At-Large Review Implementation

Preparation for the 6-month Interim Report

To the Operational Effectiveness Committee (OEC)

Maureen Hilyard
ALAC Chair

At-Large Review Implementation Issues

- **Issue 1** - Quality vs Quantity of ALAC Advice - Jonathan Zuck & Evin Erdoğdu.

- **Issue 2** – Member Engagement and Criteria - Alan Greenberg & Maureen Hilyard

- **Issue 3** - Staff support for policy advice - Heidi Ullrich

- **Issue 4** - ALAC and the At-Large Leadership - Maureen Hilyard

- **Issue 7** - At-Large Working Groups - Ricardo Holmquist & Maureen Hilyard

- **Issue 9** - Staff social media training - Heidi Ullrich & Evin Erdoğdu

- **Issue 13** – Outreach and Engagement Dashboard - Daniel Nanghaka & Alberto Soto

- **Issue 16** – Metrics - Cheryl Langdon-Orr & Gisella Gruber

Maureen Hilyard
ALAC Chair

ARIPD ISSUES HOME PAGE

Dashboard / ... / ALAC At-Large Review Implementation Working Group (ARIWG)

At-Large Review Implementation Plan Development

Created by Evin Erdogdu, last modified by Maureen Hilyard on Mar 08, 2019

In June 2018, the Board approved the preparation of a staged implementation plan that was time-bounded and would require minimal budgetary and staff implications in order to be successfully implemented.

This initial At-Large Review Implementation Plan therefore consists of eight of the original sixteen issues (#1, #2, #3, #4, #7, #9, #13 and #16) identified by the independent reviewer. It was presented to the Board Organizational Effectiveness Committee (OEC) in December 2018 and was approved by the Board during their Meeting on 26 January 2019.

The following is the plan for the development of each issue, but also recognizing that a program of continuous improvement is a constant focus across At-Large.

Maureen Hilyard, ALAC Chair, January 2019

» **Initial Preparation**

» **At-Large Review Implementation Working Group** (ARIWG) - **This includes ARIWG meeting information.**

» **Approved Board Resolution** - Consideration of the At-Large Advisory Committee Detailed Implementation Plan

NOTE: the **examples** of the Dashboard Report from WS2 of ICANN Accountability CCWG in the following Issue spaces, is an exemplar of the TYPE of dashboard/reporting that we recommend be utilised for reporting ARIWG progress to the ICANN Community as well as for inclusion in aggregated terms to the regular reporting /update to the OEC biannually. A proposed template for use in the biannual reporting to the OEC can be found here and needs to be customised to suit the data required from each Issue as listed below.

» **Issue 1 - Quality vs Quantity of ALAC Advice**

Work Track Leader(s): Jonathan Zuck

Issue 1 Dashboard and Progress Chart

Work Track Meetings

» **Issue 2 - At-Large has struggled to reflect/process end-user opinion; barriers to individual participation; perception of unchanging leadership group**

