NOTES
Planning & Prioritization Framework teleconference with the SOPC call #1 | 14 July at 13:00 UTC

This year the org planning dept has started a project to design a work prioritization framework that once agreed upon will become a step in the ICANN Annual Operating Planning process.

The step of work Prioritization will be received as input for development of the 5 year and 1 year Operating Plans and Budgets.

ICANN org's planning department facilitates 2 workshop meetings to review the proposed Design Elements in this process. The first meeting will include the definition of Participants and the Roles and Responsibilities of the participants. The 2nd workshop will include the review of several researched Prioritization techniques to see which ones fit the ICANN model the best.

* The purpose of this project is two-fold:
  * To design a conceptual framework with embedded techniques for making informed, collective decisions on the prioritization of ICANN's project-based work
  * To collaborate and engage with the community, Board and org to seek broad and diverse input on the approach to planning prioritization

Becky Nash provides further clarifications regarding the project scope clarification.

Project Scope Clarification

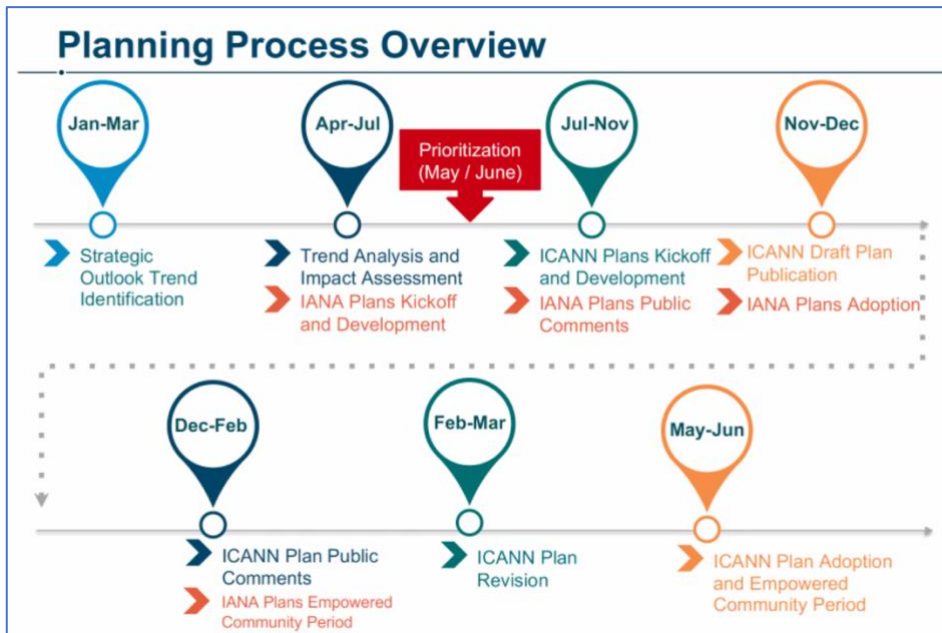* **Q: Will org propose a draft framework to start from during the engagement?**

  A: No, org will propose a list of components or design elements that need to be decided upon together with the community.

  * Org will collect broad input through engagement sessions.
  * Once broad input is collected and consolidated, a draft framework will then be built reflecting the input received
  * The proposed framework will then be shared back with the groups consulted and the entire community for further engagement, leading to further input and edits
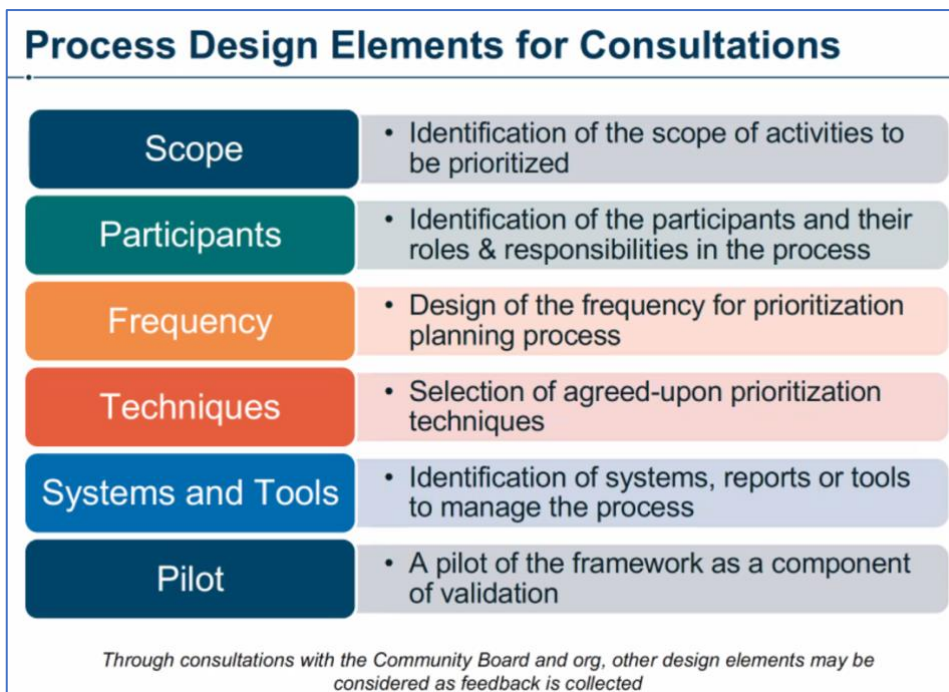
* **Q: Is the prioritization framework going to be implemented for FY23 Planning?**

