Planning Prioritization Framework Version 2

ICANN Org Planning Function
August 2022

ICANN

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1. Introduction and Overview to the Prioritization Framework

1.1 Background

Prioritization continues to be critical in supporting the needs and demands of the ICANN organization's (org) global community. Due to the large volume and complexity of implementation work resulting from policy and review work, there is a need for ICANN to prioritize the implementation work.

ICANN's Adopted Strategic Plan for FY21–FY25 includes the Strategic Objective: Improve the effectiveness of ICANN's multistakeholder model of governance. One of the targeted outcomes supporting this objective is that ICANN stakeholders collaborate to define prioritization mechanisms, which ensure that cumulative workload is reasonable at any time, and that ICANN priorities reflect the community's collective needs. In addition, one of the six main topics articulated by the community for Enhancing the Effectiveness of ICANN's Multistakeholder Model, "Prioritization of the work and efficient use of resources," was underscored as one of the most pressing by a majority of community members. Additionally, the need to prioritize the org's work was reinforced in the ATRT3's Final Report, which included a recommendation for a community-led process to prioritize community recommendations.

"Planning at ICANN" is one of the 15 operating initiatives in ICANN's Five-Year Operating and Financial Plan since the Adoption of the FY21–25 plan. One of the deliverables of this operating initiative is a Planning Prioritization Framework (the "framework") to enhance and improve ICANN's overall annual planning process.

1.2 Purpose of the Prioritization Framework

The prioritization framework is a project that will serve as a guide for the prioritization step during the annual planning process. The framework describes and outlines what to prioritize, who will prioritize, when to prioritize, how to prioritize, etc., so that the community, org, and Board can collaborate efficiently and effectively during this process.

The implementation of this framework aims to enhance ICANN's overall planning process. It is also anticipated to yield the following additional benefits:

- Creating a process to collect and document the top priorities for the community, Board and org
- Enabling the ICANN ecosystem to have informed discussions about synergies and trade-offs in resource allocation decisions
- Reducing the risk of misalignment among competing views for prioritization by creating a process to with agreed upon criteria and methods
- Having a positive impact on the efficient use of resources, if properly managed, to address the issues identified by the ICANN community.
- Increasing the org's ability to plan for and to complete work in an efficient and timely manner

1.3 Pilot Overview

As part of the framework, org organized a pilot with the community. The pilot provided the opportunity for the org and the community to test the processes and methodologies developed in the draft framework and identify gaps for further improvement. The pilot was conducted during April–May 2022 with the community, specifically on the implementation of Specific Reviews recommendations.

The planning prioritization framework pilot resulted in many key achievements. Due to the large volume and complexity of implementation work resulting from policy and review work, there is a need for ICANN org to prioritize the implementation work and the framework provides a structured step in the planning process that provides community input to the org. The framework creates a process to collect and document the top priorities for the community to provide to org as input into the operating planning process. The framework enhances the org's ability to plan and complete work in an efficient and timely manner in an open and transparent manner.

As part of the pilot community members and alternate members were nominated by their SO/AC leadership (see Appendix A for the list of participants). During the pilot members collaborated and arrived at consensus on the level of priority for the activities eligible to prioritization using the "Urgent" and "Important" prioritization technique. The output from the pilot is a list of prioritized Board-approved Specific Review recommendations which was published as a resource document for the Adopted FY23 – 27 Operating and Financial Plan, which was adopted by the ICANN Board in May 2022.

The org learned there were several key process improvements from the pilot. The structure of participation in the group and the membership nomination process by the SO/AC chairs works well. The use of a prioritization technique with the org assessment of priority as a starting point helped the members discuss their reaction and arrive at consensus.

See the Pilot Overview in Appendix A and the Summary of Lessons Learned from the Pilot in Appendix B.

Org would like to thank the SO/AC leadership and each member and alternate for their support and participation during the pilot.

1.4 Document Version Log

This framework was updated after a pilot was conducted where many aspects of the project were validated. The design of this framework will continue to evolve and will be an iterative process. Input from the community, org, and Board will be utilized throughout the development of this new step in the planning process.

Version #	Description of Changes	Publication Date

Version 1	Initial draft	February 2022
Version 2	- Added Section 1.3 for a brief summary of the pilot, its achievements and key learnings (page 4) - Updated the framework to mention the scope for the FY24 planning prioritization process regarding the recently prioritized board approved specific review recommendations (page 6) - Updated the framework to rename the alternate member to secondary member (page 6) - Updated the FY24 Planning Process timeline section 4.1 (page 13) - Added Appendix A for the Pilot (page 14-15) - Added Appendix B for "Summary of Lessons Learned From the Pilot and Org Comments" (page 15-19) - Added Appendix C for the framework Community consultations and the pilot (pages 19)	August 2022

3. Planning Prioritization Framework V2

3.1 Framework Description

Scope of Activities to Prioritize

The scope of activities to be included in this prioritization process as a step in the annual planning process is the Board-approved org implementation work, such as PDP recommendations, Specific Review recommendations, and the implementation of other nonpolicy and advice work.

