distribution of Internet number resources including IP address and Autonomous System Numbers. Each RIR is a member of the Number Resource Organization, which coordinates their activities globally.

#### The five RIRs are:

- African Network Information Center (AfriNIC), covering the African continent
- Asia Pacific Network Information Centre (APNIC), covering the Asia-Pacific region including Japan, Korea, China, and Australia
- American Registry for Internet Numbers (ARIN), covering Canada, some Caribbean and North Atlantic islands and the United States
- Latin American and Caribbean Internet Addresses Registry (LACNIC), covering Latin America and Caribbean
- Réseaux IP Européens (RIPE NCC), covering Europe, the Middle East and parts of Asia

#### What is the ASO Address Council?

The Address Council is made up of the Address Supporting Organization and its purpose is to oversee recommendations to the ICANN Board of Directors on Internet Protocol address policy and to manage the global policy development activities. The Address Council is also responsible for appointing two voting members to the ICANN Board.

#### How is the ASO Address Council chosen?

Address Council members are appointed through separate nominations and election processes in each of the Regional Internet Registry regions. Each of the five Regional Internet Registries appoints three members of the ASO Address Council for two-year terms. The Council elects a chair who appoints vice-chairs.

#### How can I get involved in the ASO?

Most individuals get involved in the ASO through affiliation with a Regional Internet Registry. If your organization receives a direct allocation or holds a direct assignment of IPv4 or IPv6 addresses from a registry, you are likely already a member of that RIR. (Generally speaking, these are Internet Providers, hosting firms, educational institutions or governments.)



ICANN's Board of Directors, photographed at ICANN 44 in Prague. However, the RIRs have no membership requirements to participate in their policy development processes or attend their meetings. Anyone in the Internet community is welcome to participate in the development of Internet resource allocation polices for that region.

#### Where can I find more information about the ASO or an RIR?

Address Supporting Organization	www.aso.icann.org
African Network Information Center (AfriNIC)	www.afrinic.net
Asia Pacific Network Information Centre (APNIC)	www.apnic.net
American Registry for Internet Numbers (ARIN)	www.arin.net
Latin American and Caribbean Internet Addresses Registry (LACNIC)	www.lacnic.net
Réseaux IP Européens (RIPE NCC)	www.ripe.net

# **Country Code Names Supporting Organization**

#### What is the Country Code Names Supporting Organization (ccNSO)?

The ccNSO is a Supporting Organization responsible for developing and recommending to ICANN's Board global policies relating to country code top-level domains (ccTLDs). It also provides a platform to the ccTLD community to develop best practices, exchange information and discuss global issues relevant for ccTLDs. A ccTLD is a two-letter domain name extension corresponding to a country, territory or other geographic location, such as .uk (United Kingdom), .de (Germany) and .jp (Japan).

#### What is the ccNSO Council?

The ccNSO Council administers and coordinates the affairs of the ccNSO and manages the development of policy recommendations. They lead and participate in various ccNSO Working Groups and engage the community in topical issues. The Council formally selects two members to the ICANN Board, after being elected by the ccNSO Members.

#### How is the ccNSO Council chosen?

The ccNSO Council has 18 members serving staggered three-year terms. ccNSO members elect 15 Councilors, three from each of the five geographic regions. ccNSO members may self-nominate or be nominated by another ccNSO member from their region; nominations must be seconded by another ccNSO member from the region. ICANN's Nominating Committee fills the remaining three seats.

#### How can I get involved in the ccNSO?

If you are the manager of an International Standards Organization 3166 (ISO 3166) country code top-level domain, you are welcome to become a member of the ccNSO or to participate in any of its Working Groups and attend any of its meetings. The application to join is at *http://ccnso.icann.org/applications/form.htm*. There is no membership fee.

#### Where can I find more information about the ccNSO?

http://ccnso.icann.org/





The ccNSO provides a forum for country code top-level domain managers to meet and discuss issues of concern from a global perspective.

# List of Member ccTLDs as of 1 August 2012

	United Arab Emirates		Guatemala		Niue
	Afghanistan		Guyana		New Zealand
	Albania		Hong Kong		Oman
	Armenia		Honduras		Panama
	Argentina		Croatia	1	Peru
	Australia	.ht	Haiti		French Polynesia
	Azerbajian		Iraq	1.5	Papua New Guinea
	Belgium	.il	Israel	.ph	Philippines
	Burkina Faso	.ir	Iran	.pl	Poland
.bg	Bulgaria	.is	Iceland	.pr	Puerto Rico
.bh	Bahrain	.it	Italy	.pt	Portugal
.b	Burundi	.je	Jersey	.ps	Palestinian Territory, Occupied
.bo	Bolivia	.jm	Jamaica	.pw	Palau
.br	Brazil	.jo	Jordan	.rs	Serbia
.bz	Belize	.jp	Japan	.ru	Russia
.ca	Canada	.ke		.sa	Saudi Arabia
.CC	Cocos (Keeling) Islands	.km	Comores	.sb	
.cdCong	go, The Democratic Republic of the	.kr	Korea	.sd	Sudan
.ci	Côte d'Ivoire	.ky	Cayman Islands	.se	Sweden
.cl	Chile	.lc	Saint Lucia	.sg	Singapore
.cm	Cameroon	.lt	Lithuania	.si	Slovenia
.cn	China	.lu	Luxembourg	.sk	Slovakia
	Colombia	.lv	Latvia	.sn	Senegal
.cr	Costa Rica	.ly	Libya	.SO	
.cu	Cuba	.ma		.SV	El Salvador
.CV	Cape Verde	.md		.SX	Sint Maarten (Dutch part)
	Curaçao	.mg			Тодо
.CX	Christmas Island		Mali	.tl	
.CZ	Czech Republic			.tr	
.do	Dominican Republic	.ms		.th	
	Algeria	.mv		.tw	
	Ecuador			.tz	
.ea	Egypt	.mx		.ua	Ukraine
	Ethiopia				Uganda
	European Union			9	United Kingdom
	Finland		Namibia		United States
			New Caledonia		Uruguay
	Micronesia, Federated States of				Venezuela
	France	9	Nicaragua		US Virgin Islands
5			Nethenands		
5	Georgia		,		
	Guernsey		Nepal		South Africa
5	Gibraltar	.nr	Nauru	.zm	Zambia
.gp	Guadeloupe				

