

At-Large Consultation on ccTLD Delegation and Redelegation User Instructions and Source of Policy and Procedures Workspace

| Comment Close Date | Statement Name | Status | Assignee (s) and RALO(s) | Call for Comments | Call for Comments Close | Vote Announcement | Vote Open | Vote Reminder | Vote Close | Date of Submission | Staff Contact and Email | Statement Number |
|--------------------|---|---------------------|---|-------------------|-------------------------|-------------------|------------|---------------|------------------|--------------------|---|--------------------------|
| 30.09.2013 | Consultation on ccTLD Delegation and Redelegation User Instructions and Source of Policy and Procedures | Adopted 13Y, 0N, 0A | Cheryl Langdon-Orr (APRALO) | 11.09.2013 | 18.09.2013 | 25.09.2013 | 25.09.2013 | 29.09.2013 | 30.09.2013 20:00 | 30.09.2013 23:59 | Michelle Cotton michelle.cotton@icann.org | AL-ALAC-ST-0913-06-01-EN |

Comment / Reply Periods (*)

Comment Open Date:
 9 September 2013
 Comment Close Date:
 30 September 2013 - 23:59 UTC
 Reply Open Date:
 1 October 2013
 Reply Close Date:
 21 October 2013 - 23:59 UTC

Important Information Links
[Public Comment Announcement](#)
[To Submit Your Comments \(Forum\)](#)
[View Comments Submitted](#)

Brief Overview
 Originating Organization:
 ICANN
 Categories/Tags:

- Top-Level Domains

Purpose (Brief):
 A consultation on User Instructions and Source of Policy for Delegation and Redelegation of a Country-Code Top Level Domain (ccTLD).
 Current Status:
 Initial public consultation
 Next Steps:
 Review comments received
 Staff Contact:
 Michelle Cotton
[Email Staff Contact](#)

Detailed Information

Section I: Description, Explanation, and Purpose:

The Internet Assigned Numbers Authority (IANA) functions contract ([SA1301-12-CN-0035](#)) between ICANN and the United States Department of Commerce, National Telecommunications Information Administration (NTIA) to maintain the continuity and stability of services related to certain interdependent Internet technical management functions, known collectively as the Internet Assigned Numbers Authority calls for a public consultation from all interested and affected parties to help satisfy the following objective:

C.2.6 Transparency and Accountability — [No later than 1 October 2013], the Contractor shall develop performance standards, in collaboration with all interested and affected parties as enumerated in Section C.1.3, develop user instructions including technical requirements for each corresponding IANA function and post via a website.

C.2.7 Responsibility and Respect for Stakeholders – [No later than 1 October 2013], the contractor shall, in collaboration with all interested and affected parties as enumerated in Section C.1.C, develop for each of the IANA functions a process for documenting the source of the policies and procedures and how it will apply the relevant policies and procedures for the corresponding IANA function and post via a website.

This consultation involves the operation of the Delegations and Redelegations of Country Code Top Level Domains (ccTLDs) described in the IANA functions contract as the following:

C.2.9.2.c Delegation and Redelegation of a Country Code Top Level Domain (ccTLD) The Contractor shall apply existing policy frameworks in processing requests related to the delegation and redelegation of a ccTLD, such as RFC 1591 Domain Name System Structure and Delegation, the Governmental Advisory Committee (GAC) Principles And Guidelines For The Delegation AND Administration Of Country Code Top Level Domains, and any further clarification of these policies by interested and affected parties as enumerated in Section C.1.3. If a policy framework does not exist to cover a specific instance, the Contractor will consult with the interested and affected parties, as enumerated in Section C.1.3; relevant public authorities and governments on any recommendation that is not within or consistent with an existing policy framework. In making its recommendations, the Contractor shall also take into account the relevant national frameworks and applicable laws of the jurisdiction that the TLD registry serves. The Contractor shall submit its recommendations to the COR via a Delegation and Redelegation Report.

Section II: Background:

This is one of a series of consultations to establish user instructions and source of policy for the delivery of the IANA functions, as described in contract SA1301-12-CN-0035.

Section III: Document and Resource Links:

- [Consultation on Delegation and Redelegation of a Country Code Top Level Domain \(ccTLD\) User Instructions and Source of Policy](#) [PDF, 178 KB]
- [User Documentation on Delegating and Redelegating a Country-Code Top-Level Domain \(ccTLD\)](#) [PDF, 387 KB]
- [Contract SA1301-12-CN-0035 and related documents](#)

Section IV: Additional Information:

None

Specific Questions to be addressed=>

- **ICANN is seeking feedback on the draft user instructions for the IANA Function related to ccTLD delegations and redelegations.**
- **Comments are welcome on any aspect of the User Instructions, and specifically on the following questions:**

1. Do the [DRAFT User Instructions](#) clearly provide instructions on how to request a ccTLD delegation or redelegation?
2. Do the User Instructions clearly describe the steps for processing a ccTLD delegation and redelegation?
3. Do you have additional suggestions as to what may be missing from the User Instructions?
4. By what process should ICANN notify the community when there are revisions made to the User Instructions?
5. Does the community think it would be useful for ICANN to publish additional documentation such as a Knowledge Base with help articles and/or a list of Frequently Asked Questions as a companion to the User Instructions?

(*) Comments submitted after the posted Close Date/Time are not guaranteed to be considered in any final summary, analysis, reporting, or decision-making that takes place once this period lapses.

