FY25 Planning Prioritization

Community Planning Prioritization Group

Org Planning Team

Meeting #1
23 May 2023

ICANN

Agenda

1. Planning Prioritization Group Introduction and Procedures

2. Prioritization Project Overview

3. Planning Prioritization Framework V3 Overview

4. FY25 Prioritization Process and Technique

5. Q&A

Welcome

This meeting is being recorded.

This session is scheduled to last 90 minutes.

Meeting materials and recording will be available on the ICANN Finance and Planning Community Wiki page.

Please raise your hand in zoom for Discussion and Q&A.

Please observe the ICANN expected Standards of Behavior and the ICANN Community Anti-Harassment Policy.

This meeting is based on the draft Planning Prioritization Framework Pilot Operating Procedures.

FY25 Planning Prioritization Group

	Affiliation	Member	Secondary Member
1.	At-Large - ALAC	Cheryl Langdon-Orr	Hadia ElMiniawi
2.	ccNSO	Irina Danelia	Chris Disspain
3.	GAC	Rosalind Kenny Birch	N/A
4.	GNSO - CPH	Paul Diaz	Jothan Frakes
5.	GNSO - CSG	Susan Payne	Philippe Fouquart
6.	GNSO - NCSG	Akinremi Peter Taiwo	Amine Hacha
7.	RSSAC	Ken Renard	Erum Welling
8.	SSAC	Jeff Bedser	Merike Kaeo

*ASO elected not to participate

ICANN Board Liaisons: Danko Jevtovic and Katrina Sataki

Planning Prioritization Group Operating Procedures

- The FY25 Operating Procedures are on the wiki: [Planning Prioritization Group (PPG) Operating Procedures - May 2023](#)
- Participation:
  - The Planning Prioritization Group (PPG) members are expected to actively engage in and attend all meetings.
  - If a member cannot participate in a meeting, the secondary members is expected to attend on the member's behalf. In such cases, alternates have the full rights and responsibilities of a member for the duration of their participation on the member's behalf
- All PPG meetings are open to observers from the Community, org and Board. Observers are not to speak or otherwise participate during the meeting, and the chat room function will be disabled for observers.
- The PPG shall work openly and transparently. The PPG mailing list will be recorded and publicly archived, including through publication on the designated wiki space.
- The PPG is not expected to need a chair or any specific leadership mechanism. The ICANN org Planning team will facilitate the work of the PPG
- Members are expected to observe the [ICANN Expected Standards of Behavior](#) and the [ICANN Community Anti-Harassment Policy.](#)
- The PPG shall operate on the basis of consensus. For the purpose of its deliverables, consensus shall mean general agreement without any formal objections.
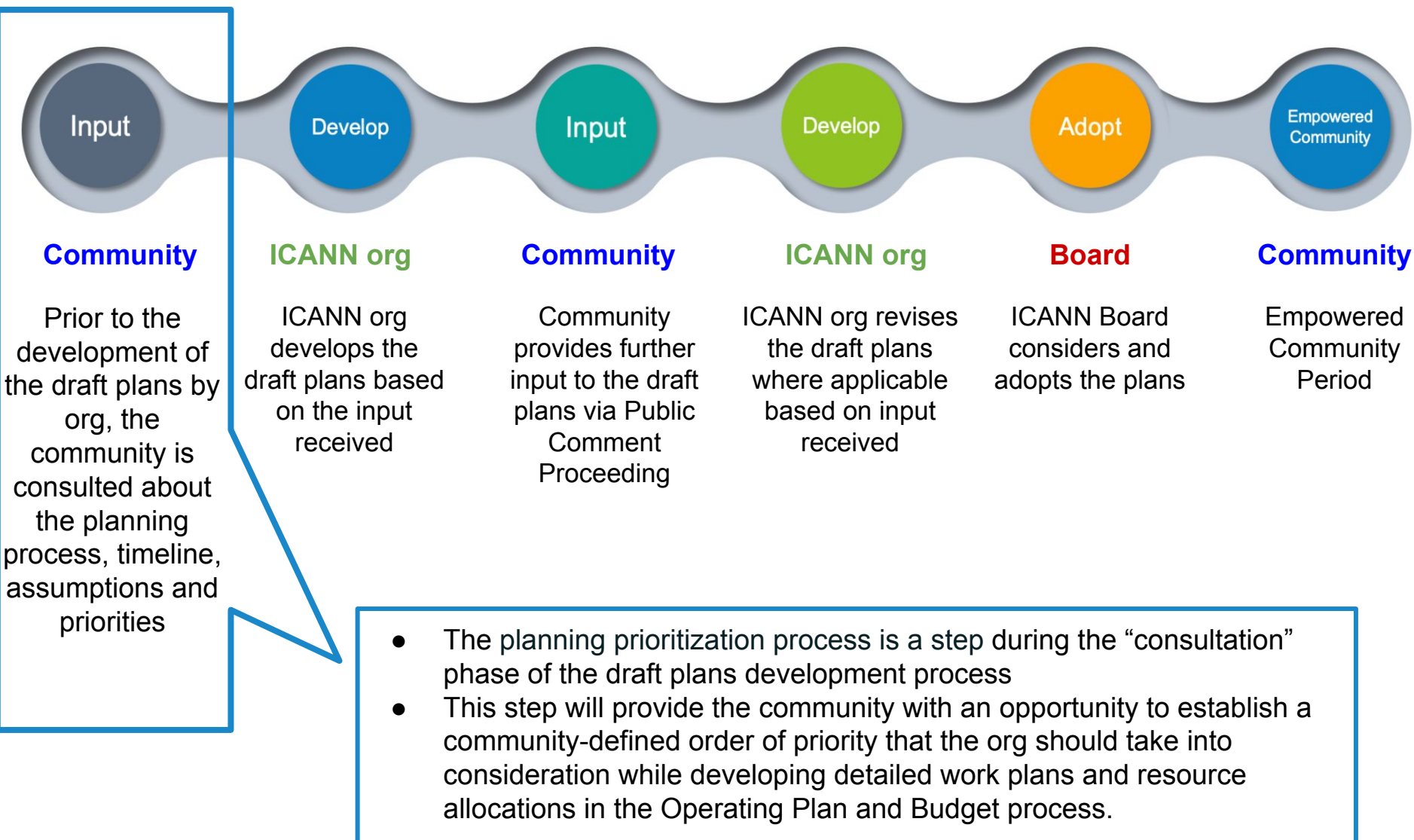
Planning Prioritization Framework