#### **Generic Names Supporting Organization**

#### What is the Generic Names Supporting Organization?

The Generic Names Supporting Organization (GNSO) is the policy-making body responsible for generic top-level domains, such as .COM, .NET and .ORG. Its members include representatives from gTLD registries, gTLD registrars, intellectual property interests, Internet service providers, businesses and non-commercial interests.

#### What are Stakeholder Groups within the GNSO?

Stakeholder Groups function as caucuses, and are intended to facilitate the creation of the new constituencies as well as growth and expansion of GNSO participants. There are four Stakeholder Groups representing the wide variety of groups and individuals interested in generic top-level domain policy development. They are:

Commercial Stakeholder Group
 Registrar Stakeholder Group

\_\_\_\_\_

- Non-commercial Stakeholder Group
- gTLD Registries Stakeholder Group

#### What is the GNSO Council?

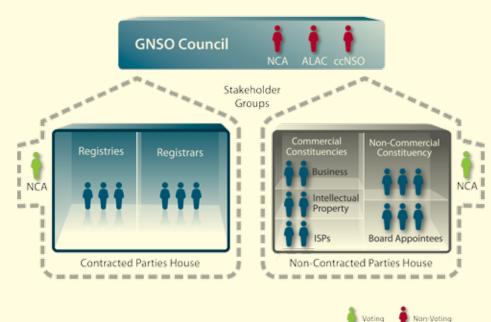
The 23 members of the Council govern policy development in the GNSO, make policy recommendations to the ICANN Board and appoint two members to the ICANN Board.

#### How are the members of the GNSO Council chosen?



Stakeholder Groups appoint 18 of the GNSO Council's 23 members. For voting purposes, the Council has two houses, like the US Congress or the British Parliament. The Contracted Parties House holds the Registries and Registrars Stakeholder Groups, while the Non-Contracted Parties House holds the Commercial and Non-Commercial Stakeholder Groups. ICANN's Nominating Committee appoints three Council members, two of which are voting members assigned to each House. The third appointee is an advisor to the Council as a whole. The Council also includes formally appointed but non-voting Liaisons and Observers from other groups, such as the At-Large Community and the ccNSO, within ICANN. This elaborate system provides checks and balances so no single interest group can dominate the Council.

#### Structure of GNSO



The Generic Names Supporting Organization Council at ICANN's 44<sup>th</sup> Public Meeting in Prague.

#### How can I get involved in the GNSO?

GNSO-chartered Working Groups are formally chartered within the ICANN Structure to address policies and other issues facing the Internet community and its stakeholders. In general, anyone can join these groups and they are typically made up of volunteers with various interests and expertise. One of many tools used by Working Groups are mailing lists that are publicly archived. Community members can follow email lists for the latest dialogue and deliberation of policy topics and activity.

Monitor the ICANN.ORG home page for announcements about calls for volunteers to Working Groups, and when you see one you are interested in, send the GNSO Secretariat an email expressing your interest. You'll be asked to draft a Statement of Interest so that other group members can learn more about you. And they'll be asked to do the same. Working groups usually meet via weekly or bi-weekly conference calls, but each one establishes the best schedule for the group.

You may also apply for membership in one of the GNSO's Stakeholder Groups or Constituencies. Stakeholder Groups and Constituencies are groups of community participants united around a particular common interest or perspective, formally recognized by the ICANN Board. Each Stakeholder Group and Constituency has its own unique eligibility rules. Also, membership fees may be required to join a Stakeholder Group or Constituency. For more information about specific membership requirements and joining, visit the web sites listed below.

# **GNSO Stakeholder Groups and Constituencies**

Commercial Business Users Constituency	Non-commercial Users Constituency
http://www.bizconst.org/	<i>http://ncuc.org/</i>
Intellectual Property Constituency	Not-for-Profit Operational Concerns Constituency
http://www.ipconstituency.org/	http://www.npoc.org/home.html
Internet Service Providers Constituency	Registrar Stakeholder Group
http://www.ispcp.info/	http://www.icannregistrars.org/
Non-commercial Stakeholder Group	gTLD Registries Stakeholder Group
http://gnso.icann.org/en/non-commercial/	<i>http://www.gtldregistries.org/</i>

# ADVISORY COMMITTEES

ICANN has four Advisory Committees that serve as formal advisory bodies to the ICANN Board. They are made up of representatives from the Internet community to advise on a particular issue or policy area. ICANN Bylaws mandate four: At-Large Advisory Committee, DNS Root Server System Advisory Committee, Governmental Advisory Committee, and Security and Stability Advisory Committee.

