ALAC/At-Large Improvements Implementation Project: Status Update Appendix

This appendix, which forms an integral part of this *Status Update*, consists of the 13 Recommendations as outlined in the *Final Report of the ALAC Review Working Group on ALAC Improvements* (9 June 2009) and further defined in the *At-Large Improvements Implementation Project Plan* (7 June 2010) listed in table format. The Recommendations are listed individually in the order of the *ALAC Review Final Report Recommendations*.

Each Recommendation table consists of the following information:

- The number of the Recommendation;
- A summary of the Recommendations within the *ALAC Review Final Report*;
- The Action Items developed by each of the At-Large Improvements Working Team in order to implement that specific Recommendation;
- The status of each Recommendation and Action Item – that is, the extent to which they have already been implemented by the ALAC and At-Large; and
- Notes that further clarify how the Recommendation or Action Item has been implemented and any next steps required.

Rec.	Sub-Rec.	Action Item	Status	Notes
1.1		**Amend Bylaws Article XI,s2(4)(a) to clarify purposes, as proposed**	**Complete**	
	1.1(a)	Submit to the ICANN Board the following revision to *ICANN Bylaws XI.2.4.a*, drafted in collaboration with the ICANN Legal Department.	Complete	The At-Large Advisory Committee (ALAC) is the primary organizational home within ICANN for individual Internet users. The role of the ALAC shall be to consider and provide advice on the activities of ICANN, insofar as they relate to the interests of the individual Internet users. This includes policies created through ICANN's Supporting Organizations, as well as the many other issues for which community input and advice is appropriate. The ALAC, which plays an important role in ICANN's accountability mechanisms, also coordinates some of ICANN's outreach to individual Internet users. See: ICANN Bylaws VI.2.1.e

				"e. One voting member selected by the At-Large Community according to the provisions of Article XI of these Bylaws. This seat on the Board of Directors is referred to in these Bylaws as Seat 15."
				See: ICANN Public Comment - Proposed Bylaws Amendment to Add Voting Director from the At-Large Community to the ICANN Board of Directors
				See: ICANN Public Comment - Proposed ICANN Bylaw Revisions Regarding the ALAC
	1.1(b)	Submit to the Board the following revisions to *ICANN Bylaws XI.2.4.j*, drafted in collaboration with the ICANN Legal Department: The ALAC is also responsible, working in conjunction with the RALOs, for coordinating the following activities:... Participating in the ICANN policy development processes and providing input and advice that accurately reflects the views of individual Internet users;…	Complete	
1.2		**Review proposed IIC/post-JPA accountability mechanisms to ensure congruence with recommendation**.	**Complete**	See: **ICANN Accountability & Transparency**
1.3		**ALAC engagement in ICANN Structural Improvements Program**.	**Complete**	See: **Review of the At-Large Advisory Committee - Final Report of the ALAC Review Working Group on ALAC Improvements** **The ALAC has a continuing purpose in the ICANN structure. This continuing purpose has four**

				key elements:
				Providing advice on policy; **Providing input into ICANN operations and structure;** **Part of ICANN's accountability mechanisms;** **An organizing mechanism for some of ICANN's outreach**; and **The section of the ICANN Bylaws that deals with ALAC should be changed to reflect this purpose.**
1.4		**Extend ALAC Chair term to two years.**	**Complete**	**The ALAC and its Taskforce have decided that this function that will be adopted from June 2012 on, once the Rules of Procedure Review WG has begun.**
	1.4(a)	This review should include consideration of the role, selection process, and term length of the ALAC Chair and Vice Chairs.	Complete	As noted above, any change of the term length of the ALAC Chair, as suggested by Recommendation 1.4, would require a change to the ALAC's *Rules of Procedure*.
2.1		**Identify all the steps required to implement the addition of one voting member appointed from the At-Large Community to the ICANN Board.**	**Complete**	**See: At-Large Director Candidate 2010 Workspace** **The At-Large selected ICANN Board member has been completed as Seat 15 is now occupied by an At-Large selected voting Director. However, the ALAC and its Taskforce have determined that the ALAC ABSdt and the ALAC BCEC will need to reconvene for future appointments on this issue.**
2.2		**Submit the final selection process to the Board via the SIC for approval**.	**Complete**	**See: At-Large Director Candidate 2010 Workspace** **The At-Large selected ICANN Board member has been completed as Seat 15 is now occupied by an At-Large selected**

				voting Director. However, the ALAC and its Taskforce have determined that the **ALAC ABSdt** and the **ALAC BCEC** will need to reconvene for future appointments on this issue.
2.3		**Implement or confirm related Bylaw changes.**	**Complete**	See: **At-Large Director Candidate 2010 Workspace** The At-Large selected ICANN Board member has been completed as Seat 15 is now occupied by an At-Large selected voting Director. However, the ALAC and its Taskforce have determined that the **ALAC ABSdt** and the **ALAC BCEC** will need to reconvene for future appointments on this issue.
2.4		**Once approved, begin selection process, in a careful and systematic manner, within the At-Large Community.**	**Complete**	See: **At-Large Director Candidate 2010 Workspace** The At-Large selected ICANN Board member has been completed as Seat 15 is now occupied by an At-Large selected voting Director. However, the ALAC and its Taskforce have determined that the **ALAC ABSdt** and the **ALAC BCEC** will need to reconvene for future appointments on this issue.
2.5		**Endorsement of selection choice by ALAC.**	**Complete**	See: **At-Large Director Candidate 2010 Workspace** The At-Large selected ICANN Board member has been completed as Seat 15 is now occupied by an At-Large selected voting Director. However, the ALAC and its Taskforce have determined that the **ALAC ABSdt** and the **ALAC BCEC** will need to reconvene for future appointments on this issue.
2.6		**Approval of selection choice by**	**Complete**	See: **At-Large Director Candidate**