Figure 1: ICANN Org Implementation Activities

1. **ICANN Bylaw mandated activities**: This includes the ICANN Bylaw-mandated Specific Reviews and Organizational Reviews. The initiation of such activities is Bylaw-required,

and the activities are carried out by the community or other stakeholders, but supported by the org.

2. **Community-led mission-driven activities**: This includes Policy Development Processes (PDPs) and advice. This type of work is usually initiated and led by the community. For clarity, this includes org implementation of all consensus-based policies that are developed by the community and adopted by the Board, including approved outcomes of ccNSO and GNSO policy development processes

3. **Org-led strategic activities**: This includes strategic projects with specific deliverables, initiated and led by the org.

4. **All implementation activities**: This includes implementation activities of all Board-approved recommendations from either the community, org, or other stakeholders. These can be recommendations from all three types of activities mentioned above.

Examples of work that the prioritization process would not necessarily apply to includes:

1. All continuing operations in functional activities.
2. Smaller projects that do not significantly affect the org and that may be at the discretion of a given org function or community group.

The Planning Prioritization Framework V2 will be implemented during the FY24 annual planning process on the scope of activities noted above. However, based on the recently concluded pilot where the community group prioritized 45 of the Board-approved Specific Review recommendations, the org is currently working on the design implementation plans for these prioritized recommendations, which are expected to be implemented or addressed during FY23.

Therefore the 45 recommendations that have just been prioritized will not be subject to further prioritization.

Participants

Based on the input received and the pilot conducted, the org continues to propose that a group with members from each stakeholder group and constituency is formed at the beginning of the annual planning process. This structure permits each member to share a perspective of priorities by stakeholder groups and constituencies to ensure cross-community input. A key outcome of the planning prioritization process is for the community to provide input to the org on prioritization. The org will receive this input and will evaluate and develop implementation plans to suggest inclusion of activities into the draft plans subject to a Public Comment period. This is step two of the prioritization process.

Given the roles and responsibilities of the community, Board, and org in the planning process, it is important that the community provides agreed-upon input on prioritization to org. It is then the org's responsibility to evaluate the allocation of resources for implementation in the context of all other activities that require org planning. Therefore, it is important that the Planning Prioritization Group work together and agree upon priorities.

The stakeholder group and constituency leadership will be asked to nominate one member to participate in the prioritization process. They will also be requested to identify a secondary

member that should also attend the group meetings. The secondary member will be available should the primary member be unable to participate due to unforeseen reasons.

The community Planning Prioritization Group will have up to nine members from the following groups:
1. *Address Supporting Organization (ASO)*
2. *At-Large Advisory Committee (ALAC)*
3. *Generic Names Supporting Organization (GNSO) Commercial Stakeholder Group (CSG)*
4. *GNSO Contracted Party House (CPH)*
5. *GNSO Noncommercial Stakeholder Group (NCSG)*
6. *Country Code Names Supporting Organization (ccNSO)*
7. *Governmental Advisory Committee (GAC)*
8. *Root Server System Advisory Committee (RSSAC)*
9. *Security and Stability Advisory Committee (SSAC)*

If any one of the stakeholder groups or constituencies elects not to participate, then the number of members will be less than nine.

In addition, the org Planning team will facilitate the meetings and other org staff will attend the meetings as observers. Moreover, the ICANN Board Caucus on Budget and Prioritization of Community Recommendations (BPCR) will have two Board liaisons to the Planning Prioritization Group.

Frequency
Based on input received, the org proposes that the prioritization step take place in April and May, with the output published in June or July each year. This timing permits the org to report to the community, Board, and org the prioritization suggested by the community. It also provides the org Planning liaisons enough time to develop detailed resourcing estimates to include in the draft operating and financial plans. Additionally, the org suggests that a midyear planning prioritization process could be considered on an as-needed basis should there be a need to review activities that are approved by the Board during the planning cycle.

Prioritization Techniques
Based on input received, ICANN org will use the "Urgency-Importance Matrix" prioritization technique.

The use of a prioritization technique is recommended to foster constructive decision-making. The prioritization technique is used to permit discussion in meetings and via emails that will aid the members in arriving at consensus.

The Urgent and Important technique is recommended to rank the activities in an efficient manner on a relative basis. The org provides a level of prioritization as a starting point based on information available. This pre-assessment is provided to help the members react and then discuss their various viewpoints to then arrive at a consensus decision.

Additional techniques may be evaluated should the Planning Prioritization Group members and the org agree that the evaluation of additional techniques meets the needs of the process based on its usefulness and ease of use for the members.

Framework for Systems and Tools
Based on input received, there are existing reports that will be used such as the "ICANN Rolling Five-Year Roadmap for Policy, Review, and Cross-Community Working Group" work (published as an appendix in the "Five-Year Operating Plan"). In addition, future discussion about providing information on the status of the prioritization framework will be discussed during the pilot phase of the project.