#### **At-Large Advisory Committee**

#### What is the At-Large Advisory Committee?

The At-Large Advisory Committee (ALAC) is the primary organizational home for the voice and concerns of the individual Internet user in ICANN processes. Its role is to consider and provide advice on the activities of ICANN insofar as they relate to the interests of individual Internet users. This includes policies created through ICANN's Supporting Organizations, as well as the many other issues for which community input and advice is appropriate. The ALAC and At-Large Community selects one member of the ICANN Board of Directors.

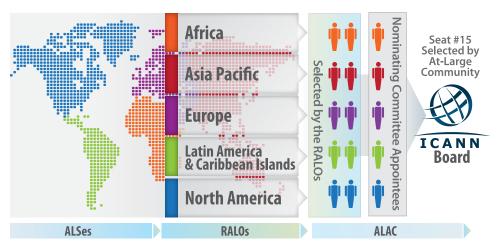
ALAC is a subset of the "At-Large Community" which has a ground-up, tiered structure. At the grassroots level are nearly 150 At-Large Structures (ALSes). These local organizations of At-Large members are located throughout the world. The ALSes are organized by region through five Regional At-Large Organizations, or RALOs. The RALOs are the main forum and coordination point for their part of the world.



Joining a constituency or a stakeholder group is the most common way to get involved in the GNSO.

#### Following are the five RALOs:

- African Regional At-Large Organization (AFRALO) http://www.atlarge.icann.org/afralo/
- Asia Pacific Regional At-Large Organization (APRALO) http://www.atlarge.icann.org/apralo/
- European At-Large Organization (EURALO) http://www.atlarge.icann.org/euralo/
- Latin American and Caribbean Islands Regional At-Large Organization (LACRALO) http://www.atlarge.icann.org/lacralo/
- North American Regional At-Large Organization (NARALO) http://www.atlarge.icann.org/naralo/



ICANN At-Large Organization Diagram

2012 marked the ten-year anniversary of the At-Large Advisory Committee in its current form. The ALAC was created to provide a way for active individual users of the Internet from around the world to participate in ICANN.



#### How are the members of ALAC chosen?

The 15-member ALAC consists of two members selected by each of the Regional At-Large Organizations for a total of ten directly appointed representatives, and five members selected by the Nominating Committee. The five members selected by the Nominating Committee shall include one citizen of a country within each of the five Geographic Regions.

#### How can I get involved with ALAC?

An individual Internet user typically joins At-Large by joining one of its local ALSes, and then through the ALS becomes involved in their RALO.

However, an individual Internet user may also be able to join a RALO directly. The RALOs are tasked with keeping the Internet user community in their region informed about ICANN's activities through public outreach and distribution of information and knowledge. Each RALO is autonomous, governed by its own organizing documents. While each RALO elects a chair and secretariat, and in some cases a vice president, they have their own requirements for the positions.

Since all At-Large meetings are open, individual members may participate in At-Large community meetings, or the conference calls of ALAC, RALOs, subcommittees and Working Groups.

#### How does ALAC get involved in ICANN's policy-making process?

In cases in which the ALAC has determined that an emerging ICANN policy is of significant importance to individual Internet users, it gets involved early in the policy development process, often enlisting At-Large members to directly participate in the Working Group developing the policy. ALAC may also submit a Public Comment describing its position.

There are Working Groups within the At-Large Community, as well as WGs that consist of members from different Supporting Organizations and Advisory Committees. The ALAC has established a number of standing WGs and subcommittees to work on ongoing or long-term issues. Learn more at *https://community.icann.org/display/atlarge/At-Large+Working+Groups*.

#### How can I find more information about ALAC and the At-Large Community?

The At-Large home page at *www.atlarge.icann.org* is the main starting point for news and reference documents about the At-Large Community. The At-Large community wiki page is also an excellent source of information on At-Large activities (see: *https://community.icann.org/display/atlarge/At-Large+Advisory+Committee+%28ALAC%29*).

#### **Governmental Advisory Committee**

#### What is the Governmental Advisory Committee?

The Governmental Advisory Committee is comprised of appointed representatives of national governments, multi-national governmental organizations and treaty organizations, and distinct economies.

#### How does the GAC participate in the ICANN policy-making process?

The GAC's key role is to provide advice to ICANN on issues of public policy, especially where there may be an interaction between ICANN's activities or policies and national laws or international agreements. ICANN duly takes into account the GAC's advice on public policy matters, both in the formulation and adoption of policies.

The GAC usually meets three times a year in conjunction with ICANN meetings, where it discusses issues with the ICANN Board and other ICANN Supporting Organizations, Advisory Committees and other groups.

#### How can I get involved with the GAC?

According to its operating principles, "national governments or distinct economies as recognized in international fora" may be GAC members.

Governments and others interested in joining the GAC as a member or observer can send a formal enquiry to the GAC Secretariat.



GAC meetings are typically attended by approximately 50 national governments, distinct economies, and global organizations such as the ITU, UNESCO, the World Intellectual Property Organization (WIPO), INTERPOL and regional organizations such as the OECD, Asia Pacific Forum, and Council of Europe.

# How is an individual chosen to participate in the GAC on behalf of a member or observer organization?

Each GAC member or observer may appoint one representative and one alternate to the GAC. Advisors may accompany the accredited representative. The accredited representative, alternate and advisors must hold a formal official position with the GAC member's public administration. GAC members elect a chair who serves as a non-voting liaison to the ICANN Board.

