

# ALAC/At-Large Improvements Implementation Project Plan

7 June 2010

## Executive Summary

### A. Introduction

- This Project Plan outlines the approach developed by the ALAC and At-Large staff to implement the recommendations outlined in the [Final Report of the ALAC Review Working Group on ALAC Improvements](#) (9 June 2009).

### B. Board Guidance

- This Project Plan conforms to all guidance contained in the ICANN Board's [Resolution 2009.06.26.30](#) (9 June 2009).
- Specifically, the Plan has been developed jointly by the ALAC and ICANN's At-Large staff, in consultation with ICANN's Legal staff, and contains an implementation timeline.

### C. Budgetary Implications

- ICANN's [draft FY11 Operating Plan and Budget](#) allocates \$50,000 for the implementation of the ALAC/At-Large Improvements. We expect this amount to fund the cost of all or most of this Project Plan's explicit expenses currently anticipated within FY11.
- If these funds do not prove adequate, the ALAC and At-Large staff will propose tasks in the process to be extended into FY12.

### D. Liability

- The At-Large staff, in consultation with ICANN's Legal staff, has concluded that the potential liability of enacting this Improvements Implementation Project Plan is minimal.
- In addition, simple steps have been built into the plan to reasonably ensure that this liability is further minimized.

### E. Bylaw Changes

- ICANN Legal has identified a small number of minor changes to the ICANN bylaws required by the ALAC/At-Large Improvements; all changes currently identified fall within Article XI, Section 2, Number 4 (At-Large Advisory Committee).

### F. Appendices, Including the Implementation Summary for Each Recommendation

- Appendix 1 summarizes the implementation plan for each At-Large recommendation, including a discrete task list, targeted completion dates, expected sources of costs, assigned work team and a description of task interdependencies.
- All tasks are currently scheduled for completion in FY11 (no later than March 2011).

## A. Introduction

### Statement of ALAC Executive Committee

On June 2, 2010, the Executive Committee of the At-Large Advisory Committee (ALAC), ALAC Liaison to the ICANN Board, and At-Large staff participated in a teleconference in which they reviewed, in detail, this ALAC/At-Large<sup>1</sup> Improvements Implementation Project Plan, which had previously been developed collaboratively by the full ALAC and At-Large staff.

As a result, the ALAC Executive Committee unanimously states its support of this document and requests that it be presented to the SIC for submission to the ICANN Board.

### Project Plan: Purpose and consultation with ICANN Legal

This Project Plan outlines the approach developed jointly by the ALAC and At-Large staff to implement the 13 recommendations outlined in the [Final Report of the ALAC Review Working Group on ALAC Improvements](#) (Final Report; 9 June 2009).

In developing this plan, the ALAC and At-Large staff consulted closely with ICANN's Legal staff – and incorporated its advice fully – regarding the implications in a number of areas, including:

- Compliance with guidance from the ICANN Board;
- Budgetary implications;
- Potential liabilities (and the steps planned to mitigate them); and
- Proposed ICANN bylaw changes.

### Implementation status of each recommendation

The below ALAC/At-Large Improvements Status table summarizes the progress to date, estimated completion timetable and potential sources of specific costs for each ALAC/At-Large Improvements recommendation.

Recommendation	Status (% completed)				Estimated completion	Expected sources of At-Large costs
	25%	50%	75%	100%		
1: ICANN bylaws	[Green bar]				Sep-Dec 2010	None expected at present
2: Board member	[Blue bar]				Dec 2010	None expected at present
3: ALS-RALO-ALAC structure	[Green bar]				Sep-Dec 2010	None expected at present
4: ALS education/engagement	[Green bar]				Sep-Dec 2010	Initial development of materials
5: Strategic/operational plans	[Pink bar]	[White bar]			Sep-Dec 2010	Possible extra day at meeting
6: Cost models	[Blue bar]				Jun-Sep 2010	None expected at present
7: Communication tools	[Green bar]				Sep-Dec 2010	Trial of communication tools
8: Public comment period	[Green bar]				Sep-Dec 2010	Trial of language services
9: Translation processes	[Green bar]				Sep-Dec 2010	Trial of language services
10: Home of individual users	[Blue bar]				Sep-Dec 2010	Trial activities as community rep
11: Board statement re Rec 10	[Green bar]				Sep-Dec 2010	None expected at present
12: Input from consumer reps	[Blue bar]				Jun-Dec 2010	Initial development of materials
13: Policy advice mechanisms	[Pink bar]	[White bar]			Jan-Mar 2011	None expected at present

<sup>1</sup> Throughout, "ALAC/At-Large" is used to indicate that certain of the Final Report's recommendations refer to the ALAC, while others refer to the At-Large structure (ALAC, RALOs and ALSes).

## B. Board Guidance

Guidance from ICANN's Board regarding this plan is contained within the Board's [Resolution 2009.06.26.30](#) (26 June 2009), which states:

Resolved (2009.06.26.30), the Board directs ICANN Staff to assist the At-Large Community in developing a proposed implementation plan and timeline for the recommendations in the report (except for the recommendation to provide At-Large with voting seats, which will be discussed by the Board at its next meeting). These plans and timeline should be submitted to the Structural Improvements Committee for review and Board approval.

This Project Plan conforms to all guidance offered in this resolution. Specifically:

- The Project Plan has been ***developed jointly by the ALAC and ICANN's At-Large staff, in full consultation with ICANN's Legal staff.***
- It contains an implementation timeline consisting of target completion dates for each of the Final Report's recommendations, as well as for the individual tasks into which these recommendations have been divided. We list these target completion dates in the below section entitled "Implementation Summary for Each Recommendation."

