IANA Review Process
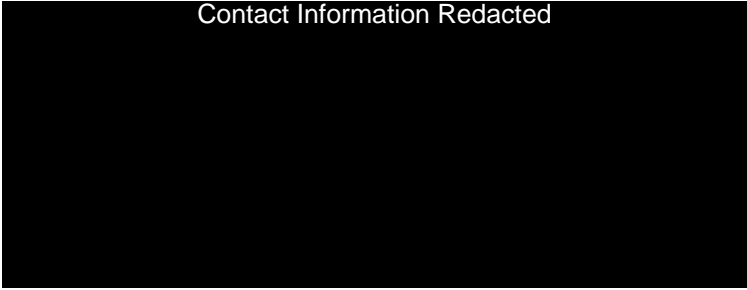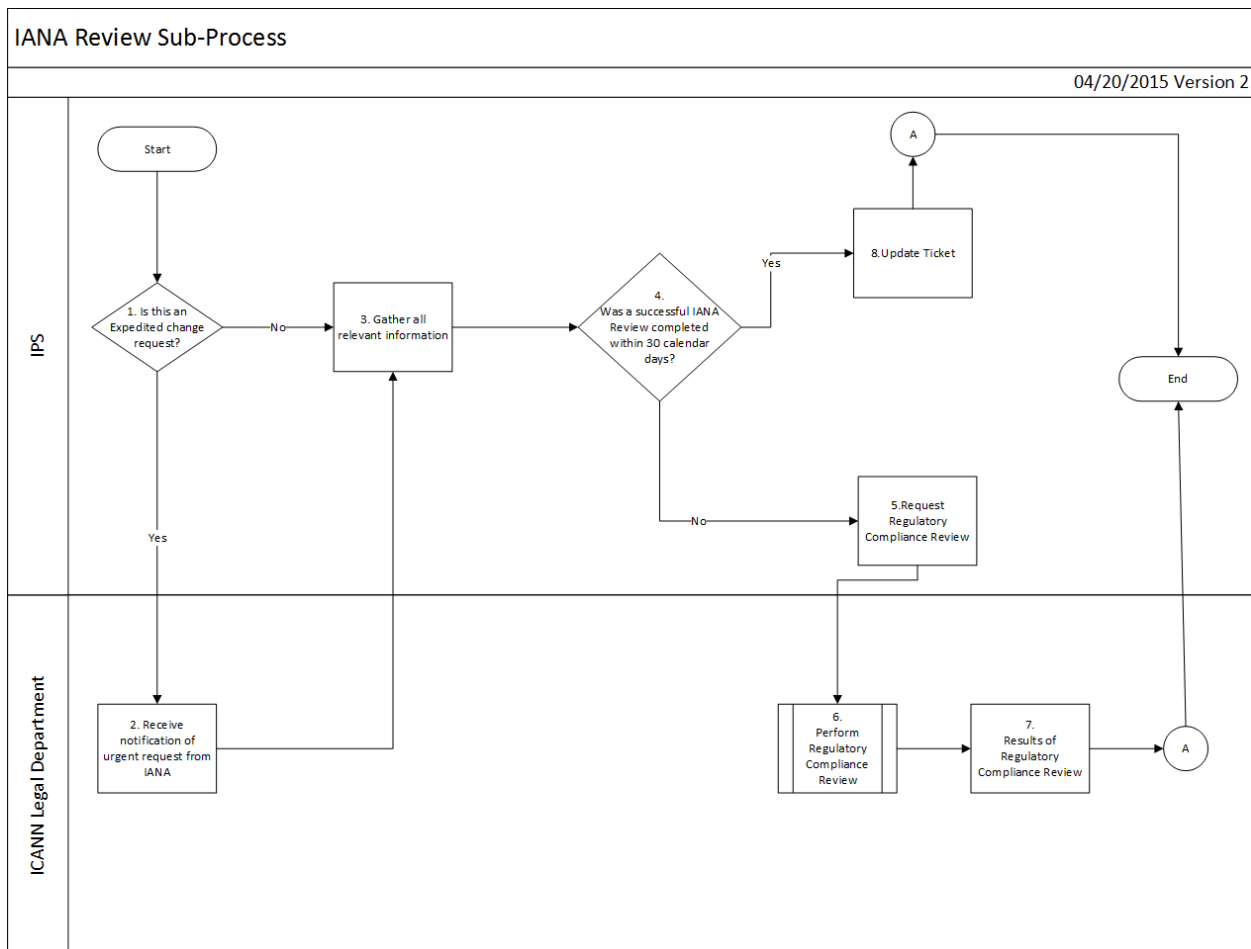
Process Overview