Work Track Leader(s): Alan Greenberg and Maureen Hilyard

Issue 2 Dashboard and Progress Chart

Work Track Meetings

Maureen Hilyard
ALAC Chair

Example: ARIWG ISSUES DASHBOARD

Issue 4 Dashboard and Progress Chart

Issue 4 Work Track Leader(s): Maureen Hilyard & Ricardo Holmquist

Issue 4 Work Track Members: Heidi Ullrich, Evin Erdogdu

Issue 4 - ALAC and the At-Large Leadership Team

Final Proposal as approved by the Board	The ALAC Chair will work with members of the ALAC and staff to better communicate the role and activities of the ALAC Leadership Team (ALT) ensuring that it is clear what the ALT does and does not do.
Prioritization	1:1:1 (Low resource needs : Low risk : 1st priority)
ARIWG comments	Initial comments from At-Large suggested the inclusion of the new At-Large Organigram (an addendum to this report) being used as the basis for a governance model. Another suggestion was to demonstrate how we share the load to reduce the workload and volunteer burnout of some very active At-Large members.
Status of improvement effort / staff lead	The ALAC Chair's Organigram was accepted by the ALAC in Barcelona. Staff will assist with implementation of steps for the At-Large Governance Webpage.
Activities, if any, on which implementation is dependent, or that are dependent on implementation of this recommendation	The ALAC Chair has developed an Organigram outlining the governance structure of the ALAC, At-Large Leadership, and three key work streams within which At-Large will undertake its core activities - Policy, Outreach and Engagement and Organisational Tasks. The model proposes more transparency and accountability as well as being more inclusive by adding regional representation within the At-Large Leadership structure. Accompanying dialogue will make responsibilities clear.
Who will implement the recommendation?	ALAC Chair in conjunction with the At-Large Leadership Team (ALT), plus Liaisons and former ALAC Chairs, Leads of the three Core Activities and ICANN Staff
Anticipated resource requirements (FTEs, tools)	Minimal allocation of staff time to establish a webpage and install the information detailed in the steps.
Expected budget implications	None beyond existing resources.
Proposed implementation steps:	1. Create an At-Large Governance Webpage on the At-Large Website that includes the At-Large Organigram with links to other sections of At-Large, for example ALAC webpage, RALO webpages, Policy Comment pages, Active Working Groups related to Policy, O&E and ALAC Org. 2. Include short descriptions of the roles and responsibilities of the ALAC, At-Large Leadership Team (ALT+), Regional Chairs, Liaisons, Former ALAC Chairs, and the Chairs of the workstreams - Policy, O&E and ALAC Org 3. Outline communication links between the various structures. • ALAC and ALT+ meetings • Email lists and who they consist of • Skype chat groups involving the ALAC Chair, ALAC and ALT+

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Example: ARIWG Issues Progress Chart

Date	Name	Link
		Work is now completed.
01 Jan 2020	Jan 2020 ARIWG Dashboard	*Link to presentation (PDF) of recent activity updates* See WS2 Dashboard for example(s).
01 Dec 2019	Dec 2019 ARIWG Dashboard	
01 Nov 2019	Nov 2019 ARIWG Dashboard	
01 Oct 2019	Oct 2019 ARIWG Dashboard	
01 Sep 2019	Sep 2019 ARIWG Dashboard	
01 Aug 2019	Aug 2019 ARIWG Dashboard	
01 Jul 2019	Jul 2019 ARIWG Dashboard	
01 Jun 2019	Jun 2019 ARIWG Dashboard	*Report due to the Board - 23 June*
01 May 2019	May 2019 ARIWG Dashboard	*Report drafts should be ready by May 23 with sub-tasks completed*
01 Apr 2019	Apr 2019 ARIWG Dashboard	(2) Begin work on roles and responsibilities of members of the ALT+ (to be attached to the Governance Page) *Reorganisation of the Working Groups Home Page - next steps - new calls for membership of some of the older groups.*
01 Mar 2019	Mar 2019 ARIWG Dashboard	(1) Developed webpages to provide information and guidelines for implementation of the ATLAS III Application Form and Scoring matrix ; staff training provided in how to monitor recording of application data on the scoring matrix; (3) Email lists updated and attached to Governance page; clarified (3) AT-Large Blog established as an alternative or additional to the regional newsletters; social media WG also encouraging regional tweets to promote regional events and activities.
01 Feb 2019	Feb 2019 ARIWG Dashboard	(1) Worked with the ATLASIII Leadership Development Team to develop the criteria for selection of the ATLAS travellers - leaders of the subgroups selected to fine-tune the criteria for entry onto the application form. The scoring matrix developed by an individual member. Capacity Building subgroup of the Programming Working Group developing webinars (including FR and ES interpretation) and ICANN Learn programmes (EN only) as preparatory learning for potential ATLAS travellers. These were in preparation for new wiki pages being developed for ATLAS III.

Maureen Hilyard
ALAC Chair

Working Groups Home Page

At-Large Working Groups

Policy | Outreach & Engagement | Organizational

⚓ Anchor | Policy **POLICY**

Consolidated Policy Working Group (CPWG) (open membership)

Co-chairs: Jonathan Zuck, Olivier Crépin-Leblond   Staff Support Leads: Heidi Ullrich, Evin Erdoğdu

GNSO Expedited Policy Development Process (EPDP) Phase II

At-Large Members: Alan Greenberg and Hadia Elminiawi   At-Large Alternates: Holly Raiche and Bastiaan Goslings

GNSO Work Track 5: Geographic Names at the Top-Level

At-Large Co-Leader: Javier Rúa-Jovet   At-Large Members and Observers

IDN Policy Working Group (Internationalized Domain Names) (open membership; mailing list only)

Co-chairs: Edmon Chung, Satish Babu   Staff Support Lead: Evin Erdoğdu

⚓ Anchor | O&E **OUTREACH AND ENGAGEMENT**

Outreach and Engagement Subcommittee (open membership)

Chair: Daniel Nanghaka   Staff Support Lead: Heidi Ullrich

Co-Chairs: Fatimata Seye Sylla, Ali AlMeshal, Matthias Hudobnik, Maritza Agüero, Glenn McKnight