### **Collaboration by the ALAC and At-Large staff**

The collaboration on this Project Plan by the ALAC, Regional At-Large Organizations (RALOs) and At-Large staff has included:

- In-depth development of the Project Plan during the full ALAC monthly teleconferences on March 23, April 27/29 and May 25, 2010, and during the ALAC Executive Committee teleconferences on April 19, May 17 and June 3, 2010;
- The assignment by the ALAC to each Final Report recommendation of a work team of At-Large Community members (from the ALAC and its relevant subcommittees) and/or the At-Large staff;
- Ongoing briefings of, and input from, the RALOs; and
- The full incorporation into the Project Plan of input from the ALAC Chair, ALAC members and RALO officers.

## C. Budgetary Implications

ICANN's [draft FY11 Operating Plan and Budget](#) allocates \$50,000 for the implementation of the ALAC/At-Large Improvements. ***We expect that this amount will fund the cost of all or most of the explicit ALAC/At-Large Improvements-related expenses currently anticipated within FY11.***

However, if these funds do not prove adequate, the ALAC and At-Large staff will, in a collaborative effort, identify and propose tasks in the implementation process that can reasonably be extended into FY12. The extension of such tasks into FY12 would, we believe, be in accordance with the following statement (page 8) in the [draft FY11 Operating Plan and Budget](#):

While the budget contains resources for the implementation of improvements suggested by organizational reviews, since specific recommendations are not known in advance, it is unlikely that review recommendations can be funded in a single yearly budget. Any unfunded recommendations will be considered and prioritized in next year's plan.

In the case of the current ALAC/At-Large Improvements, the recommendations upon which they are based are, at this point, known. However, various steps in the implementation of these recommendations are still being determined by the assigned work teams.

#### **Explicit At-Large costs**

Any explicit At-Large costs expected, at present, to emerge from the implementation of the ALAC/At-Large Improvements recommendations (i.e., recommendation-specific costs) are listed in Appendix 1 (Implementation Summary for Each Recommendation). In the table dedicated to each recommendation in this appendix, these costs are described in the column entitled "Expected sources of At-Large costs."

#### **Other costs**

Of course, the ALAC/At-Large Improvements Implementation project will necessitate other costs not allocated to the ALAC/At-Large Improvements budget. These include, for example, the time of ICANN staff members, professional services, teleconference services and language services.

### **D. Liability**

The At-Large staff, in consultation with ICANN's Legal staff, has concluded that ***the potential liability of enacting this Improvements Implementation Project Plan is minimal***. In addition, simple steps have been built into the plan to reasonably ensure that this liability is further minimized.

Here, we have considered liability broadly, from not only a legal perspective but also from the perspective of any potential compromise of the effects, obligations, legitimacy or credibility of the ALAC, RALOs, At-Large Community and ICANN.

The broadest potential risks within this Project Plan that were identified include, in particular, those listed here – along with the simple steps that have been built into the implementation process to mitigate these risks:

- There is the potential risk that the ALAC/At-Large Improvements recommendations to be implemented might not serve ICANN's fulfillment of its [Affirmation of Commitments](#) (Affirmation; 30 September 2009) or the goals outlined in the [ICANN Strategic Plan 2010–2013](#). To ensure this is not the case, the At-Large staff has conducted a careful analysis of the effects each recommendation would have on the fulfillment of both ICANN's Affirmation and current Strategic Plan. The staff concluded that, on the contrary, the ALAC/At-Large Improvements Implementation plan would *contribute significantly* to both. Please see Appendix 4 (ICANN Affirmation of Commitments and Strategic Plan 2010–2013) for the detailed results of this analysis.

- There is the potential risk of not meeting the ICANN community's expectations regarding the ALAC/At-Large Improvements, particularly regarding community outreach and engagement. The primary possible causes of this would likely be inadequate ICANN staffing, ICANN funding or volunteer participation. Regardless of the cause, a failure to meet expectations would impact ICANN's credibility with the At-Large Community, as well as in other venues where Internet users interact, including but not limited to the IGF and regional Internet/technology activities. This potential risk can be mitigated by:
  - ICANN's following through with the commitments it has made in association with the ALAC/At-Large Improvements; and
  - The ALAC's focusing on the matter of ensuring volunteer participation. The ALAC has already initiated several activities, both globally and within regions, to address this latter issue.
  
- The recommendations calling for ALAC and At-Large involvement in the Supporting Organizations' (SOs') PDP processes require the agreement of, cooperation of and coordination with those groups. There is the potential risk that this needed agreement and cooperation might not be forthcoming. This risk seems minimal because there are now active efforts in other parts of ICANN to improve coordination and communication. Nevertheless, steps toward mitigating this risk will include:
  - The At-Large staff's close coordination with the SOs to ensure that the recommendations are not implemented unilaterally;
  - Very active ALAC Liaison participation in several key SOs and Advisory Committees (ACs); and
  - The Legal staff's review and the required public comments process regarding any bylaw changes to help ensure that unilateral or premature changes are not imposed.

## E. Bylaw Changes

The ICANN Legal Department has identified ***a small number of minor changes to the ICANN bylaws required by the ALAC/At-Large Improvements***. The text of these proposed changes is now being developed by the ICANN Legal staff, in consultation with the ALAC and At-Large staff.

As the ALAC/At-Large Improvements work continues, more areas of the bylaws may require amendment (for example, the ALAC/At-Large recommendations may require changes to PDP descriptions). Such further bylaw changes will be presented after full consultation with the relevant SOs and ICANN Legal staff.

