

Working Method and Teams SOPC prepping for comments on ICANN’s FY 24 plans – 14. December 2022 - Version 01, 12 December 2022

Agenda

- Welcome
- Approach and working method
 - Subgroup approach
 - Topics to be discussed by subgroups, e.g. Annex B
- Formation of subgroups
- Review timeline
- Next meetings
- AOB
- Adjourn

1. Introduction

It is expected that ICANN org will post the draft FY24 Operational Plan and Budget and Five-Year (FY24–28) Operating and Financial Plan by 14 December for public comment and the public comment period will close by 14 February 2023.

It is also expected that like in the previous years, ICANN org will organize webinars to introduce the Operating Plans and related Financials (date to be confirmed) at or around opening of public comment period. Members of the SOPC are urged to attend a webinar.

Finally, ICANN may introduce the opportunity to ask clarifying questions, which will then be published. In preparing its comments on the PTI budget and operational planning, this proved to be very helpful (see Annex A). Members of the SOPC are urged to use this method as well.

2. Working Method

In January this year the SOPC 9 Operational Initiatives were identified as focus area, meaning areas on which the SOPC should focus, whilst checking there are no major changes in the 6 Operational Initiatives that would be of concern.

The SOPC also agreed that the financials are currently solid, implying that they need to be checked but – unless again major issue – should not be core of the comment like in the past.

The SOPC did review the response on its FY 23 submission to understand how the comments have been addressed (change of a plan, commitment to address in future plans, or no action).

The SOPC also agreed to use a “standardized” form to structure comments. It was also agreed to reach out to other groups in time to coordinate - where possible – activities and share findings before finalizing the SOPC submission to compare notes and comments.

Finally, the group decided to work with sub-groups, each of which would focus on different topics. The leadership of the SOPC would then consolidate the comments in one submission, to be

approved by the full SOPC. In addition, the leadership would check-in with the subgroups regularly during the review and drafting process.

3. Sub-groups

Based on the working method the proposal is to form 3 sub-groups, each with their own team leads:

Team 1 (team-lead: Rosemary Sinclair)

Focus: Changes, progress and projects in 6 of 9 ccTLD relevant Operational Initiatives (item 1-6) in Five year operating plan and FY 24 Operating Plan

Members:

- Rosemary Sinclair (.au)
- Madison Wang, .cn
- Atsushi Endo, .jp
- Adam Eisner, ca
- Pablo Rodriguez, .pr

Team 2 (team lead: Leonid Todorov)

Focus: Changes, progress and projects in 3 of 9 ccTLD relevant Operational Initiatives (item 7-9) in Five year operating plan and FY 24 Operating Plan. Check whether there are major other changes which are relevant for the ccNSO – ICANNs Delta document to be published

Members:

- Leonid Todorov
- Nicholas Lisse, .na
- Biyi Oladipo, .ng
- David McAuley, .cc
- Stephen Deerhake, .as
- Barbara Povše, .si

Team 3 (team lead: Sean Copeland, .vi)

Focus: Financials and budget Five Year plan and FY24 Budget, and whether there has been a follow-up from last year’s commitment in response to SOPC suggestions, see Annex B

Members:

- Sean Copeland, .vi
- Chris Disspain, .ac and .sh
- Grace Ingabire, .rw
- Landry Kouadio Assi, .ci
- Hildah Maina, .ke
- Michael Vassilakis, .gr
- Barrack Otieno, AfTLD