Summary Prioritization Framework V2

Design Element	Framework V2
Scope	The "Scope of activities" element defines what to prioritize. Based on input received, the framework will focus on prioritizing Board-approved implementation work, such as PDP recommendations, Specific Review recommendations, and the implementation of other nonpolicy and advice work.
Participants	The "Participants" element defines who will conduct the prioritization and the roles and responsibilities of all involved parties during this process. Based on input received, the framework suggests forming a Planning Prioritization Group, with members from each SO/AC, at the beginning of the annual planning process to help prioritize the activities identified in the Scope. These members are to be nominated by the Chairs of the SO/ACs, but they are acting in their own capacity within the Planning Prioritization group. They will also be requested to identify a secondary member that should also attend the group meetings. The secondary member will be available should the primary member be unable to participate due to unforeseen reasons. The community Planning Prioritization Group will have up to nine members as follows. 1. *Address Supporting Organization (ASO)* 2. *At-Large Advisory Committee (ALAC)* 3. *Generic Names Supporting Organization (GNSO)Commercial Stakeholder Group (CSG)* 4. *GNSO Contracted Party House (CPH)* 5. *GNSO Noncommercial Stakeholder Group (NCSG)* 6. *Country Code Names Supporting Organization (ccNSO)*

Design Element	Framework V2
	7. *Governmental Advisory Committee (GAC)* 8. *Root Server System Advisory Committee (RSSAC)* 9. *Security and Stability Advisory Committee (SSAC)* If any of the SO/ACs do not wish to participate, then the number of members will be fewer than nine. It is important that the community Planning Prioritization Group present a consensus-based, agreed-upon list of prioritized activities to the org, to continue the development of the annual Operating Plan and Budget.
Frequency	The "frequency" element defines when to prioritize and how often to prioritize. Based on input received, the prioritization process will take place once a year during April–June. The suggested timing will allow sufficient time for the org to develop the detailed work plan and resourcing estimates during the annual Operating Plan and Budget development process. This will also allow the community to provide further input via the draft plan Public Comment proceeding. Additionally, the org suggests that a midyear planning prioritization process could be considered on an as-needed basis should there be a need to review activities that are approved by the Board during the planning cycle.
Techniques	The "techniques" element describes techniques or models that can be used to help prioritize. Prioritization is a process of making choices and making decisions. Based on input received, the "Urgency-Importance Matrix" prioritization technique will be used during the prioritization process. See the matrix in the appendix section of this document. ICANN org will provide the list of activities in advance of the meetings and a suggested level of priority for each as a starting point.
Systems and Tool	The "systems and tools" element defines what resources are helpful to use when prioritizing. Based on input received, the following resources will be reviewed and considered during the prioritization process: 1. ICANN Rolling Five-Year Roadmap for Policy, Review and Cross-Community Working Group work

Design Element	Framework V2
	2. The Recommendations Relating to Cross-Community Working Group on Enhancing ICANN Accountability Work Stream 2 and Reviews 3. Other tools to be identified during future consultations

3.2 Prioritization and the Annual Planning Process

ICANN's annual planning process consists of the strategic planning process, operating planning process, and budget process; often, the operating planning process and the budget process are combined into one (the "Operating Plan and Budget process") due to the timing of the planning cycle. See Figure 2 below.
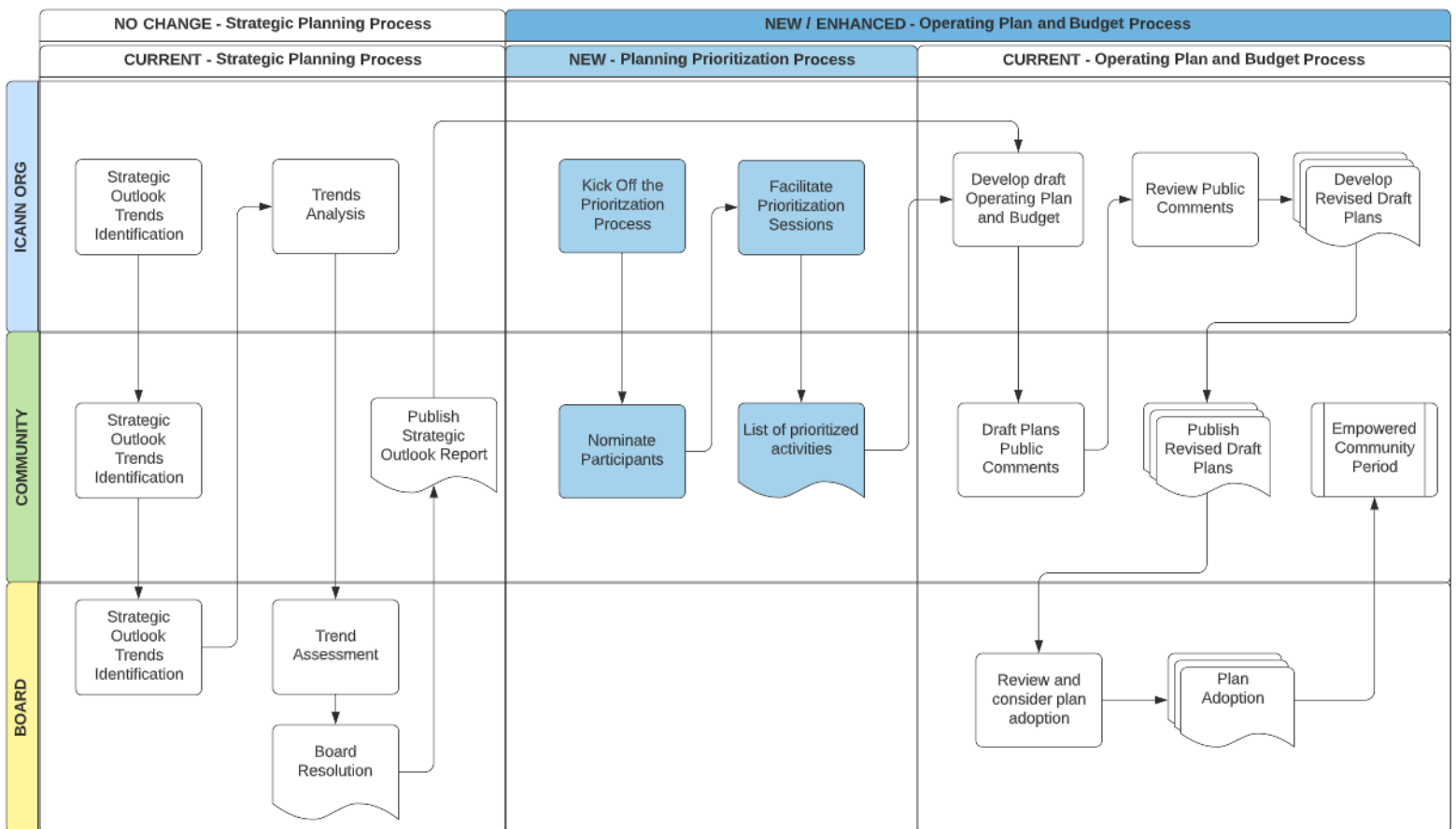