#### How does the GAC make decisions?

The GAC works on the basis of seeking consensus among its membership. Consistent with United Nations practice, consensus is understood to mean the practice of adopting decisions by general agreement in the absence of any formal objection. Where consensus is not possible, the Chair shall convey the full range of views expressed by members to the ICANN Board.

#### Where can I find more information about the GAC?

The GAC has a web site where it posts general information, meeting materials, presentations and various types of papers distributed at its meetings. In addition, at the end of every ICANN Public Meeting where the GAC meets, the GAC issues a formal communiqué that provides comment on the issues it discussed. Transcripts of open sessions are released a few weeks after the meetings.

#### **Root Server System Advisory Committee**

#### What is the Root Server System Advisory Committee?

The RSSAC is an advisory committee to the ICANN Board about the operation of the root name servers of the Domain Name System, including the operational requirements of root name servers, such as host hardware capacities, operating systems and name server software versions, network connectivity and physical environment.

#### How are members of the RSSAC chosen?

RSSAC members are representatives of organizations responsible for operating the world's thirteen root name servers and other organizations concerned with stable technical operation of the authoritative root server system.

#### How does RSSAC get involved in ICANN's policy-making process?

RSSAC responds to requests from ICANN's Board of Directors for advice on technical issues. They develop consensus-based advice on issues such as the deployment of internationalized domain names in the root zone.

#### How can I get involved in RSSAC?

The RSSAC typically holds its meetings during those of the Internet Engineering Task Force (IETF) rather than during ICANN meetings. These often occur a few weeks after an ICANN meeting in a different location.

#### Where can I find more information about RSSAC?

RSSAC advice and other information can be found at http://www.icann.org/en/groups/rssac.

#### **Security and Stability Advisory Committee**

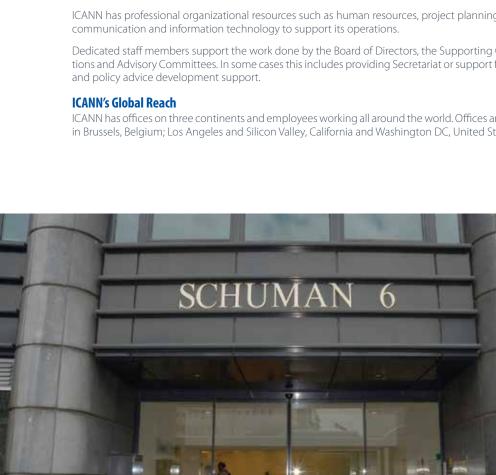
#### What is the Security and Stability Advisory Committee?

The SSAC is an advisory committee to the ICANN Board and community, comprised of technical experts from industry and academia as well as operators of Internet root servers, registrars and TLD registries. Its activities relate to the security and integrity of the Internet's naming and address allocation systems.

#### How are members of the SSAC chosen?

The ICANN Board appoints the chair and members of SSAC. The SSAC Membership Committee meets with potential candidates and reviews their experience, interest, and skills before making recommendations for membership to the SSAC. If the SSAC agrees to admit new members based on those recommendations it then requests Board appointments via the SSAC Liaison to the Board.





#### How does the SSAC get involved in ICANN's policy-making process?

The SSAC produces written advice, reports, and comments on a range of matters relating to the correct and reliable operation of the root name system, to address allocation and Internet number assignment, and to registry and registrar services. The SSAC also tracks and assesses threats and risks to the Internet naming and address allocation services.

#### How can I get involved in the SSAC?

Interested individuals are invited to contact the Director of SSAC Support, the Chair or any SSAC member about joining the SSAC. Candidates will be asked to submit a resume or curriculum vitae, a statement of interest and a description of the skills they would bring to the committee.

#### Where can I find more information about SSAC?

The SSAC web pages on ICANN.ORG include more information on operating procedures, members, and a list of Reports, Advisories and Comments at http://www.icann.org/en/groups/ssac.

#### **ICANN Staff**

#### What is the role of ICANN's staff?

ICANN staff is responsible for supporting policy development activities as well as executing and implementing policies developed by the ICANN community and adopted by the ICANN Board of Directors. Also among staff's responsibilities are IANA function provision, L-Root operations, security and contingency operations, business continuity planning, DNSSEC operations, contractual compliance, IDN Fast Track Program, and the New gTLD Program implementation.

ICANN has professional organizational resources such as human resources, project planning, finance,

Dedicated staff members support the work done by the Board of Directors, the Supporting Organizations and Advisory Committees. In some cases this includes providing Secretariat or support functions,

ICANN has offices on three continents and employees working all around the world. Offices are located in Brussels, Belgium; Los Angeles and Silicon Valley, California and Washington DC, United States.

> The Brussels (pictured left) and Los Angeles offices are two of four new ICANN facilities opened in the past two years to accommodate an increasing staff size and enhanced security and technology features. The offices in Silicon Valley and Washington D.C. opened in 2010.



#### **Ombudsman**

#### What is the Ombudsman?

The ICANN Ombudsman is an independent, impartial and neutral person contracted to ICANN, with jurisdiction over problems and complaints about decisions, actions or delay by ICANN and the supporting bodies, as described in this Guide. He is an advocate for fairness.

#### What the Ombudsman does

The Ombudsman investigates complaints and attempts to resolve them. Emphasizing mediation as a means for resolving issues, he will often convene a mediation between parties. You can learn more about what he does at his web page at *http://www.icann.org/en/help/ombudsman/contact*.

The Ombudsman's office door is always open for a discussion about any problem. Even if he does not have the power to investigate, he will often be able to find the appropriate place to seek help.