		ICANN Board and seating of Board member.		**2010 Workspace** **The At-Large selected ICANN Board member has been completed as Seat 15 is now occupied by an At-Large selected voting Director. However, the ALAC and its Taskforce have determined that the ALAC ABSdt and the ALAC BCEC will need to reconvene for future appointments on this issue.**
3.1		**Ensure existing structure does not present obstacles to community operation and development.**	**Complete**	
	3.1(a)	Establish a Working Group (WG) to ensure that the At-Large information already available is organized properly and easily accessible by end users.	Complete	The ALAC and its Improvements Taskforce established that the ongoing responsibility for this Action Item will be disseminated amongst Staff, the ALAC, and Regional Leadership.
	3.1(b)	Introduce to the ALSes selected information-dissemination, communication and collaboration tools (such as Posterous, Twitter Twibes, mobile-device compatibility) and provide training.	Complete	Referred to the At-Large Technology Taskforce.
	3.1(c)	Promote further use of the At-Large Calendar to the ALSes.	Complete	The ALAC and its Improvements Taskforce established that the ongoing responsibility for this Action Item will be disseminated amongst Staff, the ALAC, and Regional Leadership.
	3.1(d)	Create and distribute a brief orientation/instruction package about the information-dissemination, communication and collaboration tools introduced to the ALSes.	Complete	*The Beginners Guide to Participating in At-Large* will be posted on ICANN's e-learning page prior to the Costa Rica meeting. Additionally, the ALS Starter Kit already includes some of this information. Please click one of the links below to download the ALS Starter Kit in one of the six UN Languages.

				• English • Español • Français • Русский • 中文 • العربية
4.1		**External Education.**	**Substantially Complete**	**The ALAC and its Improvements Taskforce established that the ongoing responsibility for this sub-Action Item and the ongoing education needs of ALSes will be disseminated amongst Staff, the ALAC, Regional Leadership, ALSes, and other relevant parties to ensure that the system is interactive with ICANN wide activities.**
	4.1(a)	Establish the ICANN Academy, an annual training program for new At-Large ALS members, modeled after aspects of the ICANN Fellowship and Diplo Foundation. The intent is to establish this program during the ICANN Meeting in Toronto in October 2012.	Complete	See: Curriculum for the ICANN Leadership Pilot Program With future curriculum development to be established and discussed in further years.
4.2		**Internal Engagement.**	**Complete**	
	4.2(a)	Establish an engagement program for existing At-Large ALS members, to be conducted year-round and modeled after certain aspects of the Diplo Foundation (specifically, this is the At-Large Capacity Building Program to begin in Dakar in Oct 2011). The intent is for this program to start (be funded for) FY2012.	Substantially Complete	See: LACRALO Capacity Building Budget Request The ALAC and its Improvements Taskforce established that the ongoing responsibility for this Action Item will be disseminated amongst the ALAC Chair, the Executive Committee, and the Director of At-Large.
	4.2(b)	Make available to each ALS a Confluence page for two-way communication with ICANN.	Complete	See: RALO Confluence Pages • AFRALO ALS Confluence pages • APRALO ALS Confluence pages • EURALO ALS Confluence pages • LACRALO ALS confluence pages

				• NARALO ALS confluence pages
	4.2(c)	Make available to each ALS the use of an Adobe Connect Room for meetings, etc.	Complete	See: RALO Adobe Connect Rooms • AFRALO ALS Adobe Connect Room • APRALO ALS Adobe Connect Room • EURALO ALS Adobe Connect Room • LACRALO ALS Adobe Connect Room • NARALO ALS Adobe Connect Room
4.3		**External outreach and recruitment**.	**Complete**	
	4.3(a)	Request that selected At-Large members be funded to attend non-ICANN meetings (e.g., the IGF, the Consumer Electronics Show (CES), etc.). The ALAC made this request for FY11, but it was not approved. This request is supported by the fact that At-Large should constitute an essential part of ICANN's global outreach process.	Complete	ALAC made this request in FY11, FY12, and FY13. FY11 and FY12 requests were not accepted; the FY13 request is still being evaluated.
	4.3(b)	Request that the ALAC be invited and funded to participate in all outreach programs launched by ICANN (including the New gTLD Program outreach road show). In accepting such invitations, the ALAC should be given the option to send At-Large members as representatives who are located within the region of the specific outreach event. This request is supported by the fact that At-Large should constitute an essential part of ICANN's global outreach process.	Complete	While the request was made, ICANN did not fund any ALAC participation in the new gTLD activities. However, some ALS and ALAC events were either attended by ICANN Staff or ICANN contributed materials.
	4.3(c)	Invite potential At-Large members from countries currently without any ALS to a series of outreach teleconferences aimed at reaching the goal of having at least one ALS in every	Pending	See: At-Large Dashboard The ALAC and its Improvements Taskforce established that the ongoing responsibility for this