Figure 2: Overall Planning Process Flow

The strategic planning process consists of strategic trend identification, trend analysis, and trend impact assessment. The result of the impact assessment will either result in recommendations to evolve the Strategic Plan, or recommendations to take short-term tactical actions during the Operating Plan and Budget process.

The current Operating Plan and Budget process starts with the development of the draft Operating Plan and Budget with a set of planning assumptions, which are reviewed with the community via webinars and other engagement sessions. The draft plans are then published for Public Comment, giving the community the opportunity to review and comment on the draft. The org reviews and considers all comments received and, where applicable, incorporates them into the revised draft for Board consideration. Finally, communities have another opportunity via the Empowered Community to ensure the accountability and transparency of this process.

The intent of the Planning Prioritization Framework is to improve the overall planning process by enhancing the Operating Plan and Budget process. As illustrated by Figure 3 below, the new planning prioritization process step will be embedded in the current Operating Plan and Budget process, prior to the org developing the draft plans. This newly added step will provide the community with an opportunity to review, evaluate, discuss, and prioritize activities that the org should take into consideration while developing detailed work plans and resource allocations in the Operating Plan and Budget process. The process to carry out the planning prioritization is illustrated below:
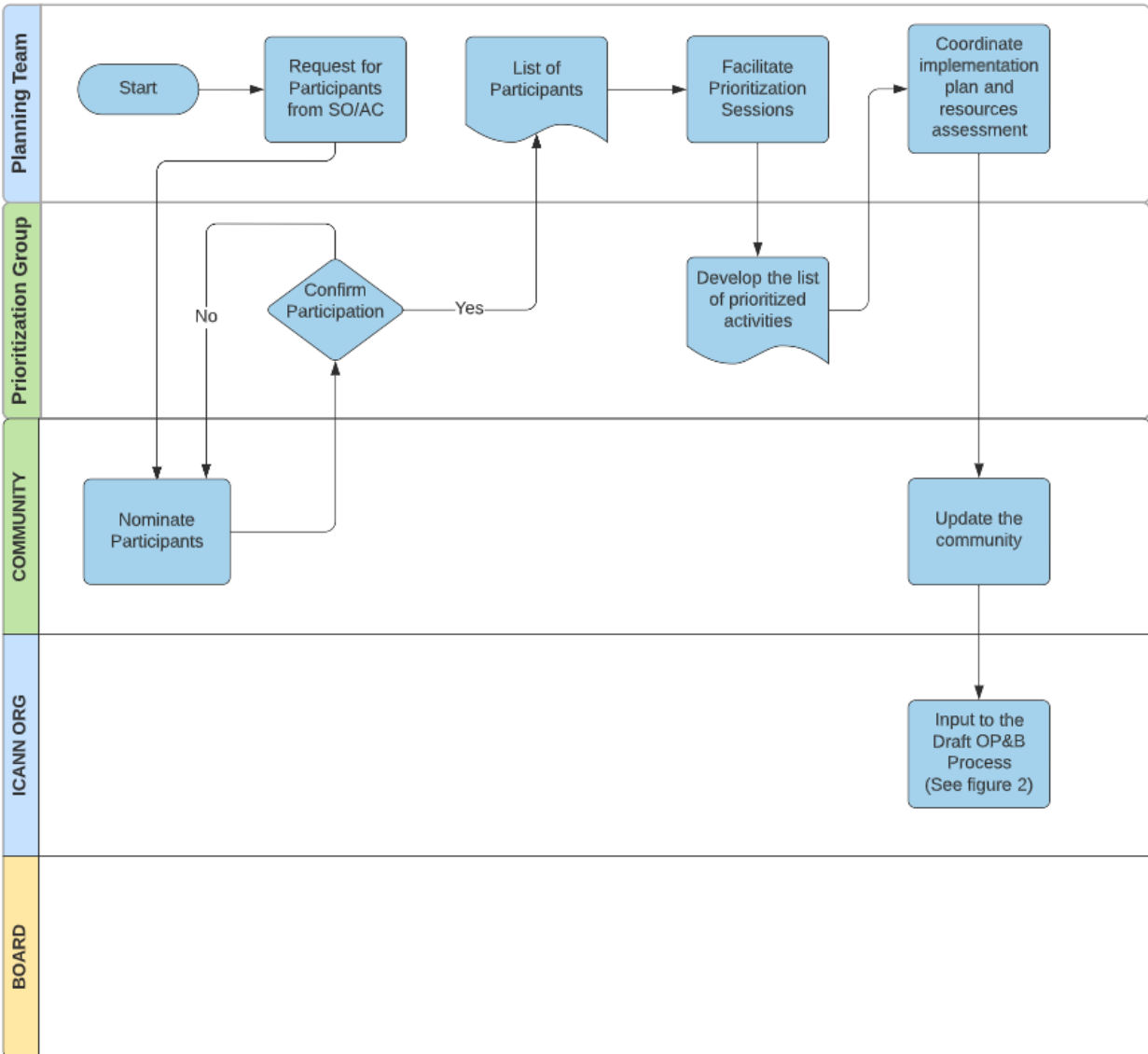
Figure 3: *Planning Prioritization Process Flow*