All of the proposed changes currently ripe for amendment are expected to occur within Article XI (Advisory Committees), Section 2 (Specific Advisory Committees), Number 4 (At-Large Advisory Committee), Paragraphs a, e, and j of the bylaws. The existing text of these paragraphs is shown in the table below.

Par.	Present bylaw text	Proposed text
a	The role of the At-Large Advisory Committee (“ALAC”) shall be to consider and provide advice on the activities of ICANN, insofar as they relate to the interests of individual Internet users.	To be determined
e	The ALAC shall annually appoint one non-voting liaison to the ICANN Board of Directors, without limitation on re-appointment, and shall, after consultation with each RALO, annually appoint five voting delegates (no two of whom shall be citizens of countries in the same Geographic Region, as defined according to Section 5 of Article VI) to the Nominating Committee.	To be determined
j	<p>The ALAC is also responsible, working in conjunction with the RALOs, for coordinating the following activities:</p> <ol style="list-style-type: none"> <li>1. Keeping the community of individual Internet users informed about the significant news from ICANN;</li> <li>2. Distributing (through posting or otherwise) an updated agenda, news about ICANN, and information about items in the ICANN policy-development process;</li> <li>3. Promoting outreach activities in the community of individual Internet users;</li> <li>4. Developing and maintaining on-going information and education programs, regarding ICANN and its work;</li> <li>5. Establishing an outreach strategy about ICANN issues in each RALO's Region;</li> <li>6. Making public, and analyzing, ICANN's proposed policies and its decisions and their (potential) regional impact and (potential) effect on individuals in the region;</li> <li>7. Offering Internet-based mechanisms that enable discussions among members of At-Large Structures; and</li> <li>8. Establishing mechanisms and processes that enable two-way communication between members of At-Large Structures and those involved in ICANN decision-making, so interested individuals can share their views on pending ICANN issues.</li> </ol>	To be determined

## F. Appendices

Attached are the following appendices:

- Appendix 1: Implementation Summary for Each Recommendation (including constituent tasks, target completion dates, potential sources of costs, assigned work teams and descriptions of task interdependencies);
- Appendix 2: Milestones Completed in the ALAC/At-Large Implementation Improvements;
- Appendix 3: Note Regarding Recommendation 2: Call for an At-Large-Selected Director on ICANN’s Board; and
- Appendix 4: ICANN Affirmation of Commitments and Strategic Plan 2010–2013.

## Appendix 1

**Implementation Summary for Each Recommendation**

In this Appendix, we list the following details regarding our planned implementation of each recommendation:

- The tasks into which we have broken down each recommendation's implementation;
- The targeted completion date of each recommendation and its constituent tasks;
- The potential sources of task-specific costs;
- The work team managing each recommendation; and
- A description of the interdependencies of the tasks within each recommendation and between recommendations.

**Targeted completion dates**

Based on our current estimate, ***the target completion date for each recommendation overall is in FY11, no later than March 2011.***

**Reporting**

Progress on the implementation of each recommendation will be reported bimonthly to the ALAC Executive Committee, monthly to the full ALAC and periodically to all subscribers of the relevant At-Large mailing lists. Regular briefings will also be made to the SIC and/or ICANN Board. In addition, ICANN's Policy staff will receive progress updates weekly.

Finally, the ongoing progress will be chronicled in the [ALAC/At-Large Improvements Implementation Status Log](#) available on the new [ALAC/At-Large Improvements Workspace](#).

**Regional diversity**

In this Appendix is listed the work team assigned by the ALAC to the implementation of each of the ALAC/At-Large Improvements recommendations. A quick review of these work teams reveals the high level of regional diversity that characterizes the implementation of each recommendation individually, as well as the ALAC/At-Large Improvements Implementation project as a whole.

**Implementation Summary table for each recommendation**

Following is the Implementation Summary for each recommendation.

<b>Recommendation 1: ICANN bylaws to reflect ALAC's continuing purpose</b>			
<b>Task No.</b>	<b>Implementation task</b>	<b>Targeted completion date</b>	<b>Expected sources of At-Large costs</b>
1.1	Amend Bylaws Article XI,s2(4)(a) to clarify purposes, as proposed	Jun-Sep 2010	None expected at present
1.2	Review proposed IIC/post-JPA accountability mechanisms to ensure congruence with recommendation	Sep-Dec 2010	None expected at present
1.3	ALAC engagement in ICANN Structural Improvements Programs	Jun-Dec 2010	None expected at present
1.4	Extend ALAC Chair term to two years	Jun-Sep 2010	None expected at present

**Work team:** ICANN Legal staff, in consultation with the ALAC and the At-Large staff

**Dependency between tasks:** Tasks within Rec. 1:

- Also cover Rec. 10; and
- Must be done in conjunction with those of Rec. 11.

**Overall target completion date:** September–December 2010

<b>Recommendation 2: At-Large-selected ICANN Board member</b>			
<b>Task No.</b>	<b>Implementation task</b>	<b>Targeted completion date</b>	<b>Expected sources of At-Large costs</b>
2.1	Identify all the steps required to implement the addition of one voting member appointed from the At-Large Community to the ICANN Board	Completed	None expected at present
2.2	Submit the final selection process to the Board via the SIC for approval	Mar-Apr 2010	None expected at present
2.3	Implement or confirm related Bylaw changes	Mar-Apr 2010	None expected at present
2.4	Once approved, begin selection process, in a careful and systematic manner, within the At-Large Community	May 2010	See note re costs below
2.5	Endorsement of selection choice by ALAC	May 2010	None expected at present
2.6	Approval of selection choice by ICANN Board and seating of Board member	Dec 2010 (AGM Meeting)	None expected at present
2.7	Consider options regarding At-Large Liaison to Board vis-à-vis new Director	Jan–Mar 2011	None expected at present

**Work teams:** The At-Large Board Selection Design Team (ABSdt) and Board Candidate Evaluation Committee (BCEC)

**Dependency between tasks:** Tasks within Rec. 2 must be carried out in the order listed above.

**Overall target completion date:** December 2010 at AGM Meeting (with follow-up in January–March 2011)

**Note regarding costs:** According to ICANN Legal staff, the cost of performing due diligence on the slate of Board candidates is to be borne not by the ALAC but by ICANN's Legal Department.

