**IANA Stewardship Transition Proposal**

**Assembly and Finalization Process**

**9 December 2014**

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

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 of openness and inclusiveness. These concepts can be validated by reviewing:

* Any process concerns that were highlighted to the ICG by participants to the proposal development process.
* Whether input/comments the ICG received directly that were shared with the operational community were considered or addressed.
* Whether 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.
* Timeliness – Check if the proposal was submitted to the ICG within the timeline provided in the RfP [this is minor but I think we must add the timely submission factor in here, and for this specifically we need to agree on what we will do if a submission comes in late]
* 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. Draft proposal production**

 **15 February 2015 to 13 March 2015**

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

The ICG expects the proposals to reflect the differences between the communities and the related IANA functions. As the ICG considers how the various operational proposals combine into a single proposal, some potential inconsistencies or conflicts among the proposals may arise.

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

1. Compatibility and interoperability: Do the proposals work together in a single proposal? Do they suggest any arrangements that are not compatible with each other? Is the handling of all possibly conflicting overlaps between the functions 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 single proposal?
3. Workability: Do the results of any tests or evaluations of workability that were included in the component proposals conflict with each other or raise possible concerns when considered in combination?.

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

**3. Review of draft proposal**

**13 March 2015 to 19 June 2015**

Once all of the proposal components have passed step 2, the ICG will assemble a single draft proposal and put the draft proposal up for public comment involving a reasonable period of time for reviewing the proposal, analyzing it, and preparing supportive or critical comments. The ICG will coordinate with the operational communities to have public comments addressed within their components before assembling an interim final proposal.

**4. Review of interim final proposal 19 Jun 2015 to 17 Jul 2015**

Once step 3 has produced an interim final proposal, the ICG will put the interim final proposal up for a public comment period, similar to the one described in step 3. The ICG will then review the public comments and determine whether modifications are required. If no modifications are needed, and the ICG agrees, the interim final report will be considered to be final and the ICG will move on to step 5.

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.

**5. 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 the ICANN Board.
2. The ICANN Board will send the final proposal to NTIA without making any changes within 14 days of receiving the proposal from the ICG. Any accompanying letter will be posted publicly.
3. If the ICANN Board has an issue with the proposal, the ICG understands that the ICANN Board will have already shared that with the ICG in a timely manner, through the available opportunities of dialogue and public comment.