		country.		Action Item will be disseminated amongst the ALAC Chair, the Executive Committee, and the Director of At-Large.
	4.3(d)	Recommend that each RALO start an individual member program. This proposal is scheduled for further discussion in the Regional Leadership Meeting in Dakar.	Complete	
	4.3(e)	Continue collaborating with ICANN Communications on *Beginner's Guides* devoted to topics relevant to At-Large.	Substantially Complete	The ALAC and its Improvements Taskforce established that the ongoing responsibility for this Action Item will be disseminated amongst the ALAC Chair, the Executive Committee, the Director of At-Large, and RALO leaders. The goal should be to produce one Guide for each ICANN Public Meeting. This *Beginner's Guide* series was initiated by At-Large. *The Beginners Guide* to participating in At-Large will be posted on ICANN's e-learning page prior to the Costa Rica meeting. In close collaboration with ICANN Communications, At-Large has already co-produced a *Beginner's Guide to Domain Names* and *Beginner's Guide to Internet Protocol (IP) Addresses*. The next *Beginner's Guide* is tentatively title CyberSavvy and will be completed by ICANN's 44th Meeting in Prague.
	4.3(f)	Recommend to the RALOs that they formalize their outreach/"inreach" role in whatever way each finds appropriate (e.g., by including in their Rules of Procedure).	Complete	
4.4		**Explore whether additional measures need be taken to involve individual Internet users in At-Large work, where they wish to contribute in their**	**Complete**	**The ALAC and its Improvements Taskforce established that the ongoing responsibility for this sub-Action Item disseminated**

		personal capacities.		amongst the Staff, At-Large Rules of Procedure Working Group, Regional Leadership, RALOs, and other relevant parties to ensure that the system is interactive with ICANN wide activities.
4.5		Internal leadership engagement and development.	Substantially Complete	
	4.5(a)	Increase significantly the ALAC's creation of "inreach" materials aimed at leadership engagement and development throughout At-Large (including brochures, radio programs, podcasts, webinars, and online videos).	Substantially Complete	The ALAC and its Improvements Taskforce established that the ongoing responsibility for this sub-Action Item and the ongoing education needs of ALSes will be disseminated amongst Staff, ALAC, Regional Leadership, ALSes, and other relevant parties to ensure that the system is interactive with ICANN wide activities. See: At-Large and RALO Brochures.
	4.5(b)	Create job descriptions for ALAC members, liaisons and other At-Large leaders that include qualification requirements, responsibilities and objective criteria for performance evaluation.	Complete	The ALAC and its Improvements Taskforce established that the ongoing responsibility for this sub-Action Item and the ongoing education needs of ALSes will be disseminated amongst Staff, ALAC, Regional Leadership, ALSes, and other relevant parties to ensure that the system is interactive with ICANN wide activities. See: Resolution on Position Description for ALAC Members and ALAC Liaisons.
	4.5(c)	Create and implement a transparent sanctions process for nonperformance of ALAC, RALO and ALS members. The relevant metrics and sanctions should be consistent across all RALOs. The sanctions should be progressive, including the withholding of travel support and ending with the replacement of the member.	In Progress	The ALAC and its Improvements Taskforce established that the ongoing responsibility for this sub-Action Item disseminated amongst the At-Large Rules of Procedure Working Group and the At-Large Metrics Working Group.
	4.5(d)	Create, in collaboration with ICANN's	Substantially	The ALAC and its Improvements

		Nominating Committee (NomCom), a process for the midterm replacement both of NomCom appointments to the ALAC and of ALAC appointments to the NomCom.	Complete	Taskforce established that the ongoing responsibility for this sub-Action Item disseminated amongst the At-Large Rules of Procedure Working Group in collaboration with the NomCom. Whilst this sub-Action Item was not able to be done as proposed, the recent call for the NARALO NomCom appointment to the ALAC replacement process indicates significant progress in this area.
5.1		**Identify barriers within ALAC processes used to contribute to strategic planning and propose follow-up.**	**Complete**	**The ALAC and its Improvements Taskforce established that the ongoing responsibility for this Action Item will be disseminated amongst the ALAC Chair, the Executive Committee, the Director of At-Large, and RALO leaders.**
	5.1(a)	Ratify the strategic planning process reflected in the flowchart titled "Figure C-1: Proposed At-Large Strategic Planning Process" (see Appendix 2), by which the ALAC could contribute to ICANN's strategic planning. This flowchart depicts the strategic planning process used by the ALAC and At-Large for planning FY2012. If ratified by the ALAC, it would formally replace the ALAC/At-Large's previous process, depicted in "Figure C-2: Previous At-Large Strategic Planning Process" (see Appendix 2).	Complete	See: ALAC At-Large Policy Advice Development (PAD) Process Workspace See: Figure C-1 See: Figure C-2
	5.1(b)	Review and amend the ALAC's strategic planning process yearly, in line with annual amendments to ICANN's overall strategic planning process.	Complete	See: ALAC At-Large Policy Advice Development (PAD) Process Workspace See: ICANN Strategic and Operating Plan Process
	5.1(c)	Conduct periodic "SWOT" (strengths, weaknesses, opportunities and threats) analyses of the At-Large strategic planning process, in	Complete	The ALAC and its Improvements Taskforce established that the ongoing responsibility for this Action Item will be disseminated

		conjunction with the RALOs (as WT C did), and compare the results of these analyses to identify areas that have improved or deteriorated. In the first SWOT analysis conducted by WT C, the main barriers to strategic planning were identified as a lack of a high level strategy for At-Large, lack of mechanisms to identify skills shortages, lack of skill transfer, lack of inclusion metrics (geographic, societal, gender) and lack of funding.		amongst the ALAC Chair, the Executive Committee, the Director of At-Large, and RALO leaders. See: Work Team C SWOT Analysis Version 3 See: Work Team C SWOT Analysis Version 2 See: Work Team C SWOT Analysis Version 1
	5.1(d)	Articulate ALAC's and At-Large's vision and mission. WT C suggests the following wording: "The mission of the ALAC is to facilitate the voice of the individual end users of the Internet within the policy development and other activities of ICANN."	Substantially Complete	See: At-Large Improvements Implementation Taskforce Workshop 13-03-2012

	5.1(e)	Use appropriate metrics to ensure that the ALSes are diverse, effective and well-informed.
		