4. Planning & schedule

	What	When	Who
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1.	Preparatory stage		
1.1	Define the areas (operating initiatives ??) of most relevance/interest for ccTLDs and ccNSO - Discussion within SOPC - Webinar to involve community members (??)	Sep-Oct 2022	SOPC (+community ??)
1.2	Develop questions for SOPC to focus its review and comments	Sep-Oct 2022	SOPC
1.3	Define other WG to consult and topics to consult	Oct – Nov 2022	SOPC
1.4	Ask ICANN Planning about tentative schedule of Public Comments (to adjust the dates in this schedule)	By Nov, 1 2022	Chair, Vice-Chair
2.	Public Comment stage		
2.1	Reach out to ccNSO members (send e-mail to the list) with the question: are there any specific topics in the Plans you want us (SOPC) to look at ?	End of Nov 2022 (1-2 weeks before Public comment start date)	Chair, Vice-Chair
2.2	Assign working sub-groups, leaders and tasks inside SOPC	By Dec, 1 2022 (1 week before Public comment start date)	Chair
	<i>Plans are published for Public comments</i>	<i>Dec, 14 2022</i>	
2.3	First reading of the Plans. Goal – to understand: 1) if there is a need to submit any clarification questions to IACNN Planning 2) are there really big issues that might potentially lead to Rejection Action? 3) understand whether there is a need for deeper discussion with other WGs, committees, SO/ACs	Dec 14-21 2022	SOPC sub-groups
2.4	Receive answers to clarification questions from ICANN Planning	Jan 2023	
2.5	Sub-groups prepare their submissions	By Jan, 25 2023	SOPC sub-groups
2.6	Reach out to relevant WGs, committees, SO/ACs (send e-mail), ask for their input (by mid January 2023)	By Jan, 25 2023	Chair, Vice-Chair
2.7	Meeting and consultations with other WGs, committees, SO/ACs if needed (meetings or e-mail exchange)	Jan, 15 – 25 2023	Chair, Vice-Chair, SOPC
2.8	Compile the SOPC submission	Jan, 25--28	Secretariat
2.9	SOPC meeting to review the submission	Jan, 28 – Feb, 2	SOPC
2.10	Submission of SOPC comments	Feb, 4 2023	Chair
2.11	Letter to ccNSO community informing on comments submitted	Feb, 4 2023	Chair
	<i>Public comments closed</i>	<i>Feb, 13 2023</i>	
3.	Follow-up stage		
3.1	Review the effectiveness of working method and the need for adjustment in the future round	March 2023	SOPC

3.2	Review the Report on Public comment from ICANN Planning (what are the answers to our comments? Are they taken into account?)	April 2023	SOPC (by sub-group)
3.3	Review the final Plans submitted to Board for approval (What has changed? Have SOPC comments been taken into account?)	May-June 2023	SOPC (by sub-group)

5. SOPC Background material

- Operational Initiatives considered relevant for ccTLDs (result of SOPC prioritization exercise, included as separate document).
- Questions to structure comments, to be agreed (see annex A)
- Response on SOPC FY23 comments: areas for improvement (Annex B)
- Other Groups (based on Public comments FY 23 Operational planning): ICANN Business Constituency
 - o Registrar Stakeholder Group
 - o gTLD Registries Stakeholder group
 - o GNSO Council (SCBO)
 - o ALAC

Annex A: Questions for designing SOPC Comments

Version 1. July, 22 2022

Basic approach

- a. Focus on strategic level, not going too much into details
- b. Look at ccTLD relevant areas and hone in on healthy ICANN Efforts: 30/70 % (entire plan vs ccTLD relevant topics)
- c. Look at the differences compared with previous year(s)
- d. Before commenting seek clarification if needed
- e. Incorporate input from other groups/committees (if relevant/needed)
- f. Review for quality/consistency before submitting

Questions per planning docs

General overview

1. Is the document format consistent with the previous one? Are there any significant differences?
2. Is the content of the document consistent with the previous one? Are there any significant differences?
3. Are the differences (if any) well explained?
4. What is not clear? What should be clarified?
5. Do we see major issues that might lead to Rejection Action?
6. Are we comfortable with major projects/major expenses in the Plans?
7. Percentage Budget expenditure difference per year – are we OK?

ccTLD relevant areas

8. Are we satisfied with what is planned in the ccTLD relevant areas (look deeply into details)?
9. Are specific needs of ccTLD community reflected in Plans (i.e. PDP implementation, level of support for ccNSO community, etc)
10. Any other issues/comments?

Annex B: Excerpt from 13 September overview of SOPC comments and ICANN org Responses.

ICANN Org comments and commitments related to SOPC Comments

Included are the excerpts from the Public comment Summary document. The excerpts relate to the summary of the comments and responses.

From the responses, potential actions from ICANN org are extracted, and are listed separately. The actions only relate to the SOPC comments!

Goal is to understand how ICANN intends to follow up on the SOPC comments and whether any action from the SOPC is expected.

Org Comment on Structure of document

ICANN org is committed and will continue to evaluate and engage with the community for ways to further improve the plans.

