

Proposed Updates to Operating Standards for Specific Reviews



Revised Sections

1. Nomination of Review Team Candidates
2. Selection of Review Team Members
3. Scope Setting
4. Review Team's Reporting Requirements
5. Monitoring Review Progress
6. Dispute Resolution
7. Roles & Responsibilities

Nomination of Review Team Candidates

Nomination of Review Team Candidates

What is Proposed:

- Non-binding analysis of skills and diversity of applicants to be shared with nominating SO/ACs, as is already the practice.
- Each SO/AC, following its own internal processes, nominates up to seven candidates for each Review Team. Each SO/AC is encouraged to document its internal processes and exercise suitable transparency.
- SO/ACs shall take into consideration candidates' skillset, diversity, and any potential conflicts of interest. SO/ACs are encouraged to seek input on skills and possible conflicts of interest from their peers, the wider community, and ICANN organization.
- SO/ACs are not limited to selecting candidates that requested their nomination; may nominate any of the candidates.
- SO/ACs are encouraged to complete selection within 10 weeks of the closing of the call for volunteers; if a SO/AC requires more time they shall inform their fellow SO/ACs by what time they anticipate completing the selection process.

Selection of Review Team Members

Selection of Review Team Members

What is Proposed:

- Non-binding analysis of skills and diversity of set of nominees to be shared with the SO/AC chairs for their information, and also communicated with the Board via the OEC.
- As part of its oversight function, the Board, via the OEC, will inform the SO/AC chairs of any concerns it has with regard to diversity or skill set of the nominees meeting the requirements detailed in the Bylaws.
- SO/AC chairs are encouraged (but not required) to select the Review Team within three weeks after receiving the nominee list and ICANN organization's non-binding skill and diversity analysis.
- The SO/AC chairs may confer with their respective SO/ACs to nominate different candidates if the pool of nominees is insufficiently diverse or skilled.
- If the SO/AC chairs find that the pool of candidates does not reflect a sufficiently diverse and skilled Review Team, they may agree to reopen the call for volunteers.
- SO/AC chairs cannot reserve Review Team seats for selection later.
- If the Review Team determines that it does not have sufficient skills or diversity, they can address this with the SO/ACs in whatever form the Review Team deems appropriate.

Scope Setting

Scope Setting

Definitions:

- **Scope of work** - specifies the topics the Review Team will address, within the bounds of ICANN Bylaws.
- **Terms of Reference** - demonstrate at a high level how the objective of the review will be accomplished within the available time and with specified resources. It should provide a clear articulation of the work to be done and a basis for how the success of the project will be measured.
- **Work Plan** - details the specific tasks to be performed to effectively complete the scope of work of the review, with clear deadlines, milestones and task owners.

What is Proposed:

- Review Team sets its own scope within suggested 8-week timeframe (not mandated). Scope of work is included in a dedicated section of the Terms of Reference and elaborated in more detail in the Work Plan.
- Once Review Team adopts its scope of work and work plan, it will seek input from SO/AC leadership and ICANN Board.
- Review Team is encouraged (but not required) to take input from community and Board into account and update scope, unless the Board finds the scope violates the Bylaws.
- The Board has the responsibility to assure the scope does not violate Bylaws, if the Board finds a potential violation, the Review Team is required to adapt the scope.

Review Team's Reporting Requirements

Review Team's Reporting Requirements

What is Proposed:

- The Review Team is strongly encouraged to update the community consistently and transparently using a variety of mechanisms.
- It is useful for the Review Team to define in its Terms of Reference, a procedure by which it will ensure progress is being relayed to the ICANN community and the ICANN Board in a timely and appropriate fashion.
- The Review Team is also encouraged to develop and adhere to an outreach plan, based on any commitments made in the Terms of Reference. ICANN organization will provide a template for the outreach plan to the Review Team.
- Review Team leadership should provide these updates throughout the review; if requested, ICANN organization may support these outreach efforts.
- As is already its practice, ICANN organization will continue to develop Fact Sheets to support reporting no less frequently than every quarter. Fact Sheets shall detail, at a minimum, relevant metrics on the review, including attendance records of Review Team members, progression of work, and budget updates.