		These measures could gauge, for example, the production of *Beginner's Guides* and podcasts.
			Complete	The ALAC and its Improvements Taskforce established that the ongoing responsibility for the establishment and review of these measures is allocated to the Metrics Sub Committee and the ALAC as a whole. The ALAC Metrics sub-committee will begin operation in March 2012.
				
				At-Large Improvements Taskforce will be drafting the At-Large Vision Statement during the half-day Taskforce Workshop taking place in Costa Rica.
				
				The Global Diversity of At-Large ALSes is clearly shown through this map: http://www.atlarge.icann.org/maps/
				• RALO ALSes
				  • AFRALO ALSes
				  • APRALO ALSes
				  • EURALO ALSes

				• LACRALO ALSes
				• NARALO ALSes
				• RALO Brochures
				  • AFRALO Brochure
				  • APRALO Brochure
				  • EURALO Brochure
				  • LACRALO Brochure
				  • NARALO Brochure

	5.1(f)	Initiate, develop and maintain an institutional knowledge management and retention system for At-Large.	Complete	The ALAC and its Improvements Taskforce established that the continuing responsibility for this sub-Action Item will be disseminated amongst At-Large Staff and At-Large Members as past and present Members of the ALAC and At-Large Community and will be required to integrate with required future ICANN wide systems.
	5.1(g)	Encourage the five RALOs to coordinate their outreach and "inreach" policies in order to facilitate the search for new skill sets needed within At-Large.	Complete	The ALAC and its Improvements Taskforce established that the ongoing responsibility for this Action Item will be disseminated amongst the ALAC Chair, the Executive Committee, the Director of At-Large, and RALO leaders.
	5.1(h)	Continue actively pursuing At-Large growth, for the overall benefit of ICANN. The goal is to have at least one ALS in every country. (At-Large has continued to increase its Number of ALSes; as of 27 September 2011, there were 136).	Complete	The ALAC and its Improvements Taskforce established that the ongoing responsibility for this Action Item will be disseminated amongst the ALAC Chair, the Executive Committee, the Director of At-Large, and RALO leaders.
	5.1(i)	In attempting to get the ALAC's outreach projects funded, emphasize their role not only as a strategic resource benefiting the ALAC and RALOs but also as part of a wider ICANN legitimacy process.	Complete	The ALAC and its Improvements Taskforce established that the ongoing responsibility for this Action Item will be disseminated amongst the ALAC Chair, the Executive Committee, the Director of At-Large, and RALO leaders.
	5.1(j)	Continue to encourage ICANN to prioritize and increase funding for outreach activities.	Complete	The ALAC and its Improvements Taskforce established that the ongoing responsibility for this Action Item will be disseminated amongst the ALAC Chair, the

				Executive Committee, the Director of At-Large, and RALO leaders.
5.2		**Identify barriers within ALAC processes used to contribute to operational planning and propose follow-up.**	**Substantially Complete**	
	5.2(a)	Ratify the operational and financial planning process reflected in the flowchart titled "Figure C-3: Proposed At-Large Operational and Financial Planning Process" (see Appendix 2), by which the ALAC could contribute to ICANN's operational and financial planning. This flowchart depicts the operational and financial planning process used by the ALAC and At-Large for planning FY2012. If ratified by the ALAC, it would formally replace the ALAC/At-Large's previous process, depicted in "Figure C-4: Previous At-Large Operational and Financial Planning Process" (see Appendix 2).	Complete	The ALAC has determined that, for this action item to be effective, it must be performed on a recurring schedule. The item has been completed previously in February 2012, and the ALAC and ICANN Staff will consider when it should be next repeated by the At-Large community once every year in January. See: Figure C-3 See: Figure C-4
	5.2(b)	Acknowledge and encourage a continuation of the better collaboration between the ALAC and ICANN's Finance Staff seen in preparing the FY2012 Budget. This proposal is in addition to the fact that most At-Large operational planning is done by ICANN Staff.	Complete	
	5.2(c)	Conduct periodic "SWOT" (strengths, weaknesses, opportunities and threats) analyses of the At-Large operational and financial planning process, in conjunction with the RALOs (as WT C did), and compare the results of these analyses to identify areas that have improved or deteriorated. In the first SWOT analysis conducted by WT C, the main barriers to operational and financial planning were identified as the ALAC's being slow to react; translation processes being slow, and translations not being	Complete	See: At-Large Improvement WT C SWOT Analysis

		available for all documents; ALAC members' potential conflicts of interest; a lack of travel funding, putting At-Large in a second-class tier; and not enough informational materials for the ALSes.		
	5.2(d)	Formalize the process by which the ALAC collects operational demands from the RALOs and includes them in its operational plans.	Complete	See: ALAC At-Large Policy Advice Development (PAD) Process Workspace
	5.2(e)	Clearly estimate and document the time required for the ALAC's operational processes (e.g., responding to a call for Public Comments) and use these estimates to formalize its operational processes.	Substantially Complete	This sub- Action Item is in progress, but its completion will depend on current changes in ICANN processes.
	5.2(f)	Continue requesting face-to-face funded general assemblies (GAs) for each RALO every three years and an At-Large Summit.	Substantially Complete	See: At-Large Event Roadmap The Events Roadmap has been submitted to ICANN Finance for their review. The Events Roadmap will also be discussed at the ICANN 43 San Jose Meeting.
	5.2(g)	Continue to assist the RALOs in completing their annual ICANN requests for funding, as needed, in terms of writing, packaging and advocacy.	Complete	The ALAC has determined that, for this action item to be effective, it must be performed on a recurring schedule. The item has been completed previously on February 2012, and the ALAC and ICANN Staff will consider when it should be next repeated by the At-Large community once every year in January.
5.3		**Review ongoing At-Large Staff support levels and budget allocations in FY2009-10 and increase support as provided throughout this project, consistent with recommendations in Final Report.**	**Complete**	**The ALAC and its Improvements Taskforce established that the ongoing responsibility for this Action Item will be disseminated amongst the ALAC Chair and the Director of At-Large.**
	5.3(a)	Continue to monitor its level of needed Staff support and ICANN's commitment to and progress in filling open Staff positions. As of September 2011, all allotted At-	Complete	

