



Process for Retirement of Non-Policy Recommendations

Scope

To implement the [Board approved](#) Third Accountability and Transparency Review (ATRT3) Recommendation 5¹, and considering the numerous times the ATRT3 Final Report stresses the procedural gap of not having a process to retire approved recommendations², ICANN org has produced a retirement process.

The process is intended for the retirement of community-developed Board-approved non-policy recommendations in exceptional cases and according to specific criteria. Non-policy recommendations refer to community recommendations developed outside of a policy development process, such as Specific Reviews or Cross-Community Working Groups.

The retirement process will be publicly documented in the version 4 of the planning prioritization framework, and referenced in relevant documentation, such as a revised version of the [Operating Standards for Specific Reviews](#). This living process is subject to revision as needed.

Process

STEP 1: Following consultation with the relevant org functions and staff subject matter experts, ICANN org initiates the process - on an as needed basis - to assess the possible retirement of a Board-approved non-policy recommendation, based on criteria articulated in a rationale for retirement.

Criteria for retiring include, but are not limited to:

- Conditions that have changed since the recommendation(s) was issued and approved,

¹ [...] the ATRT3 recommends the following guidance for ICANN org in the creation of a community-led entity tasked with operating a prioritization process for recommendations made by review teams, cross-community groups, or any other community related budgetary elements the Board or ICANN org feels appropriate:

● ATRT3 recommends that all SO/ACs should have the option of participating in this annual process. Those SO/ACs wishing to participate in the prioritization process shall have one member per SO/AC. Additionally the Board and the org shall also each have a member. The Board shall also take into account the following high-level guidance for the prioritization process:

- Shall operate by consensus of the individual SO/ACs, Board, and org members that are participating in the prioritization process.
- Is meant to have a continuous dialogue with ICANN org during the preparation of the budget.
- Shall consider WS2 recommendations which are required to complete the IANA transition and are subject to prioritization but must not be retired unless this is decided by the Board.
- Must be conducted in an open, accountable, and transparent fashion and decisions justified and documented.
- Shall integrate into the standard Operating and Financial Plan processes.
- Can prioritize multiyear implementations, but these will be subject to annual reevaluation to ensure they still meet their implementation objectives and the needs of the community.
- Shall consider the following elements when prioritizing recommendations:
 - Relevance to ICANN's mission, commitments, core values, and strategic objectives.
 - Value and impact of implementation.
 - Cost of implementation and budget availability.
 - Complexity and time to implement.
 - Prerequisites and dependencies with other recommendations.
 - Relevant information from implementation shepherds (or equivalents). [...]

What is the intent of the recommendation? Providing specific guidance for the establishment of a prioritization process which will allow for the implementation of priority recommendations and the retirement of recommendations which are no longer relevant or will never be a priority. [...]

² ATRT3 Final Report, page 97 and 101 "There is no process to retire recommendations which have been approved"; page 97 and 211 "100% of Structures and 85% of individuals supported ATRT3 making recommendations about including a process to retire recommendations as it becomes apparent that the community will never get to them or they have been overtaken by other events."



Process for Retirement of Non-Policy Recommendations

and therefore, make the recommendation(s) no longer relevant nor feasible to implement. This includes, but is not limited to: existing relevance to ICANN's Bylaws-defined mission, commitments, core values and strategic objectives, and unanticipated or anticipated developments such as changes in policies, laws, and existing agreements (ENVIRONMENT CHANGE CRITERION);

- Other community recommendations, advice or policy recommendations superseding a given recommendation (OVERRIDE CRITERION);
- Further assessment showing that the cost of implementing the recommendation is significantly higher than estimated and may exceed the potential benefits of implementation (COST/BENEFIT CRITERION);
- Time to implement that would defeat the value and benefits of implementation. The implementation timeframe might be affected by dependencies with other work (TIME CRITERION);
- Lack of broad community support as implementation work progresses (COMMUNITY SUPPORT CRITERION).

The ICANN community may also identify a recommendation for retirement. Any Supporting Organization or Advisory Committee that selected members to the Specific Review or served as a Chartering Organization to the Cross-Community Working Group that generated the recommendation at issue may request that ICANN org initiate the retirement process. Any such request must be accompanied by the identification of one or more of the above criteria to substantiate the rationale for retirement.

The issue paper identifies the recommendation(s) proposed for recommendation, the criterion or criteria supporting the request for retirement, and whether the retirement request originates from ICANN org or a Supporting Organization or Advisory Committee.

STEP 2: If a recommendation appears to meet one or more retirement criteria, ICANN org produces an issue paper and sends it to the SO/AC leaders for feedback from their communities. The SO/AC leaders collate and coordinate the feedback for transmission to ICANN org, within a reasonable timeframe, for further inclusion within the issue paper.

STEP 3: ICANN org sends the updated issue paper, incorporating relevant community feedback, to the relevant grouping(s) of the ICANN Board responsible for consideration of the recommendation(s) at issue (such as a Board Caucus Group or Board Committee). Should that Board group (or groups) support the proposal for retirement, the process moves to Step 4. In the event the Board group (or groups) does not agree with the proposal for retirement, and instead supports continuing with implementation of the recommendation, the retirement proposal will be withdrawn and the process concludes. A decision to continue through the retirement process or to withdraw a retirement proposal shall be reflected in the minutes of the relevant Board Committee (or in absence of a Board Committee responsible for the issue, the full Board). SO/AC leaders shall also be notified of the withdrawal.



Process for Retirement of Non-Policy Recommendations

STEP 4: Should the Board Committee (or full Board as noted in step 3) decide to proceed with retiring the recommendation, ICANN org is responsible for internal coordination in order to confirm that materials relating to the proposed retirement are included in the materials intended for the Planning Prioritization Group³. In addition, ICANN org will inform the SO/AC leaders, and, as relevant, the designated community group (e.g. Review implementation shepherds or Cross-Community Working Group implementation team, if any) of the formal initiating of the retirement process over the select recommendation(s).

STEP 5: The Planning Prioritization Group, facilitated by ICANN org, considers the recommendation proposed for retirement with the accompanying issue paper, and provides a determination as to whether the select recommendation(s) should remain active or be retired, and generates a rationale to support that determination.

STEP 6: ICANN org opens a standard public comment period for broader community consultation on the issue paper and the Planning Prioritization Group's determination and rationale, as reached within Step 5.

STEP 7: ICANN org prepares a summary and analysis of public comments received. The summary and analysis, along with the issue paper and Planning Prioritization Group determination, are provided to the relevant grouping of the ICANN Board for consideration and recommendation of action to a Board Committee or full Board, as relevant.

STEP 8: Should the relevant grouping(s) of the ICANN Board remain supportive of retiring the recommendation, ICANN org produces a draft Board paper for ICANN Board consideration on the proposal for retirement.

STEP 9: Upon Board's passing a resolution to retire the recommendation(s), ICANN org documents the decision on relevant web-pages and reporting, and shares the information through appropriate and relevant communication avenues.

³ Multiple recommendations can be proposed for retirement simultaneously.