FINAL VERSION TO BE SUBMITTED IF RATIFIED

[Please click here to download a copy of the PDF below.](#)

FINAL DRAFT VERSION TO BE VOTED UPON BY THE ALAC

The ALAC thanks ICANN for giving it the opportunity to comment on the User Instructions.

1. Do the [DRAFT User Instructions](#) clearly provide instructions on how to request a ccTLD delegation or redelegation?

- Yes, they do. In particular:
 - The section on the 'Background of the process,' is written in simple, plain English.
 - The 'Preparing a request' and the 'Submitting the request' sections clearly note identified and outlined stages. However, it was felt that some further examples could be given to aid applicants in this process. For example, forms with examples of pre-filled in fields and the use of some other outreach materials and tools.
 - It was also felt that the 'After the request is received' section was clear and understandable.
 - The 'Qualifying top-level domain Strings' section was also clear, easy to follow and unambiguous but additional text is we feel required as we outlined in our response to Q3. below.
 - The 'Preparing an Operational and Technical Plan' section was also clear and particularly useful, but again this could be aided further with the provision of a 'Sample Ops and Tech Plan with pre-filled sample text that shows or expands in context the material from the 'Specific suggestions' section.

2. Do the User Instructions clearly describe the steps for processing a ccTLD delegation and redelegation?

- Yes they do. However, some consideration could be given to the section detailing the "Prohibited Networks" on pages 10, 11 & 12 of the documentation. It could also be better to link this section as an appendix rather than in the body of the text.

3. Do you have additional suggestions as to what may be missing from the User Instructions?

- Reference should be now made in this documentation to IDN ccTLDs outside of the Fast Track Process (such as at paragraph 5 and in any other appropriate reference to IDN ccTLDs).
- Making this reference, would allow for the likelihood of the ICANN Board, in a reasonably short time frame, in dealing with the recently received 'ccNSO Member Endorsed Report' from the ccTLD IDN PDP Work Group and the ccNSO Councils Recommendations regarding the report and its identification of feasible policy for the selection and delegation of IDN ccTLDs associated with the territories listed in the ISO 3166-1 (IDNccTLDs) within the framework of the IDNcc PDP.

4. By what process should ICANN notify the community when there are revisions made to the User Instructions?

- In addition to the 'usual' ICANN Announcements, Webinars and Fora at appropriate meeting venues (including but not limited to ICANN Meetings) as well as appropriate Press Releases, specific advice and presentations could be made to Key stakeholder groups in ICANN (GAC, ALAC, ccNSO Membership, ISOC and I* Communities, etc..) and these groups should be provided with materials to encourage and facilitate outreach through their networks to use for local outreach via engagement centers outreach programs etc.,

5. Does the community think it would be useful for ICANN to publish additional documentation such as a Knowledge Base with help articles and/or a list of Frequently Asked Questions as a companion to the User Instructions?

- Yes, additional information and some information which is in alternate formats would be most useful with:
 - a. Focusing on the ease of searching for these Knowledge Base and FAQ resources;
 - b. Focusing on other companion tools such as links to video introductions to topic (perhaps a Q&A Interview style) and presentation materials;
 - c. Considering video demonstrations on how to complete the form; and
 - d. Using some sample applications so that requesters get a good idea of the quality of the information that is required.

FIRST DRAFT SUBMITTED

The first draft submitted will be placed here before the call for comments begins.

VERY Initial First Set of Comments for Consideration... (CLO's V1.1)

1. Do the [DRAFT User Instructions](#) clearly provide instructions on how to request a ccTLD delegation or redelegation?

- Yes they do, in particular the sections that

2. Do the User Instructions clearly describe the steps for processing a ccTLD delegation and redelegation?

- Yes they do, however some consideration should be given to the following:
- ~~The section detailing the "Delegation Request Form" on pages 7 & 8 of the documentation 'IANA TLD MODIFICATION TEMPLATE 2010-02-17' could be better as a linked appendix rather than in the body of the text.~~
- The section detailing the "Prohibited Networks" on pages 10, 11 & 12 of the documentation, could also be better as a linked appendix rather than in the body of the text.
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3. Do you have additional suggestions as to what may be missing from the User Instructions?

- Reference should be now made to IDN ccTLD's are now also to be possible under the (new) ccNSO IDN PDP process see <<http://ccnso.icann.org/workinggroups/idn-ccpdp-final-29mar13-en.pdf>> and not just the IDN Fast Track process on pages 14 Para 5 and in any other appropriate reference to IDN ccTLDs.

4. By what process should ICANN notify the community when there are revisions made to the User Instructions?

- In addition to the 'usual' ICANN Announcements, Webinars and Fora at appropriate meeting venues (including but not limited to ICANN Meetings) as well as appropriate Press Releases; Specific advice and presentations could be made to Key stakeholder groups in ICANN (GAC, ALAC, ccNSO Membership, ISOC and I* Communities, etc..) and these groups should be provided with materials to encourage and facilitate outreach through their networks; In addition to use of Local outreach via engagement centres outreach programs etc.,

5. Does the community think it would be useful for ICANN to publish additional documentation such as a Knowledge Base with help articles and/or a list of Frequently Asked Questions as a companion to the User Instructions?

- Yes additional information and some that is in alternate formats would be most useful with:-
 1. focus on the EASILY SEARCHABLE..KBs and FAQs
 2. as well as other companion tools such as links to video introduction to topic (perhaps a Q&A style) and presentation materials
 3. perhaps a video demonstrating how to complete the form
 4. some sample applications so that requesters get a good idea of the quality of the information that is required.
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Other Comments: Including any drafting and grammar/text modification suggestions.

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