**Handling of Community Comments addressed to ICG[[1]](#footnote-1)**

**Draft for Discussion**

**29 January 2015 – V.0**

**Steps the ICG will follow in handling comments:**

1. **Alert – ICG Secretariat to ICG:**

ICG secretariat will alert the group, over email, of any comments or input received on the [ICG Forum](http://forum.icann.org/lists/icg-forum/).

1. **Acknowledge – ICG to Sender:**

Apart from spam, the ICG will reply to the sender, over email, acknowledging receipt of his/her comment/input.

1. **Forward – ICG to Operational Communities:**

Apart from spam, the ICG will forward any comments received to the relevant operational community. The ICG will suggest that the community carefully handle the comments as if they were made inside their process and address them as they normally would and inform the complainant(s) accordingly. The ICG will inform the community that the ICG may follow up with its own specific questions if it deems doing so to be necessary.

1. **Follow-up – ICG with Operational Communities:**

As part of its ongoing proposal assessment process, the ICG will decide whether to direct any questions to the relevant operational community as a result of comments received and will consider responses received from the community during the assessment process.

ICG needs to be ensured by the Operational Community(ies) that all comments/complaints have been carefully considered by the corresponding community and the complainant(s) was/were duly answered.

1. All community comments, addressed to the ICG, are publicly available [here](http://forum.icann.org/lists/icg-forum/). The three operational communities are encouraged to follow, consider and respond to comments on their proposals. The ICG will also forward such comments to the relevant operational community, following the above process. [↑](#footnote-ref-1)