- The org planning team kicks off this process by requesting participation from the SO/ACs, via the Chairs of the SO/ACs.
- The Chairs of the SO/ACs each nominate one primary member and one secondary member. The secondary member is the alternate in case the primary member nominated cannot take part for any unforeseen reasons. The secondary member should participate in each call as an observer. This is so the secondary member is to participate when the primary member is not able to attend the meetings.
- The org planning team receives the list of participants and forms the Planning Prioritization Group.
- The org planning team conducts a series of prioritization sessions with the Planning Prioritization Group. During the sessions, participants will review, evaluate, discuss, and agree on activities to be prioritized.

- The org planning team receives and reviews the list of prioritized activities.
- The org planning team updates the community about the list of prioritized activities.
- The list of prioritized activities will be an input to the development of the draft plans. Please see Figure 2 for a timeline of the Operating Plan and Budget process.

The prioritization process is a step at the beginning of the operating planning process. The operating planning process lasts approximately 14 months. The prioritization process will take place once a year during the April - May timeframe as noted below in Figure 3. The suggested schedule will allow sufficient time for the org to develop the detailed work plan and resourcing estimates during the annual Operating Plan and Budget development process from July through November. This will also allow the community to provide further input via the draft plan Public Comment proceeding which opens in December.

4. Conclusion

The implementation of this framework is intended to enhance ICANN's overall planning process. The framework is being implemented for the FY24 annual Operating Plan and Budget cycle in August and September 2022. The design of this framework may evolve, and the org will continue to collect feedback throughout the planning process to ensure that continuous improvement is part of the framework.

The process for prioritizing will continue to be open and transparent with a public mailing list and publication of the meeting agenda.

ICANN org appreciates all community members for their input thus far in the project and specifically the Planning Prioritization Group members that participated in the pilot.

4.1 FY24 Planning Process Timeline

The prioritization process is proposed as a step at the beginning of the operating planning process. For the FY24 planning cycle, this step is expected to take place in September and October 2022. This will allow the community to provide further input via the draft plan Public Comment proceeding which is scheduled to open in December 2022. The operating planning process lasts approximately 14 months and beginning with the FY25 planning cycle, the prioritization process is expected to take place once a year during the May-June time frame.
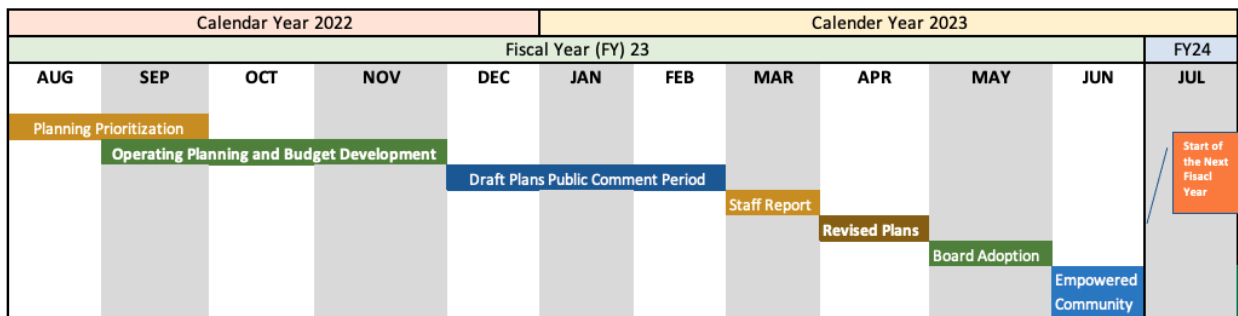

Figure 4 - *FY24 Planning Process Timeline*

Appendix

A. Pilot Overview

In April and May 2022, a pilot was conducted on a narrowed scope of activities for the FY23 planning cycle: Board-approved Specific Review recommendations eligible for prioritization. The pilot consisted of a series of sessions facilitated by the org's planning team.

