

New gTLD Subsequent Procedures Operational Design Phase Community Status Report

14 October 2022



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1 Executive Summary

This Community Status Update summarizes the efforts of ICANN organization (org) in performing the New gTLD Subsequent Procedures (SubPro) Operational Design Phase (ODP). The period covered is from 3 January to 30 September 2022.

Since the SubPro ODP began in January, ICANN has continued to assign additional resources toward this project. The team developed a methodology for analyzing the outputs of the [Final Report](#) on the new gTLD Subsequent Procedures Policy Development Process (Final Report), and has identified several assumptions and questions related to these outputs. ICANN org continues to share these assumptions and questions with the community. ICANN org has completed work on the high-level business process design for application processing, leveraging the processes in the 2012 Applicant Guidebook (AGB) as a resource. Operational impact assessments of the proposed implementation have also completed and are under internal review. The primary focus of the project is on drafting of the ODA.

1.1 Operational

Since our last [Community Status Update](#), ICANN org has continued to make progress in its review of the more than 300 outputs (policy recommendations, affirmations and implementation guidance) in the Final Report and in developing the information required for the Operational Design Assessment (ODA).

The methodology for completion of the ODA is a four-stage process (ref. section 2.1 below), aimed at addressing the questions in the SubPro [ODP Scoping Document](#) approved by the Board. The team now has work in progress on all portions of this methodology.

ICANN org continues to support the Board and the SubPro Board Caucus in their discussions on the policy recommendations in the Final Report. The ODP team has also established a regular cadence of meetings with the Generic Names Supporting Organization (GNSO) Council liaison to the SubPro ODP.

The SubPro ODP team has continued to work on assumptions and questions related to our analysis of the policy recommendations, affirmations and implementation guidance (Final Report outputs) of the Final Report. A short list of initial assumptions was shared with the community during a [session](#) at ICANN73. We continue to share assumptions with the GNSO Council and community and have published four additional [lists](#) of assumptions. These are all posted to the [SubPro ODP workspace](#), the [Community Digest](#), and via the [SubPro ODP mailing list](#).

1.2 Financial

As of 30 September 2022, ICANN org expenses for the SubPro ODP are approximately US\$4.2 million. These expenses represent staff and contractors currently working on the project. We expect that expenses will continue to increase over the next couple of months as more resources, including professional services, are assigned to complete a number of projects and activities within the SubPro ODP.

1.3 Resourcing

To date, 50 staff members and contractors are contributing to the SubPro ODP averaging approximately 15 full time staff (FTE). These numbers have varied from month to month as the ODP has moved through various stages of work. ICANN org also has a number of [open positions](#) both directly and indirectly in support of the SubPro ODP.

2 Project Update

2.1 Operational Overview and Status

Overview

On 14 September 2021, ICANN org [announced](#) a Board decision that directed ICANN President and CEO to conduct an ODP for the recommendations contained in the [Final Report](#) on the new gTLD Subsequent Procedures Policy Development Process.

Background on the Operational Design Phase

The ODP is a period in which ICANN org develops and provides the ICANN Board with relevant information to inform the Board's determination of whether the recommendations contained in the Final Report are in the best interest of the ICANN community and ICANN. This ODP will provide the Board with an understanding of the operational impacts of accepting the recommendations, including potential obstacles, expected costs, and the timeline to implementation. During the ODP, the work includes testing and aligning on foundational assumptions about the recommendations and identifying issues that could be roadblocks to implementation. One of the primary benefits of this upfront work is to streamline the overall implementation timeframe by addressing critical requirements and interdependencies early on. To learn more about the ODP process, please visit the ODP webpage [here](#).

Preparatory Work to Support the Operational Design Phase (ODP)

ICANN org began organizing resources by assigning related work groups and leadership to manage the multiple projects required to deliver an ODA, the output of the ODP. The ODA, combined with other relevant materials such as the recommendations and the Public Comment proceedings on the recommendations, which are mandated by the Bylaws, will help the Board make its determination.

Furthermore, ICANN org developed a methodology to develop the ODA. The scope of the ODA includes an analysis of the output of the Final Report, a high-level business process design, and an operational assessment of the impact (costs, resources, time, and risk) to ICANN org. The methodology being followed has four stages as tabled below. The first three map directly to the three scoping topics listed above and the last stage is the actual generation of the ODA.

SubPro ODP Stages	Description
Policy Analysis	Review and analysis of the 300+ policy outputs in the Final Report. The assumptions and policy questions come out of this work.
Process Development	Development of a high-level business process design using the 2012 AGB processes as a baseline for developing the application processes for the next round.
Operational Assessment	An assessment of the impact to ICANN to

	implement the proposed business process design. This includes timelines and costs for systems, staffing and outsourcing. It also includes an explanation of the risks associated with implementation.
ODA Drafting	The development, drafting, and finalization of the ODA.

