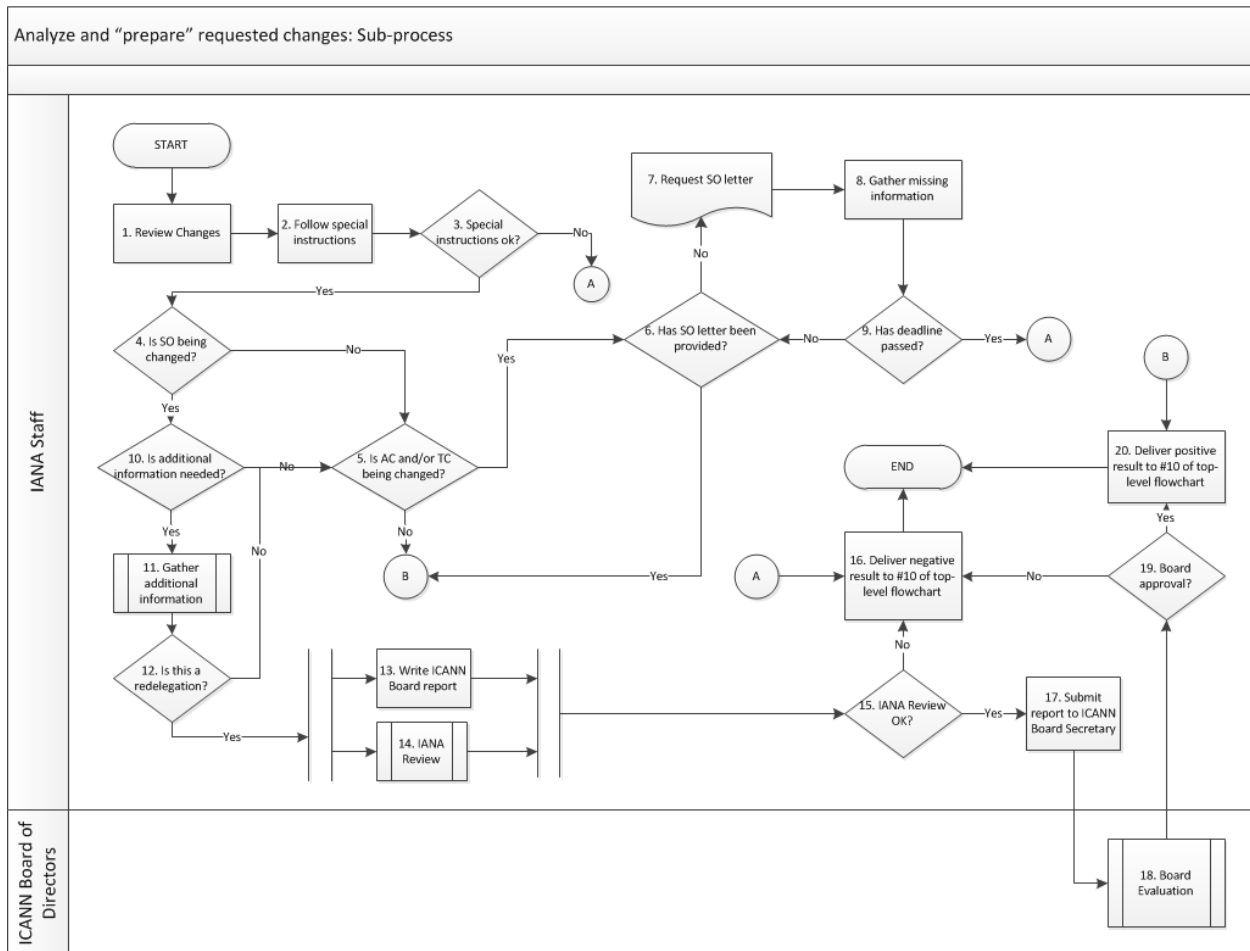


Analyze and Prepare Requested Changes Sub-Process



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Analyze and "Prepare" Requested Changes Sub-process

Overview:

This sub-process describes how IANA staff analyzes and prepares requested root zone changes.

1.	Review changes
Description	Action, in which IANA staff reviews the changes being requested.
Actor	IANA staff
Documents	- RZM admin interface: Reference to internal link redacted - RT: Reference to internal link redacted
Steps	- Login to RT and review the changes that are being requested. - Proceed to Step 2 .

2.	Follow special instructions
Description	Action, in which IANA staff review and follow the TLD special instructions, if any.
Actor	IANA staff
Documents	- RZM admin interface: Reference to internal link redacted
Steps	- Login to RZM and review the domain details. Follow the special instructions, if there are any. - Proceed to Step 3 .

3.	Special instructions ok?
Description	Decision, in which IANA staff determines whether the special instructions were passed.
Actor	IANA staff
Documents	- Results of “follow special instructions” step
Steps	- IANA staff determines whether the special instructions were passed. - Yes, if the special instructions are passed, proceed to Step 4 . - No, if the special instructions are not passed, go to Step 16 .

4.	Is SO being changed?
Description	Decision in which IANA staff determines whether the request includes a change of sponsoring organization.
Actor	IANA staff
Documents	- RT: Reference to internal link redacted
Steps	<ul style="list-style-type: none"> - Review the proposed changes to determine whether the request includes a change of sponsoring organization. - No, if SO is not being changed, proceed to Step 5. - Yes, if SO is being changed, go to Step 10.