<b>Recommendation 3: ALS-RALO-ALAC structure to remain</b>			
<b>Task No.</b>	<b>Implementation task</b>	<b>Targeted completion date</b>	<b>Expected sources of At-Large costs</b>
3.1	Ensure existing structure does not present obstacles to community operation and development	Sep-Dec 2010	None expected at present

**Work team:** ALAC and Regional Secretariats

**Dependency between tasks:** The implementation of Rec. 3 (the role of ALSes), 4 (ALS education and engagement), 7 (communication and collaborative tools) and 9 (translation and interpretation) are corequisites.

**Overall target completion date:** September–December 2010



<b>Recommendation 4: ALS education and engagement</b>			
<b>Task No.</b>	<b>Implementation task</b>	<b>Targeted completion date</b>	<b>Expected sources of At-Large costs</b>
4.1	External education	Jun-Sep 2010	Initial development of materials (e.g., brochures, radio, podcasts, webinars, online videos)
4.2	Internal engagement	Sep-Dec 2010	Initial development of materials (e.g., brochures, radio, podcasts, webinars, online videos)
4.3	External outreach and recruitment	Sep-Dec 2010	Initial development of materials (e.g., brochures, radio, podcasts, webinars, online videos)
4.4	Explore whether additional measures need be taken to involve individual Internet users in At-Large work, where they wish to contribute in their personal capacities	Jun-Sep 2010	None expected at present
4.5	Internal leadership engagement and development	Sep-Dec 2010	Initial development of materials (e.g., brochures, radio, podcasts, webinars, online videos)
4.6	Compliance	Jan-Mar 2011	None expected at present

**Work team:** ALAC and Regional Leaders

**Dependency between tasks:**

- Task 4.1 must be done in conjunction with 4.3. Task 4.2 must be done in conjunction with 4.5.
- The implementation of Rec. 3 (the role of ALSes), 4 (ALS education and engagement), 7 (communication and collaborative tools) and 9 (translation and interpretation) are corequisites.

**Overall target completion date:** September–December 2010 (with compliance in January–March 2011)

<b>Recommendation 5: Strategic and operational plans</b>			
<b>Task No.</b>	<b>Implementation task</b>	<b>Targeted completion date</b>	<b>Expected sources of At-Large costs</b>
5.1	Identify barriers within ALAC processes used to contribute to strategic planning and propose follow-up	Sep-Dec 2010	Possible extra day at ICANN meeting for At-Large Leaders regarding Improvements Implementation planning
5.2	Identify barriers within ALAC processes used to contribute to operational planning and propose follow-up	Sep-Dec 2010	Possible extra day at ICANN meeting for At-Large leaders regarding Improvements Implementation planning

5.3	Review ongoing At-Large staff support levels and budget allocations in FY2009-10 and increase support as provided throughout this project, consistent with recommendations in Final Report	Sep-Dec 2010	None expected at present
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**Work team:** The Finance and Budget Subcommittee of the ALAC

**Dependency between tasks:** The implementation of Rec. 5 (strategic and operational plans), 7 (communication and collaborative tools) and 9 (translation and interpretation) are corequisites.

**Overall target completion date:** September–December 2010

<b>Recommendation 6: Accurate cost models</b>			
<b>Task No.</b>	<b>Implementation task</b>	<b>Targeted completion date</b>	<b>Expected sources of At-Large costs</b>
6.1	Review of additional At-Large information that would be useful, subsequent to improvements in financial reporting in FY2009-2010	Jun-Sep 2010	None expected at present
6.2	Regarding meeting accommodations, ensure that At-Large representatives are given treatment equal to that of other funded communities	Jun-Sep 2010	None expected at present

**Work team:** A subset of the Finance and Budget Subcommittee of the ALAC

**Dependency between tasks:** No significant dependencies.

**Overall target completion date:** June–September 2010

<b>Recommendation 7: Choice of communication and collaborative tools</b>			
<b>Task No.</b>	<b>Implementation task</b>	<b>Targeted completion date</b>	<b>Expected sources of At-Large costs</b>
7.1	Review of communication and collaboration needs considered unmet by ALSes and RALOs globally	Mar-Jun 2010	None expected at present
7.2	Review of technologies already used by At-Large and across ICANN that could fill all or some of the 7.1 needs of the ALSes and RALOs	Jun-Sep 2010	None expected at present
7.3	Review of currently available technologies not already used by At-Large or elsewhere in ICANN that could fill the 7.1 needs of the ALSes and RALOs	Jun-Sep 2010	Trial and evaluation of certain communication/collaboration technologies to fill the needs of ALSes and RALOs
7.4	Create and conduct implementation plan for training ICANN's IT Support in the 7.3 technologies (and, as needed, in keeping IT Support current in 7.2 technologies)	Jun-Sep 2010	None expected at present

7.5	Based on At-Large's choice of communication and collaboration tools to best fill its needs, make recommendations for use, or not, of these tools across ICANN	Jun-Dec 2010	None expected at present
7.6	Create and conduct implementation plan for the periodic identification of technologies, either newly introduced to the market or updated, that can better fill the 7.1 needs of the ALSes and RALOs than those technologies currently being used	Sep-Dec 2010	None expected at present

**Work team:** ALAC and Regional Leaders

**Dependency between tasks:**

- Tasks within Rec. 7 must be carried out in the order listed above.
- For budgetary reasons, task 7.2 must be (done before and) given priority over Task 7.3.
- The implementation of Rec. 3 (the role of ALSes), 4 (ALS education and engagement), 7 (communication and collaborative tools) and 9 (translation and interpretation) are corequisites.
- The implementation of Rec. 5 (strategic and operational plans), 7 (communication and collaborative tools) and 9 (translation and interpretation) are corequisites.