Milestones

- 3 January 2022: Launch of the SubPro ODP ([blog](#))
 - ICANN org spent the months of 2021 following the Board resolution preparing to launch the SubPro ODP. This included the establishment of work tracks to organize the project work as well as identifying necessary resources. The SubPro ODP launched at the beginning of January 2022.
- 18 January 2022: Published a [blog](#) introducing the work tracks.
- 14 February 2022: Published the high-level timeline (see graphic below) on the [SubPro ODP webpage](#)
- 28 February 2022: Published a [blog](#) highlighting the Project Governance Work Track
- 7 March 2022: ICANN73 community update [New gTLD Subsequent Procedures ODP session](#).
 - ICANN org gave a brief overview of the SubPro ODP work and shared a number of initial assumptions with the community for questions and discussion.
- 23 March 2022: [Initial & Overarching Assumptions](#) posted
 - ICANN org posted a list of assumptions that the ICANN org SubPro ODP team has developed. The list included overarching and topic-specific assumptions. Development of assumptions is ongoing and additional lists will be posted as they become available.
- 28 March 2022: [Community Status Report](#) posted
 - This report is the first [Community Status Report](#) for the SubPro ODP.
- 11 April 2022: Published a [blog](#) Introducing the Policy Development and Implementation Materials Work Track
- 19 April 2022: Board publication of [blog](#) on Supporting ICANN Community Progress: The Issue of Closed Generics
- 29 April 2022: Published [Assumptions Subsequent Procedures ODP v3](#)
- 16 May 2022: [Community Status Report](#) posted
- 25 May 2022: Published [Assumptions Subsequent Procedures ODP v4](#)
- 26 May 2022: Published a [blog](#) Focusing on the Operational Readiness Work Track
- 31 May 2022: SubPro ODP team provided a project update during ICANN74 Prep Week (see below)
- 13 June 2022: SubPro ODP team hosted plenary session at ICANN74 (see below)
- 12 July 2022: Published a [blog](#) Focusing on the Systems and Tools Work Track
- 14 July 2022: Published an [update](#) on the status of Subpro ODP and WHOIS Disclosure System Design Initiatives
- 15 August 2022: [Community Status Report](#) posted
- 15 August 2022: Published [Assumptions Subsequent Procedures ODP v5](#)
- 6 September 2022: Published a [blog](#) Introducing the Vendor Procurement Work Track
- 21 September 2022: SubPro ODP team hosted [New gTLD Subsequent Procedures Operational Design Phase Update and Q&A](#) at ICANN75 (see below)

Key Activities

- ICANN75 Sessions:
 - SubPro ODP team hosted [New gTLD Subsequent Procedures Operational Design Phase Update and Q&A](#) at ICANN75
 - The SubPro ODP team also provided updates to [LAC Space presentation](#) and [GAC Capacity Building and Outreach Workshop 4: New gTLD Basics - Subsequent Rounds](#)

- Project Management Activities:
 - Communications: ICANN org continues to share the status of the project and key information with the community. Visit the [SubPro ODP](#) webpage for blogs, announcements, webinars, Community Updates, and SubPro ODP documents. The ICANN org maintains an open channel for comments, questions, and feedback to the team at subpro-odp@icann.org.
 - GNSO Council Liaison Meetings: ICANN org continues to meet with the GNSO Council liaison monthly to discuss any issues that pertain to the intent or substance of the policy recommendations and to discuss relevant information from the GNSO Council to the ODP team and vice versa. A total of five sets of policy questions have been sent to the GNSO Council via the GNSO Council liaison. Responses to these question sets are incorporated into our analysis and planning. All exchanges are publicly available in the SubPro ODP mailing list [archives](#).
 - [Question Set #1](#)
 - [Question Set #2](#)
 - [Question Set #3](#)
 - [Question Set #4](#)
 - [Question Set #5](#)
 - SubPro Board Caucus Support: Members of the ICANN org SubPro ODP team continue to provide subject matter support to the SubPro Board Caucus in its discussion on the outputs of the Final Report.
 - New gTLD Subsequent Procedures Steering Committee: ICANN org continues to support the org's project steering committee with subject matter expertise as they continue to meet on a bi-weekly basis.
 - Resourcing: Work track leads continue to assess and adjust their resource needs based upon the scope of work.

- Policy Analysis, Process Development, Operational Assessment and ODA Drafting: The [nine work tracks](#) continue working to complete the four ODP stages noted earlier in this section. The policy analysis stage is complete. Using the application process flows from the 2012 Applicant Guidebook as a baseline, the work track teams completed the high-level business process development stage of work. Work tracks have also completed the operational impact assessments which are currently under internal review. The team is currently focused on the final stages of the SubPro ODA including operational assessments and drafting.

