**Process Flow for Establishment of independent review process Standing Panel (Art. 4, Section 4.3(j)(ii))[[1]](#footnote-1)**

**PROPOSED ROLES, RESPONSIBILITIES, AND TIMING ESTIMATES FOR PANEL SELECTION**

**Step 1 – Tender Process for an organization to provide admin support for IRP Provider** - Not applicable at this time**[[2]](#footnote-2)**

**Step 2 – Call for Expressions of Interest (EOI) and Initial Evaluations**

1. **Development** **of Call for EOI -** Expected time frame: completed
   1. ICANN org Role: Develop call for EOI in line with Bylaws
   2. SOs/ACs Role: IOT consulted on contents of call for EOI
   3. ICANN Board Role: N/A
2. **Identification** **and Solicitation of Applications -** Expected Timeframe for EOI: Open for approximately 45 days.
   1. ICANN Org Role
      1. Post call for EOI;
      2. Coordinate with Board and SOs/ACs to consider how to best get qualified candidates;
      3. Communications and social media to promote call for EOI;
      4. If low return, consult with Board and SOs/ACs on extension of call and further ideas to increase visibility;
      5. Circulate call among networks to encourage applications;
      6. Receive EOIs; and
      7. Answer questions regarding EOI process.
   2. SOs/ACs Role
      1. Circulate call among membership and connected organizations to encourage applications;
      2. Provide input to ICANN org on dissemination of call for EOI; and
      3. If low return, provide input to ICANN org on extension of call and further ideas to increase visibility.
   3. ICANN Board Role
      1. Circulate call among networks to encourage applications; and
      2. If low return, provide input to ICANN org on extension of call and further ideas to increase visibility.
3. **Initial Review and Vetting of Applications** - Expected Timeframe: [30] days
   1. ICANN Org Role
      1. Develop standardized template for evaluation of applicants, in coordination with Board, SOs/ACs;
      2. Work with Board, SOs/ACs to identify what “well qualified” candidates would look like;
      3. Work with Board, SOs/ACs to identify items that would disqualify applicants from interviews (can occur during EOI phase);
      4. Perform initial review of applications;
      5. Conduct initial interviews[[3]](#footnote-3), as appropriate; and
      6. Circulate EOI and evaluation materials[[4]](#footnote-4) on well-qualified candidates to SOs/ACs and Board, taking conflicts of interest considerations into account.
   2. SOs/ACs Role:
      1. Confirm standardized template/objective standards to meet “well qualified” candidate, and disqualified candidates (can occur during EOI phase); and
      2. Plan for nomination phase.
   3. ICANN Board Role:
      1. Confirm standardized template/objective standards to meet “well qualified” candidate, and disqualified candidates (can occur during EOI phase).

**Step 3: Nomination of Slate** - Expected Timeframe: [30] days

1. ICANN Org Role:
   1. Support SOs/ACs as requested.
2. SOs/ACs Role:
   1. Identify mechanism for reaching slate of nominees and how the SOs/ACs will confirm, taking into account conflicts of interest concerns as appropriate (can occur during previous phases);
   2. Confirm that the proposed slate includes appropriate diversity of skills, expertise and other diversity factors important to the ICANN Community;
   3. Maintain transparent records of process, as appropriate; and
   4. Provide ICANN Board with slate of proposed panel members.
3. ICANN Board Role:  
   1. Receive slate from SOs/ACs.

**Step 4: Final Selection of Standing Panel Members** - Expected Timeframe: 30 days

1. ICANN Org Role:
   1. Schedule a Board Meeting at the next feasible opportunity upon receipt of slate recommendations;
   2. Communicate Board action on proposed slate to SOs/ACs and IRP IOT; and
   3. After Board action, coordinate with IRP Provider to notify selected panelists[[5]](#footnote-5) and begin contracting and training process.
2. SOs/ACs Role:  
   1. Remain available to ICANN Board if questions arise on nominated slate.
3. ICANN Board Role:   
   1. Action on proposed slate, confirmation of which shall not be unreasonably withheld

1. This process flowchart does not include the recall process for the Standing Panel, which is being developed by the IRP IOT as set out at 4.3(j)(iii). [↑](#footnote-ref-1)
2. Because ICANN already has a provider for IRPs, ICANN and the Implementation Oversight Team (IOT) have agreed that this step is not necessary at this time. [↑](#footnote-ref-2)
3. Further discussion should occur about the interview process – there are multiple possibilities for how this could occur. For example, ICANN could conduct all initial interviews, and provide recordings to nominating SOs/ACs. Alternatively, SOs/ACs could develop a secondary interview process for the nomination phase. Alternatively, representatives from the SOs/ACs and Board could participate in the initial interviews. The interview process could also be conducted pursuant to standardized questions agreed upon by ICANN org, the SOs/ACs and Board. [↑](#footnote-ref-3)
4. ICANN should also maintain records that can be shared with SOs/ACs on applicants that do not achieve well-qualified status, respecting applicant confidentiality as appropriate. [↑](#footnote-ref-4)
5. ICANN Org will always hold primary responsibility, collectively with the IRP Provider as appropriate, for communication with applicants about the status of their EOIs, scheduling and notifications. [↑](#footnote-ref-5)