Capacity Building Working Group (open membership)

Chair: Joanna Kulesza & Alfredo Calderon   Staff Support Leads: Heidi Ullrich, Gisella Gruber

Social Media Working Group (open membership)

Chair: John Laprise   Staff Support Lead: Evin Erdoğdu

RALO Leads: (AFRALO) Sarah Kiden(APRALO) Lianna Galstyan (EURALO) Olivier Crépin-Leblond (LACRALO) Lilian Ivette De Luque Bruges, (NARALO) Susannah Gray

Maureen Hilyard
ALAC Chair

Working Groups Home Page (2)

⚓ Anchor | Org   **ORGANIZATIONAL**

At-Large Review Implementation Working Group (ARIWG)

Chair: Maureen Hilyard   Staff Support Leads: Heidi Ullrich, Evin Erdoğdu, Andrea Glandon

ALS Criteria and Expectations Taskforce

Chair: Alan Greenberg   Staff Support Lead: Evin Erdoğdu

Metrics (membership by appointment: open to observers)

Chair: Cheryl Langdon-Orr   Staff Support Lead: Gisella Gruber

ATLAS III Working Groups

Chair: Maureen Hilyard   Staff Support Leads: Heidi Ullrich, Gisella Gruber

ATLAS III Programme Working Group (PWG)

ATLAS III Leadership Development Team (LDT)

ATLAS III Selection Committee (closed membership)

Appointee Selection Subcommittee (AASC) (membership by appointment only)

Chair: Maureen Hilyard   Staff Support Leads: Heidi Ullrich and Evin Erdoğdu

Finance and Budget Subcommittee (FBSC) (membership by appointment only)

Chair: Maureen Hilyard   Staff Support Lead: Heidi Ullrich

ALAC-ccNSO Coordination Working Group (closed membership)

Chair: Barrack Otieno   Staff Support Lead: Gisella Gruber

ALAC-GAC Coordination Working Group (closed membership)

Liaisons: Yrjo Lansipuro, ALAC and Ana Neves, GAC   Staff Support Lead:

Maureen Hilyard
ALAC Chair

ARI Interim Report – Work in Progress

At-Large Review Implementation (ARI) Interim Report 1 to the Organisational Effectiveness Committee (OEC).

Draft Date: 15 May 2019
Final Draft Date: 06 June 2019

Executive Summary

This initial At-Large Review Implementation (ARI) Interim Report 1, on the progress of the At-Large Review Implementation Working Group (ARIWG) to the ICANN Boards' Organisational Effectiveness Committee (OEC) has been prepared by the ARIWG, in keeping with the requirement for six (6) monthly reporting outlined in the Resolution of the ICANN Board on June 23rd 2018.

> Resolved (2018.06.23.15), the Board directs the At-Large review implementation working group to provide to the OEC semiannual written implementation reports on progress against the implementation plan, including, but not limited to, progress toward metrics detailed in the implementation plan and use of allocated budget.

And further specified in the Resolution of the ICANN Board on January 27th 2019, which accepted the Detailed Implementation Plan 'At-Large Review Implementation' (ARI) plan.

> Resolved (2019.01.27.06), the Board directs the At-Large Review Implementation Working Group to provide updates to the OEC every six months. Those bi-annual updates shall identify achievements as measured against the existing implementation plan, as well as details on future implementation plans. It is during these updates that the At-Large Review Implementation Working Group shall provide more details on implementation progress, and measurability. The OEC may request interim briefings if deemed necessary.

The following Report outlines and then details the progress and any costs against budget allocation(s) that have been made within the planned implementation of each of the

Maureen Hilyard
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ARIWG ISSUES MEASURABLE PROGRESS

Measurable Progress including start and end dates as per ARI table noting any already planned additional activities as Notes:

Issue ID	Start Date	Proposed End Date	Status (% completed)	Notes
1 - ALAC Advice	17 December 2018	15 March 2020	Underway (10%)	
2 - Member Engagement and Criteria	22 April 2019	30 September 2020	Underway (5%)	
3 - Staffing	17 December 2018	30 September 2019	Considerable progress toward completion (75%)	Success or otherwise of request for an FTE equivalent to be reviewed at start of FY20, with staff task redistribution further discussed as required to allow for ARI completion
4 - ALAC and At-Large Leadership	17 December 2018	30 October 2019	Considerable progress toward completion (85%)	
7 - Working Groups	17 December 2018	30 March 2020	Underway (35%)	
9 - Social Media Use Training	17 December 2018	23 June 2019	Near Completion/Complete (96%/100%)	Add options for follow up and ongoing or continuous improvements of skills as well as any metrics to dashboard and Issue 16.
13 - O and E Dashboard	22 April 2019	30 September 2020	Underway (10%)	Consider metrics/measurables once dashboard deliverables are specified and created such as page visits etc., add also to Issue 16
16 - Metrics	27 November 2018	30 September 2021	Underway (15%)	

Table 1.