Monitoring Review Progress

Monitoring Review Progress

What is Proposed:

- Review Team conducts its work autonomously within its mission, defined scope and budget, in accordance with the provisions of the Bylaws and Operating Standards.
- Review Team members are empowered to formulate recommendations based on its evaluation of facts.
- The Review Team is accountable to the global ICANN community in performing its duties effectively, by adhering to the Terms of Reference and Operating Standards and utilizing volunteer time and ICANN resources appropriately.
- SO/ACs and the Board via, the OEC, to monitor:
 - Timely and effective completion of milestones;
 - Effective use of volunteers' time;
 - Members' participation and contributions levels;
 - Scope of the review to avoid duplication of other community initiatives and to help ensure the review results in useful recommendations.

Dispute Resolution

Dispute Resolution 1/2

What is Proposed:

- Conflicts or disputes between Review Team members (i.e. interpersonal disputes) shall be addressed in line with conflict resolution and escalation paths used in other community working groups, such as detailed in the [GNSO Operating Procedures](#). The Review Team may decide to use other guidelines or procedures that have precedent within the ICANN community.
- Concerns about scope of work, methodology, community outreach and other similar elements unique to Specific Reviews should be communicated directly to the Review Team via the Review Team leadership.
- The Review Team and the party that raised the concern should attempt to resolve the concern directly through discussions. Every effort should be made for an expedient and productive resolution, without undue disruptions to the work of the review.

Dispute Resolution 2/2

What is Proposed (continued):

- Subject to privacy concerns, all conflict-related conversations should be in conformity with ICANN's transparency and accountability requirements.

- Suggested approach to resolving conflicts/issues if direct interaction of the concerned parties does not lead to a productive outcome:
 1. The concerned parties may bring the issue to the SO/AC chairs.
 2. SO/AC chairs, or a forum of their choice, shall discuss the issue and provide appropriate resolution.
 3. If SO/AC chairs cannot agree on a solution, they would suggest an alternative means to arrive at a timely resolution - via facilitation, public consultation or some other means as determined by the SO/AC chairs, to overcome the impasse. Such alternative means may require the Review Team to pause its work, but such disruptions should be used only as a means of last resort.
 4. If the Board identifies an issue with a review that poses a significant risk to meeting Bylaws obligations or signifies a misuse of financial resources, the Board will initiate consultation with the SOs/ACs, up to and including issuing a pause on review activities.

- Once a dispute is resolved, consideration will be given to determine whether the current dispute resolution process should be modified.

Roles and Responsibilities

Roles & Responsibilities 1/3

What is Proposed (highlights):

□ **Review Team**

- Actively participate in Review Team meetings and engage on email lists
- Actively engage with relevant stakeholder groups with the ICANN community
- Undertake desk research as required in accordance with scope of work, and participate in drafting as required

□ **Review Team Leadership**

- Drive toward delivery of key milestones, maintaining standards of focus on the aims of the Review Team as established in Terms of Reference
 - Determine and identify the level of consensus
 - Manage the Review Team's budget and work with ICANN organization to maintain accountability and transparency.
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Roles & Responsibilities 2/3

What is Proposed (highlights continued):

□ **SO/ACs**

- Nominate up to seven candidates for the Review Team, taking into consideration the skillset and diversity of the applicants, as well as the potential for an applicant to have a conflict of interest in any specific matter or issue likely to be in the review.
- Review the Review Team's adopted scope and share any concerns with the Review Team.
- Monitor the Review Team's progress and provide input when appropriate.

□ **SO/AC chairs**

- Select a group of up to 21 Review Team members, balanced for diversity and skill, from the prospective members nominated.
- Provide advice towards conflict resolution.

Roles & Responsibilities 3/3

What is Proposed (highlights continued):

- **ICANN Board**

- Perform requirements as outlined in the Bylaws
- Oversee the conduct of the review via the OEC
- Participate in reviews through its Board-appointed Review Team member who represents Board positions

- **ICANN Organization**

- Provide project management and administrative support to Review Team
- Provide guidance to Review Team on best practices and useful resources
- Project manage the implementation of Board-approved recommendations



Thank You and Questions