Pilot Participants

The following groups were asked to nominate one member and one alternate to the planning prioritization pilot group:
1. *Address Supporting Organization (ASO)*
2. *At-Large Advisory Committee (ALAC)*
3. *Generic Names Supporting Organization (GNSO) Commercial Stakeholder Group (CSG)*
4. *GNSO Contracted Party House (CPH)*
5. *GNSO Noncommercial Stakeholder Group (NCSG)*
6. *Country Code Names Supporting Organization (ccNSO)*
7. *Governmental Advisory Committee (GAC)*
8. *Root Server System Advisory Committee (RSSAC)*
9. *Security and Stability Advisory Committee (SSAC)*

The below members and alternate members were nominated by their SO/AC leadership for the pilot for the FY23 planning process.

#*	Affiliation	Member	Alternate Member
1	ALAC	Cheryl Langdon-Orr	Jonathan Zuck
2	ccNSO	Chris Disspain	Irina Danelia
3	GAC	Susan Chalmers	Manal Ismail
4	GNSO CPH	Donna Austin	Jothan Frakes
5	GNSO CSG	Susan Payne	Wolf-Ulrich Knoben
6	GNSO NCSG	Rafik Dammak	Dr. A. M. Sudhakara
7	RSSAC	Ken Renard	N.A.
8	SSAC	Barry Leiba	Chris Roosenraad

*The number of members for the pilot was eight as the ASO elected not to participate.

In addition to the org staff that attended the pilot meetings, two members of the Board attended the meetings as observers.

2.2.1 Pilot Outcome
The pilot prioritization process followed three steps:
1. The members met five times to prioritize the list of eligible recommendations.
2. The output from the pilot is a list of prioritized Board-approved Specific Review recommendations which was published as a resource document for the Adopted FY23–27 Operating and Financial Plan, which was adopted by the ICANN Board in May 2022.
3. The org received the list as input in early May. Within two months after receiving the prioritization list, ICANN org organized a cross-functional team to develop detailed actions and resourcing needs as part of the Implementation design phase for the list of prioritized specific review recommendations. This is the preparatory phase for implementation during which a cross-functional project team develops guidelines that include deliverables for implementation, costing out resources, risk assessment, as well as an inventory of existing work. Furthermore, during this step, the org evaluates possible dependencies among the prioritized recommendations and between the recommendations and other work/projects. Progress on the implementation of the prioritized recommendations will be reported to the community throughout the process.

B. Summary of Lessons Learned From the Pilot
This section summarizes the lessons learned from the pilot that enabled the org to further refine and improve the framework. See each section with a summary of the feedback received and the org's comments on the feedback. Where feasible and reasonable, the org incorporated elements of the feedback into the V2 of the framework.

B.1 Scope of Activities to Prioritize
Members were supportive of the framework that all Board-approved implementation work is in scope to be prioritized. This includes org implementation work such as org implementation of Policy Development Process (PDP) recommendations, Specific Review recommendations, and the implementation of other nonpolicy and advice work. For clarity, this includes org implementation of all consensus-based policies that are developed by the community and adopted by the Board, including approved outcomes of ccNSO and GNSO policy development processes.

Org Comments
The org concluded that the community supports the scope of activities included in the framework. The framework includes a step of continuous improvement, and if needed it is likely to evolve over time.

B.2 Participants
Members were in favor of the structure of participants and that the SO/AC Chairs nominate the members to the Planning Prioritization Group. Members indicated that there is a need for experienced community members to participate in the Planning Prioritization Group.

It was suggested that a "secondary member" may be a better role/title than "alternate" and they should be required to attend all sessions, in the event that they need to step in. It was noted that the inclusion of alternate members permitted additional community members the opportunity to gain experience by attending all of the prioritization meetings in their capacity of "alternate members." Support was provided for any members who had knowledge of the community work on a specific topic to share that information with the group when discussing the activities to prioritize.

Members indicated that clarity of roles of the members is needed. The framework indicates that the members are acting in their individual capacity and not as a representative of their SO/AC, and what this means should be made more clear. Several members indicated they would like to review the list of activities with their SO/ACs to receive input in advance of the prioritization sessions. It was suggested that having the detailed scope of activities to be prioritized sent out well in advance of the process would permit members time to discuss the prioritization with their SO/ACs.

