Preliminary review IDN ccTLD recommended policy
Draft TERMS OF REFERENCE
Version 2.0

1. Context

The ccNSO submitted the IDN country code policy development process (IDN ccPDP) Board Report in September 2013 to the ICANN Board of Directors to convey:

- the ccNSO Recommendation to resolve policy issues pertaining to the selection of IDN country code Top Level Domains strings (IDN ccTLD strings),and
- the Recommendation regarding the inclusion of IDN ccTLD managers in the ccNSO.

The ccNSO members adopted the ccNSO Council Recommendation by electronic vote on 13 August 2013.

The recommended policy contains two parts:

- Proposals (at a high level) for the criteria and requirements for the IDN ccTLD string selection and activities, roles, and responsibilities of the actors involved in the string selection and string evaluation processes and procedures.
- Proposals to enable the inclusion of IDN ccTLD in the ccNSO.

By mutual understanding, the ccNSO Council and the ICANN Board allowed the Fast Track Process to evolve to test and gain experience with the policy aspects pertaining to the introduction of IDN ccTLDs under the Fast Track Process to further inform the overall policy, specifically with results of the different reviews of the Fast Track process[1]. The latest step was the inclusion of an evaluation of measures to mitigate risks pertaining to confusing similarity of IDN ccTLD strings by an independent panel. In the near future the Fast Track Process would need to be updated to include the outcome of the community discussions pertaining to the management of variant TLD's, in particular the delineation of technical, policy and operational aspects.

The ccNSO has requested the Board to agree to stop further evolution of the Fast Track Process and agree that all efforts pertaining to IDN ccTLDs should be focused on a review and - when considered necessary - adjustment of the 2013 IDN ccTLD policy recommendations,

- to limit further divergence between the overall policy, the Fast Track Process and other relevant policy initiatives, and
- to provide a solid policy foundation for the IDN ccTLD string selection process and

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[1] See: https://www.icann.org/en/system/files/files/idn-cctld-implementation-plan-28mar19-en.pdf, general introduction page 4.

to enable the inclusion of IDN ccTLD managers in the ccNSO.

2. Scope and Goals of the Preliminary Review

The intent of the preliminary review of the ccNSO Recommendation to resolve policy issues pertaining to the selection of IDN country code Top Level Domains strings (IDN ccTLD strings) and the inclusion of IDN ccTLD managers in the ccNSO is to identify issues and advise Council on:

- Whether additional work needs to be done on the proposed Bylaw changes included in the ccNSO Recommendation to resolve policy issues pertaining to the selection of IDN country code Top Level Domains strings (IDN ccTLD strings) and the inclusion of IDN ccTLD managers in the ccNSO, and way forward to include IDN ccTLD managers in the ccNSO, based on the 2013 Policy recommendations as soon as possible.
- Scope delineation and mechanism proposalsto review and - when considered necessary - update the 2013 Policy Recommendations, taking into account evolution of the Fast track Process, and other areas pertaining to the introduction and following introduction of IDN ccTLDs strings which require a recommended policy, for example variant management and retirement of IDN ccTLDs. The mechanisms could consist of an adviceto re-launch the PDP or to start a new PDP on the selection of IDN ccTLD strings, taking into account the work done to date.
- possiblemechanisms to cooperate and/or coordinate efforts to harmonize the development processes, procedures and/or criteria pertaining to the selection of (IDN cc)TLD strings

3. Out of Scope of the review

The Review Team should not to propose solutions to the issues they have identified, nor propose updates or substantial changes to either the Fast Track Process, the ccNSO Recommendation to resolve policy issues pertaining to the selection of IDN country code Top Level Domains strings (IDN ccTLD strings) and the inclusion of IDN ccTLD managers in the ccNSO, or other policy or policy related documentation.

If, in the process of the review, the Review Team becomes aware of issues that are out of scope of the Preliminary Review but considered relevant for the future work in this or other areas pertaining to IDN ccTLDs, it will inform the ccNSO accordingly.

4. Preliminary Review Team (PRT)

4. 2. Membership of PRT

4.2.1 Members and other participants of the PRT

Membership of the PRT is open to representatives of (IDN) ccTLDs, participants from other stakeholder groups, observers and experts. There is no requirement for a ccTLD to be a member of the ccNSO. The PRT should have at least 5 members, who are representatives from (IDN) ccTLD managers. The members will be appointed by the ccNSO Council.

