**IANA Stewardship Transition Proposal**

**Assembly and Finalization Process**

**Strawman** *Edits reflect ICG discussion at ICANN 51*

**31 October 2014**

**1. Individual process and proposal assessment 15 January 2015 (or earlier) to 13 March 2015**

As each operational community developed a process of outreach and consultation on proposal development, the ICG is reviewing such processes and providing timely advice related to how those processes are meeting the RFP requirements of openness and inclusion.

Upon receipt of a complete, formal transition proposal from an individual operational community addressing the transition of the stewardship of the names, numbers, or protocol parameters IANA function, the ICG will conduct an assessment to determine:

a. The process was consistent with RFP requirements:

* Inclusiveness and openness – check that the proposal was developed via a process that was open and inclusive of all stakeholders interested in participating. These concepts can be validated by reviewing:
* Any process concerns that were highlighted to the ICG by participants to the proposal development process.
* Community comments – check if input/comments the ICG received directly were shared with the operational community and addressed.
* Nature of consensus – review the attestation in the proposal addressing how the proposal obtained consensus among those who participated in the operational community process.

b. The Proposal has met the RFP requirements:

* Completeness – check if any RFP components are missing or incomplete.
* Clarity – check if anything in the proposal does not make sense or requires clarification from the operational community
* NTIA criteria – check if the proposal fulfills the NTIA criteria

If the proposal passes all of these checks, the ICG should publicly document the fact that the proposal is ready to move on to step 2. If not, the ICG should convey the outstanding issues back to the operational community with as much detail as possible concerning what needs to added, completed or clarified and suggest a timeline for the community to respond.

**2. Unified proposal assessment 15 May 2015 (or earlier) to 19 June 2015**

The ICG is taksed with assembing a common proposal, as opposed to drafting a common proposal. Each operational community will draft a proposal appropriate to its function and nature of operation, which are different. Therefore we expect the proposals to reflect those differences; they will not be uniform in relation to each other. As we consider how the various operational proposals combine into a unified proposal, however, some potential inconsistencies or conflicts among the proposals may arise.

Therefore, once multiple community proposals have completed step 1, the ICG will conduct an assessment to determine:

1. Compatibility and interoperability in a unified proposal – Do the proposals work together? Do they suggest any arrangements that are not compatible with each other? Are all overlaps between the functions covered in a workable manner?
2. Accountability – Do the proposals together include appropriate and properly supported independent accountability mechanisms for running the IANA function? Are there any gaps of accountability in the unified proposal?
3. Consideration of how the proposal documented the stress tests or scenario analysis that they were subjected to and whether those results when considered in combination create any possible concerns.

If the proposals pass both of these checks, the ICG should publicly document the fact that the proposals are ready to move on to step 3. If not, the ICG should convey the outstanding issues back to the operational communities as necessary and suggest a timeline for the communities to respond.

**3. Public comment and proposal finalization 19 Jun 2015 to 17 Jul 2015**

*[This text is mostly a direct quote from our charter.]*

Once step 2 has produced a unified proposal, the ICG will put the unified proposal up for public comment involving a reasonable period of time for reviewing the draft proposal, analyzing and preparing supportive or critical comments. The ICG will then review these comments and determine whether modifications are required. If no modifications are needed, and the coordination group agrees, the ICG will move on to step 4.

If changes are required to fix problems or to achieve broader support, the ICG will work with the operational communities to get those problems fixed. If, in the ICG’s opinion, broad public support for the proposal as articulated by the NTIA is not present, the parts of the proposal that are not supported will be returned to the operational communities.

**4. Proposal submission 17 Jul 2015 to 31 Jul 2015**

This step consists of the following:

1. The ICG will post the final proposal on its public web site.

1. The ICG will transmit the final proposal to ICANN.
2. The ICG expects ICANN to transmit the proposal unmodified to NTIA and to publish that transmission on its public web site.
3. Should ICANN or the ICANN Board have concerns over their ability to support (and hence transmit) the proposal, it is imperative that this be indicated in a timely enough manner in order to allow resolution of any open items within the established timeline.