

**To:** Review Working Party, ICANN Staff

**From:** Will Brown, Mark Engle, and Analysis Group

**Date:** June 12, 2017

**Re:** ICANN NomCom Review Work Plan and Timeline

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This memo provides an overview of the proposed work plan and timeline, including milestones and related deliverables.

### **Task 1: Review of Relevant Working Documents and Other Information**

The project team will identify and review documents relating to the NomCom. This review will focus on fully understanding the NomCom structure and role in the larger ICANN organization, which will ensure deliverables in subsequent tasks are informed by relevant background information. Relevant academic literature will also be identified and reviewed to provide context for designing questions for the interviews, focus groups, and surveys.

Deliverables: N/A.

### **Task 2: Interviews and Focus Groups**

#### **a) Semi-Structured Interviews at ICANN59 (June 2017)**

The project team will work closely with ICANN staff to determine the initial interviewees and the questions to be asked. These semi-structured interviews will help inform the direction that structured interviews, focus groups, and surveys take in best understanding the membership needs of the boards/organizations for which NomCom recommends members, and NomCom's place within ICANN's mission as a whole. The interview questions will be used in semi-structured interviews at ICANN59.

Deliverables: Work plan to be shared with RWP and ICANN staff (June 12). Draft interview questions for discussion with RWP and ICANN staff (June 12).

#### **b) Structured Interviews & Focus Groups (July - August 2017)**

The goal of these structured interviews and focus groups is to formally investigate the experiences and views of the NomCom from a diversity of perspectives. These interviews and focus groups will ensure that survey questions are worded in a manner that is understandable for potential survey respondents. The focus groups may also elicit potential survey topics that closed-form interview questions may not uncover.

Deliverables: N/A.

### **Task 3. Survey Design and Distribution (31 July - 4 September 2017)**

With interviews and focus groups serving as the foundation, the project team will develop a survey instrument to more broadly assess (1) whether NomCom has a continuing purpose within the ICANN structure, (2) the extent to which NomCom effectively fulfills its purpose and whether any

changes should be made to either its structure or operations, and (3) whether NonCom is accountable to the ICANN community. The project team proposes to coordinate closely with RWP and ICANN staff during this stage of the study to ensure that the most useful data are collected. The project team will update ICANN on the progress of the survey work, including adjustments to questions or methodologies. The survey will go online on September 4, 2017 and be open for at least 30 days, closing no sooner than October 4, 2017.

Deliverables: The project team will provide survey questions for review by the RWP (July 31, 2017). The project team will create a survey for distribution to the ICANN community (4 September 2017).

#### **Task 4. Draft Assessment Report for Discussion with RWP (13 November 2017)**

The project team will produce a draft assessment report for review by RWP based on results from interviews, focus groups, and the survey.

Deliverables: The project team will provide a draft report for review by RWP.

#### **Task 5. Draft Assessment Report for Public Consultation (4 December 2017)**

Upon incorporating comments from the RWP, the project team will produce a draft assessment report for public comment. The project team and ICANN staff will reach out to the ICANN community through webinar-based presentations and other online forums in order to gather feedback on the assessment report.

Deliverables: The project team will prepare a draft assessment report (4 December 2017) and solicit feedback from the ICANN community.

#### **Task 6. Draft Recommendations for Review by RWP (26 February 2018)**

The project team will develop recommendations to address specific issues identified in the draft assessment report and in feedback received during the public consultation phase.

Deliverables: The project team will provide a set of recommendations for review by the RWP (26 February 2018).

#### **Task 7. Draft Final Report for Public Comment (19 March 2018)**

Upon incorporating comments from the RWP, the project team will produce a final draft report for public comment. The final draft report will include both the assessment and recommendations. The public comment period will be 40 days, closing on 30 April 2018. If participation is low, the comment period may be extended.

Deliverables: The project team will provide a final draft report to be published for public comment.

#### **Task 8. Final Report for Publication (1 June 2018)**

The project team will produce a final report for publication, including any updates based on public comments. This phase will include an internal audit (quality control) of all analyses and data included in, and relied upon by, the report.

Deliverables: The project team will provide a final report for publication.