

## Email to SO/ACs and SG/Cs

SubPro IRT

Template

Subject: Appointment of representative and alternate to the SubPro IRT

To: SO/ACs and SG/Cs chairs

Sent on: 6 April 2023

Dear [name],

Following the publication of our recent [blog](#) 'Next Round of New gTLDs: Forming the Implementation Review Team', the Internet Corporation for Assigned Names and Numbers (ICANN) organization (org) is pleased to invite you to nominate a representative and an alternate to the Subsequent Procedures (SubPro) Implementation Review Team (IRT).

The implementation process is an ICANN org-driven exercise; in alignment with the Board [resolution](#) and subsequent [Generic Name Supporting Organization \(GNSO\) Council consultation](#), ICANN org will pilot a "Open + Representative Model" based on the [GNSO's PDP 3.0](#) model. The goal is to provide a structure that allows for efficient resolution of issues that may occur.

We kindly ask that the [group name] nominate up to one representative and up to one alternate to participate in the IRT. Please note, we are asking all of ICANN's supporting organizations and advisory committees to nominate up to one representative and one alternate; the GNSO's contracted party stakeholder groups are being asked to nominate one representative and one alternate each, too, and its non-contracted party stakeholder groups three representatives and three alternatives each.

Putting forward a representative and alternate is optional; all members of the [group name] are welcome to join the SubPro IRT as participants. In fact, we strongly urge anyone who is interested in being selected as a representative to join the IRT as a participant first, so that the selection process does not hold up the timely launch of the IRT. As you will see below the role of participants and representatives are nearly identical, with the representatives' main function being that of an information-bridge to their community groups. Please note, we have published a separate [call for volunteers](#) already.

ICANN org plans to host the first SubPro IRT call no later than the week of 14 May 2023. We therefore request that you conclude the nomination process and inform us of the nominees no later than Monday, 7 May 2023.

### **The Role of the IRT:**

Per the [Consensus Policy Implementation Framework](#) (CPIF) and the [IRT Principles & Guidelines](#), the IRT members will:

- Serve as a resource to ICANN org on policy and technical questions that arise with regard to the Board-approved recommendations of the [Final Report on the new gTLD Subsequent Procedures Policy Development Process](#) (Final Report).
- Serve as a resource to ICANN org regarding the background and rationale of the Final Report's policy recommendations, and seek additional guidance from the GNSO Council, as required.
- Assist ICANN org with developing the details of policy implementation to ensure that the implementation conforms to the intent of the policy recommendations as detailed in the Final Report.

There will be no distinction between participants and representatives regarding the ability to perform these tasks.

### **Open + Representative Model Pilot:**

As detailed above, participants and representatives will be equal members of the IRT, sharing the same ability to take the floor and post to the mailing list, working constructively with ICANN org to assist in the implementation of the recommendations. Both will be expected to understand the role and remit of the IRT for the implementation project as described in the [SubPro IRT Statement of Participation](#), which all IRT members are expected to commit to.

To be clear, the model will not change the ability of any IRT member to raise concerns about the implementation approach taken by ICANN org, as detailed in the [IRT Principles & Guidelines](#).

### **Why Have Representatives at All?**

While participants always speak in their own personal capacity, representatives are expected to speak on behalf of their constituency, stakeholder group, supporting organization, or advisory committee. Therefore, a key part of the [group name] representative's role will be to engage actively and consistently with their [group name] colleagues to ensure they can convey the [group name] viewpoints to the IRT. Please note, that this will require an efficient process for representatives to inform and receive input from their respective groups. To put this into place will be the responsibility of each representative.

In addition, when determining the level of consensus in the circumstance described in Section V.E. of the IRT Principles & Guidelines, the GNSO Liaison, in the Open + Representative model, shall take into consideration that members who are representatives are expected to express the viewpoint of their respective community groups and participants to express their own views. This does not impact each member's ability to raise any concern they may have, nor does it absolve ICANN org or the GNSO Council liaison from "exercis[ing] all reasonable efforts to resolve disagreements" within the IRT.

### **What is ICANN org's Role?**

ICANN org's role is to implement "the community's recommendations at the direction of the Board and under the supervision of the CEO". When implementing recommendations, ICANN org is "responsible for the entire implementation lifecycle, from creating an implementation plan, engaging the Implementation Review Team (IRT) (if there is one), consulting with relevant ICANN org staff and any outside parties that are required, and conducting outreach surrounding the implementation, including communicating with the public and relevant stakeholders regarding the progress of implementation." See [CPIF](#).

### **Next Steps**

As noted above, we plan to start the IRT calls no later than the week of 14 May 2023. ICANN org is currently working on a Charter for the IRT, which will be shared after it is finalized. We are also drafting an IRT work plan and timeline that we plan to share during the first IRT meeting.

We are looking forward to getting the IRT underway and, please, do not hesitate to reach out should you have any questions.

Best wishes,  
Lars

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Lars Hoffmann  
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