Org Comments
The org concluded that the community supports the structure of participants and that they should be nominated by the SO/AC leaders. The org noted the feedback to clarify the roles of the members. The framework was updated to reflect that the members are acting in their own capacity and that the objective will be to send out the list of activities well in advance of the prioritization sessions. This will provide members time to discuss the prioritization with their SO/ACs.

In addition, the framework was updated to reflect participants as members and secondary members, suggesting that both attend the meetings.

In addition, the ICANN Board Caucus on Budget and Prioritization of Community Recommendations will have two Board Liaisons to the Planning Prioritization Group.

B.3 Frequency
The community is supportive of implementing the planning prioritization process as a step in the annual planning process.

Org Comments
There were no changes to the framework, which already indicates that this is a step in the annual planning process.

B.4 Prioritization Techniques
During the pilot, members provided support for using the "Urgency-Importance Matrix" prioritization technique. In addition, there was support for having the ICANN org assessment of priority as a starting point. Many commented that it would not have been possible to discuss the level of prioritization without that initial input from the org.

One member expressed that the prioritization technique used was not sufficient. It was suggested that the four quadrants of the matrix were not sufficient to add granularity to reach consensus during the prioritization process.

Many members indicated that the detailed prioritization worksheet worked well but noted that having the worksheet in advance would help the members prepare for the meetings.

Several members indicated that there needs to be an additional process for ranking to see the prioritized activities on a relative basis. It was stated that by reviewing again the levels of prioritization once the first set of decisions was made could aid in making a final decision with some minor adjustments.

One member expressed concern that ranking an activity as the lowest priority (P4) may indicate that the work will not be evaluated for implementation.

The techniques design element also includes an approach to arrive at consensus, which is by general agreement without any formal objection from members. This approach of asking if any members "formally objected" was seen by several members as a helpful approach for the group to reach consensus. Support was received for the use of polling and more email discussion by the members.

Some comments indicated that a better sense of resourcing per task or cost of the implementation is needed to make informed decisions. It was suggested that an evaluation of effort and resources could be considered after the group had evaluated the Importance and the Urgency of the activity. The consideration of how much effort the project requires could then help the group arrive at consensus on a level of priority.

One member expressed frustration that the community has invested many years of their time on cross-community working groups and reviews and that the org just needs to start implementing the recommendations.

Org Comments
During the pilot, the "Urgency-Importance Matrix" prioritization technique was used. The org acknowledges that there are limitations to prioritization techniques. However, the purpose of using a technique is to foster discussion and collaborations. The "Urgency-Importance Matrix" meets the goal of being simple and easy to use, and the org recommends the use of the "Urgency-Importance Matrix" for the planning prioritization process. This is an iterative process, and as such, should the members and the org all agree to evaluate additional techniques, the org will evaluate them as time allows.

The org updated the framework to clarify that the prioritization process is being done on a relative basis, whereby each activity is being ranked against each other for priority as input to the org. This also addresses the concern that the activities ranked as the lowest priority will not be evaluated for implementation in the next planning process as activities of a lower priority are to be prioritized at the next evaluation.

Regarding the comments received about evaluating the resources required for an activity, the prioritization step is specifically designed to identify the priority from the Planning Prioritization Group up front in the planning process, so that the org can develop the detailed work plan and resourcing estimates during the annual Operating Plan and Budget development process. This timing will also allow the community to provide further input via the draft plan Public Comment proceedings.

Regarding the comment received about the frustration from the community that the org has not started the implementation of recommendations that community members have worked on for years, the purpose of the planning prioritization process is to enhance the planning process. ICANN org can only implement recommendations that the Board has adopted and directed the CEO or his designee to implement. The Board considerations include evaluations of whether the community-developed recommendations are in the best interests of ICANN and the ICANN community, which may require substantial discussions (including with the community) and org input on implementability in the case of complex, interdependent or detailed recommendations. When directed by the Board to implement the recommendations, org subject-matter experts need to develop detailed project plans with specific milestones and estimate the resources required to implement and that have to be allocated, whether from existing or additional staffing and other resources. These plans need to be approved for funding, especially if substantial additional resources are required. In this regard, an effective and well-managed prioritization effort can result in a more accurate resource estimation and more efficient use of resources to address the issues identified by the ICANN community, by increasing the org's ability to plan for and to complete work in a transparent and timely manner.

B.5 Systems and Tools
No specific comments were received about reports or tools other than the comments noted in the section on techniques.

Org Comments
No changes to the framework were made in this section. However, as the process evolves, the org will continue to seek input on recommended improvements in this area.

B.6 Planning Prioritization Meeting Logistics and Process
A total of five Planning Prioritization Meetings were held during the pilot. The first session was an introduction and Overview session, and the last meeting included a Lessons Learned discussion session. The work of the members was concluded in approximately 3.5 meetings.

The pilot meetings were facilitated by the org planning team, as there is no role of "chair" in this group. The community mailing list was set up with members and observers. The mailing list and meetings were governed by a set of Operating Procedures. There was a recommendation to review the Operating Procedures with the SO/AC leadership for them to use when making the nominations for the members and secondary members.