Planning Prioritization Framework Background

⦿ Planning Prioritization Framework is one of the deliverables of "Planning at ICANN" Operating Initiative in the Operating Plan

⦿ The Framework is intended to serve as a guide the prioritization process during the annual planning process

⦿ The Framework describes and outlines what to prioritize, who will prioritize, when and how to prioritize

⦿ The Framework is developed and updated based on input received from the numerous webinars and consultation workshops with SOs/ACs and other stakeholders. The Framework will continue to evolve at as needed basis

⦿ The latest Framework is Planning Prioritization Framework Version 3 (V3)

Planning Process Roles and Responsibilities

Community	**ICANN org**	**Community**	**ICANN org**	**Board**	**Community**
Prior to the development of the draft plans by org, the community is consulted about the planning process, timeline, assumptions and priorities	ICANN org develops the draft plans based on the input received	Community provides further input to the draft plans via Public Comment Proceeding	ICANN org revises the draft plans where applicable based on input received	ICANN Board considers and adopts the plans	Empowered Community Period

- The planning prioritization process is a step during the "consultation" phase of the draft plans development process
- This step will provide the community with an opportunity to establish a community-defined order of priority that the org should take into consideration while developing detailed work plans and resource allocations in the Operating Plan and Budget process.

Framework V3 - Scope

SCOPE	This element defines what to prioritize.

Based on the input received, the framework will focus on prioritizing Board-approved implementation work, such as PDP recommendations, Specific Review recommendations, and the implementation of other non policy and advice work. The process also includes any activity previously prioritized but has not yet commenced within 2 years of its prioritization

The chart below illustrates at a very high-level, how the work flows through different phases within the ICANN ecosystem.

ICANN Bylaw mandated activities

Community- led Mission driven activities

Org- led strategic activities

Board Approval

ICANN Board considers and approves recommendations from the community and org

All Implementation Activities

ICANN org implements Board Approved recommendations

Activities To Be Prioritized During FY25 Planning

The chart below illustrates at a very high-level, how the work flows through different phases within the ICANN ecosystem.

ICANN Bylaw mandated activities

Community- led Mission driven activities

Org- led strategic activities

Board Approval

ICANN Board considers and approves recommendations from the community and org

All Implementation Activities

ICANN org implements Board Approved recommendations

- Based on the framework, the activities in scope are Board approved implementation work, which include:
  - PDP recommendations
  - Review recommendations
  - Advice work
  - CCWG
  - Other non-policy recommendations
  - Previously prioritized activities that have not yet commenced two years after being prioritized

Framework V3 - Participants

PARTICIPANTS	This element defines who will conduct the prioritization, and the roles and responsibilities of all involved parties during this process.