- Development of Assumptions and Policy Questions: The work track leads collaborated to develop a number of assumptions and policy related questions around the outputs of the Final Report and proposed operational approach. The purpose of these assumptions and questions is to ensure that there is a shared understanding of the meaning and implications of the outputs and to clarify any points within the outputs that are unclear to ICANN org. Assumptions continue to be developed and updated and will be published prior to the delivery of the ODA.
 - Created the Assumptions Development Lifecycle (see figure below).

- Collaboratively drafted more than 300 assumptions.
- A subset of [initial assumptions](#) was shared with the community at [ICANN73](#) and posted on the [SubPro ODP](#) webpage. A second set of [overarching assumptions](#) was posted on 23 March 2022.
- A third [set of assumptions](#) was posted on 2 May 2022.
- A fourth [set of assumptions](#) was posted on 25 May 2022.
- A fifth [set of assumptions](#) was posted on 15 August 2022.

2.2 Financial Overview and Status

Financial Overview

In its 12 September 2021 Board [resolution](#), the Board directed the ICANN President and CEO to conduct an ODP by addressing the questions outlined in the [New gTLD Subsequent Procedures Operational Design Phase Scoping Document](#). ICANN org estimated that the resources needed to perform the SubPro ODP would be between 32-49 (FTE) staff and contractors, at a total cost of between US\$7 and 9 million dollars. The ICANN Board approved the expenditure of up to US\$9 million dollars in order to perform the SubPro ODP.

Estimated Resources Required to Complete the SubPro ODP

Estimated ODP Expenses	Staff/Contractors (estimated range)	USD\$ in millions (estimated range)
Full-Time Equivalent (FTE)	22-34	\$2.8M-\$3.3M
Temporary Resources	10-15	\$1.7M-\$2.2M
External Support and Expertise		\$2.5M-\$3.5M
Total	32-49	\$7.0M-\$9.0M

ICANN org began tracking resource costs in January 2022. As of 30 September 2022, ICANN org estimates expenses to be approximately US\$4.2 million dollars. The majority of these expenses reflect the staff and contractors working on the project.

2.3 Resourcing Overview and Status

Resourcing Overview

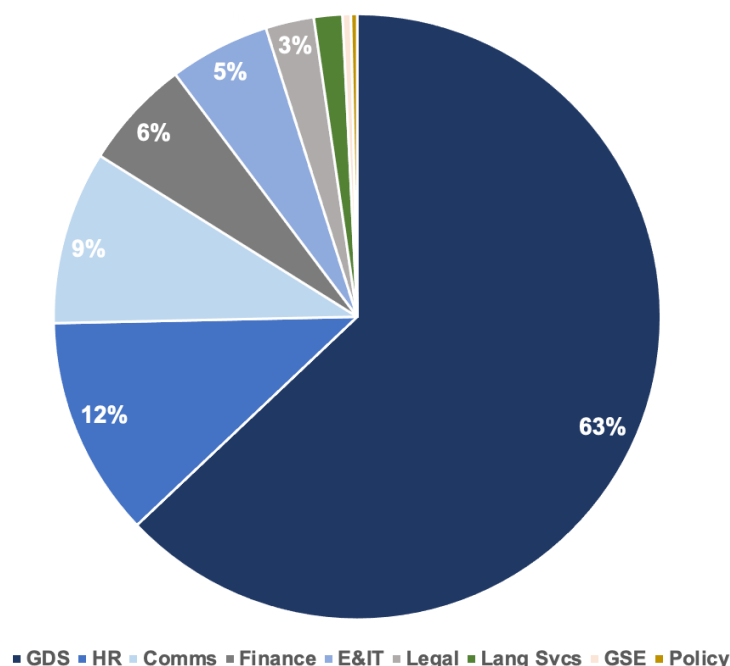
As of 30 September 2022, 50 ICANN staff and contractors have worked on the project. These resources are allocating a portion of their time to the project, translating to an average of 15 full-time equivalent (FTE) employees. The total efforts of the staff, temporary staff and contractors translate to approximately 18,700 hours from January to September.

To date, ICANN org has approved a total of 22 positions to be hired or reallocate existing staff to work on the SubPro ODP. Ten of these positions have been filled to date, one has a

pending start date, and nine roles are currently [posted](#). In addition, currently three temporary staff are fully dedicated to the project.

Resourcing (Avg FTE) Overview By Function

This chart provides an overview of the resources supporting the project by ICANN function. Global Domains and Strategy is currently the primary contributor to the project, representing 63 percent of the total time spent on the project.



While the work on the SubPro ODP is supported by the different functions within ICANN org, the tasks and deliverables are managed according to nine work tracks. These work tracks were introduced in our [18 January blog](#). The chart below is an estimated breakdown of work performed to date according to these work tracks.

