**We would like to request the following written materials to be provided by ICANN:**

* Information on incentivization measures for ICANN Org staff including CEO ([standard] contract clauses, internal guidance, memos, meeting minutes etc.)
* Records of Board/CEO Committee on WHOIS including Terms of Reference/Charter, minutes of meetings, work plan, objectives and outputs
* Any other written materials that can provide responses to the interview questions outlined below.

**List of questions:**

Has ICANN Org made WHOIS a strategic priority from a formal perspective, by putting into place the appropriate resources and procedures?

* How has WHOIS been implemented in staff incentivization including for the CEO? Are there specific clauses in staff contracts, including the CEO’s, that link compensation to WHOIS implementation or management outcomes? Were KPIs adduced/developed? Were these part of the at-risk compensation portion or the general compensation? What percentage of the overall compensation, at-risk or otherwise, could be connected to WHOIS matters?
* How has WHOIS been integrated into the organizational objectives? Did the ICANN 5-year Operating Plan contain any specific references to WHOIS and what year were they incorporated in that Plan? If it was and is no longer included in the ICANN operational plan, what year did it roll away? Were metrics developed that are connected to any WHOIS activity or outcomes? Are there specific measurable outcomes connected to contracted parties for WHOIS outcomes?
* What aspects of the WHOIS are serving as incentive[s] or part of the organizational objectives? Is[are] this[these] aspect[s] amenable to measurement? And if so, what were the measurement criteria adopted? Can the outcomes be shared?
* Has the Board created a committee including the CEO that is responsible for the WHOIS and for key actions? If yes, has the committee met? And are the activities of the committee recorded and archived? Are the documents available for viewing or sharing?
* How has the CEO complied with the instruction from the Board to oversee improvements to the contractual conditions relating to gTLD WHOIS data in the gTLD Registry and Registrar agreements? What concrete actions has he taken himself, or staff at his direction, to facilitate improvements to the conditions (e.g. meetings, outreach, suggestions for improvement, facilitation of community dialogue aimed at improvements)? Are there any documents (meeting minutes, internal or external memos, etc.) that can demonstrate these actions?
* How has the CEO complied with the instruction from the Board to create appropriate reporting of these improvements and to implement staff incentivisation? Are there standard clauses in relevant employee contracts reflecting such incentivisation, and how is the incentivisation structured? Have any other measures been taken to incentivize staff to implement the strategic priority recommendation? How often does staff report to the CEO or the Board on Whois improvements and what form does that take? Are there any documents (internal reporting, meeting minutes, memos etc.) that can demonstrate compliance?

Has ICANN Org made WHOIS a strategic priority from a substantive perspective?

* Has ICANN Org taken any other actions reflecting the strategic priority given to the WHOIS, beyond those specifically recommended by the WHOIS RT in its final report? If yes, which actions has it taken? Are there any written traces of these actions?