* ICANN maintains a Polcy Publish Schedule where ICANN and SOs contribute updates to a Policy Publish Schedule * Each entry in the Policy Publish Schedule should have the name of the policy, an excerpt of what the policy statement is about; the SO responsible and a tentative date for completion (before translation) * At some specified regular interval - (say every month for example), the SOs are made aware of the policies underway * An SO can then request further details and/or a briefing call to better understand the draft policy * ICANN Translation Dept are kept up to date on the Policy Publish Schedule so that they can plan and allocate translation resources * When policy is complete, Translation Dept translates the document into Spanish and French (and other requested languages) Before Policy is made available for comment Policy for comment from Policy from SOs/ICANN posted for public SOs/ICANN made comment available in English, Spanish and French. Policy is available for comment At Large At Large Announcement of public policy is posted Announcement to At-Large and to RALOs' mailing lists of public policy At Large and/or RALOs submits comments on policy to ALAC Should ALAC No submit comments on this policy? Yes **ALAC** emails Should ALAC ALAC submits request to request to ICANN request 15 day ICANN requesting 15 day for 15 day extension for its extension for its comments extension for its comments? comments No ICANN response to ICANN accepts or rejects ALAC request for 15 ALAC's request and day extension for notifies ALAC accordingly comments Should an ad-hoc Working Group Yes Ad-hoc WG named with (WG) be created to interim chair draft the comments? No Existing At-Large WG identified Should ALAC **ALAC** request ALAC submits request to Yes request a to ICANN to ICANN requesting a community organise community call on the briefing call on community call policy the policy? on policy No Poll issued to At-Large At-Large Poll on community on possible dates date and time of and times when the community community call call can take place Summary of all decisions made ALAC notifies At-Large and RALOs on its by ALAC on the decisions regarding the policy out for policy sent to comment At-Large At most 10 days after policy is available for comment Has ALAC No RALOs and ALSes can still decided to submit comments within the submit remainder of comment period comments on this policy? Yes ALAC notifies At-Large Working Group chair and At-Large on its decision to draft comments to policy At Large WG holds meetings /discussions and drafts comments on policy If it wasn't done **ALAC** request before, does At ALAC submits request to Yes to ICANN for 15 Large WG/ALAC ICANN requesting 15 day day extension request a 15 day extension for its comments for its extension for its comments comments? No ICANN response to ALAC request for 15 ICANN accepts or rejects day extension for ALAC's request and comments notifies ALAC accordingly At Large Working Group produces Draft Draft ALAC **ALAC comments of Public Policy** comments on **Public Policy** Announcement At Large Announcement of Draft ALAC comments of Draft ALAC on public policy is posted to At-Large and to comments on RALOs' mailing lists for comments Public Policy At Large and/or RALOs submits comments on draft policy to WG At Large Working Group produces Final Final ALAC ALAC comments of Public Policy, taking comments on into account any ALS/RALO comments and Public Policy is posted to At-Large and RALO mailing lists At most 21 days or 36 days (if 15 day extension is granted) after policy is available for comment At Large and/or RALOs submits comments to ALAC on the Final ALAC comments on policy At most 23 days or 38 days (if 15 day extension is granted) after policy is available for comment Vote credentials ALAC chair starts vote to accept the Final ALAC comments on Public Policy; Notice of issued to ALAC members to the start of the vote is posted to At-Large vote on and RALO lists comments Announcement of Voting period ends; Results of the vote is results of ALAC vote posted to At-Large and to RALOs' mailing whether or not to lists accept WG comments No Results of the vote: RALOs and ALSes can still Does ALAC accept submit comments within the the comments on remainder of comment period Public Policy?

At most 29 days or 44 days (if 15

day extension is granted) after

policy is available for comment

Yes

ALAC submits to ICANN its approved

comments on the Public Policy

Final ALAC

comments

submitted to ICANN