ATRT Implementation Summary Report 2012 January 2013 [www.icann.org/en/accountability](http://www.icann.org/en/accountability)

**Accountability & Transparency Review Team Recommendations (Tasks for Recommendation Projects have been completed)**

**Work Schedule & Key Deliverables**

**Implementation Assignments**

Board Operations, Composition & Review of Decisions

1.a-­‐d Mechanisms for identifying collective Board skill-­‐set; benchmarking Board/BGC skill-­‐sets; tailoring & consulting on skills; reviewing for each NomCom; publishing outcomes & requirements with NomCom’s notice.

2. Regularly reinforce/review training & skills building.

3. Increase transparency of NomCom’s deliberations & decision-­‐

making process. ASAP but starting no later than next Nom Com.

4. Continue to enhance Board performance & work practices.

5. Implement compensation scheme for voting Board Directors.

• Schedule: Mar. 2011 – Oct. 2012

• Conduct interim Board trainings, orientations – (Background in BGC minutes)

• NomCom creates process for outreach on skills, notice & outcome reporting (see

updated procedures, guidelines, transparency guidelines)

• Provide skill set info for 2012 NomCom and embed in Board/BGC work plan

• Benchmark Board skill sets

• Design Board training program.

• Training, skills building, skill set assessment processes finalized, documented,

incorporated in Board/BGC work plan & standard operating procedure (SOPs)

• Schedule: Mar. 2011 – June 2012.

• Consultations, information sharing by 2011, 2012 NomCom

• Create new NomCom procedures, guidelines, transparency guidelines, code of conduct

• Board review & approval of above

• NomCom SOP includes annual consultation w/ community & Board on required skill sets, regularly informing community about timeline & activities, NoCom openly justifies its selections related to required skill sets.

• Documented, embedded in SOPs

• Schedule: Mar. 2011 – Oct. 2012.

• Complete Board Committee 2011, 2012 work plans incorporating Rec. 4 objectives (Background in Board Committee minutes)

• Complete Board appraisal

• Conduct two Board effectiveness Training sessions in 2012.

• Update information tools and work flow processes

• Implement upgrade of current Board information and communication tools

• Introduce version 1 of Board Procedure Manual, embed in SOPs

• Schedule: Mar. 2011 – Feb. 2012

• Complete research Conduct Public comment

• Board decision on compensation

• Documented/embedded in SOPs

• Board/BGC

• NomCom

• Staff: Board Support (Legal)

• Board/BGC

• NomCom

• Staff: Nom Com Support

• Board/BGC

• Staff: Board Support (Legal)

• Board/BGC

• Staff: Board Support (Legal)

6. Clarify distinction between PDP & executive function issues • Schedule: Mar. 2011 – Dec. 2012.

• Conduct research – (Research for public comment stratification also applied here.)

• Propose categorization/consultation procedures

• Finalize/post paper on consultations procedures & embed in SOPs

• Board/BGC

• Staff: Board Support (Legal)

7. 1 Promptly publish all appropriate Board materials related to decision-­‐making processes.

• Schedule: June 2010 – Sept 2011.

• Post Board materials, Directors statements

• Procedures documented, embedded in SOPs

• Board/BGC

• Staff: Board Support (Legal)

7.2 Publish rationale for Board decisions and for accepting or rejecting public & community input.

• Schedule: June 2010 – Oct. 2011

• Regularly post rationales

• Finalize rationale template, document & embed procedures in SOPs

• Board/BGC

• Staff: Board Support (Legal)

8. Publish redaction conditions.

• Schedule: Mar. 2011.

• Post Redaction Guidelines, embed procedures in SOPs

• Board/BGC

• Staff: Board Support (Legal)

19. Publish translated Board material within 21 days.

• Schedule: Mar. 2011 -­‐ April 2011.

• Develop process for translation of materials

• Implement translation process, regularly posting translated Board material;

document and embed in SOPs

• Board /BGC

• Staff: Board Support (Legal)

20. Ensure/certify that inputs in policymaking processes are considered by the Board.

• Schedule: Apr. 2011 – Oct. 2012

• Develop, get input on checklist for use w/ SO/AC input

• Develop mechanism to ensure all inputs identified in checklists are provided to Board within decision-­‐making process

• Finalize, document and embed in SOPs

• Board/BGC

• Staff: Board Support (Legal)

23. Get input from committee of independent experts on restructuring review mechanisms

25. Clarify standard for Reconsideration requests.

• Schedule: June 2011 – Dec 2012

• Solicit experts, select Accountability Structures Expert Panel (ASEP)

• Post ASEP plan & schedule for developing recommendations to Board.

• Complete public session to inform ASEP work

• Post ASEP recommendations for public comment

• Board adopted ASEP recommendations and directed staff implementation work.

• Board/BGC

• Staff: Legal

24. Assess Ombudsman relationship and confirm framework is consistent with international standards.

• Schedule: Jan 2012 – June 2012

• Ombudsman review and develop recommendation for BGC

• BGC review and approval of recommended tasks, if any

• Tasks completed, changes adopted and embedded in SOPs.