		Large Staff positions had been filled.		
	5.3(b)	ALAC and Staff should develop an annual support agreement.	Superseded	This Action Item is no longer relevant due to the following changes within ICANN in recent years (i.e., since submission of the ALAC Review Final Report):* An increase in Staff resources dedicated to At-Large (as of September 2011, all allotted At-Large Staff positions had been filled); • Closer collaboration between At-Large and both the At-Large Staff and other ICANN Staff; • The ALAC's (and other communities') more effective and proactive inclusion in ICANN's strategic, operational and budgetary planning processes (exemplified by the development of ICANN's 2009 - 2010 Operation Plan and 2011 - 2013 Strategic Plan); and • An increased acceptance across ICANN's communities and Staff of the purpose of the ALAC within ICANN's multi-stakeholder model.
6.1		**Review of additional At-Large information that would be useful, subsequent to improvements in financial reporting in FY2009-2010.**	**Complete**	**See: ALAC Subcommittee on Finance and Budget**
	6.1(a)	Encourage the same high level of input into ICANN's annual financial planning from the ALSes and RALOs as was demonstrated in the planning for FY2012.	Complete	
	6.1(b)	Continue to encourage ICANN to increase its level of detailed disclosure regarding the process of financing the ALAC and At-Large.	Complete	The ALAC and its Improvements Taskforce established that the ongoing responsibility for this Action Item will be performed by

				the ALAC Finance and Budget Sub-Committees Working Group.
	6.1(c)	Continue to assist the RALOs in completing their annual ICANN requests for funding, as needed, in terms of writing, packaging and advocacy.	Complete	The ALAC has determined that, for this action item to be effective, it must be performed on a recurring schedule. The item has been completed previously on February 2012, and the ALAC and ICANN Staff will consider when it should be next repeated by the At-Large community once every year in January.
6.2		**Regarding meeting accommodations, ensure that At-Large representatives are given treatment equal to that of other funded communities.**	**Complete**	
	6.2(a)	Continue to monitor the accommodations given to At-Large representatives at ICANN Meetings to ensure they are equal to those of other funded communities.	Complete	The ALAC and its Improvements Taskforce established that the ongoing responsibility for this Action Item will be performed by the Executive Committee.
7.1		**Review of communication and collaboration needs considered unmet by ALSes and RALOs globally.**	**Complete**	**This Action Item has been referred to the [Technology Taskforce](#), its continuous progress will be supervised by the At-Large Staff.**
	7.1(a)	Introduce to the ALSes selected information-dissemination, communication and collaboration tools (such as Posterous, Twitter Twibes, mobile-device compatibility) and provide training.	Complete	See: [At-Large Structure 2010 Survey Workspace](#)
	7.1(b)	Conduct a survey of ALSes regarding communication & collaboration tools.	Complete	See: [At-Large Structure 2010 Survey Workspace](#)
7.2		**Review of technologies already used by At-Large and across ICANN that could fill all or some of the 7.1 needs of the ALSes and RALOs.**	**Complete**	**This Action Item has been referred to the [Technology Taskforce](#), its continuous progress will be supervised by the At-Large Staff.**
	7.2(a)	Establish a Technology Task Force (TTF) of community members that would periodically review the	Complete	This Action Item has been referred to the [Technology Taskforce](#), its continuous

The ALAC acknowledges that this level significantly improved for FY2012.

		appropriateness of available technology, help train RALOs/ALSes in new technologies introduced and possibly Staff a help desk.		progress will be supervised by the At-Large Staff.
7.3		**Review of currently available technologies not already used by At-Large or elsewhere in ICANN that could fill the 7.1 needs of the ALSes and RALOs.**	**Complete**	**This Action Item has been referred to the [Technology Taskforce](), its continuous progress will be supervised by the At-Large Staff.**
7.4		**Create and conduct implementation plan for training ICANN's IT Support in the 7.3 technologies (and, as needed, in keeping IT Support current in 7.2 technologies).**	**Complete**	**This Action Item has been referred to the [Technology Taskforce](), its continuous progress will be supervised by the At-Large Staff.**
7.5		**Based on At-Large's choice of communication and collaboration tools to best fill its needs, make recommendations for use, or not, of these tools across ICANN.**	**Complete**	**This Action Item has been referred to the [Technology Taskforce](), its continuous progress will be supervised by the At-Large Staff.**
7.6		**Create and conduct implementation plan for the periodic identification of technologies, either newly introduced to the market or updated, that can better fill the 7.1 needs of the ALSes and RALOs than those technologies currently being used.**	**Complete**	**This Action Item has been referred to the [Technology Taskforce](), its continuous progress will be supervised by the At-Large Staff.**
8.1		**Develop ALAC process for requesting extended consultation window.**	**Substantially Complete**	
	8.1(a)	Ratify the process reflected in the flowchart titled "Figure D-1: How the ALAC Should Request an Extension to a Public Comment Period" (see Appendix 2), by which the ALAC could request that a Public Comment period be extended.