#### Powers of the Ombudsman

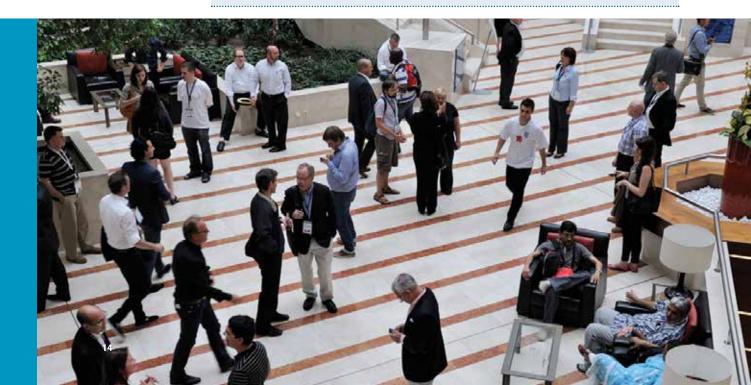
The Ombudsman does not have the power to make, change or set aside a policy, administrative or Board decision, act, or omission. The Ombudsman does have the power to investigate these events, and to use dispute resolution techniques like mediation to resolve them.

#### How do I contact the Ombudsman?

Drop by the Ombudsman Office during an ICANN public meeting to speak face-to-face, send an email to **ombudsman@icann.org** or fill out an online complaint form at **http://ombudsman.icann.org/ complaints/**.

# QUICK TIPS/ENGAGEMENT TOOLS

- Check the current discussion topics at Public Comments page and have your say at <a href="http://www.icann.org/en/news/public-comment">http://www.icann.org/en/news/public-comment</a>
- Check the community wikis and get involved *https://community.icann.org/dashboard.action*
- Read the Policy Update monthly newsletter *http://www.icann.org/en/resources/policy/update*
- Subscribe to Newsletters http://www.icann.org/en/news/newsletter/signup and newsfeeds http:// www.icann.org/en/news/rss
- Visit the ICANN meeting site for information on past or future meetings *http://meetings.icann.org/*



# WHAT YOU'LL FIND AT ICANN.ORG AND MYICANN.ORG

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#### Features:

- Most recent info up front: The latest Board activity and the most recent topics open for Public Comment now appear on the home page.
- Groups All visitors can now go directly from ICANN's home page to any Supporting Organization or Advisory Committee page.
- 9 Public Comment: Anyone can make a Public Comment about any active issue being considered by the community or the organization.
- 4 Multilingual content bar: Choose a language and immediately see a list of all materials available in that language, starting with the most recent.
- **6** Footer Acronym Helper: Type in an acronym and get the definition on demand.
- **(**) Inline Acronym Helper: Acronym definitions appear when you hover over underlined terms in HTML portions of the site.
- Planet ICANN: Read every RSS and Twitter feed from ICANN in one place.
- Community Wiki: Web pages created for specific purposes, like Working Groups, that allow all community members to edit content in an easy and collaborative way.





# **GLOSSARY/ACRONYM LIST**

A	
ADVISORY COMMITTEE	Formal advisory body to the ICANN Board, made up of representatives from the Internet community to advise on a particular issue or policy area. ICANN Bylaws mandate four: Governmental Advisory Commit- tee, Root Server System Advisory Committee, Security and Stability Advisory Committee and At-Large Advisory Committee.
AFRALO	African Regional At-Large Organization
	One of the five Regional At-Large Organizations that together form the At-Large Community within ICANN. It provides news, resources, and information for individuals and end-user groups in the African region.
	African Network Information Center
	A Regional Internet Registry and non-profit membership organization responsible for the administration and registration of Internet Protocol addresses in the Africa region.
ALAC	At-Large Advisory Committee
	Primary organizational home within ICANN for individual Internet users. ALAC's role is to consider and provide advice on the activities of ICANN, as they relate to the interests of individual Internet users.
ALS	At-Large Structure
	A self-supporting organization of individual Internet users in ICANN who share an interest in a particular region or issue. ALSes are located throughout the world and organized into five Regional At-Large Orga- nizations, one in each ICANN region.
AcC	Affirmation of Commitments
	A formal declaration of ICANN's independence, structure and purpose, signed by the U.S. Department of Commerce's National Telecommu- nications and Information Administration and ICANN in September 2009.
APNIC	Asia Pacific Network Information Centre
	One of five Regional Internet Registries (RIRs), and a non-profit mem- bership organization responsible for the administration and registra- tion of Internet Protocol addresses in the Asia Pacific region, including Japan, Korea, China, and Australia.
APPLICANT SUPPORT	A sub-program of ICANN's New gTLD Program, created to provide financial and non-financial support for potential New gTLD Applicants from developing economies.
APRALO	Asia Pacific Regional At-Large Organization
	One of five Regional At-Large Organizations that together form the At-Large Community within ICANN. It provides news, resources, and information for individuals and end-user groups in the Asia Pacific region.
ARIN	American Registry for Internet Numbers
	One of five Regional Internet Registries, and an organization estab- lished for the purpose of the administration and registration of Inter- net Protocol addresses in Canada, many Caribbean and North Atlantic islands and the United States.

A	
ASO	<b>Address Supporting Organization</b> An advisory body to the ICANN Board on policy issues relating to the operation, allocation and management of Internet Protocol addresses. The ASO function is performed by the Number Resource Organization, the members of which are the five Regional Internet Registries: AfriNIC, APNIC, ARIN, LACNIC, and RIPE.
ATRT	Accountability and Transparency Review Team A team of community representatives responsible for reviewing ICANN's accountability, transparency and pursuit of the interests of global Internet users.
AT-LARGE OR THE AT-LARGE COMMUNITY	The primary organizational home for the voice and concerns of the individual Internet users in ICANN processes.

