



02 July 2018

RE: Request for Appointment of Members and Liaisons to the IANA Naming Function Review ("IFR")

Ms. Katrina Sataki
Chair, Country-Code Names Supporting Organization (ccNSO)

Mr. Paul Diaz
Chair, GNSO Registries Stakeholder Group (RySG)

Mr. Graeme Bunton
Chair, GNSO Registrars Stakeholder Group (RrSG)

Mr. Tony Harris,
Executive Committee, GNSO Commercial Stakeholder Group (CSG)

Mr. Wolf-Ulrich Knoblen
Executive Committee, GNSO Commercial Stakeholder Group (CSG)

Mr. Brian Winterfeldt
Executive Committee, GNSO Commercial Stakeholder Group (CSG)

Ms. Vicky Sheckler
Executive Committee, GNSO Commercial Stakeholder Group (CSG)

Ms. Claudia Selli
Executive Committee, GNSO Commercial Stakeholder Group (CSG)

Ms. Barbara Wanner
Executive Committee, GNSO Commercial Stakeholder Group (CSG)

Ms. Farzaneh Badii
Chair, GNSO Non-Commercial Stakeholder Group (NCSG)

Ms. Manal Ismail
Chair, Governmental Advisory Committee (GAC)

Mr. Rod Rasmussen
Chair, Security and Stability Advisory Committee (SSAC)

Ms. Tripti Sinha
Co-Chair, Root Server System Advisory Committee (RSSAC)

Mr. Brad Verd
Co-Chair, Root Server System Advisory Committee (RSSAC)

Mr. Alan Greenberg
Chair, At-Large Advisory Committee (ALAC)

Mr. Byron Holland
Chair, Customer Standing Committee (CSC)

Mr. Aftab Siddiqui
Chair, Address Supporting Organization (ASO) Address Council

Mr. Ted Hardie
Chair, Internet Architecture Board (IAB)

Dear Chairs, Co-Chairs, and Executive Committee:

As follow-up to our 23 June 2018 [communication](#), we are at this time requesting that you initiate your organization's internal processes to appoint members and liaisons to the 2018 IANA Naming Function Review ("IFR"). This request is being made at this time in preparation of action that the ICANN Board must take per the ICANN Bylaws to trigger the review by no later than 1 October 2018.

Per the Bylaws, the review team shall have the following composition:

IFR Members

ccNSO: Two (2) ccNSO ccTLD representatives AND one (1) non-ccNSO ccTLD representative

RySG: Two (2) representatives

RrSG: One (1) representative

GNSO CSG: One (1) representative

GNSO NCSG: One (1) representative

GAC: One (1) representative

SSAC: One (1) representative

RSSAC: One (1) representative

ALAC: One (1) representative

IFR Liaisons

CSC: One (1) representative

ASO: One (1) representative (optional)

IAB: One (1) representative (optional)

All appointments are required per the ICANN Bylaws unless specifically indicated as "optional."

In addition to the above members and liaisons, the PTI and ICANN Boards will each appoint an org point-of-contact to the review team to ensure coordinated communications.

Section 18.8(c) of the ICANN Bylaws also contains diversity requirements for the review team. All appointing organizations are encouraged to take into account diversity when making appointments. The ccNSO and RySG are also encouraged to coordinate with one

another in making their appointments to address these requirements to the extent possible. The Bylaws also encourage that appointments take into account skillset, and seek to broaden the number of individuals participating across the various reviews.

As part of the appointment process, the Bylaws provide for the ccNSO and GNSO to each select one (1) representative from its respective list of appointments to serve as co-chairs of the review team.

We kindly ask that you notify us of your appointments, or decision to not appoint the optional liaisons, by 28 August 2018. Notifications may be sent to ifr@icann.org.

Additional information along with a sample Expression of Interest are attached for your reference and use. Please let me know if you have any questions or need any additional information.

Kind regards,

Trang Nguyen

Vice President, Global Domains Division Strategic Programs
ICANN

cc: Akram Atallah, President, Global Domains Division
cc: Kim Davies, President, Public Technical Identifiers (PTI)
cc: Cherine Chalaby, Chair, ICANN Board
cc: Lise Fuhr, Chair, PTI Board

Attachment: Background on the IANA Naming Function Review (IFR)
Attachment: Key Activities and Dates
Attachment: Candidate Qualification Requirements
Attachment: Discussion of Volunteer Time for the Registration Directory Services ("RDS") Review
Attachment: Sample Expression of Interest

Background Information on the IANA Naming Function Review

The IFR is a new accountability mechanism created as part of the IANA stewardship transition to ensure that PTI meets the needs and expectations of its naming customers. To that end, its intent is to review PTI's performance of the IANA naming function against the contractual requirements set forth in the IANA Naming Function Contract and the IANA Naming Function Statement of Work. An important distinction is that the IFR is not an organizational or specific review, and it is not a replacement for the work of the Customer Standing Committee (CSC).

Scope

The scope of the review entails:

- ⦿ Review and evaluate PTI's performance of the IANA naming function against the contractual requirements in the IANA Naming Function Contract and determine whether to recommend any changes to account for the needs of the naming customers and/or community at large
- ⦿ Review and evaluate PTI's openness and transparency procedures and oversight structures PTI's performance, including reporting requirements and budget transparency
- ⦿ Review and evaluate performance and effectiveness of the Empowered Community ("EC") powers on areas related to PTI/the IANA naming function
- ⦿ Review and evaluate whether there are any systemic issues that are impacting PTI's performance
- ⦿ Identify process or other areas for improvement in the performance of the IANA naming function, and of the CSC and EC as it relates to oversight of PTI

It should be noted that there is a separate Bylaws requirement for a CSC Effectiveness Review to take place on 1 October 2018, and for the ccNSO and GNSO to define the methodology for the review. Due to the coinciding timing of the reviews and the potential overlap in scope, a ccNSO and GNSO coordination team is working on proposal of what the CSC Effectiveness Review is expected to cover so it could be considered for incorporation into the IFR.