5.	Is AC and/or TC being changed?
Description	Decision in which IANA staff determines whether the request includes a change of administrative and/or technical contact.
Actor	RZM
Documents	- RT: Reference to internal link redacted
Steps	<ul style="list-style-type: none"> - IANA staff reviews the proposed changes and determines whether the request includes a change of administrative and/or technical contact(s). - No, if AC and/or TC is not being changed, go to Step 20. - Yes, if AC and/or TC is being changed, proceed to Step 6.

6.	Has SO letter been provided?
Description	Decision, in which IANA staff determines whether a letter from the sponsoring organization has been provided.
Actor	IANA staff
Documents	<ul style="list-style-type: none"> - RT: Reference to internal link redacted - Any provided documentation
Steps	<ul style="list-style-type: none"> - Review information and documentation that has been provided by the requestor. - Determine whether a letter from the sponsoring organization has been provided. - No, if a letter from the sponsoring organization has not been provided, proceed to Step 7. - Yes, if a letter from the sponsoring organization has been provided, go to Step 20.

7.	Request SO letter
Description	Document, in which IANA staff asks the requestor to provide a letter from the sponsoring organization.
Actor	IANA staff
Documents	- Email to requestor - RT: Reference to internal link redacted
Steps	- Send an email request to the TLD contacts for the SO letter. - Proceed to Step 8 .

8.	Gather missing information
Description	Action, in which IANA staff gathers the missing information and documentation from the requestor.
Actor	IANA staff
Documents	- Supporting documentation
Steps	- Gather the additional information that the requestor has provided. - Proceed to Step 9 .

9.	Has deadline passed?
Description	Decision in which IANA staff determines whether the deadline for the requestor to provide sufficient supporting documentation and information has passed.
Actor	IANA staff
Documents	- RT: Reference to internal link redacted
Steps	- No, if the deadline hasn't passed, go to Step 6 . - Yes, the deadline has passed, go to Step 16 .

10.	Is additional information needed?
Description	Decision in which IANA staff determines whether additional information and/or documentation are needed.
Actor	IANA staff
Documents	- RT: Reference to internal link redacted - Any provided documentation
Steps	- Determine whether any additional information is needed. - Yes, if additional information is needed, proceed to Step 11 . - No, if additional information is not needed, go to Step 5 .

11.	Gather additional information
Description	Sub-process, in which IANA staff gathers additional information from the requestor.
Actor	IANA staff
Documents	- Reference to internal link redacted. See document titled "Steps 9 -11 – Gather Additional Information Sub-process"
Steps	- Perform the "gather additional information" sub-process as described in Reference to internal link redacted. See document titled "Steps 9 -11 – Gather Additional Information Sub-process" - Proceed to Step 12 .

12.	Is this a redelegation?
Description	Decision, in which IANA staff determine whether the request type is a redelegation.
Actor	IANA staff
Documents	- RT: Reference to internal link redacted - Any provided supporting documentation
Steps	- Review the changes and any supporting documentation and determine whether the request is a redelegation. - Yes, if this is a redelegation, proceed to Steps 13 and 14 . - No, if this is not a redelegation, go to Step 5 .

13.	Write ICANN Delegation and Redelegation Report
Description	Action, in which IANA staff writes the Delegation and Redelegation Report.
Actor	IANA staff
Documents	- RT: Reference to internal link redacted - Supporting documentation - Delegation and Redelegation Report
Steps	- Write the Delegation and Redelegation Report. - Proceed to Step 15 .

14.	IANA Review
Description	Sub-process, in which the IANA review is performed.
Actor	IANA staff
Documents	- Reference to internal link redacted. See document titled "Step 12 – IANA Review Process"
Steps	- Perform the IANA review sub-process as described in Reference to internal link redacted. See document titled "Step 12 – IANA Review Process" - Proceed to Step 15 .

15.	IANA Review OK?
Description	Decision, whether the IANA review was passed.
Actor	IANA staff
Documents	- Results delivered by the IANA review sub-process
Steps	- Determine whether the request passes the IANA review. - Yes, if the IANA review was passed successfully, go to Step 17 . - No, if the IANA review was not passed, then proceed to Step 16 .

16.	Deliver negative result to #10 of top-level flowchart
Description	Action, in which a negative result is delivered to step #10 of the RZM top-level process.
Actor	IANA staff
Documents	- RZM admin interface: Reference to internal link redacted - RT: Reference to internal link redacted
Steps	- Deliver negative result to #10 of the top-level flowchart. - Proceed to END .

17.	Submit report to ICANN Board Secretary.
Description	Action, in which IANA staff submits the Report to the ICANN Board Secretary.
Actor	IANA staff
Documents	- ICANN Board report
Steps	- Submit the redelegation report to the ICANN Board Secretary. - Proceed to Step 18 .

18.	Board Evaluation
Description	Sub-process, in which the board reviews the report and reviews whether or not staff followed applicable policy in processing request.
Actor	ICANN Board of Directors
Documents	- ICANN Board report
Steps	- This sub-process is within the responsibility of the ICANN Board of Directors. - Proceed to Step 19 .

19.	What is Board's determination?
Description	Decision in which IANA staff determines whether the ICANN Board of Directors identified any issues with processing of the request.
Actor	IANA staff
Documents	- Results delivered by the ICANN Board evaluation.
Steps	- Determine whether the ICANN Board of Directors identified any issues. - No, if the Board does find issues, go to Step 16 . - Yes, if the Board finds no issues, proceed to Step 20 .

20.	Deliver positive result to #10 of top-level flowchart.
Description	Action, in which a positive result is delivered to step #10 of the RZM top-level process.
Actor	IANA staff
Documents	- RZM admin interface: Reference to internal link redacted - RT: Reference to internal link redacted
Steps	- Deliver a positive result to #10 of the top-level flowchart. - Proceed to END .