# Guideline:  ccNSO Procedure for Participating in IRP Administrative & Process Matters

Draft Version #1

Date of review: June 2017

Date of adoption by the ccNSO Council:

## 1   Introduction and Background

This guideline applies to and guides all ccNSO conduct in carrying out its role as a Supporting Organization in administrative and process-oriented matters in establishing and maintaining the Independent Review Process function under Bylaw Section. 4.3.

## 2   Purpose of the Guideline

The purpose of this Guideline is to ensure that the ccNSO is aware of and carries out the responsibilities assigned to it, along with other SOs and ACs, in ensuring the IRP Process function is executed according to ICANN bylaw provisions.

This Guideline specifically does not address how the ccNSO shall participate in any IRP proceeding as a claimant (see Bylaw Section 4.3(b)(i)), as a decisional participant in the Empowered Community (see Bylaw Section 4.3(b)(i)(A)), nor as an entity involved in any IRP proceeding, for instance pursuant to joinder or intervention principles (see Bylaw Section 4.3(n)(iv)(B)).

## 3   Essence

### 3.1   "Standing Panel"

The ccNSO shall participate in the establishment of the IRP "Standing Panel" pursuant to the provisions of Bylaw Section 4.3(j). Specifically:

3.1.1 The ccNSO shall, in consultation with the other SOs and ACs, initiate a four-step process to establish the Standing Panel to ensure the availability of a number of IRP panelists that is sufficient to allow for the timely resolution of Disputes consistent with the Purposes of the IRP. (Bylaw Section 4.3(j)(ii)). There shall be at least seven members on the Standing Panel (Bylaw Section 4.3(j)(i)).

3.1.2 ICANN will issue a call for expressions of interest from potential panelists. Then ICANN shall work with the ccNSO and other SOs and ACs and the Board to identify and solicit applications from well-qualified candidates, and to conduct an initial review and vetting of applications (Bylaw Section 4.3(j)(ii)(B)).

3.1.3 The ccNSO and the other SOs and ACs shall nominate a slate of proposed panel members from the well-qualified candidates identified per the process above (Bylaw Section 4.3(j)(ii)(C)). Standing Panel members must be independent of ICANN, SOs and ACs (Bylaw Section 4.3(q)). [Note: Final selection shall be subject to Board confirmation, which shall not be unreasonably withheld (Bylaw Section 4.3(j)(ii)(D)). Note also: Reasonable efforts shall be taken to achieve cultural, linguistic, gender, and legal tradition diversity, and diversity by Geographic Region in the Standing Panel (Bylaw Section 4.3(j)(iv)).]

## 3.2 IRP Administrative Support

3.2.1 ICANN, in consultation with the ccNSO and the other SOs and ACs, shall initiate a tender process for an organization to provide administrative support for the IRP Provider (as defined in Bylaw Section 4.3(m)), beginning by consulting the "**IRP Implementation Oversight Team**" (described in Section 4.3(n)(i)) on a draft tender document.

## 3.3 IRP Implementation Oversight Team (IOT)

3.3.1   An IRP Implementation Oversight Team shall be established in consultation with the ccNSO and the other SOs and ACs and comprised of members of the global Internet community (Bylaw Section 4.3(n)(i)).

# 4 Miscellaneous

## 4.1 ccNSO Internal Guideline

This Guideline is an internal rule of the ccNSO in accordance with Article 10 section 3.11 and Article 10 section 4.2 of the ICANN Bylaws.

## 4.2 Omission in or Unreasonable Impact of the Guideline

In the event the Guideline does not provide guidance and/or the impact is unreasonable to conduct the business of the ccNSO or the ccNSO Council, the Chair of the ccNSO will decide.

## 4.3 Publication and Review of the Guideline

The Guideline will be published as part of the rules and guidelines of the ccNSO after adoption by the ccNSO Council.

The Guideline will be reviewed every 2 years at the time of review of the annual Work plan, or adjusted when considered necessary. In order to become effective the updated Guideline must be adopted by the ccNSO Council and published on the ccNSO website.

Before publishing the updated Guideline, the Secretariat will adjust the version number and insert the date the Guideline was reviewed and adopted by the ccNSO Council.

## 4.4 Responsibility Assignment Matrix

|  | ccNSO Council | ccNSO Chair | Triage Committee | Secretariat | ccNSO/ccTLD community | WG Chairs |
|---|---|---|---|---|---|---|
| Task 1 | R |  | R |  | R |  |
| Task 2 | R |  |  |  |  |  |
| Task 3 | R |  |  |  |  |  |
| Task 4 |  |  |  | R | I |  |
| Task 5 |  |  |  | R |  | R |
| Task 6 |  | I |  | R |  | R |

R – Responsible, A – Accountable, C – Consulted, I - Informed

**Annex A: …**

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**Annex B: …**