в	
BCUC	Business and Commercial Users Constituency
	One of the constituencies of the Generic Names Supporting Organiza- tion and the voice of commercial and business users within ICANN processes.
BGC	Board Governance Committee
	A committee of the ICANN Board of Directors responsible for Board performance review and enhancement, oversight of compliance with Board Code of Conduct, administration of the Conflicts of Interest Policy, and other related matters.

C	
CCNSO	Country Code Names Supporting Organization
	A Supporting Organization responsible for developing and recom- mending to ICANN's Board global policies relating to country code top-level domains. It provides a forum for country code top-level domain managers to meet and discuss issues of concern from a global perspective.
CCTLD	Country Code Top-Level Domain
	A two-letter domain name extension corresponding to a country, ter- ritory or other geographic location, such as .uk (United Kingdom), .de (Germany) and .jp (Japan).
CONTRACTED PARTIES HOUSE	One of two major structures in ICANN's Generic Names Supporting Organization, comprised of gTLD registries and ICANN-accredited registrars that contract directly with ICANN.

D	
DNS	<b>Domain Name System</b> A system that allows Internet users to type in names, like <i>www.inter- nic.net</i> , and be directed to a machine-understandable unique Internet Protocol address like 207.151.159.3. Sometimes compared to a phone directory for the Internet.
DNSO	<b>Domain Name Supporting Organization</b> From 1999 to 2002, the ICANN Supporting Organization representing participants in the operation and use of the Domain Name System. Dissolved and replaced by the Generic Names Supporting Organiza- tion and the Country-Code Names Supporting Organization in 2003.
DNSSEC	Domain Name System Security Extensions DNSSEC introduces security at the infrastructure level through a hierarchy of cryptographic signatures attached to the DNS records. Users are assured that the source of the data is verifiably the stated source, and that the mapping of name to Internet Protocol (IP) address is accurate. DNSSEC-compliant name servers also provide denial of existence, that is, they tell a user that a name does not exist. There are two dominant strategies: (1) a process that zone operators can initiate for digitally signing their own zones by employing public-private key pairs and (2) a chain of trust between parent and child that enables the system eventually to become trustworthy.
DOMAIN NAME RESOLVERS	Computers throughout the world that respond to an Internet user's request to resolve a domain name - for example when the user types in a name like internic.net in order to find the corresponding Internet Protocol address (207.151.159.3).
DRP	<b>Dispute Resolution Procedure</b> A formal mechanism for solving disagreements or conflicts between parties.

E	
EURALO	European Regional At-Large Organization
	One of the five Regional At-Large Organizations that together form the At-Large Community within ICANN. It provides news, resources, and information for individuals and end-user groups in the European region.

F	
Fol	Framework of Interpretation Working Group
	A group of ICANN community members responsible for creating a clear guide for the delegation and redelegation of ccTLDs, in order to ensure consistent and predictable decision-making.

G	
GAC	Governmental Advisory Committee An advisory committee to the ICANN Board, comprising appointed representatives of national governments, multi-national governmental organizations and treaty organizations, and distinct economies.
GTLD	<b>Generic Top Level Domain</b> Internet domain name extensions of three letters or more, such as .COM, .NET and .ASIA.
GNSO	<b>Generic Names Supporting Organization</b> The main policy-making body within ICANN responsible for generic top-level domains. Its members include representatives from gTLD registries, ICANN-accredited registrars, intellectual property interests, Internet service providers, businesses and non-commercial interests.

н	
HSTLD	<b>High Security Top-Level Domain</b> A standard developed by ICANN's Security and Stability Advisory Com- mittee and made optional for new gTLD operators who want to be known as a secure, trustworthy domain.

IAB	Internet Architecture Board
	A committee of the Internet Society, responsible for oversight of the technical and engineering development of the Internet. It oversees a number of task forces including the Internet Engineering Task Force.
IANA	Internet Assigned Numbers Authority
	The authority originally responsible for the oversight of IP address allocation, the coordination of the assignment of protocol parameters provided for within Internet technical standards, and the management of the Domain Name System, including the delegation of top-level domains and oversight of the root name server system.
ICANN	Internet Corporation for Assigned Names and Numbers
	An internationally organized, non-profit corporation with responsibility for Internet Protocol address space allocation, protocol identifier as- signment, generic and country code top-level Domain Name System management, and root server system management functions.
IDNS	Internationalized Domain Names