• Board/BGC

• Staff: Legal, Ombudsman

26. Adopt standard timeline & format for Reconsideration Requests. • Schedule: June 2011

• Modify Reconsideration webpage

• Implement graphic timeline, template, rationale statements

• Board/BGC

• Staff: Legal

• Implement additional clarifications, document and embed in SOPs

Governmental Advisory Committee Operations, Engagement, Interaction with Board

9. Clarify what constitutes GAC public policy “advice” under the Bylaws.

• Schedule: Oct 2011 – June 2012

• Board-­‐GAC Working Group agrees on what constitutes GAC advice

• The GAC revised its Operating Principles on GAC advice

• Public notified and clarification embedded in SOPs

• Board/Board-­‐GAC WG

• Staff: GAC Liaison

10. Create formal, documented process for requesting, tracking GAC advice.\*

• Schedule: Sept 2011 – June 2012\*

• Board, GAC consider and revise straw man “advice register“

• Institute a new format of GAC communiqué

• Post register and embed in SOPs

• Board/Board-­‐GAC WG

• Staff: Board Support

(Legal), GAC Liaison

11. Ensure timely provision & consideration of GAC advice and mechanisms for Board follow-­‐up.\*

• Schedule: March 2012 – Oct 2012\*

• Board/GAC face-­‐to-­‐face interaction increased (See ICANN meeting schedules)

• Establish advice register

• Embed in SOPs

• Board/Board-­‐GAC WG

• Staff: GAC Liaison

12. & 13. Board, acting through the JWG, should develop &

implement a process to engage the GAC earlier in the policy development process; ensure GAC is fully informed of policy agenda & policy staff is aware of GAC concerns.\*

• Schedule: March 2012 – Oct. 2012\*

• Submit proposed implementation plan to WG

• Provide mechanism to notify GAC on policy issues and public comment periods, including provide monthly "Early Policy Engagement" report & related processes (Oct 2012)

• Redesign of GAC website & launch of GAC advice registry

• Conduct/embed in SOPs Board/GAC face-­‐to-­‐face meeting & discussion of policy issues at each ICANN meeting

• Increase support to GAC processes & involvement in ICANN

• Supporting GAC members’ use of myICANN for delivery of latest policy activities

• GAC acknowledges progress, engages in pilot projects (Oct 2012)

• Board/Board-­‐GAC WG

• Staff: CEO’s Office, Policy

14. Increase support & commitment of governments to the GAC

process.\*

• Schedule: March 2012 – Oct. 2012\*

• Create GAC Capacity Building WG; Non-­‐GAC govts invited to meetings & GAC introductions added

• Increase resources for interpretation of GAC sessions & for translation of

GAC documents

• Increase resources for members travel support with a focus on those GAC

members from developing economies.

• Staff members raise awareness in regions about role of GAC & ICANN; GAC

membership also promoted through Fellowship program.

• Increase support to GAC processes & involvement in ICANN (Oct 2012)

• Appointment of Tarek Kamel to focus on govt. engagement for ICANN

• Use the measurement of current GAC membership and resource allocations to create a baseline for future, annual metrics

• Board/Board-­‐GAC WG

• Staff: CEO’s office

• Launch of myICANN increases govts’ access to key information

• Joint hosting of the HLM by Canadian Govt/GAC as pilot

• GAC communiqué & Board resolution to recognize GAC HLM efforts on increasing awareness/ government engagement in ICANN and note long-­‐ term efforts

Public input & Multilingual Access

15. Implement stratified, prioritized public Notice & Comment processes.

• Schedule: June 2011 – Jan. 2012

• Update processes & templates, and publish & maintain annual list of upcoming forums

• Redesign public comment webpage

• Incorporate Stratification, Prioritization and Technical Forum Improvements

• Document and embed in SOPs

• Board /PPC

• Staff: Policy

16. & 17. Provide “Comment” cycle & a “Reply Comment” comment cycles; review and adjust fixed timelines for Notice & Comment

• Schedule: Aug. 2011 – Jan. 2012

• Initial detailed implementation plan approved/posted

• Develop and solicit public comment on proposals for Comment/Reply Cycles and Technical

Forum Improvements

• Implement, as needed, document/embed in SOPs

• Board /PPC

• Staff: Policy

18. Ensure multilingual access in PDP to maximum extent feasible.

• Schedule: Oct 2010 – Oct 2012

• Update Language Services Policies and Procedures document for review

• Post Language Services Policies and Procedures document for Public Comment (including

SO/AC comment)

• Finalize Language Services Policies and Procedures, and document and embed in SOPs ) )

• Board /PPC

• Staff: Communications

21. Create annual public comment forecast.

• Schedule: June 2011.

• Publish 2011 list and develop annual process

• Repeat annually, document/embed in SOPs

• Board /PPC

• Staff: Policy

22. Ensure senior staffing arrangements are appropriately multilingual.

• Schedule: Mar. – Oct. 2011.

• Update HR process to incorporate multilingual objectives -­‐ update all job postings, revise candidate review forms and position descriptions

• Staff language training program provided

• Processes embedded in SOPs

• Board/EXEC

• Staff: HR

Measuring Success

27. Evaluate and report on progress on recommendations and • Schedule: Mar. 2011 -­‐ Sept. 2012 & annually.

• Status report posted March 2011, implementation report posted June 2011

• Board/EXEC

accountability & transparency commitments in the AoC. • Regular status reports on implementation posted, embedded in SOPs

• Metrics for completed recommendations/ATRT "dashboard" (more added as

implementation of projects continue)

• Annual assessment/report, embedded in SOPs

• Staff: CEO’s Office

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\*The Governmental Advisory Committee is discussing the GAC-­‐driven ATRT Recommendation Projects, its commitment to ongoing improvements, and evolving goals in this area. Although identified tasks have been implemented, work will continue over the long-­‐term.