Org Comment on Prioritization (high priority)

One of the outcomes of this pilot is a list of activities to be prioritized for FY23. Once the community pilot group delivers the list, ICANN org will evaluate and develop work plans, and obtain resources for implementation.

The other outcome of the pilot is to gather lessons learned and refine the draft framework. During the FY24 annual planning process, ICANN org will implement the prioritization framework with the full scope of activities to be prioritized in discussion with the community.

Org Comment on Progress Measurement and Reporting (high priority)

ICANN org will review and engage with the community in FY23 to identify potential improvements in progress measurement. The “How Progress is Tracked” sections of the plan will continue to be refined and more metrics-driven in future documents.

Functional Activities Resources

ICANN org is planning to utilize the SFICR to fund the SSAD implementation plan if approved by the Board. This same approach is expected to apply to implementation of Board-approved SubPro policy recommendations.

Policy Research and Stakeholder Programs

ICANN org appreciates this comment and the interest of the ccNSO SOPC in potentially requesting particular studies. ICANN org will update this point to clarify that the scope of research requests is not limited to gTLDs.

Global Stakeholder Engagement and Regional Offices

The best assumption at this point is that travel costs may be higher than before the pandemic.

Public Responsibility Support

The planned Intercultural Awareness Program training session will be limited to the participants of the ICANN Leadership Program in its first iteration. 2

Following this first iteration, ICANN org will collaborate with the community on putting together an online course that seeks to combine all of the learnings and best practices in this area, and make that information readily available for everyone through ICANN Learn.

Government and Intergovernmental Organization Engagement (GE)

ICANN org and will address the comment in the next version of the plan by providing examples of specialized events and information gathering that could be covered under the professional service contracts

ICANN org's intent to participate in arenas that ICANN has not previously engaged before is to stay aware of legislative and regulatory proposals that may impact (i) ICANN policies and processes (ii) ICANN's ability to manage the unique identifier system; and (iii) the community's ability to make policy.

A more detailed analysis of this type of work is reflected in the various GE publications covering IGO processes. Please see the following for examples:

<https://www.icann.org/en/government-engagement/publications>

Global Meetings Operations

As an active member of the Planning Group, the ccNSO is encouraged to bring this proposal (BB: 2 "regular meetings" & one virtual meeting) forward to the group for consideration by the community as well as the SO/AC Chairs who oversee deliberations and decisions made by the Planning Group.

Governance Support

The development of the contract management database will be defined in accordance with ICANN's project management framework. This will be an internal tool and all appropriate business needs and requirements will be considered within the project scoping. ICANN org will consider the development of appropriate KPIs around the contract management database as it is created.

As the Governance Function evaluated areas of significant resource expansion for reflection in the plans, its pandemic-related activities were of a significant enough magnitude to make a call out.

Planning (high priority)

ICANN org anticipates the increased need to manage and monitor those trends, which will help ICANN org, together with the community and Board, better assess the impact and mitigate threats. The trend monitoring is not related to performance measurement monitoring or performance measurement reporting. Please refer to the Performance Measurement and Reporting section of this report for more details.

Review Support and Implementation

ICANN org is clarifying that the result of the effort outlined in the noted paragraph is to provide support and facilitation to the Holistic Review pilot, to be undertaken once the related ATRT3 recommendation is prioritized for implementation.

The Holistic Review pilot is a Specific Review Board-approved recommendation by the ATRT3. As such it will be conducted by a community-led review team, to be appointed by the SOs and ACs. The work of the community-led review team is expected to last 18 months.

ICANN org is clarifying that the parameters that define the need for additional resources relate to the timing and scope of work associated with the next round of Specific and Organizational Reviews, in terms of the facilitation and support provided by the Review Support and Accountability team. (Comment: Note all specific reviews have been deferred until Holistic review has been completed)

Financials Reporting Schedules

ICANN org is open to discussions with community groups on the best use of resources to aid in the advancement of community-based activities. In lieu of increasing the ICANN org headcount, consultants have been utilized as a secondary method of providing support and resources without creating excess headcount for projects that have limited timelines

FY23 Headcount and Personnel Budget for ICANN Operations (priority – Achievements)

The org is working diligently to fill each open position as soon as possible and will update headcount projections after FY22 ends as part of the FY24 planning process.