IANA Naming Function Review
Draft Rules of Engagement Resources
Version 1.0
01 November 2019

Resources

- [IFR wiki](#)
- IFRT group email: includes all Review Team members and liaisons, as well as ICANN supporting staff
  IFRT@icann.org
- Public email list for community to share input to the IFRT
  input-to-IFRT@icann.org
- ICANN supporting staff
  IFR@icann.org
- The IFR will utilize best practices from the [Operation Standards for Specific Reviews](#), including the administration guidelines in section 3.1.

Principles of Operation

1. Rotate meetings from a timing perspective to share the burden as members and participants are located in different time zones
2. No firm decisions are taken during any single meeting without the substance of those decisions having been articulated and open for review / consideration by those that may not have been present during the meeting
3. Members are expected to communicate the views of the communities that have selected them to the IFRT, but also communicate back the information and deliberations from the IFRT to their respective communities
4. Members and participants are expected to be familiar with and remain consistent with the pre-existing documents and documents developed during the course of the work of the IFRT. In particular, required reading / familiarization with:
   o IANA Naming Contract and SLAs
   o Various Naming Function Reports

Roles and Responsibilities

ICANN Organization

1. ICANN organization will support the review team's work by providing project management, meeting support, document drafting if requested, document editing and distribution, data and information gathering if requested, and other substantive contributions when deemed appropriate.
2. Based on information received from the review team leadership, ICANN organization shall circulate a draft agenda to the review team no later than 24 hours before a meeting and post it on the review wiki page. The final agenda is subject to review team approval during the meeting. Draft agendas for face-to-face meetings shall be circulated to the review team at least five calendar days in advance.

3. ICANN organization shall post attendance and apologies of review team members for each meeting, posted on the [review's wiki page](). This information serves as the basis for review team participation reporting on the review fact sheet.
4. Provide guidance to the review team on best practices and useful resources
5. Provide relevant input to the review team's work if and when requested to do so. This includes relevant input by ICANN organization subject matter experts pertaining to issues included in the scope of the review.
6. Project manage the implementation of Board approved recommendations and provide regular updates to the community.

Review Team Members
1. Behave in a collegial and constructive way towards the review team colleagues, the Board, and ICANN organization, in accordance with [ICANN's Expected Standards of Behavior]().
2. Actively participate in review team calls and face-to-face meetings and engage via relevant email lists and other collaborative tools by, for example, contributing substantively to discussions, voicing approval or disapproval when appropriate, and reporting work progress regularly to the nominating SO/ACs.
3. Review team members shall provide apologies for absence at least 24 hours in advance for all meetings. Review team members should make best efforts to regularly attend all meetings and are expected to attend a minimum of 90% of all meetings. If members are not able to attend a meeting, they shall inform ICANN organization so that their apology can be recorded in the meeting's minutes.
4. Actively engage with relevant stakeholder groups within the ICANN community. Individual review team members are encouraged to report back to their nominating entity on the progress of the review team.
5. Provide fact-based inputs and comments based on core expertise and experience.
6. Undertake desk research as required in accordance with scope of work and participate in drafting documents as required.
7. Adhere to any additional roles and responsibilities as documented in the Review Team's terms of reference.

Review Team Leadership
1. Behave in a neutral, collegial, and constructive way towards the review team, the Board, and ICANN organization, in accordance with ICANN's Expected Standards of Behavior.
2. Drive the review team towards the timely delivery of key milestones according to the work plan, maintaining standards of focus on the goals of the review team, as established in the terms of reference.
3. Facilitate consensus among the review team members, as well as determine levels of consensus once achieved.
4. Prudently manage the review team's budget, and work with ICANN organization to maintain adherence to ICANN's accountability and transparency requirements.
5. Adhere to any additional roles and responsibilities as documented in the Review Team's terms of reference.