Subsequent Procedures Implementation Review Team

Meeting #1

16 May 2023, 13:00-14:00 UTC

ICANN

Agenda

1. Welcome & Introductions

2. Context & Work Methodology

3. Provisional Schedule

4. Resources & Reference Materials

5. Next Steps

6. Agenda Items for the Next Call

7. AOB

Welcome & Introductions

Agenda Item #1

The Implementation Project Team (IPT): Members

- **Staff Lead for the IRT**
  - Lars Hoffmann, Sr. Director Policy Research & Stakeholder Programs

- **Subject Matter Experts**
  - Angelina Lopez, Communications & Project Manager
  - Antonietta Mangiacotti, Policy Research and Implementation Sr Manager
  - Elisa Busetto, Policy Research Coordinator
  - Francisco Arias, Sr. Director, GDS Technical Services
  - Isabelle Colas, Policy Research and Implementation Manager
  - Kristy Buckley, Outreach & Digital Inclusion Director
  - Leon Grundmann, Policy Research Specialist
  - Michael Karakash, Policy Research and Implementation Manager
  - Peter Eakin, Policy Research Specialist
  - *…and more will join in the upcoming months*

For all queries, email **nextround_policyimplementation@icann.org**

The Implementation Review Team (IRT)

◉ 68 members so far

◉ Will remain open for new members throughout its lifetime

◉ Full list published on the [SubPro IRT Wiki page](#)

◉ GNSO Council Liaison tbd

The IRT: Composition*

Affiliation	Members	Have nominated representative and alternate
ALAC	13	Yes
ASO	0	-
ccNSO	1	Chosen not to send representatives
GAC	5	Yes
RSSAC	4	Yes
SSAC	0	Chosen not to send representatives
GNSO	BC	0	-
GNSO	IPC	2	Yes (representative only)
GNSO	ISPCP	2	Yes
GNSO	NCSG	6	-
GNSO	NCUC	0	-
GNSO	NPOC	0	-
GNSO	RrSG	2	-
GNSO	RySG	11	Yes (representative only)
Non-affiliated	21	*N/A*

*As of 15 May 2023

The Wiki Workspace

https://community.icann.org/x/pQM5Dg

- Repository of information, including:
  - General information about the SubPro IRT;
  - Members;
  - Reference Material;
  - Resources.
- All meetings agendas and recordings are published on the respective meeting page.

Context & Work Methodology

Agenda Item #2

Context

- 6 March 2023: the ICANN Board passed a **resolution** on a set of recommendations calling, among other things, for "a working methodology and Implementation Review Team (IRT) work plan and timeline as agreed upon by ICANN org and the GNSO Council."
- 5 April 2023: the **Call for Volunteers** was published.
- 16 May 2023: First **SubPro IRT meeting** is being held.

SubPro IRT: Overview

Per [CPIF](#) and [IRT Principles & Guidelines](#), the IRT 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."

◉ "Serve as a resource to ICANN org on the background and rationale of the policy recommendations in the Final Report and seek additional guidance from the GNSO Council, as required."

◉ "Assist ICANN org in developing the policy implementation details to ensure that the implementation conforms to the intent of the policy recommendations as detailed in the Final Report."

SubPro IRT: Overview (cont'd)

◉ Members must have agreed to the [Statement of Participation](#).

◉ Does not allow for policy issues to be re-opened.

◉ IRT does not vote or have consensus designation on day-to-day work.

◉ Operates in a fully transparent manner; mailing list exchanges are [publicly archived](#).

◉ For SubPro: '**Open + Representative Model**' based on [GNSO's PDP 3.0 model](#), which provides a structure that allows for efficient issue resolution.

◉ Representatives are expected to engage actively and consistently with them their community groups and, when possible, speak on their behalf.

Liaison and Council

- **GNSO Council Liaison**
  - Supports the org's efforts to resolve disagreements with the IRT on the intent and purpose of the recommendations.
  - Should there be disagreement on the intent and purpose of any of the outputs between ICANN and the IRT, the GNSO Council Liaison, "in consultation with the IRT, is expected to make an assessment as to the level of consensus within the IRT on whether to raise the issue with the GNSO Council [...]."
  - Org will consult with the Council Liaison in case there is a timing concern, need for further guidance, or a misalignment between org and the IRT regarding the implementation work and methodology.

- **GNSO Council**
  - "Once policies are adopted by the Board, [it] serves as a resource [...] about the background or intent of the policy recommendations during its implementation."
  - "[M]ay continue to provide input on the implementation of a policy, for example, if [it] believes that the implementation is inconsistent with the policy."

Efficiency-Oriented Implementation Process

1	2	3	4
Org drafts policy language based on recommendations and applicable implementation guidance.	The IRT reviews the policy language. "First reading"	Org incorporates any input as appropriate.	Org circulates the updated policy language to the IRT. "Second Reading"

5	6	7	8
Other policy language goes through the same process.	The policy language goes out for public comment. *(with other policy language that has gone through the same process)*	Org reviews public comment with IRT and incorporates as appropriate.	The final policy language (AGB) is published. *(with other policy language that has gone through the same process)*

Workload *(for Policy Implementation only)*

> **301 Final Report outputs** were adopted by the GNSO Council.
>
> At ICANN77, the Board:
> - ◉ Adopted 98 outputs;
> - ◉ Marked 38 outputs as "pending";
> - ◉ Acknowledged 125 Implementation Guidance items.

