**IANA Transition Coordination Group**

**Guidelines for Community Proposals**

V 0.2

18 July 2014

**Proposal Requirements**

The 3 (4) customer communities of IANA will be asked to submit a proposal which addresses all of the following aspects of their own individual community requirements/arrangements. Proposals should follow this format to the maximum extent possible, to allow the CG to more easily assimilate the results.

Communities are encouraged to adhere to open and inclusive process in developing their proposals, and to actively seek out and encourage participation by those parties with a significant interest in their proposal.

Understanding that a major challenge of the CG will be to identify and help to reconcile differences between submissions, proposals should identify wherever possible which elements are essential (considered non-negotiable), which are preferences, and also where distinct alternative options can be identified.

For each question, respondents are asked to provide the answers to the question under the current operating framework as well as how such answers may change or be impacted by any changes being proposed as part of the IANA stewardship transition. While each question is narrowly defined to allow for comparability of answers, respondents are encouraged to provide further information in explanatory sections, including accessible summaries of policies/practices and associated references to source documents of such policies/practices. In this way, the responses to the questionnaire will be useful at the operational level as well as to the broader stakeholder communities.

1. Overview of current and proposed arrangements

Identification and explanation of Policy, Implementation and Oversight

* under existing arrangements
* under new/proposed arrangements

2. Policy

The entity that sets the policies

Policy Development Process including development of that PDP

Dispute resolution/remediation - when something fails on the policy side? Including the substance of the process and who runs it.

3. Implementation

The entity that implements the policy and any relevant processes related to implementation

Dispute resolution/remediation - when something fails on the implementation side? Including the substance of the process and who runs it.

4. Oversight

The entity and its composition that oversees the policy and implementation processes

Specific details of oversight provisions

5. Accountability

Reporting, communication, auditing and review considerations

What 3rd parties are involved or required in these arrangements

What are the elements of contractual or other formal relationships involved

Enforcement, remediation and redress provisions

6. Process for this proposal

Account of how it was developed

Assessment of consensus levels, including areas of contention/disagreement

Description of how you have tested or evaluated the workability of your proposal and how it compares to established procedures.

How are NTIA’s requirements satisfied

Assessment of overall transition planning process (to date)