**Overall target completion date:** September–December 2010

<b>Recommendation 8: Public comment period</b>			
<b>Task No.</b>	<b>Implementation task</b>	<b>Targeted completion date</b>	<b>Expected sources of At-Large costs</b>
8.1	Develop ALAC process for requesting extended consultation window	Jun-Sep 2010	None expected at present
8.2	Develop ICANN staff and Board process for implementing extension requests received	Sep-Dec 2010	None expected at present
8.3	Review of public comment processes	Sep-Dec 2010	None expected at present
8.4	Review measures to make policy development activities across ICANN's communities more accessible. Propose measures for community review.	Sep-Dec 2010	Trial and evaluation of certain translation and interpretation services

**Work team:** Completion to be confirmed with the Public Participation Committee of the ICANN Board

**Dependency between tasks:**

- Tasks within Rec. 8 and Rec 13 are corequisites.
- Task 8.4 must be done in conjunction with the tasks of Rec. 9.

**Overall target completion date:** September–December 2010

<b>Recommendation 9: Translation and interpretation processes</b>			
<b>Task No.</b>	<b>Implementation task</b>	<b>Targeted completion date</b>	<b>Expected sources of At-Large costs</b>
9.1	Interim measures (near term)	Jun-Sep 2010	Trial and evaluation of certain translation and interpretation services
9.2	Adoption of Translation Policy	Jun-Sep 2010	None expected at present
9.3	Implementation of Translation Policy (by Public Participation Committee)	Sep-Dec 2010	None expected at present

**Work team:** ALAC and Regional Leaders; collaboration with Public Participation Committee

**Dependency between tasks:**

- Tasks within Rec. 9 must be carried out in the order listed above.
- Tasks within Rec. 9 must be carried out in conjunction with Task 8.4.
- The implementation of Rec. 3 (the role of ALSes), 4 (ALS education and engagement), 7 (communication and collaborative tools) and 9 (translation and interpretation) are corequisites.
- The implementation of Rec. 5 (strategic and operational plans), 7 (communication and collaborative tools) and 9 (translation and interpretation) are corequisites.

**Overall target completion date:** September–December 2010

<b>Recommendation 10: ALAC/At-Large is home of individual Internet users</b>			
<b>Task No.</b>	<b>Implementation task</b>	<b>Targeted completion date</b>	<b>Expected sources of At-Large costs</b>
10.1	ALAC is the primary ICANN home for the voice and concerns of the individual Internet user	Sep-Dec 2010	Trial activities as community representative

**Work team:** Completion to be confirmed with ICANN Board and new At-Large-selected Director

**Dependency between tasks:** Tasks within Rec. 10 are covered under Rec. 1.

**Overall target completion date:** September–December 2010

<b>Recommendation 11: Board statement recognizing Recommendation 10</b>			
<b>Task No.</b>	<b>Implementation task</b>	<b>Targeted completion date</b>	<b>Expected sources of At-Large costs</b>
11.1	Statement from Board that clearly recognizes At-Large as primary ICANN home of individual Internet users and clarifies relationship between ALAC and GNSO's User Home	Sep-Dec 2010	None expected at present

**Work team:** Completion to be confirmed with ICANN Board and new At-Large-selected Director

**Dependency between tasks:** Tasks within Rec. 11 must be done in conjunction with those of Rec. 1.

**Overall target completion date:** September–December 2010

<b>Recommendation 12: Input from consumer representatives</b>			
<b>Task No.</b>	<b>Implementation task</b>	<b>Targeted completion date</b>	<b>Expected sources of At-Large costs</b>
12.1	At-Large outreach to consumer representatives	Jun-Sep 2010	Initial development of materials (e.g., brochures, radio, podcasts, webinars, online videos)
12.2	GNSO outreach to consumer representatives	Jun-Sep 2010	Initial development of materials (e.g., brochures, radio, podcasts, webinars, online videos)

**Work team:** Completion to be confirmed with ICANN Board

**Dependency between tasks:** Tasks of Rec. 12 should be done in conjunction with those of Task 4.3 and, less so, 4.1.

**Overall target completion date:** June–December 2010

<b>Recommendation 13: Policy advice mechanisms to be strengthened</b>			
<b>Task No.</b>	<b>Implementation task</b>	<b>Targeted completion date</b>	<b>Expected sources of At-Large costs</b>
13.1	Review ALAC's/At-Large's Policy Advice Development processes and propose measures to reduce barriers	Sep-Dec 2010	None expected at present
13.2	Strengthen policy-development processes within the SOs and ACs for requesting and considering ALAC input	Sep-Dec 2010	None expected at present
13.3	"Processes between SOs, ACs and the Board need to be developed/strengthened to provide feedback on how ALAC advice has been considered and used within their processes"	Sep-Dec 2010	None expected at present
13.4	Ensure the GNSO PDP incorporates measures that guarantee input from ALAC is requested, included, and considered integral to the process	Jun-Sep 2010 (already underway)	None expected at present
13.5	Ensure the ccNSO PDP incorporates measures that guarantee input from ALAC is requested, included, and considered integral to the process	Dec 2010-Mar 2011	None expected at present
13.6	Ensure the ASO PDP incorporates measures that guarantee input from ALAC is requested, included, and considered integral	Dec 2010-Mar 2011	None expected at present

**Work team:** ALAC Executive Committee and At-Large staff

**Dependency between tasks:** Tasks within Rec. 8 and Rec 13 are corequisites.

**Overall target completion date:** January–March 2011

*Appendix 2*

## Milestones Completed in the ALAC/At-Large Improvements Implementation

### A. Background

The ALAC/At-Large Improvements project began with an independent review of the At-Large Advisory Committee (ALAC), conducted by Westlake Consulting Limited. The [findings of this review](#) (25 July 2008) were then further examined by the ALAC Review Working Group through a series of consultations with the ICANN community.

