

## *ALAC Public Comment - Proposed Timeline & Related Staff Actions*

### *FOR DISCUSSION – ALAC Meeting – 28 July 2015*

- If the ALAC decides to submit a Statement on a public comment proceeding, the first draft needs to be ready **at least 15 days** before the public comment period closes. This will allow the ALAC/At-Large to have ample time to comment on the draft and the penholder(s) to produce a satisfactory final Statement incorporating comments received.
- If the first draft is submitted at least 15 days before the public comment period closes:
  - Ariel will upload the first draft to the wiki and open the call for comments immediately
  - Depending on the actual days left before the public comment period closes, Ariel will decide on the internal ALAC timeline for commenting, finalizing, and ratifying the Statement. But as a default:
    - Call for comments: 7 calendar days
    - Penholder(s) to finalize a Statement: 3 calendar days
    - ALAC ratification: 5-6 calendar days (at least 4 week days)
- If 15 days are left for the public comment period and no first draft has been submitted, it will be considered 'crisis' and the ALAC/At-Large needs to act quickly within a stringent timeframe (note: the word 'crisis' may be a bit strong, consider using a different word).
  - Ariel needs to follow up with penholder(s) and request the first draft at a more frequent rate until the first draft is ready. Ariel needs to start following up as the 15-day mark draws near.
  - If first draft is ready less than 15 days before the public comment period closes, Ariel will coordinate with the Alan/ALT to decide on the internal ALAC timeline for commenting, finalizing, and ratifying the Statement.

### **Other Proposals & Questions for the ALAC to Consider**

- For making more swift decision on whether the ALAC should submit a Statement on a public comment proceeding and who should be the potential penholder(s), 2 proposals are made:
  - Besides Alan, someone else from the ALT and Liaison group may also make decisions. When a public comment opens, Ariel will contact both Alan and the other person and will act on the instruction from the person who responds first.
  - The ALT + Liaisons may make decisions on public comment collectively outside the ALT meetings. Ariel will use Skype to ask for input and instruction.
- Open public comment proceedings should also be discussed during f2f meetings, not just the teleconference calls.
- The ALAC/At-Large may consider developing capacity building materials/programs dedicated to public comment proceedings. This effort may facilitate experienced members to part their knowledge to newcomers/inactive members, help them understand the specifics of public comment, encourage them to get involved in the process, and enlarge the pool of penholders.
- Besides providing administrative support, Staff may take on an 'editor' or 'polisher' role and provide editorial suggestions on draft ALAC statements – Author still responsible for ensuring content is correct.
- We should consider Webinars to brief community on important statements, and to solicit further input.

- On a periodic basis (e.g. monthly), Staff may collaborate with GNSO staff to produce 'one-pagers' that brief on key ICANN policy issues and provide perspectives on why it matters to endusers. The one-pagers may be distributed to the wider At-Large community.
- As every penholder has different work method and communications style, how can Staff improve ways to follow up effectively and get the first draft ready for the ALAC to act upon in a timely manner?

#### **Action Items**

- The ALT + Liaisons to consider the [upcoming public comment proceedings](#) and make an educated guess on the ones that the ALAC will need to comment on and identify potential penholders for those.
- Ariel to contact potential penholders about their designated upcoming public comment proceedings. If they accept role, Ariel will follow up with them when the public comment proceedings open.