Requests are required to perform an IANA Review under the contractual obligation Privileged and Confidential Privileged and Confidential A well-defined request will be sent to ICANN's legal department to perform the Regulatory Compliance Review. Privileged and Confidential Privileged and Confidential This process outlines the process of the IANA Review to comply with the Legal and Regulatory requirements:

Flow Chart

Process Description

1	Is it an expedited change request?
Description	Action to determine if the request will need to be expedited.
Actor	IPS
Documents	Ticket, email(s) containing information for IANA Review
Steps	The IPS determines whether the ticket needs to be expedited immediately to accommodate the requester's requirement and expedites the IANA Review sub-process. • If Yes - Go to Step 2 • If No - Go to Step 3

2	Receives notification of urgent request from IANA
Description	**Action**, IPS will notify Legal of expedited IANA review.
Actor	ICANN Legal Department
Documents	Email including relevant TLD information
Steps	In this case the IPS (who handles IANA Review sub-process) notifies ICANN legal via phone to stand-by and provide immediate response. • Go to Step 3

3	Gather all relevant information
Description	**Action**, in which the ticket is accessed and the subjected information to prepare for the IANA Review is gathered.
Actor	IPS
Documents	Ticket including all documents available in the ticket
Steps	• Access the ticket and gather the subjected information in UTF-8 (see Definition below) to be sent to legal for review. The information includes, but is not limited to the existing "Whois-record" if applicable, a proposed "Whois–record", all names, postal addresses and email addresses presented in the ticket, and all names, postal addresses and email addresses presented in attachments available in the ticket • Go to step 4

4	Was a successful IANA Review completed within 30 days?

Description	Decision, whether for exactly the same information in the ticket, an IANA Review has been performed within the last 30 calendar days and a positive outcome was achieved with no "flagged issues".
Actor	IPS
Documents	the subjected Ticket
Steps	• IPS checks if the ticket has any new information, and documents made available to IANA within the last 30 days since the recent IANA Review; check if the subjected information was identical to those in the successful previous IANA Review; • Yes, if an IANA Review had been successfully completed within 30 calendar days and no "issues were flagged", then go to step 8 • No, if the above is not the case, go to step 5

5	Request Regulatory Compliance Review
Description	Document, generated and sent to the ICANN Legal Department requesting a Regulatory Compliance Review
Actor	IPS
Documents	Information gathered in Step 3
Steps	• E-mail the information to ICANN Legal Department requesting a Regulatory Compliance Review • Go to step 6

6	Perform Regulatory Compliance Review
Description	Sub-process to perform the Regulatory Compliance Review. Turnaround time is expected to be 24 hours. Reminders and escalation will be used as needed.
Actor	ICANN Legal Department
Documents	E-mail from step 5 containing the information to be checked
Steps	• Privileged and Confidential • Go to step 7

7	Results of Regulatory Compliance Review
Description	Document (E-mail), sent back to IANA with results of the Regulatory Compliance Review

Actor	ICANN Legal Department
Documents	Email of the result of the Regulatory Compliance Review
Steps	- E-mail sent back to IANA with results of the Regulatory Compliance Review - Go to step 8

8	Update Ticket
Description	Update the ticket with the result of the IANA Review
Actor	IPS
Documents	Emails of the result of the IANA Review
Steps	- Copy and Paste the result of the Regulatory Compliance Review in the subject ticket; ███████████████ Privileged and Confidential ███████████ ████████████████████████ - Change ticket status to next appropriate state in Custom-fields of the queue (Ready to DoC, Assignable, Modifiable, etc.) - Change the owner of the ticket to the appropriate staff (IPS) - Go to END Process. This sub-process delivers its result to its parent process, from where it was called.

Acronyms / Definitions:

AUTO   Automatically through RT

IPS   IANA Project Specialist

Requesters   The requester who submitted the request

UTF-8   A standard used for transmitting Unicode characters