1	
IETF	Internet Engineering Task Force An open international community of network designers, operators, vendors, and researchers concerned with the evolution of the Internet architecture and the smooth operation of the Internet.
INTA	International Trademark Association A not-for-profit membership association dedicated to the support and advancement of trademarks and related intellectual property as ele- ments of fair and effective commerce.
IP	Internet Protocol The standard procedures and formats that govern how computers communicate with each other over the Internet using unique ad- dresses.
IPC	<b>Intellectual Property Constituency</b> A constituency of the Generic Names Supporting Organization charged with the responsibility of advising the ICANN Board on policy issues relating to the management of the Domain Name System.
IPV4	Internet Protocol version 4 The original Internet Protocol, developed in the early 1980s. It had a capacity of just over four billion IP addresses, all of which have been fully allocated to Internet service providers and users. An IPv4 address looks like this: 192.0.2.53.
IPV6	Internet Protocol version 6 The next generation of Internet Protocol, with a 128-bit address space, which is 340 undecillion addresses. An IPv6 address looks like this: 2001:0db8::53. Where there are two colons side by side, all the seg- ments in between contain only zeros. So without the double colons, you would expand the example address to 2001:0db8:0000:0000:0000 :0000:0000:0053.
IRTP	<b>Inter-Registrar Transfer Policy</b> The IRTP is a GNSO consensus policy that was adopted in 2004 with the objective to provide registrants with a transparent and predictable way to transfer domain name registrations between registrars.
ISOC	<b>Internet Society</b> The open international organization for global cooperation and coordination for the Internet and its internetworking technologies and applications.
ISP	Internet Service Provider A company that provides access to the Internet to organizations and/ or individuals. Access services provided by ISPs may include web host- ing, email, VoIP (voice over IP), and support for many other applica- tions.
ISPCP	<b>Internet Service Providers Constituency</b> A constituency of the Generic Names Supporting Organization charged with the responsibility of advising the ICANN Board on policy issues relating to the management of the Domain Name System.

J	
JIG	Joint Country Code Names Supporting Organization and Generic Names Supporting Organization Internationalized Domain Names Working Group
	Group of ICANN community members from both the Country Code Names Supporting Organization and Generic Names Supporting Orga- nization to deal with issues related to the introduction of international- ized domain names as country-code top-level domains and generic top-level domains.

L	
LACNIC	Latin American and Caribbean Internet Addresses Registry One of five Regional Internet Registries, and the organization respon- sible for allocating and administrating Internet Protocol addresses
	and other related resources for the region of Latin America and the Caribbean.
LACRALO	Latin America/Caribbean Islands Regional At-Large Organization One of the five Regional At-Large Organizations that together form the At-Large Community within ICANN. It provides news, resources, and information for individuals and end-user groups in the Latin America/ Caribbean Islands region.

м	
MoU	Memorandum of Understanding
	A document describing a mutual agreement between parties.

N	
NARALO	<b>North American Regional At-Large Organization</b> One of the five Regional At-Large Organizations that together form the At-Large Community within ICANN. It provides news, resources, and information for individuals and end-user groups in the North American region.
NCSG	Non-commercial Stakeholders Group The home for civil society in ICANN's Generic Names Supporting Organization, created as one of four Stakeholder Groups in the GNSO and approved by the ICANN Board in 2008. Membership is open to non-commercial organizations and individuals involved in education, digital rights, community networking, public policy advocacy and many other areas.

N	
NCUC	<b>Non-commercial Users Constituency</b> A constituency within the GNSO's Non-commercial Stakeholders Group that represents the views of non-commercial individuals and non-profit organizations.
NOIF	<b>Notice of Intent to Form</b> A document to be completed and submitted to the ICANN Board of Directors by a prospective GNSO constituency, noting its intention to petition for formal constituency recognition.
NON- CONTRACTED PARTIES HOUSE	One of two major structures in ICANN's Generic Names Supporting Organization, comprised of commercial and non-commercial users that do not contract directly with ICANN.
NPOC	<b>Not-for-profit Operational Concerns Constituency</b> A constituency within the Generic Names Supporting Organization's Non-commercial Stakeholders Group that represents non-profit orga- nizations who have operational concerns related to service delivery.
ΝΤΙΑ	<b>National Telecommunications and Information Agency</b> An agency of the United States Department of Commerce that serves as the President's principal advisor on telecommunications and infor- mation policies. It maintains a contract with ICANN for the technical coordination of the Internet's domain name and addressing system.

0	
OMBUDSMAN	An independent, impartial and neutral officer of ICANN. It is an Alter- native Dispute Resolution office for the ICANN community who may wish to lodge a complaint about a staff or Board decision, action or inaction.

Р	
PDP	<b>Policy Development Process</b> A set of formal steps, as defined in the ICANN Bylaws, to guide the
	initiation, internal and external review, timing and approval of policies needed to coordinate the global Internet's system of unique identi- fiers.
PEDNR	Post-expiration Domain Name Recovery
	The registrar practices regarding domain name expiration, renewal, transfer, deletion and post-expiration recovery.
PHISHING	Fraudulent efforts to get information like usernames, passwords and credit card details by pretending to be a trustworthy entity in an email or instant message.

Р	
PPC	<b>Pay-per-click</b> An Internet advertising model, used by Google AdWords and Bing among others, to direct traffic to specific websites, where advertisers pay the publisher (typically a website owner) when the ad or link is clicked.

R					
RAA	<b>RAA – Registrar Accreditation Agreement</b> The contract between ICANN and its accredited registrars. It describes the obligations of both parties.				
RALO	<b>Regional At-Large Organization</b> The main forum and coordination point regionally for public input to ICANN. There are five RALOs (Africa, Asia Pacific, Europe, Latin America/ Caribbean Islands and North America). Each RALO is autonomous, governed by its own organizing documents including a memorandum of understanding.				
RAP WG	<b>Registration Abuse Policies Working Group</b> A group of ICANN community members tasked with investigating opportunities for abuse within existing provisions in registry-registrar agreements. The WG produced a Final Report with recommendations on how to prevent potential abuses such as cybersquatting, front- running, fake renewal notices and more.				
RGP	<b>Redemption Grace Period</b> A 30-day period offered by ICANN-accredited registrars for registrants to restore a domain name that has expired or been deleted.				
REGISTRAR	An organization that verifies availability and reserves domain names on behalf of a registrant. Domain names ending with .aero, .biz, .com, .coop, .info, .museum, .name, .net, .org, and .pro can be registered through many different companies (known as "registrars") that com- pete with one another. A listing of these companies appears in the Accredited Registrar Directory.				
REGISTRY	The authoritative, master database of all domain names registered in each top-level domain. The registry operator keeps the master database and also generates the "zone file" which allows computers to route Internet traffic to and from top-level domains anywhere in the world. Internet users don't interact directly with the registry operator; users can register names in TLDs including .biz, .com, .info, .net, .name, .org by using an ICANN-Accredited Registrar.				
RIR	<b>Regional Internet Registry</b> These non-profit organizations are responsible for distributing IP addresses on a regional level to Internet service providers and local registries. There are currently five RIRs: AfriNIC, APNIC, ARIN, LACNIC and RIPE NCC.				

