

Proposed Process for Retirement of Non-Policy Recommendations

Scope and Next Steps

To implement the [Board approved](#) Third Accountability and Transparency Review (ATRT3) Recommendation 5¹, and considering the numerous times the ATRT3 Final Report stresses the procedural gap of not having a process to retire approved recommendations², ICANN org is proposing a process for the retirement of community-developed Board-approved non-policy recommendations in exceptional cases and according to specific criteria. Non-policy recommendations refer to community recommendations developed outside of a policy development process, such as Specific Reviews or Cross-Community Working Groups.

This is a living process that should be revised as needed.

Once the process is approved internally, it will be circulated to the Organizational Effectiveness Committee (OEC) for discussion and pre-approval, and with the Strategic Planning Committee (SPC) for information.

The process will then be shared with the SO/AC leadership for information and feedback to secure community agreement with the procedure, and the expanded responsibilities of the Planning Prioritization Group.

As soon as the consultation with SO/AC leadership is complete, the final process and a summary of the consultation will be distributed to the OEC and SPC for information. The OEC's final greenlight will be sought and minuted accordingly.

¹ [...] the ATRT3 recommends the following guidance for ICANN org in the creation of a community-led entity tasked with operating a prioritization process for recommendations made by review teams, cross-community groups, or any other community related budgetary elements the Board or ICANN org feels appropriate:

- ATRT3 recommends that all SO/ACs should have the option of participating in this annual process. Those SO/ACs wishing to participate in the prioritization process shall have one member per SO/AC. Additionally the Board and the org shall also each have a member. The Board shall also take into account the following high-level guidance for the prioritization process:

- Shall operate by consensus of the individual SO/ACs, Board, and org members that are participating in the prioritization process.
- Is meant to have a continuous dialogue with ICANN org during the preparation of the budget.
- Shall consider WS2 recommendations which are required to complete the IANA transition and are subject to prioritization but must not be retired unless this is decided by the Board.
- Must be conducted in an open, accountable, and transparent fashion and decisions justified and documented.
- Shall integrate into the standard Operating and Financial Plan processes.
- Can prioritize multiyear implementations, but these will be subject to annual reevaluation to ensure they still meet their implementation objectives and the needs of the community.
- Shall consider the following elements when prioritizing recommendations:
 - Relevance to ICANN's mission, commitments, core values, and strategic objectives.
 - Value and impact of implementation.
 - Cost of implementation and budget availability.
 - Complexity and time to implement.
 - Prerequisites and dependencies with other recommendations.
 - Relevant information from implementation shepherds (or equivalents). [...]

What is the intent of the recommendation? Providing specific guidance for the establishment of a prioritization process which will allow for the implementation of priority recommendations and the retirement of recommendations which are no longer relevant or will never be a priority. [...]

² ATRT3 Final Report, page 97 and 101 "There is no process to retire recommendations which have been approved"; page 97 and 211 "100% of Structures and 85% of individuals supported ATRT3 making recommendations about including a process to retire recommendations as it becomes apparent that the community will never get to them or they have been overtaken by other events."

Proposed Process for Retirement of Non-Policy Recommendations

The process will be publicly documented in the planning prioritization framework, and referenced in relevant documentation, such as the forthcoming revised version of the [Operating Standards for Specific Reviews](#).

Proposed Process

STEP 1: Following consultation with the relevant org functions and staff subject matter experts, on an as needed basis ICANN org's Implementation Operations (IO) team initiates the process to assess the possible retirement of a Board-approved non-policy recommendation, based on criteria articulated in a rationale for retirement.

Criteria for retiring include, but are not limited to:

- Conditions that have changed since the recommendation(s) was issued and approved, and therefore, make the recommendation(s) no longer relevant nor feasible to implement. This includes, but is not limited to existing relevance to ICANN's mission, commitments, core values, strategic objectives, and unanticipated or anticipated developments such as changes in policies, laws, and contract (ENVIRONMENT CHANGE CRITERION);
- Other community recommendations, advice or policy recommendations superseding a given recommendation (OVERRIDE CRITERION);
- Further assessment showing that the cost of implementing the recommendation is significantly higher than estimated and may exceed the potential benefits of implementation (COST/BENEFIT CRITERION);
- Time to implement that would defeat the value and benefits of implementation. The implementation time might be affected by dependencies with other work (TIME CRITERION);
- Lack of broad community support as implementation work progresses (COMMUNITY SUPPORT CRITERION).

STEP 2: If a recommendation meets one or more retirement criteria, IO produces an issue paper for the relevant Board Caucus Group(s)' consideration. Should the Board Caucus Group(s) support the retirement, the issue paper is shared with the relevant Board Committee³. Should the Caucus be in favor of keeping the recommendation up for implementation, the Caucus decision is minuted accordingly and the IO issue paper is withdrawn.

STEP 3: With the Board Committee's confirmation to proceed, IO liaises with the Planning team to have the recommendation proposed for retirement included in the materials intended for the Planning Prioritization Group⁴. In addition, as relevant, IO informs the designated community group (e.g., Review implementation shepherds or cross-community working group's

³ ICANN Board Organizational Effectiveness Committee (OEC) for reviews.

⁴ Multiple recommendations can be proposed for retirement simultaneously.



Proposed Process for Retirement of Non-Policy Recommendations

implementation team) that ICANN org is initiating the retirement process.

STEP 4: The Planning Prioritization Group, with IO facilitating the discussion, considers the recommendation proposed for retirement and the accompanying rationale, and provides input.

STEP 5: IO opens a standard public comment period for broader community consideration on the issue paper that includes the input of the Planning Prioritization Group.

STEP 6: Any comment received during the public comment is incorporated and addressed in the issue paper and its updated version is shared with the Board Caucus Group(s) for final consideration.

STEP 7: Should the Board Caucus Group(s) remain supportive of the recommendation's retirement, IO produces a draft Board action for the Board Committee to make a recommendation to the ICANN Board.

STEP 8: Once the Board passes the Board resolution to retire the recommendation, IO informs the stakeholders of the retired recommendation via appropriate communication avenues. The retirement of the recommendation is documented in the closing report of its respective Specific Review.