Resource and Costs Overview By Work Track (WT)

SubPro ODP Work Track (WT)	Project-to-Date (January to July 2022)		
	FTE (avg)	Total Hours	Total Expenses*
WT 1: Project Governance	3.1	3,960	\$611
WT 2: Policy Development and Implementation Materials	2.8	3,653	\$401
WT 3: Operational Readiness	1	1,328	\$238
WT 4: Systems and Tools	2.2	2,663	\$346
WT 5: Vendors	0.4	423	\$81
WT 6: Communications and Outreach	1.3	1,620	\$193
WT 7: Resources, Staffing, and Logistics	1.4	1,830	\$179

WT 8: Finance	1	1,178	\$127
WT 9: Overarching	1.8	2,048	\$217
Shared Services Support**	NA	NA	\$1,774
Total	15.1	18,701	\$4,166
<i>*Expenses presented in \$US thousands</i>			
<i>**Shared Services Support is not a work track and represents allocated costs from ICANN org for general administrative costs. Any arithmetic inconsistencies are due to rounding.</i>			

2.4 Immediate Next Steps and Projections

Operational:

Immediate Next Steps

ICANN org is continuing to progress its work on the SubPro ODP following the four-stage methodology referenced earlier.

Projections

ICANN org's SubPro ODP team is scheduled to deliver an ODA by December 2022 per the high-level timeline (see page below). ICANN org continues to work toward this date.

Financial:

Projections

The Board approved budget for the SubPro ODP is \$7M-\$9M USD. At this point, the projected resources and costs continue to run below our initial projections.

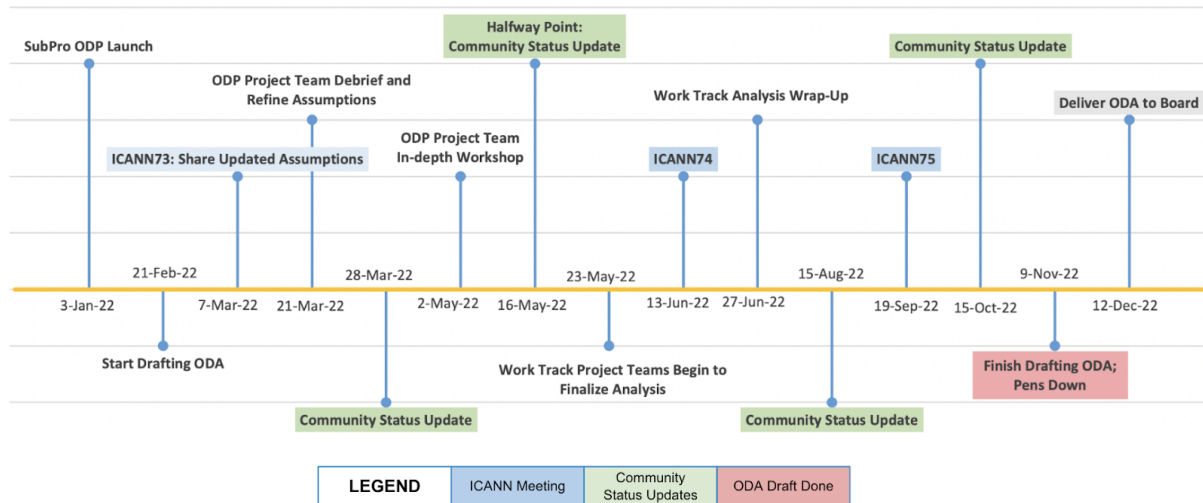
Resourcing:

Projections

Given work done to date, ICANN org projects the SubPro ODP resource estimate to remain well below the Board-approved budget of 22-34 full-time-equivalent (FTE) employees.

SubPro ODP High-Level Timeline

Sub Pro Operational Design Phase (ODP) Summary Timeline - Estimated with Six-Week Adjustment



Timeline has been adjusted to the potential impact of the WHOIS Disclosure System paper that is expected to be completed before ICANN75. The original delivery date of the ODA was projected as 31 OCT 2022.

Resolved (2021.09.12.01), ...The Board requests regular updates on the progress of the work and delivery of the Operational Design Assessment (ODA), the expected output of the ODP, within ten months from the date of initiation, provided that there are no unforeseen matters that could affect the timeline, of which any such matters are to be communicated to the Board immediately upon identification.

As noted in our 14 July 2022 [blog](#) post, the work of both the SubPro ODP and the WHOIS Disclosure System paper share many critical resources. As these resources are dividing their time between these efforts, we updated and shared the SubPro ODP timeline to reflect the expected impact. The delivery date of the ODA is now projected to be by December (12 Dec 2022) at the latest.