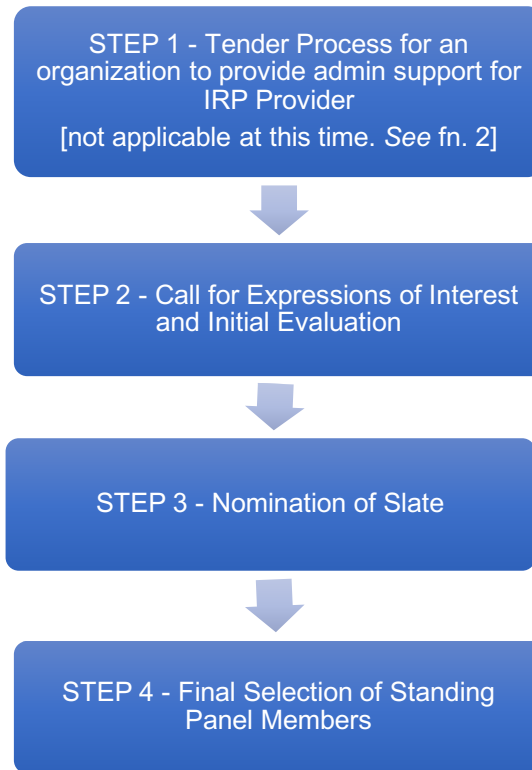


## PROCESS FLOW FOR ESTABLISHMENT OF INDEPENDENT REVIEW PROCESS STANDING PANEL (ART. 4, SECTION 4.3(J)(ii))<sup>1</sup>



### PROPOSED ROLES, RESPONSIBILITIES, AND TIMING ESTIMATES FOR PANEL SELECTION

**Step 1 – Tender Process for an organization to provide admin support for IRP Provider - Not applicable at this time<sup>2</sup>**

#### **Step 2 – Call for Expressions of Interest (EOI) and Initial Evaluations**

- A. **Development of Call for EOI - Expected time frame: completed**
1. ICANN org Role: Develop call for EOI in line with Bylaws
  2. SOs/ACs Role: IOT consulted on contents of call for EOI

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<sup>1</sup> This process flowchart does not include the recall process for the Standing Panel, which is being developed by the IRP IOT as set out at 4.3(j)(iii).

<sup>2</sup> Because ICANN already has a provider for IRPs, ICANN and the Implementation Oversight Team (IOT) have agreed that this step is not necessary at this time.

3. ICANN Board Role: N/A

**B. Identification and Solicitation of Applications - Expected Timeframe for EOI:**  
Open for approximately 45 days.

1. ICANN Org Role

- a. Post call for EOI;
- b. Coordinate with Board and SOs/ACs to consider how to best get qualified candidates;
- c. Communications and social media to promote call for EOI;
- d. If low return, consult with Board and SOs/ACs on extension of call and further ideas to increase visibility;
- e. Circulate call among networks to encourage applications;
- f. Receive EOIs; and
- g. Answer questions regarding EOI process.

2. SOs/ACs Role

- a. Circulate call among membership and connected organizations to encourage applications;
- b. Provide input to ICANN org on dissemination of call for EOI; and
- c. If low return, provide input to ICANN org on extension of call and further ideas to increase visibility.

3. ICANN Board Role

- a. Circulate call among networks to encourage applications; and
- b. If low return, provide input to ICANN org on extension of call and further ideas to increase visibility.

**C. Initial Review and Vetting of Applications - Expected Timeframe: [30] days**

1. ICANN Org Role

- a. Develop standardized template for evaluation of applicants, in coordination with Board, SOs/ACs;
- b. Work with Board, SOs/ACs to identify what “well qualified” candidates would look like;

- c. Work with Board, SOs/ACs to identify items that would disqualify applicants from interviews (can occur during EOI phase);
  - d. Perform initial review of applications;
  - e. Conduct initial interviews<sup>3</sup>, as appropriate; and
  - f. Circulate EOI and evaluation materials<sup>4</sup> on well-qualified candidates to SOs/ACs and Board, taking conflicts of interest considerations into account.
2. SOs/ACs Role:
- a. Confirm standardized template/objective standards to meet “well qualified” candidate, and disqualified candidates (can occur during EOI phase); and
  - b. Plan for nomination phase.
3. ICANN Board Role:
- a. Confirm standardized template/objective standards to meet “well qualified” candidate, and disqualified candidates (can occur during EOI phase).

**Step 3: Nomination of Slate** - Expected Timeframe: [30] days

- A. ICANN Org Role:
- 1. Support SOs/ACs as requested.
- B. SOs/ACs Role:
- 1. Identify mechanism for reaching slate of nominees and how the SOs/ACs will confirm, taking into account conflicts of interest concerns as appropriate (can occur during previous phases);

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<sup>3</sup> Further discussion should occur about the interview process – there are multiple possibilities for how this could occur. For example, ICANN could conduct all initial interviews, and provide recordings to nominating SOs/ACs. Alternatively, SOs/ACs could develop a secondary interview process for the nomination phase. Alternatively, representatives from the SOs/ACs and Board could participate in the initial interviews. The interview process could also be conducted pursuant to standardized questions agreed upon by ICANN org, the SOs/ACs and Board.

<sup>4</sup> ICANN should also maintain records that can be shared with SOs/ACs on applicants that do not achieve well-qualified status, respecting applicant confidentiality as appropriate.

2. Confirm that the proposed slate includes appropriate diversity of skills, expertise and other diversity factors important to the ICANN Community;
  3. Maintain transparent records of process, as appropriate; and
  4. Provide ICANN Board with slate of proposed panel members.
- C. ICANN Board Role:
1. Receive slate from SOs/ACs.

**Step 4: Final Selection of Standing Panel Members - Expected Timeframe: 30 days**

- A. ICANN Org Role:
1. Schedule a Board Meeting at the next feasible opportunity upon receipt of slate recommendations;
  2. Communicate Board action on proposed slate to SOs/ACs and IRP IOT; and
  3. After Board action, coordinate with IRP Provider to notify selected panelists<sup>5</sup> and begin contracting and training process.
- B. SOs/ACs Role:
1. Remain available to ICANN Board if questions arise on nominated slate.
- C. ICANN Board Role:
1. Action on proposed slate, confirmation of which shall not be unreasonably withheld

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<sup>5</sup> ICANN Org will always hold primary responsibility, collectively with the IRP Provider as appropriate, for communication with applicants about the status of their EOIs, scheduling and notifications.