PROPOSED COMMUNITY PLANNING PROCESS FOR ICANN PUBLIC MEETINGS
17 June 2019

I. What this Proposal addresses:
Based on community feedback, there is a need for a clearly-understood and uniform process for use by the community leaders responsible for planning community-based sessions at ICANN Public Meetings. In addition, community feedback suggests that:

> (1) the current distinction between a "Cross Community" and "High Interest" topic is poorly-understood and often disregarded by submitters of topic proposals;
> (2) the community will welcome an early and more comprehensive view of additional related requests for "community engagement" or similar sessions (including any requests from the ICANN Board or Org);
> (3) the final number of such sessions should be based on actual priorities and needs of the moment, and not determined based on the number of available session slots;
> (4) there is a need for greater clarity over what may be considered an "unconflicted" session;
> (5) "updates" or "informational sessions" should generally not be CC/HIT sessions and should (if needed) be scheduled during the Pre-Meeting Prep Week so that time at ICANN Public Meetings is more productively focused on interactive discussions and action items;
> (6) successful CC/HIT sessions organized in tandem with a well-managed ICANN Pre-Meeting Prep Week should reduce, or even eliminate, duplication/repetition of having different ICANN Org departments, Review Teams and other groups "making the rounds" of each SO/AC with similar presentations during an ICANN Public Meeting; and
> (5) a planning timeline showing specific deadlines throughout the planning process is critical.

Other relevant considerations that support the need for a clear and uniform planning timeline and process include the new 120-day travel guideline for ICANN Supported Travelers, the new ICANN Pre-Meeting Prep Week, and the recognition that certain topics may be more suited for bilateral discussions amongst interested community groups rather than as broad cross-community sessions.

This proposal is a draft attempt to create a Planning Process that can address the specific issues noted and improve the planning process for ICANN Public Meetings.
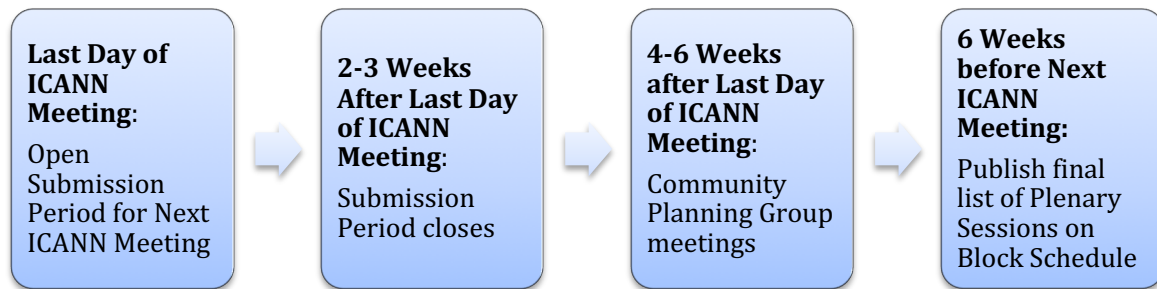
II. Guidelines for a Successful Community Planning Process:
1. To avoid confusion and unnecessary discussion/disagreement about what is a "cross community" versus a "high interest topic" session, all sessions approved for an ICANN Public Meeting that are intended to be of interest across a broad swathe of the community will be called Plenary Sessions[1].

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[1] "Plenary Sessions" will also include the Opening Ceremony (where one is held), the Public Forums and similar cross-cutting sessions.

2. In general, Plenary Sessions will be scheduled as "unconflicted" sessions unless an exceptional circumstance is demonstrated and agreed on by the community leadership in respect of a particular topic.

3. Submission of topics for Plenary Sessions can only be made by a Supporting Organization (SO), Advisory Committee (AC), GNSO Stakeholder Group (SG), GNSO Constituency (C), or Regional At-Large Organization (RALO), or any combination of these groups, or an ICANN Org department (either on its own behalf or on behalf of a community group that it supports, e.g. a Review Team, the ICANN Board or the Nominating Committee).

4. A Submission Period of fixed duration will be opened for the next ICANN Public Meeting at the end of the preceding ICANN Public Meeting.

5. Topic submission must be done in the requisite template (to be developed and published by ICANN staff supporting the Community Planning Group).