  A: No, the project to design the Planning prioritization will begin during the FY23 Planning process and a pilot is suggested on one type of activities for validation purposes.

  * A narrative on the proposed prioritization process design will be included in the FY23 draft plans for public comment and further refinement of the process will take place in calendar year 2022
  * Implementation of the agreed upon process is expected for FY24 planning process

Planning Process Overview

Jan-Mar
- Strategic Outlook Trend Identification

Apr-Jul
- Trend Analysis and Impact Assessment
- IANA Plans Kickoff and Development

Prioritization (May / June)

Jul-Nov
- ICANN Plans Kickoff and Development
- IANA Plans Public Comments

Nov-Dec
- ICANN Draft Plan Publication
- IANA Plans Adoption

Dec-Feb
- ICANN Plan Public Comments
- IANA Plans Empowered Community Period

Feb-Mar
- ICANN Plan Revision

May-Jun
- ICANN Plan Adoption and Empowered Community Period

Suggestion: prioritization, as a step prior to the org developing the operating plans. (see red banner). Suggested to take place around the May-June timeframe. Taken as input in the development of the draft operating plans by org.

Process Design Elements for Consultations

Scope	• Identification of the scope of activities to be prioritized
Participants	• Identification of the participants and their roles & responsibilities in the process
Frequency	• Design of the frequency for prioritization planning process
Techniques	• Selection of agreed-upon prioritization techniques
Systems and Tools	• Identification of systems, reports or tools to manage the process
Pilot	• A pilot of the framework as a component of validation

Through consultations with the Community Board and org, other design elements may be considered as feedback is collected

Review of 4 out of 11 techniques foreseen during the second workshop.

Scope — Identification of the scope of activities to be prioritized

1. **Org implementation work**
   - Implementation of Review Recommendations, PDPs and CCWG
   - Usually are multi-year projects Work
   - For examples: ATRT3 Recommendation Implementations, WS2 Recommendation Implementations.

2. **Org initiated work**
   - Works that triggers work for other community members, Org and Board
   - Community needs to review tech papers and provide feedback and participate
   - For examples: ITI, Names Services Portal (NSP) and Compliance systems projects

3. **Community initiated work**
   - Works that trigger work for other community members, Org and Board
   - Other SO/ACs need to review and provide feedback and participate
   - For examples: Policy Developments

Ongoing org operations and small org functional projects will not be prioritized during the annual planning process by this framework

Discussion: Based on the different scopes here, which of the scope(s) do you think we should consider during the prioritization step, prior of the draft plan development?

Question by David McAuley:
Does that cover everything? E.g. implementation GDPR regulation, and the IANA transition were both 2 major projects. Are these outside elements included in bullet 3?
Becky: yes. ICANN org consults on all major initiatives. Included in the annual operating plan and budget. You only know what you know at a point in time.

Roelof: We tend to prioritize between different types of work. E.g. ATRT3 had 46 recommendations. We should realize we cannot do everything. Focus on 20% of the work, that would fix 80% of the problem. We go too far into details.

Becky: Series of choices. Would be good to hear more from you during the pilot to hear what you focus on within each project

David: Agrees with Roelof. Pilot is important. We still deal with abstractions. The pilot will clarify what we are going to do.

Victoria: question to Roelof
Are you suggesting looking at details, or rather at the broad scope? Are you suggesting looking at number 1 and work down the details? More focused delivery of a single project?

Roelof: agreed. We should prioritise between projects AND within projects.
e.g. ATRT3. Give us the top 10 items we should work on.

Participants — Identification of the participants and their roles & responsibilities in the process

Role and Responsibilities of Participants

1. ICANN Planning team to facilitate prioritization workshops with participants during May / June
2. Participants use the tools and techniques (to be determined as part of this framework) to provide recommendations of what the priorities should be
3. ICANN Planning team to share prioritization consultation output for further input opportunities

Structures of Participants

1. Consultations by SO/ACs and then community public webinars
2. Form a group / committee as a formalized structure (similar to ATRT3 rec 5, see appendix for reference)
3. A separate public comment process on prioritization of activities prior to development of the draft operating plans

All consultations received will be input and prior of ICANN org developing the draft plans

Stephen: is there time for a 2nd public comment period?

Becky: it would make the planning process longer.

We need input which mechanism would work the best.

