1 Pre-Planning
Targeted timeframe: 2 months

- Appoints a project lead
  - Project lead coordinates with departments and SO/AC leadership
    - Skills
    - Timing
    - Potential Topics

2 Initialization & Selection
Targeted timeframe: 6 months

- ICANN Board passes resolution to initiate review & directs community to establish a Review Team (RT) (with support from MSSI)

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

**Legend**

- **ICANN organization**
- **Supporting Organizations and Advisory Committees**
- **ICANN Board**
- **ICANN community**
- **Review Team**
- **Organizational Effectiveness Committee**

**Glossary**

- **AC** - Advisory Committee
- **MSSI** - Multistakeholder Strategy and Strategic Initiatives
- **RFP** - Request for Proposal
- **SO** - Supporting Organization
Specific Review Process

2 Initialization & Selection cont’d

- Community submits applications
- **COMUNIT** Application
- **SO/AC** Evaluates applications and selects RT
- **ORGANIZATION** Announces selection of RT
- **RT** Selects one Director or Liaison as a team member
- **BOARD** Receives reports
- **EACH SO/AC** Nominates candidates from pool of applicants by internal processes
- **SO/AC LEADERS** Appoints candidates, taking into consideration diversity and skills
- **RT** Review Team is formed

**Review Team Selection Process**

- **ORGANIZATION** Compile & categorize
- **EACH SO/AC** Nominates candidates from pool of applicants by internal processes
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3 Planning

- Targeted timeframe: 4 months
- **ORGANIZATION** Announces selection of RT
- **RT** Plans approach to review
- **Terms of Reference**
- **Work Plan**
- **ICANN Bylaws**
- **RT** Deliver approved terms of reference and work plan

**Potential Risk Points**
- If selected RT is not qualified or sufficiently diverse and representative of the ICANN community.
- Review begins with wrong scope or scope is unclear, leading to possibility of duplicative or conflicting work.

**Specific Review Process**

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**ICANN Bylaws**

**Terms of Reference**

**Work Plan**

**Review Team Selection Process**

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4 Conducting the Review

Targeted timeframe¹: 12 months

**Potential Risk Points:**
- If qualified Review Team not convened or Review takes longer than expected
- RT requests for resources exceed budget for available resources

**Collects & analyzes data**
- ORGANIZATION

**Consultation**
- COMMUNITY

**Determines if 3rd party expertise is needed**
- RT

**Provides input into scope, selection, criteria, milestones, and timeline**
- RT

**Creates RFP and secures external resource**
- ORGANIZATION

**Monitors status through periodic updates**
- SO/AC LEADERS

**Publishes Quarterly Fact Sheets and Provides progress reports for OEC and SO/AC Leaders**
- ORGANIZATION

**OEC**

**Progress Report**
4 Conducting the Review cont’d

Formulate findings based on research, observations, & input (Subprocess for confidential disclosure framework under development)

Consults with ICANN organization Subject Matter Experts (SMEs) regarding initial findings (Feasibility, validity, potential conflict with existing policies or recommendations)

Formulate findings based on community & SMEs inputs, issues, briefings, etc.

Checks against terms of reference

Drafts Report

Potential Risk Point: If report contains confidential information

Fact Sheet
Progress Report

 Terms of Reference

Fact Sheet
Progress Report
Supplemental Comment Periods

Optional, based on feedback

Potential Risk Point:
Report includes items that don’t take into account input received

First Comment Period

ORGANIZATION

Manages Public Comment process and summarizes inputs and coordinates consultation with community

PUBLIC COMMENT

Public Comment Report

Reviews Public Comment Report & feedback from SMEs and modifies report

RT

Revised RT Report

Reviews reports and provides feedback including feasibility assessments

BOARD

ORGANIZATION

Finalizes RT report and prioritizes recommendations

Final RT Report

Review Team disbands but identifies 1-2 RT members to remain available for clarification through to implementation

RT Member

Fact Sheet

Progress Report

4 Conducting the Review cont’d

Specific Review Process
5 Board Consideration
Targeted timeframe: 6 months

Final Comment Period

Board APPROVES the recommendation(s) and directs ICANN organization to implement

Board REJECTS the recommendation(s) and provides rationale

Potential Risk Point: Community is dissatisfied with Board Rejection

Acknowledges receipt of Final RT Report and directs ICANN organization to post for Final Public Comment

Manages Public Comment process

Reviews all reports


Provide clarifications and input to Action Plan

Produces Action Plan

Action Plan

Action Plan

Public Comment Report

Public Comment Report

Final RT Report

Final RT Report

RT Member

ORGANIZATION

ORGANIZATION

BOARD

BOARD

PUBLIC COMMENT

PUBLIC COMMENT

COMMUNITY

COMMUNITY

Final Comment Period

Specific Review Process

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Specific Review Process

6 Implementation
Targeted timeframe: 18 months

- Implementation
- Targeted timeframe: 18 months

- Ongoing
- Targeted timeframe: 12 months

**COMMUNITY**
Potential Risk Point:
At impasse resolution, can't resolve issues

Begin Implementation of recommendations
Assesses implementation progress quarterly and reports out on implementation status quarterly and annually

**ORGANIZATION**
Determines detailed implementation timeline, budget, & resources and drafts Implementation Plan

Resources? Budget? Timeline?

Implementation Reports
Quarterly, Quarterly, Quarterly, Annually

**BOARD**
**ORGANIZATION**
**COMMUNITY**

Incremental issues identified with implementation?
ICANN executives and Board assess next course of action

Continuous maintenance

**BOARD**
**ORGANIZATION**

Pursuant to Section 4.5 of Bylaws.

- Monitoring
- Maintaining
- Measuring

Standard operating procedures

- Monitor
- Maintain
- Measure

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