Unaffiliated Individuals Mobilization Working Party Report

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# Introduction

## Working Party Formation and Process

[will contain a description of the WP, compiled with the help of Staff]

## Working Party Mandate and Objectives

A key aspect of the Board accepted At-Large Review Implementation was to ensure that At-Large Individual Users could fulfill one of their original mandates - provide an active communications path between ICANN At-Large and the Individual Users. The WP needed to do a comprehensive review of the criteria for being accepted as an Individual User, and what was expected of an Individual User once accepted. The RALO Memoranda of Understanding and the ICANN Bylaws were also reviewed for possible changes.

## Glossary

The Working Party has proposed the following definitions:

* **RALO Individual Member** – is a member of a RALO that has been accepted as individual independently from the fact of being a member of a certified At-Large Structure (ALS)
* **Applicant** is an individual who submits an application to become RALO Individual Member;
* **ALS Member** is a member of a certified At-Large Structure - please note that since an ALS does not have any obligation to provide us with an updated list of their members, generally we do not know whether an individual is a member of one or more ALSes, except for the officially designated ALS Representatives;
* the **acceptance** is the process by which an Applicant will become a RALO Individual Member
* the **rejection** is the process by which an Applicant is denied to become a RALO Individual Member
* the **termination** is the process by which a RALO Individual Member loses his/her membership status for whatever reason;
* the **withdrawal** of the membership is the process by which an accepted RALO Individual Member initiates the process to terminate her/his membership status.
* …

# Expectations and Criteria

A central recommendation of the Independent Reviewer in the At-Large Review was that the concept of ALSes be depreciated and that At-Large should depend solely on individuals unaffiliated with ALSes. However, there is a strong belief within the community that ALSes could and should play a part, and the role of individuals unaffiliated with ALSes must be harmonized with the role of ALSes.

In other words, we should make use of the potential of individuals who are not members of an ALS in order to widen the At-Large footprint and to provide the opportunity to individuals who are not members of an ALS to contribute to the policy development process.

## What We Will Expect from a RALO Individual Member

The main reason for having RALO Individual Members is to increase the ability of At-Large to bring forward the issues that are important for Internet Users.

In order to meaningfully contribute to this goal, we expect that RALO Individual Members:

1. join the relevant RALO mailing list(s);
2. engage in the policy development process;
3. compile a Statement of Interest (SoI) and keep it up-to-date;
4. declare any potential conflict of interest, like membership of another constituent part of ICANN;
5. diffuse information about ICANN and At-Large in their networks;
6. provide advice to the RALO and to ALAC in topics related to their area of expertise;
7. keep the RALO informed and updated about their activities as well as their experience and competence;
8. …

## Applicability to Existing RALO Individual Members

The expectations above apply also to the existing individual members.

## Criteria for RALO Individual Member Acceptance

1. A RALO Individual Member must accept all the RALO rules [more detail needed].
2. A RALO Individual Member must subscribe to the RALO mailing lists [more detail needed?].
3. A RALO Individual Member must submit a Statement of Interest (SoI) [provide hyperlink]
4. A RALO Individual Member must affirm her/his interest in learning about and/or participating in ICANN’s policy processes
5. A RALO Individual Member must not be a Representative of an ALS

## Timing

[It is expected that once we approve any new rules, and get Board approval if needed, there will be a period of **xxx** for current RALO Individual Members to comply with the required criteria]

## Notes

These are issues that arose during WP deliberations.

1. [placeholder, just in case].

# Rights

A RALO Individual Member will be listed in the RALO Individual Membership pages.

## Voting

The RALO Individual Members will have the right to vote whenever the RALO calls for a vote. Their voting weight will be in aggregate ………

# RALO Individual Member Acceptance Process

The RALO Individual Members Acceptance process must be thoroughly and carefully documented to help prospective applicants understand what they are entering into and committing to.

Included in this should be an explanation of the difference between the ALAC and At-Large.

Although not a major focus of this background information, there should be a pointer to the ICANN Bylaws which creates and governs the actions of At-Large and the ALAC as well as the ALAC and RALO governance documents.

RALO representatives and At-Large Staff may from time to time provide guidance to prospective RALO Individual Members as part of the ongoing Outreach and Engagement activities.

## Process Steps

1. The Applicant submits an application. The application form is available in the languages supported by the RALO. The form may be filled out in English or the language of the form. For non-English applications, a Google (or equivalent) translation will be done when the application is received.

