**IANA Stewardship Transition Proposal**

**Assembly and Finalization Process**

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

**31 October 2014**

**1. Individual process assessment From now to 31 January 2015**

As each operational community develops and implements its process for proposal development, the ICG will reviewing such processes and provide timely advice related to how those processes are meeting the RFP requirements.

In particular the ICG will attempt to verify that the proposal is being developed via a process that is open and inclusive of all stakeholders interested in participating. In doing so, the ICG will take note of:

* Any process concerns that are highlighted to the ICG by participants in the proposal development process;
* Whether input/comments the ICG received directly have been shared with the operational community, and how these are addressed;
* How the process measures and reaches consensus among those who are participating.

Finally, the ICG will declare an open call for comments on the proposal development processes, so that interested parties may formally record any concerns, reservations or their support for any of the proposal development processes (with a proposed target deadline of 31 Jan 2015).

**2. Individual proposal assessment**

**15 January 2015 (or earlier) to 15 February 2015**

that the proposal meets 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 will publicly document the fact that the proposal is ready to move on to step 3. If not, the ICG should convey the outstanding issues back to the operational community with as much detail as possible concerning what needs to be added, completed or clarified, and suggest a timeline for the community to respond.

As an ICANN meeting will be held in Singapore during this period (8-12 February) it is proposed that this be used as an opportunity for public review of individual operational community proposals.

**3. First Draft Proposal Production**

**15 February 2015 to 15 March 2015**

According to the ICG Charter, its role is not to draft a single transition proposal, but rather to assemble a proposal from 3 components proposals. These components are expected to be essentially disjoint, relating to the specific IANA functions which are of interest to each operational community.

The ICG expect the 3 proposals to reflect the differences between the communities and the related IANA functions; the proposals will not be uniform or consistent with each other. As the ICG considers 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 2 above, the ICG will conduct an assessment to determine:

1. Compatibility and interoperability: Do the proposals work together in a single unified proposal? Do they suggest any arrangements that are not compatible with each other? Can any overlaps or intersections between the proposals be resolved 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 in overall accountability under 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 all of these checks, the ICG will be able to assemble a single first draft proposal comprising the following components:

1. Introduction/Overview: A commentary on the proposal’s purpose and development process
2. Body: The content of the 3 community proposals, annotated as necessary to provide clarity and cross-referencing
3. Observations: A commentary form the ICG on issues identified or remaining concerns

If it is not possible to assemble a complete proposal in this form, the ICG will convey the outstanding issues back to the operational communities as necessary, and suggest a timeline for the communities to respond.

**4. Draft proposal assessment**

**15 March 2015 to 19 June 2015**

This period will allow public comment on the first draft proposal, and allow the ICG to develop a proposed final proposal by 19 June 2015.

During this period the ICG may arrange consultations with key stakeholders including the IANA operational communities, the ICANN board, or the NTIA; so that issues may be identified and discussed.

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

Once step 4 has produced a proposed final proposal, the ICG will put this 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.

During this period, an ICANN meeting will be held (21-25 June, location TBD) and this will provide a final opportunity for public presentation and discussion of the final proposal. It is hoped that a clear community consensus will be achieved at this point, or that any remaining issues can be identified and resolved.

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.

**6. 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 present the final proposal to ICANN. If possible, this should happen during a face to face or telephonic meeting of the ICG and ICANN Board.
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.