The conclusions of this Working Group, incorporating input from two public comment periods, were published in the [Final Report of the ALAC Review Working Group on ALAC Improvements](#) (9 June 2009). The report's 13 recommendations focus on At-Large's organization, effectiveness, participation and relationship to other ICANN entities. On 22 June 2009, the [Structural Improvements Committee approved](#) a recommendation to the Board to accept the Final Report.

This project plan describes the approach to be taken in implementing the Final Report's 13 recommendations – that is, the ALAC/At-Large Improvements.

### B. Summary of Progress to Date

Progress on the implementation of the ALAC/At-Large Improvements is currently well underway. To date, this progress can primarily be categorized in three parts:

- The creation of – and initiation of work on – a task list for each of the Final Report's 13 recommendations;
- The identification of the primary agent(s) responsible for the implementation of each recommendation; and
- The hiring of a new ICANN staff member dedicated to supporting this implementation work.

#### Task list for each Final Report recommendation

On 4 August 2009, the ALAC adopted a [resolution](#) (AL.ALAC/RES.0809/1) endorsing specific steps toward the implementation of the Final Report's 13 recommendations. In accordance with this resolution:

- The At-Large staff divided each recommendation into a list of smaller constituent tasks, found in our [Simplified Improvements Implementation Outline](#) (26 April 2010) and summarized in Appendix 1 above.
- In Seoul, on 25 October 2009, [the ALAC and Regional Leaders](#) assigned relative priorities to these tasks.

The current target completion dates (see Appendix 1 above) of the Implementation tasks are based on these priorities.

The work on the tasks for each recommendation is well underway. For a list of those tasks already near completion or completed, see our [Simplified Improvements Implementation Outline](#) (26 April 2010). The percentage of each recommendation completed is also summarized in the ALAC/At-Large Improvements Status table in this Project Plan's Introduction.

### **Primary agents responsible for implementation**

In a [teleconference for At-Large Working Group officers and Regional Leaders](#) on 8 April 2010, it was decided that the bulk of the ALAC/At-Large Improvements would be implemented by the ALAC and its relevant existing subcommittees, supported by the At-Large staff. Having reserved the right to form ad hoc work teams, these groups then assigned each recommendation a work team created from their members.

It has been the responsibility of each work team to further subdivide its recommendation's list of constituent tasks into manageable action items whose progress can be easily monitored.

### **New ALAC/At-Large Improvements Project Manager**

The new ALAC/At-Large Improvements Project Manager joined the At-Large staff on 12 February 2010. This position is dedicated to supporting the At-Large Community in its implementation of the ALAC/At-Large Improvements, and the new Project Manager has already taken on the central role in providing this support.

*Appendix 3***Note Regarding Recommendation 2: Call for an At-Large-Selected Director on ICANN's Board**

The implementation of Recommendation 2, calling for the addition of an At-Large-selected Director to ICANN's Board, has, until recently, proceeded along a route parallel to but largely separate from the implementation of the Final Report's other recommendations. This separation was for the purpose of jumpstarting the implementation of Recommendation 2, which was expected to be – and has indeed been – quite work intensive.

And the separation has proven successful on two fronts.

First, the implementation of Recommendation 2 is now well underway:

- Recently, the ALAC submitted its [ALAC Report to the ICANN Board Structural Improvements Committee on Processes to Be Used by the At-Large Community to Select an ICANN Director](#), containing its selection-process recommendations and incorporating both At-Large and public comments.
- In its 9 April 2010 meeting, the Structural Improvements Committee (SIC) expressed its strong commitment to having the Director seated at ICANN's December 2010 Annual General Meeting.
- The At-Large Board Candidate Evaluation Committee (BCEC), [currently meeting weekly](#), plans to schedule a call for candidate applications (i.e., Statements of Interest) posthaste, now that it has received feedback from ICANN Legal regarding final, minor changes to various related forms, including the draft Statement of Interest, Confidential Applicant Reference Form and Director's Criteria, drafted by the At-Large Board Selection Design Team (ABSdt).

With these milestones in place, the implementation of Recommendation 2 is approximately in sync with the timetable presented in the [ALAC and At-Large Community White Paper: Call for community Comment on the 'Proposed process for the 2010 selection of an ICANN At-Large Board Member'](#) (11 January 2010; revised 4 February 2010). For that reason, the ALAC has reincorporated the implementation of Recommendation 2 into the overall ALAC/At-Large Improvements Implementation project.

Second, the established selection process fully conforms to the Recommendation 4 section of the [ALAC Report to the ICANN Board Structural Improvements Committee on Processes to be Used by the At-Large Community to Select an ICANN Director](#), which states:

The Board seat should be selected by the fifteen ALAC members plus the five RALO Chairs (all with equally weighted votes). The RALO-appointed ALAC members and the RALO Chairs may be directed by their ALSes if the RALO desires (and in accordance with their respective Rules of Procedure). This methodology gives ALSes large control over who is selected, without the complexity of two-level vote weighting and centralized ALS [s]elector verification. The vote should be by secret ballot.