Any interactions with the applicant will be done either in English and/or the original language as appropriate (using Google translate or Language Services as needed).

New RALO Individual Member applications are listed on the At-Large website [hyperlink] along with the application process status, and ongoing applications may be noted in regular At-Large meetings and reports. The application form (in full or redacted) is not part of this publication.

1. At-Large Staff will conduct due diligence (DD), reviewing the application and performing necessary tasks in an effort to ensure that the established RALO Individual Member acceptance criteria have been/will be met and to facilitate the easy review of applications by the RALO Leadership. [this should be, in practice, a rather straightforward action considering the acceptance criteria]

For the purposes of this process, the RALO Leadership is defined as the RALO Chair, Vice-Chairs (if any), and Secretariat. In parallel with the start of DD, the application will be forwarded to RALO Leadership – or a body delegated by the RALO Leadership for this purpose - for any initial comments, which should be provided in no more than 7 calendar days.

This DD process may include, without limitation:

* verifying that all required questions are answered and that the answers are clear.
* checking references, if provided by the applicant;
* confirming the identity/existence of the applicant.

Any relevant information accumulated during this process will be added (suitably annotated) to the application form or to the Due Diligence form. The content of the original submitted application should not be altered.

This step is expected to be complete within 7 calendar days.

1. Upon completion of the due diligence process, the Application (annotated if applicable) and the DD form completed by At-Large Staff will be forwarded to the Leadership of the relevant RALO - or the officer or body delegated by the RALO Leadership .
2. The RALO will apply its own procedures for accepting or rejecting the application. These procedures may differ from RALO to RALO, but it is recommended that the procedure is described in detail and be posted publicly.
3. At the completion of the procedure, the RALO Leadership will inform At-Large staff whether:
4. The RALO accepts the Applicant as RALO Individual Member
5. The RALO does not accept the Applicant as RALO Individual Member

The RALO Leadership may choose to include a rationale for its decision. In particular, a decision to reject an application should normally include a rationale. A rationale from the RALO may suggest that the applicant reapply after a specific amount of time or after some other conditions are satisfied. If a rationale is included, the RALO Leadership may designate to what extent the rationale shall be public or limited to ALAC Members.

The RALO response should typically be provided no longer than one calendar week after receiving the documents.

Decisions to accept, or refuse to accept, a RALO Individual Member shall be subject to review as provided by the ICANN Bylaws, Section 4.2 Reconsideration.

At-Large Staff will notify the Applicant of its Acceptance decision, and, if applicable, provide information on requesting a review of the decision. In the case of a decision to not accept, a rationale for the rejection should normally be included[[1]](#footnote-2).

1. An Applicant may withdraw an application at any time. There is no restriction on resubmitting an application or revised application.

## Withdrawal of Membership

A RALO Individual Member may have its membership withdrawn at the request of the member or by a decision of the RALO.

1. If a RALO Individual Member voluntarily decides to give up its membership status, the situation should be duly documented and the RALO Leadership informed. It is the responsibility of the RALO Chair to ensure that proper procedures have been followed, that any issues raised by RALO Members are suitably addressed, and to ratify that the RALO Individual Member no longer has membership status.
2. A request for the RALO to withdraw Acceptance may be raised by:

* RALO leadership;
* One or more RALO Members through a request to the Chair or delegate;
* At-Large Staff by notification of the ALAC Chair. Staff notification will generally come when Staff becomes aware of a RALO Individual Member which is no longer meeting its obligations [**note**: in EURALO we had the case of an individual member passing away]

1. If the withdrawal request is caused by a RALO Individual Member moving to a different region, the member must be informed of the possibility to apply in the new region.
2. For any request to withdraw membership status not voluntarily requested by the ALS, the rationale for the withdrawal must be formally recorded.

* The RALO Individual Member should be notified of the issue and given adequate opportunity to remedy the situation.
* A record of all communications or attempted communications must be maintained. The record will also document the rationale for the request to withdraw membership status.

1. At-Large records should maintain the history of RALO Individual Members that have had their membership withdrawn.

# Proposed Bylaw Changes

[if any]

# Next Steps

1. [TBD]

1. The rationale for not including a rationale must be comparable to the reasons for non-disclosure of information in accordance with the ICANN Documentary Information Disclosure Policy (https://www.icann.org/resources/pages/didp-2012-02-25-en). [↑](#footnote-ref-2)