Pre-Planning
Targeted timeframe: 2 months

Initialization & Selection
Targeted timeframe: 6 months

1. All targeted timeframes based on Bylaw-mandated 5-year cycle
2. Begins 5-year countdown until next review must begin

Legend

Glossary

ICANN organization
SO/AC
BOAARD
COMMUNITY
RT
OEC
AC - Advisory Committee
MSSI - Multistakeholder Strategy and Strategic Initiatives
RFP - Request for Proposal
SO - Supporting Organization

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### 2 Initialization & Selection cont’d

#### Board
- Selects one Director or Liaison as a team member
- Receives reports

#### Organization
- Announces selection of RT
- Communication projects budget envelope to RT (derived from Budget Process)
- Coordinates statements, declarations of interest, and non-disclosures

#### SO/AC
- Evaluates applications and selects RT

### 3 Planning
Targeted timeframe: 4 months

#### Organization
- Plans approach to review
- Delivers approved terms of reference and work plan
- Terms of Reference
- Work Plan

#### Review Team Selection Process
- Compile & categorize
- Nominates candidates from pool of applicants by internal processes
- Appoints candidates, taking into consideration diversity and skills
- Review Team is formed

#### 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

#### ICANN Bylaws

#### Project Plan?
- Team Structure?
- Finalized Topics?
- Timeline?
- Budget Owner?

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4 Conducting the Review
Targeted timeframe*: 12 months

Potential Risk Point:
If qualified Review Team not convened or
Review takes longer than expected

Potential Risk Point:
RT requests for resources exceed
budget for available resources

RT
Collects & analyzes data

Consultation

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

ORGANIZATION
Coordinates collection and analysis of data

COMMUNITY

Determines if 3rd party expertise is needed

Yes, 3rd party expertise is needed

No, 3rd party expertise is not needed

RT

ORGANIZATION

Creatates RFP and secures external resource

ORGANIZATION

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

OEC

SO/AC LEADERS

Monitors status through periodic updates

Fact Sheet
Progress Report

COMMUNITY

*Timeline based on an initial assessment.
### Conducting the Review cont’d

**Potential Risk Point:** If report contains confidential information.

1. **Formulate findings based on research, observations, & input**
   - (Subprocess for confidential disclosure framework under development)
   - ORGANIZATION
   - Consults with ICANN organization Subject Matter Experts (SMEs) regarding initial findings (Feasibility, validity, potential conflict with existing policies or recommendations)

2. **Formulate findings based on community & SMEs inputs, issues, briefings, etc.**
   - RT

3. **Checks against terms of reference**
   - RT

4. **Drafts Report**
   - RT

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**Specific Review Process**

- **Fact Sheet**
- **Progress Report**
- **Draft RT Report**

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*Terms of Reference*

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Conducting the Review cont’d

**First Comment Period**

- **Public Comment Report**
  - Managed by Organization
  - Summarizes inputs and coordinates consultation with community

- **Review Team (RT)**
  - Reviews Public Comment Report & feedback from SMEs and modifies report

- **Supplemental Comment Periods**
  - Optional, based on feedback
  - Reviews reports and provides feedback including feasibility assessments

- **Finalized RT Report**
  - Finalizes RT report and prioritizes recommendations

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

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

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Specific Review Process

5 Board Consideration
Targeted timeframe: 6 months

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.
Specific Review Process

6 Implementation
Targeted timeframe: 18 months

- Implementation Plan
  - Resources?
  - Budget?
  - Timeline?

Organization
- Determines detailed implementation timeline, budget, & resources and drafts Implementation Plan

Begin Implementation of recommendations

Assesses implementation progress quarterly and reports out on implementation status quarterly and annually

Incremental issues identified with implementation?

ICANN executives and Board assess next course of action

Potential Risk Point: At impasse resolution, can’t resolve issues

7 Ongoing
Targeted timeframe: 12 months

- Implementation Reports
  - Quarterly
  - Quarterly
  - Quarterly
  - Annually

Board
- Standard operating procedures
  - Monitor
  - Maintain
  - Measure

Community
- Continuous maintenance

RT Member

3 Pursuant to Section 4.5 of Bylaws.