This proposed process includes the following steps (see Figure D-1 in Appendix 2):

• The ALAC's deciding on the number of days needed for the extension;
• The ALAC's submitting an extension request; and
• If the request is denied, the ALAC's deciding on next steps (i.e., | Substantially Complete | See: [Figure D-1]()

At the 43rd ICANN Meeting in Costa Rica, the ALAC will be discussing the new ICANN Public Comment Process, with respect to the ALAC's right to submit policy advice at any time, with the Senior Director for Participation and Engagement. |

		whether to submit a comment or not).		
	8.1(b)	Request that extensions to Public Comment periods be allowed of any length up to 30 additional days (see "A" on Figure D-1 in Appendix 2).	Substantially Complete	See: Figure D-1
8.2		**Develop ICANN Staff and Board process for implementing extension requests received.**	**Substantially Complete**	
	8.2(a)	Request that any extension request to a Public Comment period be granted or denied within 24 hours (see "B" on Figure D-1 in Appendix 2).	Substantially Complete	See: Figure D-1
8.3		**Review of public comment processes.**	**Complete**	
	8.3(a)	Recommend the establishment of a Policy Scheduling Team (PST), consisting of ICANN Staff, to coordinate the opening of Public Comment periods. The PST should: • Be comprised of an ICANN Staff member assigned to each SO and AC and the Language Services Manager; and • Maintain a publicly available Policy Comment Schedule (PCS), which tracks upcoming Public Comment periods, in order to (a) avoid many such periods opening around the same time, (b) allow the ACs and SOs to better plan their time and (c) allow better planning for needed translations. (For each upcoming Public Comment period, the PCS should Include the policy name, a synopsis, the responsible AC or SO, and tentative opening date).	Complete	
	8.3(b)	Establish a standing committee, the ALAC/At-Large Policy Review Committee (PRC), responsible for advising the ALAC of actions needed regarding upcoming PCS policy issues, as well as policy issues not on the PCS but of At-Large interest. The working of the PCS is depicted in the flowchart titled "ALAC/At-Large	Complete	This sub-Action Item will be completed during the San Jose meeting. See: Figure D-2

		Policy Review Committee (PRC)" (see Figure D-2 in Appendix 2). The specific responsibilities of the PRC should include advising the ALAC as early as possible of: • ALAC comments needed in response to upcoming Policy Comment periods; • At-Large community briefings, documentation or translations needed for upcoming Policy Comment periods; • The degree of interest that the RALOs and ALSes have in the ALAC's submitting comments during Policy Comment periods; and Policy issues (and other concerns) relevant to end users that are *not* on the PCS but that the RALOs and ALSes are interested in bringing to ICANN's attention. In order to perform its function, the PRC should be comprised of: • The Chair and Secretariat of each RALO; • At least two additional representatives from each RALO; • The ALAC Rapporteur; and • The ALAC liaisons to the various ACs, SOs and cross-constituency WGs.		
8.4		**Review measures to make policy development activities across ICANN's communities more accessible. Propose measures for community review.**	**Complete**	
9.1		**Interim measures (near term).**	**Watching Brief**	**This Action Item is no longer relevant due to improvements in ICANN's translation services since the ALAC Review Final Report and the imminent release of ICANN's new Language Services Policy.** **The ALAC and its Taskforce**

				have determined that the responsibility for this watching brief will be delegated to the Executive Committee.
	9.1(a)	Build into At-Large's consideration of ICANN policy issues (open Policy Forums) more and earlier translation of relevant materials.	Watching Brief	This Action Item is no longer relevant due to improvements in ICANN's translation services since the ALAC Review Final Report and the imminent release of ICANN's new Language Services Policy. The ALAC and its Taskforce have determined that the responsibility for this watching brief will be delegated to the Executive Committee.
9.2		**Adoption of Translation Policy.**	**Watching Brief**	**This Action Item is no longer relevant due to improvements in ICANN's translation services since the ALAC Review Final Report and the imminent release of ICANN's new Language Services Policy.** **The ALAC and its Taskforce have determined that the responsibility for this watching brief will be delegated to the Executive Committee.** **The draft Language Services Guide will be reviewed in Costa Rica, followed by a Public Comment Period.** **Implementation is expected to take place after the 44th ICANN Meeting in Prague.**
	9.2(a)	Review ICANN's new *Language Services Policy* (once available) and request that At-Large Staff do the same, focusing on At-Large needs, particularly related to ICANN policy issues.	Watching Brief	This Action Item is no longer relevant due to improvements in ICANN's translation services since the ALAC Review Final Report and the imminent release of ICANN's new Language Services Policy. The ALAC and its Taskforce

				have determined that the responsibility for this watching brief will be delegated to the Executive Committee.
9.3		**Implementation of Translation Policy (by Public Participation Committee).**	**Watching Brief**	**This Action Item is no longer relevant due to improvements in ICANN's translation services since the ALAC Review Final Report and the imminent release of ICANN's new Language Services Policy.** **The ALAC and its Taskforce have determined that the responsibility for this watching brief will be delegated to the Executive Committee.** **The draft Language Services Guide will be reviewed in Costa Rica, followed by a Public Comment Period. Implementation is expected to take place after the 44th ICANN Meeting in Prague.**
10.1		**ALAC is the primary ICANN home for the voice and concerns of the individual Internet user.**	**Complete**	**The At-Large Advisory Committee (ALAC) is the primary organizational home within ICANN for individual Internet users. The role of the ALAC shall be to consider and provide advice on the activities of ICANN, insofar as they relate to the interests of the individual Internet users. This includes policies created through ICANN's Supporting Organizations, as well as the many other issues for which community input and advice is appropriate. The ALAC, which plays an important role in ICANN's accountability mechanisms, also coordinates some of ICANN's outreach to individual Internet users.** **See: ICANN Public Comment -**