If we go for option 1, we will reach out to ccNSO leadership. ccNSO might wish to delegate to SOPC, which is an established group. Wide and diverse and open and transparent communications are needed. Hence the public webinars.

Giovanni: try to reach out to those who most of times remain unspoken. Usual suspects. Icann org should try to reach out to the community members that often remain silent. The younger generations should provide their input too. Next generation of users and managers.

Becky: regional approach potentially. Have regional webinars to seek participation more actively from those that are not active in the SO/ACs.

Giovanni: EURid started a youth committee to advise the registry on internet governance related matters. It was difficult to manage but rewarding. New thoughts. Long-term vision. Highly recommended.

Becky: seems there was a preference for number 1.

Any objections to a more formalized model?

David: keeping in mind what Giovanni said regarding having a wide net, and the concern that work should be done, one question in the pilot should be whether a more formalized model would be preferable.

Frequency — Design of the frequency for prioritization planning process

- At a minimum, this process could take place once per year as part of the annual planning process
  - Suggested timing is for a prioritization step in June and July.
  - This timing permits org to receive input on prioritized work as input into the development draft operating plans.
  - If beneficial the process could take place more than once per year.

- Following the prioritization step, org will report back out on what projects are intended to be included in the draft operating plan

David: Does this process envision recalibration as significant developments crop up throughout the year that could not have been foreseen?

Becky: should there be something be brand new (e.g. global pandemic). How do we take them into account? Consultations.

Should the consultations be more than once per year?

Victoria: Prioritization consultation" step prior of draft plans development is only 1 of the opportunities community can participate in the planning process, of course, there will be the public comment of the draft plan, of when the community can comment again on the prioritized activity / resources associated etc etc.

Giovanni: does funding have an impact?

Becky: rephasing and resourcing might need to be done.

Giovanni: is it right to assume that the prioritization in future can be done by icann org itself? Proposal, then community consultation?

Becky: input upfront is helpful.

David: once per year, seen the current work levels

Stephen Deerhake: agrees

Becky: process and techniques can be used at all levels in the org.

Becky: getting back to the scope.

David: I think #3 is moving forward and some of it is included in #1

Victoria: work-heavier on the community. But once completed by community and once it goes to board, it goes to number 1. The first element is heavier on icann org.
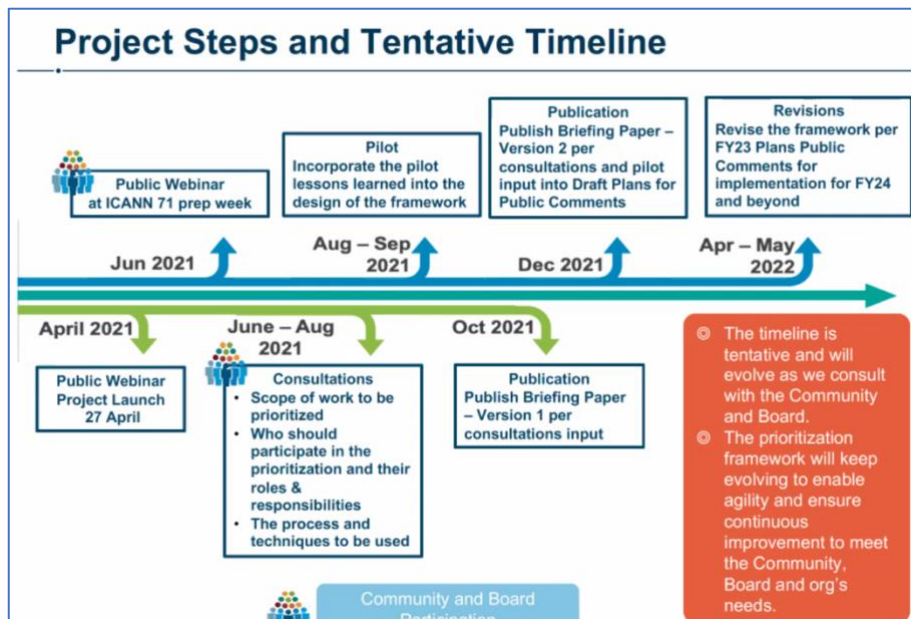
David: perhaps pilot gives us the answer.

Stephen: ccPDP3 retirement of ccTLDs has an impact on ICANN org in terms of resources etc. impact on IANA

Stephen provides further details about the retirement process

Bart: Do you anticipate that item 1 includes volunteer work?

Victoria: staff support is continuous operation. Once approved by Board, it moves to implementation phase. Heavy lifting in item is on org. But the volunteer work can be less, compared to number 3

Bart: If you look at WS 2 recommendation some are directed at Org and some are directed to the SO and AC

Project Steps and Tentative Timeline

Becky: We will have public webinar in the August/September timeframe.

Was this helpful? Is this what you expected?
The next session will have info on techniques, value-related discussions.

Next meeting on 26 July. Thank you all. Bye.