6. Topic submissions must include: (i) a proposed title; (ii) a brief (e.g. 250 words or fewer) session description; (iii) specific rationale for including the topic as a Plenary Session at the forthcoming ICANN Public Meeting; (iv) a proposed format clearly showing the amount of time allocated for interactive discussion/Q&A; (v) a list of potential speakers/panelists/moderator (which may consist of actual names or at minimum the suggested sector/group/stakeholders from which they are to be drawn); (vi) desired outcomes of the session; (vii) specific SO/AC/SG/C/RALOs that are likely to be interested in the topic; and (viii) the name of the submitting SO/AC/SG/C/RALO (or a combination thereof).

7. Submissions relating to topics for which there have already been previous CC/HIT sessions or Plenary Sessions must, additionally, describe reasons why the same (or similar) topic should be scheduled as a Plenary Session.

8. Submissions by ICANN Org departments must include the name of the responsible Executive and the specific community structure/project for which the submission is being made.

9. Before the end of the Submission Period, ICANN staff supporting the Community Planning Group will review all submissions received for completeness (e.g. if all the template fields were filled in). Incomplete submissions that are not rectified before the end of the Submission Period will not be considered.

10. Late submissions will not be accepted.

III. Proposed Planning Timeline (general):

| **Last Day of ICANN Meeting:** Open Submission Period for Next ICANN Meeting | → | **2-3 Weeks After Last Day of ICANN Meeting:** Submission Period closes | → | **4-6 Weeks after Last Day of ICANN Meeting:** Community Planning Group meetings | → | **6 Weeks before Next ICANN Meeting:** Publish final list of Plenary Sessions on Block Schedule |

Process Description:
- Last day of previous ICANN Public Meeting: Submission Period for next ICANN Public Meeting opens
- 2-3 weeks after opening of Submission Period: Submission Period closes; staff compiles list of all complete proposals received and circulates list for review by the Community Planning Committee
- 2-3 weeks after closing of Submission Period: Community Planning Committee meets as needed to review all Topic Submissions and decide on which to accept (NOTE: a draft Block Schedule will need to be published by/during this period to assist with the decision making)
- 6 weeks before the next ICANN Public Meeting: Announce final list of Plenary Sessions and include on Block Schedule

(Note: Except for the initial date (when a Submission Period is to be open), the target dates may be adjusted depending on the dates of the next ICANN Public Meeting. The specific deadlines applicable to the next ICANN Public Meeting must be announced to the community leaders at the kick-off session (traditionally held on the last day of the preceding ICANN Public Meeting).)

IV. Guidelines for Review of Topic Submissions by the Community Planning Group:
- All Topic Submissions are to be reviewed on their face and based on the information and descriptions provided by the submitter; however, the Community Planning Group may decide that it is appropriate to ask the submitter clarifying questions and suggest modifications to the topic in order to approve it as a Plenary Session.
- Priority should be given to those topics that, in the Planning Group's view: (i) clearly relate to current policy, technical or operational concerns, especially those of a cross-cutting nature; or (ii) pertain to imminent or future issues affecting the domain name system and for which current community discussion is necessary.
- In addition, priority should be given to those submissions: (i) which allow for the opportunity to discuss a diversity of viewpoints; and (ii) have clearly defined session objectives for which concrete action items can be identified or likely outcomes may impact current or future community work. Submissions that appear to advocate specific viewpoints or present a single stakeholder's perspective should generally not be approved.

- Where the number of topics that the Planning Group wishes to approve exceeds the number of available session slots, the Planning Group must rank (either collectively or following the results of a vote) the topics in order of perceived importance for the ICANN Public Meeting, taking into account the nature and duration of the meeting (e.g. Community Forum, Policy Forum or Annual General Meeting) and relevant milestones or deadlines for other community priorities and work (e.g. imminent completion of a major policy development process involving substantial numbers of community members).
- The Committee should endeavor to make decisions on the basis of consensus.

V. Members of the Community Planning Committee and its Support Staff:
- Committee Membership: All SO/AC/SG/C/RALO Chairs (or their designated representatives)
- Support Staff: Members of the ICANN Policy and Meetings Team, in consultation with relevant regional members of the Global Stakeholder Engagement Team