				Proposed ICANN Bylaw Revisions Regarding the ALAC
	10.1(a)	Submit to the Board the following revision to *ICANN Bylaws XI.2.4.a*, drafted in collaboration with Legal: The At-Large Advisory Committee (ALAC) is the primary organizational home within ICANN for individual Internet users. The role of the ALAC shall be to consider and provide advice on the activities of ICANN, insofar as they relate to the interests of the individual Internet users. This includes policies created through ICANN's Supporting Organizations, as well as the many other issues for which community input and advice is appropriate. The ALAC, which plays an important role in ICANN's accountability mechanisms, also coordinates some of ICANN's outreach to individual Internet users.	Complete	See: ICANN Public Comment - Proposed ICANN Bylaw Revisions Regarding the ALAC
11.1		**Statement from the ICANN Board that clearly recognizes At-Large as primary ICANN home of individual Internet users and clarifies relationship between ALAC and GNSO's User Home.**	**Complete**	**The At-Large Advisory Committee (ALAC) is the primary organizational home within ICANN for individual Internet users. The role of the ALAC shall be to consider and provide advice on the activities of ICANN, insofar as they relate to the interests of the individual Internet users. This includes policies created through ICANN's Supporting Organizations, as well as the many other issues for which community input and advice is appropriate. The ALAC, which plays an important role in ICANN's accountability mechanisms, also coordinates some of ICANN's outreach to individual Internet users.** **See: ICANN Public Comment - Proposed ICANN Bylaw Revisions Regarding the ALAC**
	11.1(a)	Submit to the Board the following		See: ICANN Bylaws XI.2.4.a

		revision to *ICANN Bylaws XI.2.4.a*, drafted in collaboration with Legal: The At-Large Advisory Committee (ALAC) is the primary organizational home within ICANN for individual Internet users. The role of the ALAC shall be to consider and provide advice on the activities of ICANN, insofar as they relate to the interests of the individual Internet users. This includes policies created through ICANN's Supporting Organizations, as well as the many other issues for which community input and advice is appropriate. The ALAC, which plays an important role in ICANN's accountability mechanisms, also coordinates some of ICANN's outreach to individual Internet users.		
	11.1(b)	Submit to the Board the following revisions to *ICANN Bylaws XI.2.4.j*, drafted in collaboration with Legal: The ALAC is also responsible, working in conjunction with the RALOs, for coordinating the following activities:... Participating in the ICANN policy development processes and providing input and advice that accurately reflects the views of individual Internet users;…	Complete	See: ICANN Public Comment - Proposed ICANN Bylaw Revisions Regarding the ALAC
12.1		**At-Large outreach to consumer representatives.**	**Substantially Complete**	**The *CyberSavvy Beginner's Guide*, which is expected to be completed by the 44th ICANN Public Meeting in Prague, will focus on issues of direct relevance to consumers.** **The ALAC and its Improvements Taskforce established that the ongoing responsibility for this Recommendation will be disseminated amongst Staff, ALAC, Regional Leadership, ALSes, and other relevant parties to ensure that the system is able to cope with the changing landscape of the**

				consumer issues.
	12.1(a)	Create and maintain a consumer outreach document for use by At-Large in its outreach efforts aimed at getting consumer organizations involved in ICANN.	Substantially Complete	See WT D's proposed consumer recruitment document, Defending Consumers on the Internet.
12.2		**GNSO outreach to consumer representatives**.	**Substantially Complete/ Watching Brief**	**The ALAC and its Improvements Taskforce established that the ongoing responsibility for this sub-Action Item will be disseminated amongst the Executive Committee.**
13.1		**Review ALAC's/At-Large's Policy Advice Development processes and propose measures to reduce barriers.**	**Substantially Complete**	
	13.1(a)	Ratify the process reflected in the flowchart titled "Figure D-1: How the ALAC Should Request an Extension to a Public Comment Period" (see Appendix 2), by which the ALAC could request that a Public Comment period be extended. This proposed process includes the following steps (see Figure D-1 in Appendix 2): • The ALAC's deciding on the number of days needed for the extension; • The ALAC's submitting an extension request; and • If the request is denied, the ALAC's deciding on next steps (i.e., whether to submit a comment or not).	Complete	See: ICANN Public Participation Committee See: Figure D-1 in Appendix 2
	13.1(b)	Request that extensions to Public Comment periods be allowed of any length up to 30 additional days (see "A" on Figure D-1 in Appendix 2).	Superseded	This sub-Action Item was superseded as it subject to change in ICANN's Public Participation Committee. See: Figure D-1 in Appendix 2
	13.1(c)	Request that any extension request to a Public Comment period be granted or denied within 24 hours (see "B" on Figure D-1 in Appendix 2).	Superseded	This sub-Action Item was superseded as it subject to change in ICANN's Public Participation Committee. See: Figure D-1 in Appendix 2

	13.1(d)	Recommend the establishment of a Policy Scheduling Team (PST), consisting of ICANN Staff, to coordinate the opening of Public Comment periods. The PST should: • Be comprised of an ICANN Staff member assigned to each SO and AC and the Language Services Manager; and • Maintain a publicly available Policy Comment Schedule (PCS), which tracks upcoming Public Comment periods, in order to (a) avoid many such periods opening around the same time, (b) allow the ACs and SOs to better plan their time and (c) allow better planning for needed translations. (For each upcoming Public Comment period, the PCS should Include the policy name, a synopsis, the responsible AC or SO, and tentative opening date).	Complete	The Policy Staff provide one another with weekly updates on the policy updates of the ACs/SOs that they each support.
	13.1(e)	Establish a standing committee, the ALAC/At-Large Policy Review Committee (PRC), responsible for advising the ALAC of actions needed regarding upcoming PCS policy issues, as well as policy issues not on the PCS but of At-Large interest. The working of the PCS is depicted in the flowchart titled "ALAC/At-Large Policy Review Committee (PRC)" (see Figure D-2 in Appendix 2). The specific responsibilities of the PRC should include advising the ALAC as early as possible of: • ALAC comments needed in response to upcoming Policy Comment periods; • At-Large community briefings, documentation or translations needed for upcoming Policy Comment periods; • The degree of interest that the RALOs and ALSes have in the ALAC's submitting comments during Policy Comment periods; and	Substantially Complete	This sub-Action Item is to be completed by the Prague Meeting. See: Figure D-2 in Appendix 2

