**Overview of procedural steps re Initiation of Special IANA Function Review by the ccNSo and GNSO ( Councils).**

The overview is based on review of the Customer Standing Committee Remedial Action Procedures, Article 18 of the ICANN Bylaws.

Based on review two distinct procedures have been identified in the context of a Special IANA Function Review:

1. Initiate a Special IANA Function Review following a notification of the CSC that performance issues have not been addressed satisfactory following the RAP ( Article 18.12 (a)
2. To make a recommendation to conduct a Special IANA Function Review Effective. The Recommnedation for the Special IFR is by a IANA Function Review Team and the result of a Periodic IANA Function Review (Article 18.12 (c)

The distinction between the two procedures is relevant form a ccNSO & GNSO Councils perspective as their roles and responsibilities differ under each of these procedures.

After initiation of a Special IFR the Board, or appropriate committee, shall cause the special review (Article 18.1 (b)). This implies that the ccNSO & GNSO ( Councils) inform the ICANN Board of Directors they have initiated the SIFR and the Board is recommended to cause the SIFR.

**Initiating a Special IFR process outside cycle of Periodic IFR,**

**ollowing Notification Customer Standing Committee**

Section 18.12 ( a) & (b)

| **Step #** | **Action as defined in source document** | **Entity taking action** | **Receiving end** | **Time** | **Cumulative duration** | **Source document** | **Comment** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Notice CSC to ICANN Board on Performance issues  | CSC | ccNSO and GNSO Councils (chairs) |  | (-30 days) | Remedial Action Procedure section V. | CSC will need to inform the GNSO and ccNSO Councils of action to intitiate section V of the Remedial action procedure. This triggers consoitution of the coordination committee |
|  | Constitute coordination group | ccNSO & GNSO Councils | ccNSO and GNSO Council | 14 days | (-) 16 days |  | Inform CSC and borader community coordination committee has been established? |
|  | Notice RAP did not result in resolution of Performance issue  | CSC | ccNSO and GNSO Councils (chairs) | Day 0 | Day 0 | Remedial Action Procedure section V. (f) | Template for Notice ? Notice defines the scope of the issue!!Requirements need to be defined , based on needs Councils. |
|  | Review of actions and issue under RAP | Review ccNSO & GNSO Councils individually to proceed |  | Determined by internal procedures | Day 21 ? | Article 18.12 (a) (i) | Each Councils own procedures. Decision of each Council to proceed needs to be defined. |
|  | Consideration of outcome of review: proceed to SIFR? Other action as DP? | ccNSO & GNSO Councils individually | Inform other Council (GNSO/ccNSO) | Internal procedures  | Day 21? | Article 18.12 (a) (iii) First part.  | Other actions that could be initiated: IANA Budget related, Board related, Reconsideration (section 4.2 through EC), IRP (section 4.3 (iv), or refer to Article 4.3 (v). |
|  | Consult other SO and AC on Performance Issue & whether to initiate a SIFR  | ccNSO & GNSO Councils both need to reach conclusion | ASO and ACs  | Internal procedures of SOs and ACs.Maximum 30 days | Day 51 | Article 18.12 (a) (iii) second part.  | Combined action: The ccNSO **AND** GNSO shall have considered the outcomes |
| 5. | Public consultation if considered relevant | Joint request ccNSO and GNSO | Inform ICANN  | At least 40 days  | Day 91 | Article 18.12 ( iv) | Requires a decision of both Councils to conduct a Public comment period. Implies review of Comments  |
| 5a | Review of public comments etc. | Joint ccNSo & GNSO Council action |  | At a mimimum 5 days | Day 96 | By Reference Article 18.12 (iv) designated practice for public comment periods within ICANN ( see: <https://www.icann.org/public-comments> )  |  |
| 6. | Decision to approve SIFR | GNSO & ccNSO Council  | Inform ICANN | At least 5 days between post 5a  | Day 101 | Article 18.1 (b)  | The Board shall cause a special review  |

**Special IFR following recommendations of IANA Function Review Team**

**The role of the ccNSO and GNSO Councils is to make recommendation effective**

| **Step #** | **Action as defined in source document** | **Entity taking action** | **Receiving end** | **Time/duration** | **Source document** | **Comment** |
| --- | --- | --- | --- | --- | --- | --- |
|  | Recommendation to conduct SIFR | IFRT | ccNSO and GNSO Councils (chairs) | Day 0 | Article 18.12 ( c )  | Notice  |
|  | Decision to approve the Special IFR Recommendation  | ccNSO and GNSO Councils | IFRT?ICANN OrgICANN Board? | Determined by internal proceduresMinimum 20 days | Article 18.12 (c ) (i)  | Each Councils own procedures. Decision of each Council to proceed needs to be defined.Supermajorities  |

Question re: Special IFR Recommendation: How does it relate to regular IFRT Recommendations

Do same procedural criteria apply?