Members indicated that perhaps more time explaining the process and the prioritization techniques in the first meeting would help them be more efficient. In addition, members encouraged the use of polling and more email discussion by the members.

Org Comments

The org is committed to ensure that the meeting logistics and mailing list process is as efficient as possible. The org will seek ongoing feedback about the group Operating Procedures and will include them in the request when asking the SO/AC leadership for nominations for the members and secondary members to the Planning Prioritization Group.

B.7 Conclusion From Lessons Learned

ICANN org appreciates the work of the Planning Prioritization Group members that were nominated to participate in the pilot, and specifically the feedback received from the Lessons Learned session was very valuable. Where feasible and reasonable, the org incorporated elements of the feedback noted above into the V2 of the framework.

C. Summary of Community Consultations

Following the project initiation in April 2021, the org conducted community consultations with various SO/AC groups between May 2021 and January 2022, gathering input for the development of the draft Planning Prioritization Framework.

The org planning team convened 17 consultation sessions with more than 200 community members participating, resulting in over 140 data points collected. The org planning team identified several design elements that are necessary for the draft framework.

The table below summarizes the list of Consultations by type of consultation, the SO/AC org met with, and the date of the consultation.

Number	Type	Group	Consultation Date
1	Public Webinar	Planning and Finance Webinar on Prioritization and Supplemental Fund Implementation of Community Recommendations (SFICR)	27 April 2021
2	Public Webinar	Planning and Finance Webinar ICANN71	02 June 2021

3	Consultation	ccNSO Strategic and Operational Planning Committee (ccNSO SOPC)	14 July 2021
4	Consultation	ccNSO Strategic and Operational Planning Committee (ccNSO SOPC)	26 July 2021
5	Consultation	ALAC Operations, Finance and Budget Working Group (OFB-WG)	29 July 2021
6	Consultation	ALAC Operations, Finance and Budget Working Group (OFB-WG)	12 August 2021
7	Project Overview and Introduction	Governmental Advisory Committee (GAC) Leadership – Project Overview	19 August 2021
8	Consultation	Security and Stability Advisory Committee (SSAC)	31 August 2021
9	Project Overview and Introduction	Generic Naming Support Organization (GNSO) SG/C Chairs	21 September 2021
10	Consultation	SSAC	28 September 2021
11	Consultation	GAC leadership and select members	05 October 2021
12	Consultation	Contracted Parties House (CPH)	07 October 2021
13	Public Webinar	ICANN72 Prep Week	13 October 2021
14	Consultation	Commercial Stakeholders Group (CSG)	21 October 2021
15	Consultation	ICANN72 Country Code Names Support Organization (ccNSO) Strategic and Operational Planning Committee (ccNSO SOPC) session	26 October 2021
16	Consultation	Noncommercial Stakeholder Group (NCSG)	10 November 2021
17	Consultation	ATRT3 Implementation Shepherds	06 January 2022

See the published Planning Prioritization Framework V1 for the input received during the Community Consultations on the Planning Prioritization Project.

For information on the pilot conducted in April and May 2022, see the meeting schedule and the presentations and recordings on the Community Finance and Planning Wiki Space.

D. Prioritization Technique and Matrix

The prioritization technique used in the framework is the Urgent/Important technique.
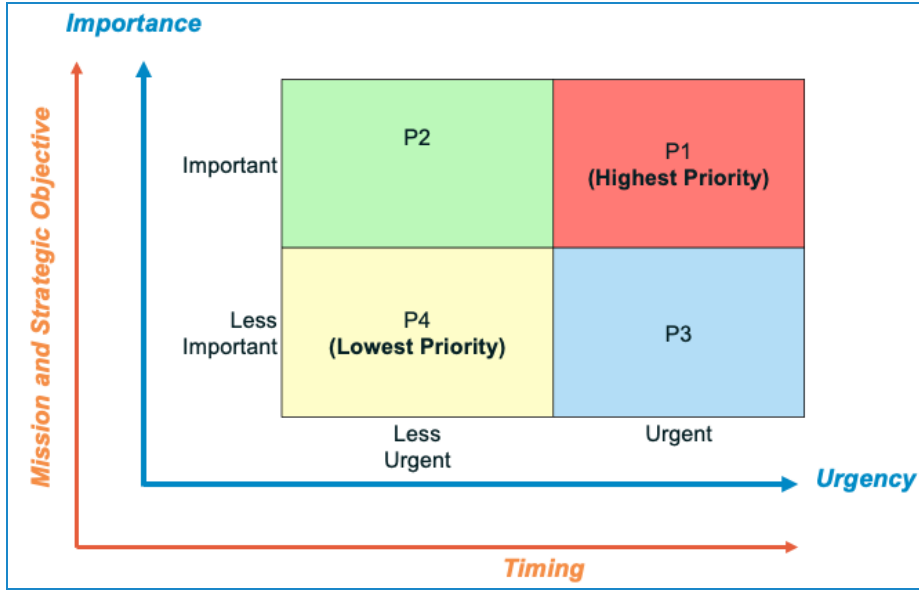Below is the matrix for this technique.

Figure 5: Prioritization Technique Urgent/Important Matrix

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