R				
RFC	Request for Comment			
	A memo published by the Internet Engineering Task Force describing innovations, research, behaviors or methods pertaining to how the In- ternet or Internet-connected systems work. Some concepts published as RFCs become Internet standards.			
RIPE AND RIPE NCC - RÉSEAUX IP EUROPÉENS An open and voluntary organization of European Internet servic providers. The RIPE NCC acts as the Regional Internet Registry fo Europe and surrounding areas, performs coordination activities organizations participating in RIPE, and allocates blocks of IP add space to its Local Internet Registries, which then assign the addr to end-users.				
ROOT SERVERS	Servers containing the IP addresses of all the TLD registries - both the global registries such as .com, .org, etc. and country-specific registries such as .fr (France), .cn (China), etc.			
RSSAC	Root Server System Advisory Committee			
	An advisory committee to the ICANN Board about the operation of the root name servers of the Domain Name System.			
RySG	Registries Stakeholder Group			
	A stakeholder group, representing the interests of registries currently under contract with ICANN, in the Generic Names Supporting Organi- zation.			

S	
SIC	Structural Improvement Committee
510	A committee of the ICANN Board of Directors responsible for review and oversight of policies relating to ICANN's ongoing organizational review process.
SSAC	Security and Stability Advisory Committee
SSAL	An advisory committee to the ICANN Board, composed of volunteer members who are recognized experts in the domain name, address- ing, and/or security areas. All members provide independent advice and are expected to call attention to circumstances when the com- ments they offer are not their own.
50	Supporting Organizations
50	Three specialized advisory bodies that advise the ICANN Board of Di- rectors on issues relating to domain names (Generic Names Support- ing Organization and Country-Code Names Supporting Organization) and IP addresses (Address Supporting Organization).

т	
TAS	<b>TLD Application System</b> ICANN's official online system for receiving and managing new gTLD applications.
TCP/IP	<b>Transmission Control Protocol/Internet Protocol</b> A term used to refer to a suite of standard procedures and formats, sometimes called the Internet Protocol suite, which governs how computers communicate with each other over a network.

т	
TLD	<b>Top-level Domain</b> The names at the highest level of the Domain Name System hierarchy. For example, in the domain name <i>www.example.com</i> , the top-level domain is .com. There are different kinds of top-level domains, such as country code top-level domains (ccTLDs) like .de for Germany, and generic top-level domains (gTLDs) like .com or .org.

U			
UDRP Uniform Dispute Resolution Policy A set of agreed-upon policies and procedures that define how resolve domain name registration disputes, such as abu registrations that harm existing brands or trademarks, with ICANN-accredited registrars.			
URL	<b>Uniform Resource Locator</b> The unique address or file path that points to the location of a file on the Internet. Every web site has a unique URL that can be entered into a browser to access and view it.		
URS	<b>Uniform Rapid Suspension</b> A means for trademark owners to request a quick decision from a reg- istry to take down an infringing web site. The procedure only allows for suspension of the web site; it does not enable transfer of the infringing web site to the complainant.		

w					
W3C World Wide Web Consortium An international industry consortium that develops common protocols to promote the evolution of the World Wide Web and e its interoperability.					
WIPO World Intellectual Property Organization An intergovernmental organization responsible for the pro- of the protection of intellectual rights throughout the wor one of the 16 specialized agencies of the United Nations sp organizations.					
WHOIS	WHOIS (pronounced "who is"; not an acronym) An Internet Protocol that is used to query databases to obtain information about the registration of a domain name or IP address. ICANN's gTLD agree- ments require registries and registrars to offer an interactive web page and a port 43 WHOIS service providing free public access to data on registered names. Data includes the domain registration creation and expiration dates, name servers, and contact information for the regis- trant and designated administrative and technical contacts.				
WG	Working Group A team of ICANN volunteers working on a specific topic or policy.				

# ONE WORLD. ONE INTERNET.

#### **About ICANN**

ICANN's mission is to ensure a stable and unified global Internet.

To reach another person on the Internet you have to type an address into your computer—a name or a number. That address has to be unique so computers know where to find each other. ICANN coordinates these unique identifiers across the world. Without that coordination we wouldn't have one global Internet.

ICANN was formed in 1998. It is a not-for-profit public-benefit corporation with participants from around the world dedicated to keeping the Internet secure, stable and interoperable. It promotes competition and develops policy on the Internet's unique identifiers.

ICANN doesn't control content on the Internet. It cannot stop spam and it doesn't deal with access to the Internet. But through its coordination role of the Internet's naming system, it does have an important impact on the expansion and evolution of the Internet. For more information please visit *www.icann.org.* 

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