Members, participants, and experts commit to participate actively and regularly in the work and are expected to have at least a basic understanding of the reference material.

The names and affiliation of the WG members and other participants will be published on a dedicated page on the ccNSO website. The membership of the PRT will be subscribed to a mailing list, which will be archived after closure.

At any time WG members, participants, observers and experts may resign from the PRT, by informing the Chair of the PRT, who will then inform the ccNSO Council.

4.2.2 Participants and experts

In addition, the PRT is open to participants, who shall not be considered members of the PRT. Participants are entitled to participate on equal footing with members, unless the Terms of Reference state otherwise. The ccNSO Council will request the following groups to appoint at least one participant in accordance with their own rules and procedures:
- Each of the Regional Organisations as defined in Section 10.5 of the ICANN Bylaws;
- GAC
- GNSO
- SSAC

Experts to the WG

The Chair of the PRT may also invite and appoint experts as advisors. Experts shall not be considered members of the WG but are entitled to participate on an equal footing. The Chair will reach out to and invite representatives from the following entities:

- ICANN Organisation and PTI

4.2.3 Staff Support

ICANN will be requested to provide adequate staff support to the WG

4.2.4 Chair

The WG members shall nominate a chair and alternate chair from the members of the Working Group, who will be appointed by the ccNSO Council.
The chair should be a member of the Working Group.

The Chair will manage the ongoing activities of the PRT and ensure an appropriate working environment by:

- Promptly sharing relevant information with the entire group.
- Planning the work of the PRT to meet the goals of the PRT in a timely manner and leading the WG through its discussions.

- Regularly assessing and reporting on the progress of the PRT to the Council and broader community.
- Keeping track of participation. Where a member does not regularly participate, the Chair will reach out to the member to engage that person. If, after a conversation that member does not regularly participates, the Chair will advise the Council, so that further steps can be taken to resolve the situation.

The Chair is the representative of the PRT. If the Chair of a WG is not a member of the ccNSO Council, the ccNSO Council will appoint a ccNSO Council liaison, to act as an intermediary between the PRT and the ccNSO Council, or invite the chair to Council meetings to regularly inform the Council on progress made, take questions and participate in any deliberations related to the PRT.

The chair will regularly inform the broader community on progress and seek (informal) feed-back from the community.

5. Operations of the WG

5.1 Working Method

The first work item of the PRT is to develop and agree on its working methods that will guide how the WG intends to conduct its business. These working methods will be made publicly available and be guided by the following principles:

- The meetings will rotate from a timing perspective to share the burden as the membership may be distributed over different time zones.
- No firm decisions are taken during any single meeting without the substance of those decisions having been discussed and open for review / consideration by those that may not have been present during a first meeting.
- Efforts should be made to ensure that non-native English speakers can participate on an equal basis in the discussions
- The PRT will consider whether public comments and other input is appropriate, and at its reasonable discretion. The PRT is not obliged to include such comments or other input, including comments submitted by or input from any one individual or organisation.
- The Secretariat will set up conference calls, maintain mailing lists, etc. at the direction of the Chair of the WG.

5.2 Proposed Review Process

To achieve its goal the PRT is expected to:

1. Conduct a review of the relevant documentation referenced in Section 6 of these Terms of Reference.
2. Prepare a consultation document seeking wider community input
3. Conduct a public session at ICANN65 (June 2019) that is intended to inform the community on progress and provide an opportunity to give feed-back and input to the process.

4. Produce an Advice to the ccNSO Council, which includes its findings and proposed mechanisms and next steps.

6 . Reference Material

- The ccNSO Recommendation to resolve policy issues pertaining to the selection of IDN country code Top Level Domains strings (IDN ccTLD strings) and the inclusion of IDN ccTLD managers in the ccNSO (https://ccnso.icann.org/en/announcements/announcement-26sep13-en.htm)

- IDN Fast Track Implementation Plan and related Guidelines (https://www.icann.org/resources/pages/fast-track-2012-02-25-en)

- ccNSO Council Statements, Letters and related material:

  - https://ccnso.icann.org/en/about/sataki-et-al-to-namazi-28feb19-en.pdf
  - https://ccnso.icann.org/en/about/council-statement-new-gtld-subsequent-procedures-initial-26sep18-en.pdf

- Relevant ICANN Board Resolutions and related material:

  - Recommendations for Managing the IDN variant TLDs (https://www.icann.org/resources/board-material/resolutions-2019-03-14-en#2.a)