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

1. ASO - Address Supporting Organization
2. ALAC- At-Large Advisory Committee
3. GNSO/CSG - Commercial Stakeholder Group (CSG)
4. GNSO/CPH - Contracted Party House
5. GNSO/NCSG - Noncommercial Stakeholder Group
6. ccNSO - Country Code Names Supporting Organization
7. GAC - Governmental Advisory Committee
8. RSSAC - Root Server System Advisory Committee
9. SSAC - Security and Stability Advisory Committee

Please refer to the Framework V3 for more details

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Framework V3 Overview - Frequency

| FREQUENCY | This element defines when to prioritize and how often to prioritize |

Based on input received, the prioritization step 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.

Please refer to the Framework V3 for more details

Framework V3 Overview - Techniques

TECHNIQUES	This element defines techniques or models that can be used to help prioritize

Prioritization is a process of making choices and making decisions. Based on the input received, the "Urgency-Importance Matrix" prioritization technique will be used during the prioritization process. 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. Other techniques may be reviewed if agreed upon by the Planning Prioritization Group.

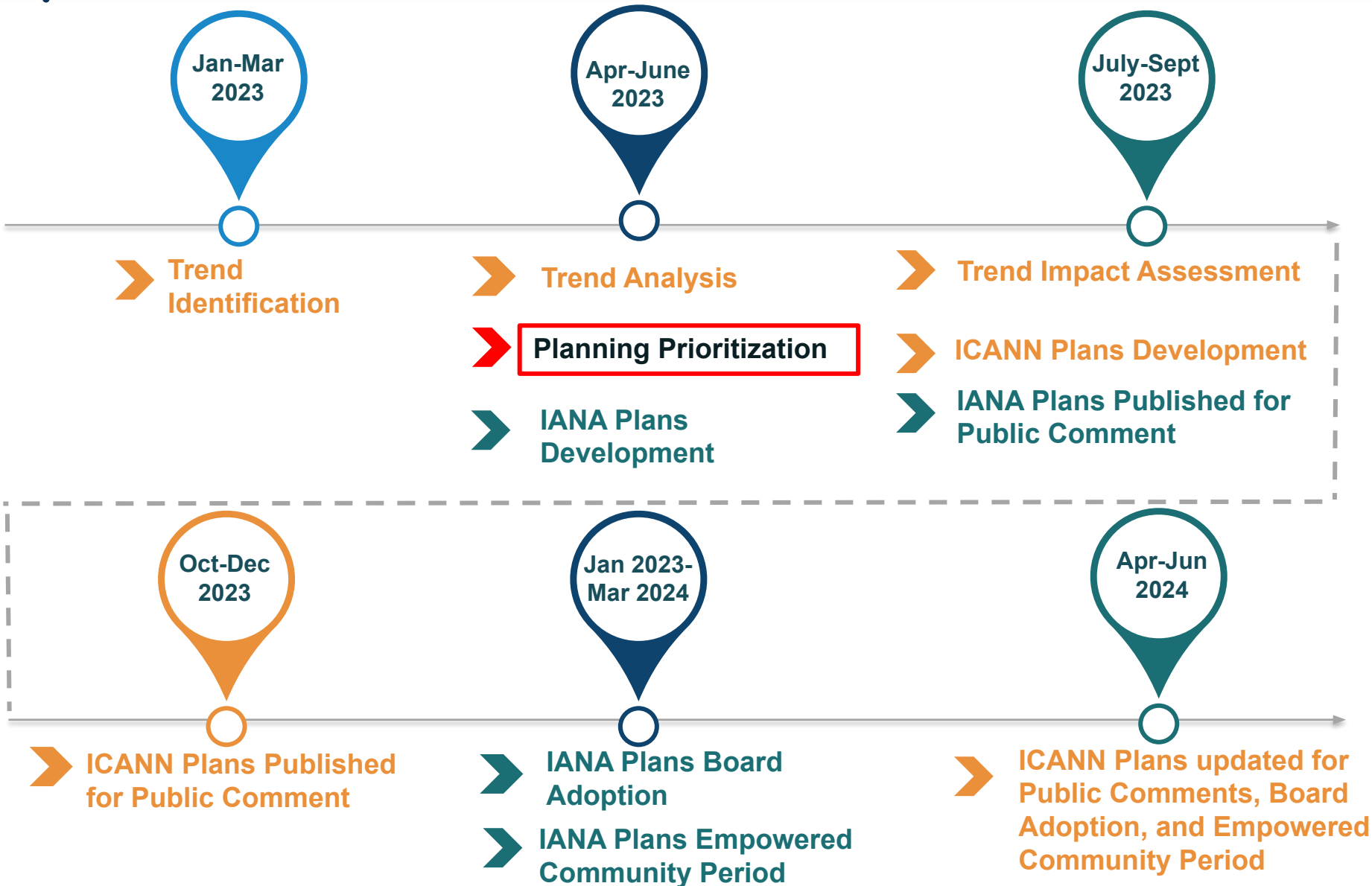# Framework V3 Overview - System and Tools