Method of Work

The review team's work will primarily take place telephonically and via email. The review team will determine whether face-to-face meetings are necessary to carry out its work.

Per the ICANN Bylaws:

All actions of the review team shall be taken by consensus, which is where a small minority may disagree, but most agree. If consensus cannot be reached with respect to a particular issue, actions by the majority of all of the members of the review team shall be the action of the review team.

Any members of the review team not in favor of an action (whether as a result of voting against a matter or objecting to the consensus position) may record a minority dissent to such action, which shall be included in the review team minutes and/or report, as applicable.

Review team meetings, deliberations and other working procedures shall be open to the public and conducted in a transparent manner to the fullest extent possible.

The review team shall transmit minutes of its meetings to the Secretary, who shall cause those minutes to be posted to the Website as soon as practicable following each meeting. Recordings and transcripts of meetings, as well as mailing lists, shall also be posted to the Website.

Key Activities and Dates

Activity	Date
ICANN org sends request for appointment to appointing organizations.	02 July 2018
<p>Appointing organizations select member or liaisons in accordance with own internal processes</p> <ul style="list-style-type: none"> ⦿ To the extent reasonably possible, the appointing organizations should work together to achieve a review team that is balanced for diversity (including functional, geographic and cultural) and skill, and should seek to broaden the number of individuals participating across the various reviews ⦿ ccNSO and RySG are encouraged to coordinate with one another in making their appointments to address these requirements to the extent possible ⦿ ccNSO and RySG should each select one (1) representative from its respective list of appointments to serve as co-chairs of the review team 	02 July 2018 through 28 August 2018
Appointing organizations notify ICANN org of appointments or decision to not appoint optional liaisons. Notifications may be sent to ifr@icann.org .	28 August 2018
Optional Step: If the full slate of members and liaisons does not meet the Bylaws geographic diversity requirement, ICANN org convenes meeting for appointing organizations to coordinate.	
ICANN Board affirms review team and initiates review.	16 September 2018 (date of September Board meeting)

Candidate Qualification Requirements

All candidates for a member or liaison position must submit to their appointing organization an expression of interest that states:

- ⊙ Why they are interested
- ⊙ Their relevant skills
- ⊙ Their knowledge of the IANA naming function
- ⊙ Their understanding of the IFR purpose
- ⊙ Their commitment to required time and responsibilities
- ⊙ Disclosure of conflicts of interest

These are the minimum requirements reflected in the Bylaws. Appointing organizations that have other requirements may include them in addition to the above requirements.

Example: Volunteer Time for the Registration Directory Services ("RDS") Review

Since this will be the first-ever IANA Naming Function Review, no historical data about volunteer time or length of review exists. However, the community has conducted several reviews over recent years, which could serve as examples for estimation purposes. One example to draw from is the currently running Registration Directory Services ("RDS") review.

There are 11 members on the RDS review team. For the 13-month period between June 2017 and June 2018, the review team held 32 plenary meetings, two of which were face-to-face meetings. These 32 meetings logged a total of 574 hours. This translates to an average of 4 hours per month that each review team member spent attending plenary meetings.

In addition to plenary meetings, the review team also created sub-groups to carry out its work. On average, an additional 2.2 hours per month of sub-group meetings took place. This is not an average per person, but rather an average of the number of hours of sub-group meetings per month.

It should also be noted that review team members do put in additional time outside of plenary and sub-group meetings to review and draft materials. This additional time is not tracked so an estimate is not available.

With regard to the leadership team, during the same time period, the leadership team spent a total of 66.75 hours on 32 coordination calls. This averages out to 1.7 hours per person per month.

Expression of Interest to Serve As A Representative on the 2018 IANA Naming Function Review (IFR)

The IANA Naming Function Review ("IFR") is a new accountability mechanism created as part of the IANA stewardship transition to ensure that PTI meets the needs and expectations of its naming customers. To that end, its intent is to review PTI's performance of the IANA naming function against the contractual requirements set forth in the IANA Naming Function Contract and the IANA Naming Function Statement of Work.

[LIST SO/AC NAME] is seeking volunteers who wish to serve as a [member/liaison] on the IANA Naming Function Review Team. Those who are interested should review the attached:

- ⦿ *Background Information on the IANA Naming Function Review* to understand the purpose and scope of the review
- ⦿ *Candidate Qualification Requirements* to understand the required skillset
- ⦿ *Discussion of Volunteer Time for the Registration Directory Services ("RDS") Review* for estimate of time commitment

Candidates are requested to submit this Expression of Interest to the [LIST SO/AC NAME] by [XX:XX] UTC on [XX MONTH XXXX].

1. ICANN Privacy Policy and Website Terms of Service

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By submitting my personal data, I agree that my personal data will be processed in accordance with the ICANN [Privacy Policy](#), and agree to abide by the website [Terms of Service](#).

2. General Information

Your Full Name	
Your Affiliated SO/AC	
Your Company	
Geographic region	

3. Skill Set and Experience

Why you are interested in being a member or liaison on the IANA Naming Function Review Team?	
What relevant skills do you bring to the Review Team?	
Describe your knowledge of the IANA naming function	

Describe your knowledge of the purpose of the IANA Naming Function Review	
State your understanding of the responsibilities of being a member and liaison and time commitment. Can you meet these commitments?	
Disclose any conflicts of interest that you may have.	