

IANA Stewardship Transition Proposal Assembly and Finalization Process

December 2014

This document explains the process that the IANA Stewardship Transition Coordination Group (ICG) will follow for assembly and finalization of the IANA Stewardship Transition Proposal. The dates listed in this document are consistent with the timeline previously published by the ICG.¹ The ICG expects operational communities to respect these dates. Should the ICG receive late submissions, it will make best efforts to follow the steps below in as timely a fashion as possible, but may adjust the steps as described here if necessary to avoid delays.

I. Individual process and proposal assessment 15 January 2015 (or earlier) to 15 February 2015

Upon receipt of a complete, formal transition proposal from an individual operational community addressing the transition of the stewardship of the names, numbers, or protocol parameters IANA function, the ICG will conduct an assessment to determine:

A. The process was consistent with RFP requirements of openness and inclusiveness. These concepts can be validated by reviewing:

1. Any process concerns that were highlighted to the ICG by participants in the proposal development process.
2. Whether input/comments the ICG received directly were shared with the operational community and were considered or addressed by the operational community.
3. Whether the proposal obtained consensus (as defined in that community's process) among those who participated in the operational community process.

B. The Proposal has met the RFP requirements:

1. Completeness – check if any RFP components are missing.
2. Clarity – check if anything in the proposal does not make sense or requires clarification from the operational community.

¹ <https://www.icann.org/en/system/files/files/icg-process-timeline-08sep14-en.pdf>

3. NTIA criteria – check if the proposal fulfills the NTIA criteria.²

If the proposal passes all of these checks, the ICG should publicly document the fact that the proposal is ready to move on to Step II. If not, the ICG should convey the outstanding issues back to the operational community with as much detail as possible concerning what needs to be added, completed or clarified and suggest a timeline for the community to respond.

II. Draft proposal production 15 February 2015 to 13 March 2015

According to the ICG Charter, its role is to assemble a proposal from component proposals, not to draft a single transition proposal of its own. Each of these components is expected to relate to the specific IANA functions that are within the scope and mandate of each operational community.

The ICG expects the proposals to reflect the differences between the communities and the related IANA functions. Once the ICG combines various operational community proposals into a single proposal, some potential incompatibilities, inconsistencies, overlaps, or conflicts among the proposals may arise.

Therefore, once multiple community proposals have completed Step I above, the ICG will conduct an assessment to determine:

- A. Compatibility and interoperability: Do the proposals work together in a single proposal? Do they suggest any incompatible arrangements where compatibility appears to be required? Is the handling of any conflicting overlaps between the functions resolved in a workable manner?
- B. Accountability: Do the proposals together include appropriate and properly supported independent accountability mechanisms for running the IANA function? Are there any gaps in overall accountability under the single proposal?
- C. Workability: Do the results of any tests or evaluations of workability that were included in the component proposals conflict with each other or raise possible concerns when considered in combination?

If the proposals pass these checks, the ICG will publicly document the fact that the proposals are ready to move on to Step III. If not, the ICG will convey the outstanding issues back to the operational communities as necessary and suggest a timeline for the communities to respond.

² <http://www.ntia.doc.gov/press-release/2014/ntia-announces-intent-transition-key-internet-domain-name-functions>

III. Review of draft proposal
13 March 2015 to 19 June 2015

Once all of the proposal components have passed Step II, the ICG will assemble a single draft proposal and put the draft proposal up for public comment involving a reasonable period of time for reviewing the proposal, analyzing it, and preparing supportive or critical comments. The ICG will coordinate with the operational communities to have public comments addressed before assembling an interim final proposal.

IV. Review of interim final proposal
19 Jun 2015 to 17 Jul 2015

Once Step III has produced an interim final proposal, the ICG will put the interim final proposal up for a public comment period, similar to the one described in Step III. The ICG will then review the public comments and determine whether modifications are required. If no modifications are needed, and the ICG agrees, the interim final report will be considered to be final and the ICG will move on to Step V.

If changes are required to fix problems or to achieve broader support, the ICG will work with the operational communities to get those problems fixed. If, in the ICG's opinion, broad public support for the proposal as articulated by the NTIA is not present, the parts of the proposal that are not supported will be returned to the operational communities.

V. Proposal submission
17 Jul 2015 to 31 Jul 2015

This step consists of the following:

- A. The ICG will post the final proposal on its public web site and transmit it to the ICANN Board.
- B. As the ICANN Board has confirmed to the ICG, the Board will send the final proposal to NTIA without making any changes within 14 days of receiving the proposal from the ICG and will make public any communications it sends to NTIA together with the proposal.
- C. If the ICANN Board has an issue with the proposal, the ICG understands that the ICANN Board will have already shared that with the ICG in a

timely manner to avoid any last-minute contention, through the available opportunities of dialogue and public comment.