Specifically, the BCEC's call for candidates' Statements of Interest will result in a slate of community-evaluated candidates from which the members of the ALAC and the RALO Chairs will select – in a vote informed and directed by the ALSes – the new Board member. Following the necessary due diligence of these candidates, the vote will be conducted via a seven-day electronic poll. This poll will be scheduled for a time that will allow the At-Large-selected Board Member to be seated at ICANN's December 2010 Annual General Meeting.

In addition, in all matters related to the At-Large Board Selection Process, the members of ALAC, the BCEC and the RALO officers must abide by quorum requirements at all levels.

## Appendix 4

## ICANN Affirmation of Commitments and Strategic Plan 2010–2013

The implementation of the ALAC/At-Large Improvements – that is, of the Final Report’s 13 recommendations – will contribute significantly to ICANN’s fulfillment of both its [Affirmation of Commitments](#) (Affirmation; 30 September 2009) and the goals outlined in the [ICANN Strategic Plan 2010–2013](#). Taken as a whole, the recommendations, once implemented, will specifically help fulfill:

- Affirmation sections 7, 9.1(a), 9.1(c), 9.1(d), 9.1(e) and 9.3; and
- Numerous elements within the following two strategic focus areas highlighted in the Strategic Plan 2010–2013: A healthy Internet eco-system and consumer choice, competition and innovation.

In addition, the entire At-Large Review and Improvements process, of course, helps fulfill ICANN’s goal of reviewing its Support Organizations (SOs) and Advisory Committees (ACs) – part of ICANN’s 2010–2013 strategic focus on a healthy Internet eco-system.

The chart below lays out the specific sections of the Affirmation and elements of the Strategic Plan 2010–2013 that are served by each of the ALAC/At-Large Improvements recommendations.

This ALAC/At-Large Improvements recommendation helps fulfill...	...these Affirmation of Commitments sections and...	...these Strategic Plan 2010-2013 goals
1. ICANN’s bylaws should reflect ALAC’s roles in ICANN’s policy development, operations and structure, accountability and outreach.	<b>9.1</b> Ensuring accountability, transparency and the interests of global Internet users: <b>(c)</b> continually assessing and improving the processes by which ICANN receives public input <b>(d)</b> continually assessing the extent to which ICANN’s decisions are embraced, supported and accepted by the public and the Internet community	A healthy Internet eco-system <ul style="list-style-type: none"> <li>• All stakeholders have a voice</li> <li>• Improved accountability and transparency</li> <li>• Enhanced trust in ICANN’s stewardship</li> <li>• Increasing participation</li> </ul>
2. At-Large should be given one voting seat on the ICANN Board.	<b>9.1</b> Ensuring accountability, transparency and the interests of global Internet users: <b>(a)</b> continually assessing and improving ICANN Board of Directors (Board) governance which shall include an ongoing evaluation of Board performance, the Board selection process, the extent to which Board composition meets ICANN’s present and future needs, and the consideration of an appeal mechanism for Board decisions <b>(c)</b> continually assessing and improving the processes by which ICANN receives public input <b>(d)</b> continually assessing the extent to which ICANN’s decisions are embraced, supported and accepted by the public and the Internet community	A healthy Internet eco-system <ul style="list-style-type: none"> <li>• All stakeholders have a voice</li> <li>• Improved accountability and transparency</li> <li>• Enhanced trust in ICANN’s stewardship</li> <li>• Increasing participation</li> </ul>

<p>3. The ALS-RALO-ALAC structure should remain for now.</p>	<p><b>9.1</b> Ensuring accountability, transparency and the interests of global Internet users:  <b>(c)</b> continually assessing and improving the processes by which ICANN receives public input  <b>(d)</b> continually assessing the extent to which ICANN's decisions are embraced, supported and accepted by the public and the Internet community</p>	<p>A healthy Internet eco-system</p> <ul style="list-style-type: none"> <li>• All stakeholders have a voice</li> <li>• Increasing participation</li> <li>• Contributing to international forums</li> </ul>
<p>4. Educating and engaging the ALSes should be an immediate priority.</p>	<p><b>9.1</b> Ensuring accountability, transparency and the interests of global Internet users:  <b>(c)</b> continually assessing and improving the processes by which ICANN receives public input  <b>(d)</b> continually assessing the extent to which ICANN's decisions are embraced, supported and accepted by the public and the Internet community</p>	<p>A healthy Internet eco-system</p> <ul style="list-style-type: none"> <li>• All stakeholders have a voice</li> <li>• Improved accountability and transparency</li> <li>• Enhanced trust in ICANN's stewardship</li> <li>• Increasing participation</li> <li>• Contributing to international forums</li> </ul>
<p>5. ALAC should develop strategic and operational plans as part of ICANN's planning process.</p>	<p><b>7.</b> ICANN commits to adhere to transparent and accountable budgeting processes, fact-based policy development, cross-community deliberations, and responsive consultation procedures that provide detailed explanations of the basis for decisions, including how comments have influenced the development of policy consideration,....  <b>9.1</b> Ensuring accountability, transparency and the interests of global Internet users:  <b>(c)</b> continually assessing and improving the processes by which ICANN receives public input  <b>(d)</b> continually assessing the extent to which ICANN's decisions are embraced, supported and accepted by the public and the Internet community</p>	<p>A healthy Internet eco-system</p> <ul style="list-style-type: none"> <li>• Improved accountability and transparency</li> <li>• Enhanced trust in ICANN's stewardship</li> <li>• Contributing to international forums</li> <li>• Efforts to meet commitments</li> </ul>
<p>6. ALAC should put more effort into developing accurate cost models.</p>	<p><b>7.</b> ICANN commits to adhere to transparent and accountable budgeting processes, fact-based policy development, cross-community deliberations, and responsive consultation procedures that provide detailed explanations of the basis for decisions, including how comments have influenced the development of policy consideration, and to publish each year an annual report that sets out ICANN's progress against ICANN's bylaws, responsibilities, and strategic and operating plans. In addition, ICANN commits to provide a thorough and reasoned explanation of decisions taken, the rationale thereof and the sources of data and information on which ICANN relied.</p>	<p>A healthy Internet eco-system</p> <ul style="list-style-type: none"> <li>• Improved accountability and transparency</li> <li>• Efforts to meet commitments</li> <li>• Implement impact reporting</li> </ul>
<p>7. ALAC should choose its own communication and other collaborative tools.</p>	<p><b>9.1</b> Ensuring accountability, transparency and the interests of global Internet users:  <b>(c)</b> continually assessing and improving the processes by which ICANN receives public input  <b>(d)</b> continually assessing the extent to which ICANN's decisions are embraced, supported and accepted by the public and the Internet community</p>	<p>A healthy Internet eco-system</p> <ul style="list-style-type: none"> <li>• All stakeholders have a voice</li> <li>• Improved accountability and transparency</li> <li>• Enhanced trust in ICANN's stewardship</li> <li>• Increasing participation</li> <li>• Contributing to international forums</li> </ul>