Maureen Hilyard
ALAC Chair

ARIWG ISSUES LIST PROGRESS

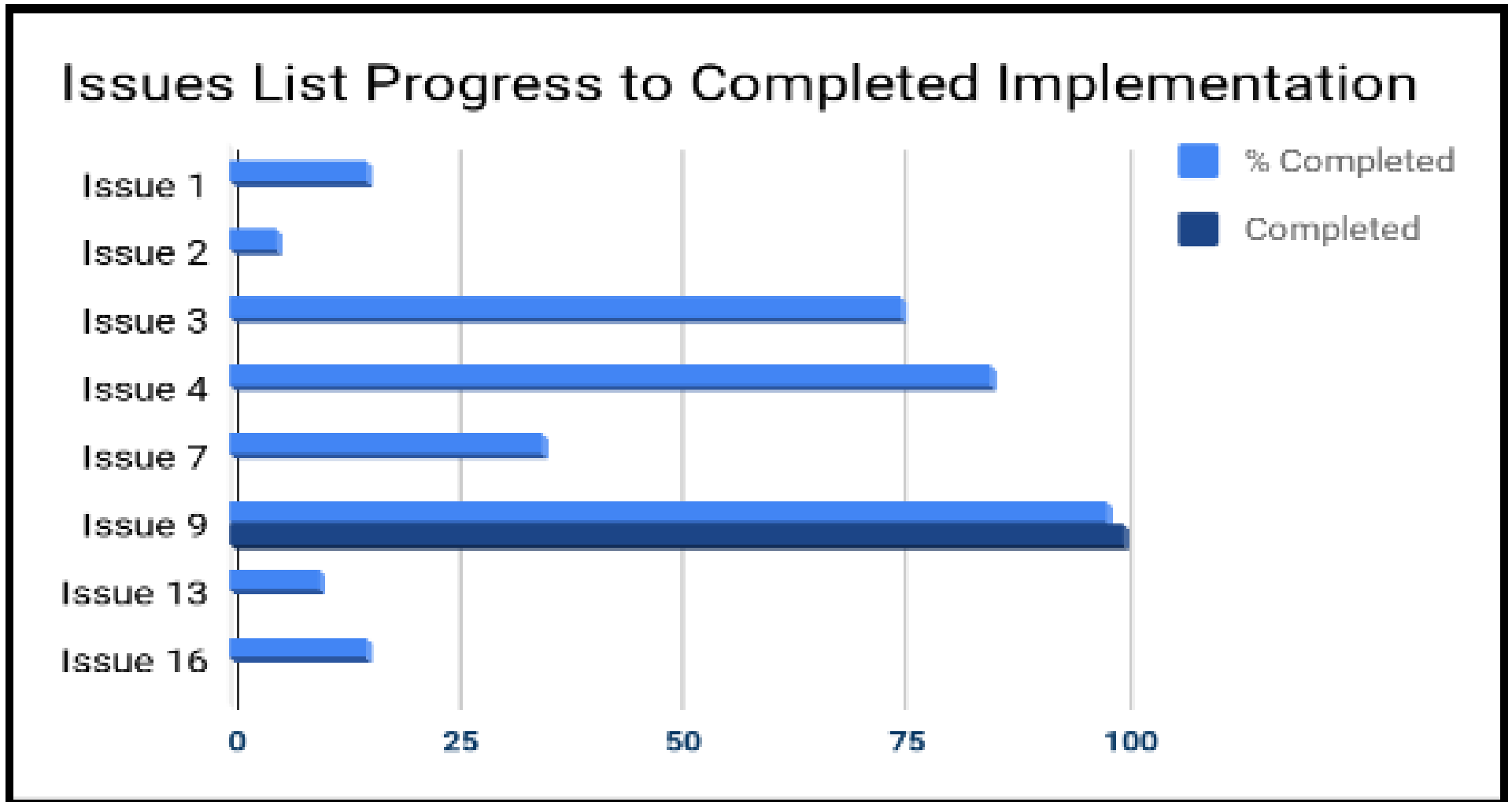## Issues List Progress to Completed Implementation

Fig. 1 Issues List, against percentage of progress towards completion graph.

Maureen Hilyard
ALAC Chair