SYSTEMS AND TOOLS	This element defines what resources are helpful to use when prioritizing

Based on the 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
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

New Step in the Annual Planning Process

Jan-Mar 2023

> Trend Identification

Apr-June 2023

> Trend Analysis

> **Planning Prioritization**

> IANA Plans Development

July-Sept 2023

> Trend Impact Assessment

> ICANN Plans Development

> IANA Plans Published for Public Comment

Oct-Dec 2023

> ICANN Plans Published for Public Comment

Jan 2023-Mar 2024

> IANA Plans Board Adoption

> IANA Plans Empowered Community Period

Apr-Jun 2024

> ICANN Plans updated for Public Comments, Board Adoption, and Empowered Community Period

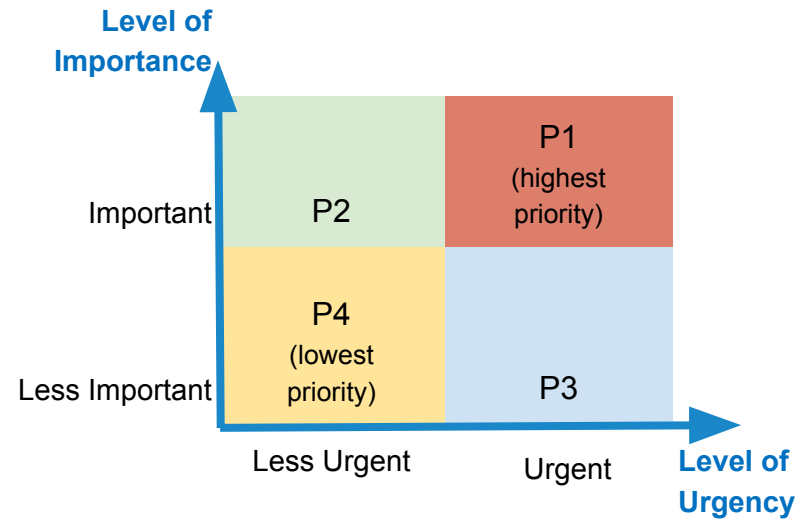■ ICANN Plans   ■ IANA Plans

FY25 Prioritization Process and Technique

Introduction to Prioritizing

- Prioritization is a recommended process to enhance decision making in order to plan out the proposed implementation work
- Prioritization requires trade offs
  - Not everything can be the most urgent and the most important.
  - By selecting one activity as a priority we need to evaluate what other activity will be delayed or scheduled for later
- The use of a technique is to permit discussion and foster constructive decision-making
- Based on the Planning Prioritization Framework, ICANN will use the "Urgency-Importance Matrix" prioritization technique
- ICANN org provides a level of prioritization for each activities as a starting point based on information available.
  - Members can then react to the pre score and discuss their various viewpoints

Prioritization Technique Proposed

- ◉ Evaluating Urgency:
  - o A deadline to meet?
  - o A dependency to another recommendation?

- ◉ Evaluating Importance:
  - o Determined as "high priority" by Review Team? (*For Reviews Recommendation only*)
  - o Mission critical?
  - o Strategic?
  - o Operational excellence?

- ◉ The matrix results in 4 level of priority
  - o P1 = highest Priority
  - o P4 = lowest priority

Level of Importance

Important	P2	P1 (highest priority)
Less Important	P4 (lowest priority)	P3
	Less Urgent	Urgent

Level of Urgency

What To Expect During the Prioritization Discussions

Activity Type	Activity Name	Activity Description	Board Adoption Date	Level of Urgency	Level of Importance	Priority Level	Rationale	Level of Urgency	Level of Importance	Priority Level	Rationale

General and public available information of the activity

Initial position offered by ICANN org as a starting point

Editable columns for participants per group discussion

- ◉ Suggested Prioritization Approach:
  - ○ Review recommendations by ICANN org initial position;
  - ○ Discuss the level of urgency / importance and conclude

Meeting Schedule

#	Meeting	Dates
1	Prioritization Pilot Session #1: Introduction and Overview	23 May 2023
2	Prioritization Pilot Session #2: Prioritization Discussion	Doodle Poll Sent
3	Prioritization Pilot Session #3: Wrap Up and Lessons Learned	Doodle Poll Sent