POLL

The Applicant Guidebook (AGB) is a key deliverable to open the Next Round of new gTLDs and the main deliverable for the Policy Implementation stream.

To gauge expectations around the timeline, we would like to invite you to share your **timing expectations on drafting the complete new AGB, which is the final output of this implementation effort that the IRT supports**.

→ One relevant data point may be the EPDP Phase 1 on the Temporary Specification for gTLD Registration Data, which has been ongoing since 2019 and has 29 recommendations.

Provisional Schedule

Agenda Item #3

Provisional Schedule until ICANN77

#	Date & Time UTC	Topics	Wiki Link
1	16 May 2023 13:00-14:30	Admin & Intro	https://community.icann.org/x/twM5Dg
2	23 May 2023 20:00-21:00	Workplan	https://community.icann.org/x/RoZXDg
3	30 May 2023 13:00-14:00 (TBD)	First Reading: Topic 2 | Predictability (TBD)	https://community.icann.org/x/ToZXDg
4	14 June 2023 **(ICANN77)** 13:00-14:15	Workplan, Q&A	https://community.icann.org/x/NoZXDg
5	27 June 2023 20:00-21:30	First or Second Reading: Topic 2 | Predictability	https://community.icann.org/x/94GCDg

Resources & Reference Materials

Agenda Item #4

Resources

- ◉ [SubPro IRT workspace](#)
- ◉ [Mailing List Archive](#)
- ◉ [New gTLD Program Next Round News](#)
- ◉ [Statement of Participation](#)
- ◉ [Call for Volunteers](#)
- ◉ [Consensus Policy Implementation Framework](#)
- ◉ [Implementation Review Team Principles & Guidelines](#)
- ◉ [GNSO's Policy Development Process (PDP) 3.0](#)

Also on dedicated [Wiki page](#).

Reference Materials

- ◉ [Board Resolution](#) (March 2023)
- ◉ [New Generic Top-Level Domain (gTLD) Subsequent Procedures Operational Design Assessment (ODA)](#) (December 2022)
- ◉ [Final Report on the new gTLD Subsequent Procedures Policy Development Process](#) (February 2021)
- ◉ [gTLD Applicant Guidebook](#) (June 2012)

Also on dedicated [Wiki page](#).

Next Steps

Agenda Item #4

Next Steps

- ◉ All members to ensure that their Statement of Interest (SOI) is published and up to date **asap**.
  - ○ If you do not have an account on Wiki or experience any technical issues, please email nextround_policyimplementation@icann.org;
  - ○ Follow these instructions.
- ◉ ICANN org to:
  - ○ Send invites and documents for the upcoming IRT meetings.

Agenda Items for the Next Call

Agenda Item #6

Agenda Items for the Next Call

SubPro IRT Meeting #2

Tuesday, **23 May 2023** at **20:00-21:00 UTC** (local time)

1. Welcome
2. SOI Update
3. Work Plan
4. What to Expect at ICANN77
   a. Prep Week
   b. IRT F2F
   c. Plenary
5. Agenda Items for the Next Call
6. AOB

AOB

Agenda Item #7

Annexes

SubPro IRT Composition

Participants:
- Self-appointed.
- Can actively participate in and attend all meetings.
- Expected to keep up with all relevant discussions.
- Encouraged to possess similar levels of expertise as representatives.
- No upper limit of participants or their affiliation.
- Required to submit a Statement of Participation and complete a Statement of Interest.

Representatives/Alternates/Liaison:
- Nominated by their respective SO/AC or SG/C.
- Expected to participate during the course of the IRT.
- Expected to represent the view of their appointing organization, and may be called on to provide the consolidated feedback of their appointed organization.
- Required to have a level of expertise.
- Have to complete a Statement of Participation.

SubPro IRT: Principles and Guidelines

In the event of disagreement between ICANN Staff and the IRT or any of its members on the implementation approach proposed by ICANN Staff, the [GDS] Project Manager, in consultation with the GNSO Council liaison if appropriate, shall exercise all reasonable efforts to resolve the disagreement.

SubPro IRT: Principles and Guidelines [Representatives]

◉ Should a disagreement between an IRT [**representative**] and [GDS] staff prove irreconcilable despite such efforts, the GNSO Council liaison in consultation with the IRT is expected to make an assessment as to the level of consensus within the IRT [representatives] on whether to raise the issue with the GNSO Council for consideration, using the standard decision making methodology outlined in the GNSO Working Group Guidelines.

◉ This process also applies to cases in which there is agreement between the IRT [representatives] and [GDS] staff concerning the need for further guidance from the GNSO Council and/or when issues arise that may require possible policy discussion. In the event that the matter cannot be resolved satisfactorily, the IRT [representative] should request an opportunity to discuss the situation with the Chair of the GNSO Council or their designated representative.

Any IRT [**participant or representative**] that believes that his/her/their contributions are being systematically ignored or discounted or wants to appeal a decision of the IRT or [GDS] Staff should:

1. First discuss the circumstances with the GNSO Council liaison to the IRT.
2. In the event of disagreement between ICANN Staff and the IRT or any of its [participants or representatives] on the implementation approach proposed by ICANN Staff, the [GDS] Project Manager, in consultation with the GNSO Council liaison if appropriate, shall exercise all reasonable efforts to resolve the disagreement.

→ *An IRT [participant or representative] always has the option to involve the ombudsman.*