

Process for Collecting and Publishing Upcoming Public Comments

The steps outlined below will be repeated each year as indicated by month:

1. **December:** The Sr. Director of Participation and Engagement sends an invitation to ICANN Staff and to Leaders of the ICANN Committees & Supporting Organizations to collect the topics that are expected to be opened for Public Comment within the upcoming calendar year. The deadline for a response will not be less than a month. For each topic following data should be submitted: *[Note: a Word document template is available to facilitate completion of this information in a standardized format]*.
 - a. Proposed Title/Issue: A short title to be used to list the topic on the [Public Comments-Upcoming](#) web page.
 - b. Originating Organization: Organization or group that anticipates opening the issue for Public Comment (e.g., GNSO, ccNSO, ALAC, ICANN Board, etc.)
 - c. Estimated Timeframe: The estimated period that the topic will be opened for Public Comment (e.g., May 2011, 4Q 2011, May-December 2011, etc.). *[Note: although "TBD" is acceptable, it will be most helpful to have even a rough idea of the expected release timeframe; that information may be updated any time if the estimated period has changed, including withdrawing an item that will not be published]*.
 - d. Description: Short description of the issue so that readers can have an idea on the content and purpose of the Public Comment solicitation.
2. **February:** The compiled list of topics is published on the ICANN [Public Comment-Upcoming](#) web page.
3. **After March meeting:** The Sr. Director of Participation and Engagement sends a request to ICANN Staff and to Leaders of the ICANN Committees & Supporting Organizations that each organization review the list on the ICANN [Public Comment-Upcoming](#) web page and submit any necessary updates, edits or additions before June meeting.

4. **After June Meeting:** The Sr. Director of Participation and Engagement sends a request to ICANN Staff and to Leaders of the ICANN Committees & Supporting Organizations that each organization review the list on the ICANN [Public Comment-Upcoming](#) web page and submit any necessary updates, edits or additions before October meeting.

Although formal periods have been identified for systematically collecting and editing the upcoming Public Comment topic submissions, as the need arises, Staff members may request that particular data (e.g., estimated timeframe) on the [Public Comment-Upcoming](#) page be changed, including removal of the topic, by submitting a request to Web-Admin@ICANN.org with a copy forwarded to the Sr. Director of Participation and Engagement.