Q&A

- ❖ Please raise your hand in zoom if you want to ask a question
- ❖ Unmute your microphone to ask questions when it is your turn
- ❖ Mute your microphone when not speaking

- ❖ Type your questions in the chat

Appendix

ICANN Planning Resources

Subscribe to the [ICANN Public Comment page](#) to receive notifications of upcoming activities/ proceedings
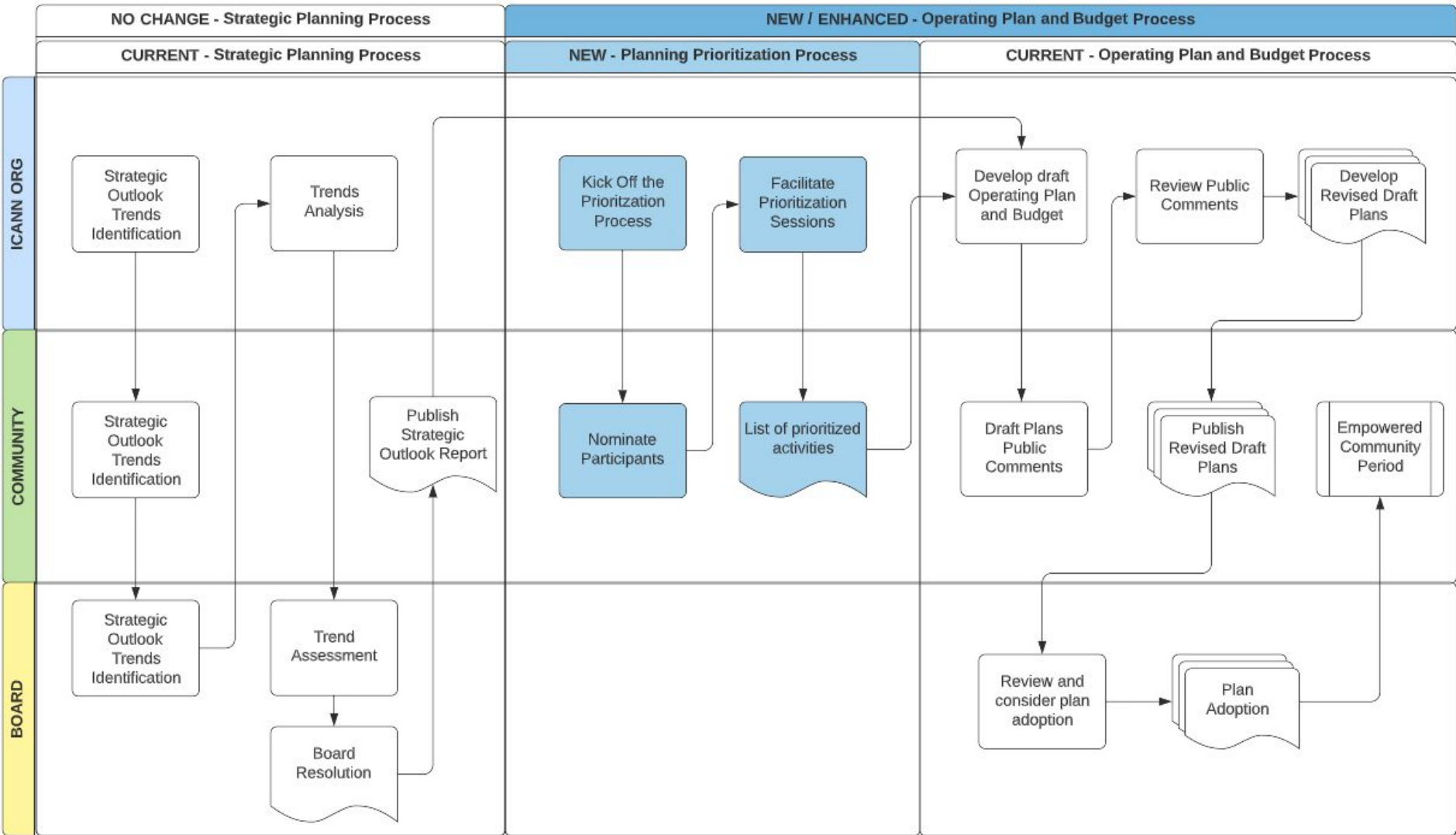
Visit the Finance and Planning Community Group Workspace [Wiki page](#)

Subscribe to the [community-finance@icann.org](#) email list for regular updates on planning activities by emailing your request

Annual Planning Process Overview

Breakdown Steps of Planning Prioritization