Description SLE change procedure following CSC charter

Assumptions
1. Changes to the Service levels as foreseen in the CSC charter relate to and have to be considered changes of the service levels documented in Annex A section 2 Service Levels of the IANA Naming Function Contract.

2. Any change (however trivial) to any service levels documented in Annex A section 2 Service Levels of the IANA Naming Function Contract is considered a change of that contract between PTI and ICANN and has to follow the change procedure described in that contract and any related provisions in the ICANN Bylaws and PTI Bylaws.

Phase 1: CSC and PTI agree on need to change
1. Both the CSC or the IANA Functions Operator can request a review or change to service level targets.

It is advised to agree on scope of SLE changes at start of process, this includes potential resource impact.

2. Scope etc. agreed by Chair of CSC and President of PTI (handshake).

Duration of this phase depends on scope etc.

Phase 2: Proposed changes to Service Levels
1.Develop and describe proposed modification Annex 1 Section 2 IANA Naming Function Contract. The CSC and PTI to agree on proposed changes. CSC and PTI could agree this will be part of the handshake between chair CSC and president PTI.

Phase 3: Consultation process & additional changes
1 A. Consult/present suggested changes to naming customers /relevant stakeholders

1 B. Public Forum (Public comment period, in principle minimal duration comment period 40 days and additional 5-10 days prepare summary and analysis.

2. Update SLA changes based on feed-back and input, include Impact analysis and prepare CSC report on proposed changes:
- Description of scope of changes
- CSC/PTI proposed changes and recommendation for ccNSO and GNSO Councils.
- Process description.

Phase 4: Approval Process ccNSO & GNSO
According to the CSC charter: Any proposed change to service level targets as a result of the review must be agreed to by the ccNSO and GNSO.

The GNSO and ccNSO are undefined. It is assumed that this implies ccNSO and GNSO Councils and further the ccNSO and GNSO Councils will use their own rules & procedures to approve the changes.

ccNSO Council procedure. Submission of the CSC report to ccNSO Council. The ccNSO Council will want to be ensured ccTLD community supports proposed changes. This implies a session at the ccNSO meetings, whereby ccTLDs present accept the proposed changes. Effectively this means using the CSC update session at ccNSO meeting days.
The ccNSO Council will then decide whether to accept proposed changes. This decision wil be effective 7 days after it has been published on the ccNSO website

The GNSO Council procedure. Submission of the CSC report to GNSO Council. Motion needs to be prepared and submitted no later then 10 days before meeting (in some cases more). Consideration may stretch take more then one meeting depending on proposed changes, but if broad support one meeting should be sufficient. Note motion needs to be submitted by a GNSO Councillor.

Steps
1. CSC submits report with proposed changes and documentation/description consultation to date (including public forum)

2. ccNSO and GNSO decision making according to own rules and procedures
(includes coordination of timing etc.).
See above

3. The GNSO and ccNSO Council inform CSC of decision.

Phase 5. Approval Process ICANN org and PTI org
1. The CSC and PTI inform ICANN org and PTI about suggested changes to Annex A section 2.

2. ICANN org and PTI org to follow internal procedures to modify the naming function contract.

Scenario with focus ICANN 60 upcoming changes

Phase	Start date	End date	Minimal Duration Phase (calendar days)	Cumulative Duration (calendar days)	Comment
Agree on scope etc. propose changes		5 October 2017	49 days		
Proposed changes SL		5 October 2017	49 days	49 days	
Consultation Process	9 October 2017	1 December	55 days	104 days	Assumes proposed report on changes is ready & signed off by CSC and PTI by 5 October 2017
ccNSO & GNSO Approval process	8 December 2017	28 December 2017	20 days	124 days	Latest date GNSO motion submission date 11 December. ccNSO & GNSO Councils meeting 21 December
ICANN org & PTI org approval process	January 2018				Starts with letter from CSC with suggested changes and approval decisions ccNSO and GNSO

Critical dates:
- 16 October: Sign-off SLE change report to seek public comment (to start date Public Forum) to allow to use ICANN 60 as part of consultation process.
- 11 December 2017: Submission date GNSO Council motion. If this is not met the GNSO Council will not decide before January 2018