8. ALAC may request an extension of the public comment period to 45 days.	<p><b>9.1</b> Ensuring accountability, transparency and the interests of global Internet users:</p> <p><b>(c)</b> continually assessing and improving the processes by which ICANN receives public input</p> <p><b>(e)</b> assessing the policy development process to facilitate enhanced cross community deliberations, and effective and timely policy development</p>	<p>A healthy Internet eco-system</p> <ul style="list-style-type: none"> <li>• All stakeholders have a voice</li> <li>• Increasing participation</li> <li>• Contributing to international forums</li> </ul>
9. ICANN should strengthen its translation and interpretation processes.	<p><b>9.1</b> Ensuring accountability, transparency and the interests of global Internet users:</p> <p><b>(c)</b> continually assessing and improving the processes by which ICANN receives public input</p> <p><b>(d)</b> continually assessing the extent to which ICANN's decisions are embraced, supported and accepted by the public and the Internet community</p>	<p>A healthy Internet eco-system</p> <ul style="list-style-type: none"> <li>• All stakeholders have a voice</li> <li>• Improved accountability and transparency</li> <li>• Enhanced trust in ICANN's stewardship</li> <li>• Increasing participation</li> <li>• Contributing to international forums</li> <li>• Efforts to meet commitments</li> </ul>
10. ALAC is the primary home of the individual Internet user in ICANN.	<p><b>9.1</b> Ensuring accountability, transparency and the interests of global Internet users:</p> <p><b>(c)</b> continually assessing and improving the processes by which ICANN receives public input</p> <p><b>(d)</b> continually assessing the extent to which ICANN's decisions are embraced, supported and accepted by the public and the Internet community</p>	<p>A healthy Internet eco-system</p> <ul style="list-style-type: none"> <li>• All stakeholders have a voice</li> <li>• Increasing participation</li> </ul>
11. The Board should make a clear statement recognizing 10 above.	<p><b>9.1</b> Ensuring accountability, transparency and the interests of global Internet users:</p> <p><b>(c)</b> continually assessing and improving the processes by which ICANN receives public input</p> <p><b>(d)</b> continually assessing the extent to which ICANN's decisions are embraced, supported and accepted by the public and the Internet community</p>	<p>A healthy Internet eco-system</p> <ul style="list-style-type: none"> <li>• All stakeholders have a voice</li> <li>• Improved accountability and transparency</li> <li>• Enhanced trust in ICANN's stewardship</li> <li>• Increasing participation</li> </ul>
12. ICANN should allow consumer-interest groups to participate in its key decisions and policy processes.	<p><b>9.1</b> Ensuring accountability, transparency and the interests of global Internet users:</p> <p><b>(c)</b> continually assessing and improving the processes by which ICANN receives public input</p> <p><b>9.3</b> Promoting competition, consumer trust, and consumer choice: ICANN will ensure that as it contemplates expanding the top-level domain space, the various issues that are involved (including competition, consumer protection, security, stability and resiliency, malicious abuse issues, sovereignty concerns, and rights protection) will be adequately addressed prior to implementation....</p>	<p>Consumer choice, competition and innovation</p> <ul style="list-style-type: none"> <li>• Registrants Rights Charter</li> <li>• Improve policy processes</li> <li>• SO and AC support</li> </ul>

<p>13. The processes via which ALAC provides policy advice should be strengthened in ALAC, the SOs, ACs, and Board.</p>	<p><b>7.</b> ICANN commits to adhere to transparent and accountable budgeting processes, fact-based policy development, cross-community deliberations, and responsive consultation procedures that provide detailed explanations of the basis for decisions, including how comments have influenced the development of policy consideration,....</p> <p><b>9.1</b> Ensuring accountability, transparency and the interests of global Internet users:</p> <p><b>(c)</b> continually assessing and improving the processes by which ICANN receives public input</p>	<p>A healthy Internet eco-system</p> <ul style="list-style-type: none"> <li>• All stakeholders have a voice</li> <li>• Improved accountability and transparency</li> <li>• Enhanced trust in ICANN's stewardship</li> <li>• Increasing participation</li> </ul>
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