		• Policy issues (and other concerns) relevant to end users that are *not* on the PCS but that the RALOs and ALSes are interested in bringing to ICANN's attention. In order to perform its function, the PRC should be comprised of: • The Chair and Secretariat of each RALO; • At least two additional representatives from each RALO; • The ALAC Rapporteur; and • The ALAC liaisons to the various ACs, SOs and cross-constituency WGs.		

	13.1(f)	Ratify the process reflected in the flowchart titled "ALAC/At-Large Policy Advice Development (PAD) Process" (shown in Figures D-3, D-4 and D-5 in Appendix 2), by which the ALAC could systematically respond to Public Comment periods.
		
		This flowchart represents a comprehensive, flexible, systematic process that would replace the At-Large Policy Advice Development process current in use.
		
		The proposed process is divided into five stages, made up of the following steps:
		• Stage 1: Policy is available for comment (see Figure D-3, Stage 1, in Appendix 2)
		  • The ALAC notifies At-Large that the policy for Public Comment is available in English, Spanish and French.
		• Stage 2: Within 10 calendar days after the policy is available (see Figure D-3, Stage 2, in Appendix 2)
		  • The ALAC decide whether or not to submit a comment;
		  • The ALAC decides if, at this stage, it needs an extension of the deadline and, if so, requests one;
			Substantially Complete	Ratification of this sub-Action Item is to take place online or at the ICANN San Jose Meeting.
				
				See: Figure D-3 in Appendix 2
				
				See: Figure D-4 in Appendix 2
				
				See: Figure D-5 in Appendix 2

		• The ALAC assigns a standing or ad hoc Working Group (WG) to create a first draft of the comment; and • The ALAC decides if a community briefing call is needed and, if so, requests one. • Stage 3: At least 9 calendar days before the deadline (see Figure D-4, Stage 3, in Appendix 2): • The assigned WG informs the ALAC whether or not an extension of the deadline is needed at this stage (if considered needed, the ALAC can request the extension); • The WG makes its draft ALAC comment available for review and comments by At-Large; and • Incorporating relevant discussions and comments, the WG produces the final ALAC comment. • Stage 4: At least 7 calendar days before the deadline (see Figure D-5, Stage 4, in Appendix 2): • The ALAC starts an ALAC ratification vote on the final comment. • Stage 5: At least 1 calendar day before the deadline (see Figure D-5, Stage 5, in Appendix 2): • If the final comment is ratified, the ALAC requests the At-Large Staff to transmit the comment to the ICANN Staff person responsible for the Public Comment period.		
13.2		**Strengthen policy-development processes within the SOs and ACs for requesting and considering ALAC input.**	**Superseded (see notes)/ Watching Brief**	**This Action Item is no longer relevant for the following reasons:** • **As part of the GNSO's**review and revision of its Policy Development Process (PDP) **during the last year, it now regularly requests and considers ALAC input;** • **The standing ALAC liaison to the ccNSO and the ccNSO**

				liaison to the ALAC now ensure that ALAC input is regularly sought and considered in the ccNSO's PDP; and • **The ASO PDP, via the RIRs, is already open to public input.**
	13.2(a)	Review current process in each AC/SO.	Superseded/ Watching Brief	
	13.2(b)	Develop recommendations to make relevant changes for community consideration.	Superseded Watching Brief	
13.3		**Processes between SOs, ACs and the Board need to be developed/strengthened to provide feedback on how ALAC advice has been considered and used within their processes**.	**Superseded (see notes)** **Watching Brief**	**This Recommendation is no longer relevant as:** • **A strengthening of AC/SO communication, including a mailing list and regular AC/SO call.** • **The actions of ICANN** • **Growth in Cross-Constituency Working Groups** • **The DSSA** • **This Action Item is already specifically addressed by Recommendation 7 of the Final Recommendations of the Accountability and Transparency Review Team (ATRT). (31 Dec 2010).**
13.4		**Ensure the GNSO PDP incorporates measures that guarantee input from ALAC is requested, included, and considered integral to the process.**	**Superseded (see notes)/ Watching Brief**	**This Recommendation is no longer relevant because:** • **As part of the GNSO's review and revision of its Policy Development Process (PDP) during the last year, it now regularly requests and considers ALAC input.** • **The Action Item is no longer relevant because, as part of the GNSO's [review and revision of its Policy Development Process (PDP)](#) during the last year, it**

				now regularly requests and considers ALAC input.
13.5		Ensure the ccNSO PDP incorporates measures that guarantee input from ALAC is requested, included, and considered integral to the process.	Superseded (see notes) Watching Brief	This Action Item is no longer relevant, since the standing ALAC liaison to the ccNSO and the ccNSO liaison to the ALAC now ensure that ALAC input is regularly sought and considered in the ccNSO's PDP. These liaisons allow for significant collaborative input into each other's policy and other work.
13.6		Ensure the ASO PDP incorporates measures that guarantee input from ALAC is requested, included, and considered integral .	Substantially Complete	The ALAC and its Improvements Taskforce established that the ongoing responsibility for this Action Item will be disseminated amongst the ALAC Chair, the Executive Committee, the Director of At-Large, and RALO leaders.