

# New gTLD Subsequent Procedures Operational Design Phase Community Status Report

16 May 2022



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# 1 Executive Summary

This Community Status Update summarizes the efforts of ICANN organization in performing the New gTLD Subsequent Procedures (SubPro) Operational Design Phase (ODP). The period covered is from 3 January to 30 April 2022.

Since the SubPro ODP began in January, ICANN has continued to assign additional resources toward this project. The team has developed a methodology for analyzing the outputs of the [Final Report](#) on the new gTLD Subsequent Procedures Policy Development Process and has identified several assumptions and questions related to these outputs. ICANN org continues to share these assumptions and questions with the community and expects to have a completed first draft of these published before the ICANN74 Policy Forum. ICANN org has also begun work on the high-level business process design for application processing using the processes in the 2012 Applicant Guidebook (AGB) as a resource. Operational assessments of the proposed implementation are in progress and will continue as many of these are dependent on the policy output analysis and business process development work noted earlier. As the SubPro ODP workload continues to increase, ICANN org expects to commit additional resources over the next several months.

## 1.1 Operational

Since our last [Community Status Update](#), ICANN org has continued to make progress in its review of the more than 300 outputs (policy recommendations, affirmations and implementation guidance) in the Final Report and in developing the information required for the Operational Design Assessment (ODA).

ICANN org has developed a methodology toward completion of the ODA. This is a four-stage process aimed at addressing the questions in the SubPro [ODP Scoping Document](#) approved by the Board. Work has started on all portions of this methodology (ref. section 2.1 below).

ICANN org continues to support the Board and the SubPro Board Caucus in its discussion on the policy recommendations in the Final Report. The team has also established a regular cadence of meetings with the Generic Names Supporting Organization (GNSO) Council liaison to the Operational Design Phase.

The SubPro ODP team has continued to work on assumptions and questions related to our analysis of the policy recommendations, affirmations and implementation guidance (Final Report outputs) of the GNSO SubPro Final Report. A short list of initial assumptions was shared with the community during a session at ICANN73. We continue to share these with the GNSO Council and community and plan to have a completed draft of these assumptions published before ICANN74. These are all posted to the [SubPro ODP workspace](#), the Community Digest, and via the [SubPro ODP mailing list](#).

## 1.2 Financial

As of 30 April 2022, ICANN org expenses for the SubPro ODP are approximately US\$972,000. These expenses represent staff and contractors currently working on the project. We expect that expenses will continue to increase over the next few months as more

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resources are assigned to complete a number of projects and activities within the SubPro ODP. Additionally, professional service expenses will be incurred in upcoming months.

## 1.3 Resourcing

To date, 40 staff members and contractors are working on components of the SubPro ODP. This equates to just over nine full-time equivalent (FTE) employees. These numbers will continue to increase over the next several months as work progresses on individual projects and activities. ICANN org also has a number of open positions both directly and indirectly in support of the SubPro ODP.

## 2 Project Update

### 2.1 Operational Overview and Status

#### Overview

On 14 September 2021, ICANN org [announced](#) a Board decision that directed ICANN President and CEO to conduct an ODP for the recommendations contained in the [Final Report](#) on the new gTLD Subsequent Procedures Policy Development Process.

#### Background on the Operational Design Phase

The ODP is a period in which ICANN org develops and provides the ICANN Board with relevant information to facilitate the Board's determination of whether a set of recommendations is in the best interest of the ICANN community or ICANN. This ODP will provide the Board with an understanding of the operational impacts of accepting the recommendations, including potential obstacles, expected costs, and the timeline to implementation. During the ODP, the work includes testing and aligning on foundational assumptions about the recommendations and identifying issues that could be roadblocks to implementation. One of the primary benefits of this upfront work is to streamline the overall implementation timeframe by addressing critical requirements and interdependencies early on. To learn more about the ODP process, please visit the ODP webpage [here](#).

#### Preparatory Work to Support the Operational Design Phase (ODP)

ICANN org began organizing resources by assigning related work groups and leadership to manage the multiple projects required to deliver an ODA, the output of the ODP. The ODA, combined with other relevant materials such as the recommendations and the Public Comment proceedings on the recommendations, which are mandated by the Bylaws, will help the Board make its determination.

Furthermore, ICANN org developed a methodology to develop the ODA. The scope of the ODA includes an analysis of the output of the Final Report, a high-level business process design, and an operational assessment of the impact (costs, resources, time, and risk) to ICANN org. The methodology being followed has four stages as tabled below. The first three map directly to the three scoping topics listed above and the last stage is the actual generation of the ODA.

SubPro ODP Stages	Description
Policy Analysis	Review and analysis of the 300+ policy outputs in the Final Report. The assumptions and policy questions come out of this work.
Process Development	Development of a high-level business process design using the 2012 AGB processes as a baseline for developing the application processes for the next round.
Operational Assessment	An assessment of the impact to ICANN to implement the proposed business process design.

	This includes timelines and costs for systems, staffing and outsourcing. It also includes an explanation of the risks associated with implementation.
ODA Drafting	The development, drafting, and finalization of the ODA.

## Milestones

- 3 January 2022: Launch of the SubPro ODP ([blog](#))
  - ICANN org spent the months of 2021 following the Board resolution preparing to launch the SubPro ODP. This included the establishment of work tracks to organize the project work as well as identifying necessary resources. The SubPro ODP launched at the beginning of January 2022.
- 18 January 2022: Published a [blog](#) introducing the work tracks.
- 14 February 2022: Published the high-level timeline (see graphic below) on the [SubPro ODP webpage](#)
- 28 February 2022: Published a [blog](#) highlighting the Project Governance Work Track
- 7 March 2022: ICANN73 community update [New gTLD Subsequent Procedures ODP session](#).
  - ICANN org gave a brief overview of the SubPro ODP work and shared a number of initial assumptions with the community for questions and discussion.
- 23 March 2022: [Initial & Overarching Assumptions](#) posted
  - ICANN org posted a list of assumptions that the ICANN org SubPro ODP team has developed. The list included overarching and topic-specific assumptions. Development of assumptions is ongoing and additional lists will be posted as they become available.
- 28 March 2022: [Community Status Report](#) posted
  - This report is the first [Community Status Report](#) for the SubPro ODP.
- 11 April 2022: Published a [blog](#) introducing the Policy Development and Implementation Materials Work Track
- 19 April 2022: Supported Board's publication of [blog](#) on Supporting ICANN Community Progress: The Issue of Closed Generics
- 2 May 2022: Published [Assumptions Subsequent Procedures ODP v3](#)

## Key Activities

- **ICANN74 Preparation:** ICANN org is preparing for the upcoming [ICANN74](#) Policy Forum in the Hague, Netherlands and looks forward to providing the Board and the community with additional updates on the work of the SubPro ODP. ICANN org is expecting to have a general webinar during Prep Week followed by a more interactive session during ICANN74.
- **Project Management Activities:**
  - **Communications:** ICANN org continues to share the status of the project and key information with the community. Visit the [SubPro ODP](#) webpage for blogs, announcements, and SubPro ODP documents. The ICANN org maintains an open channel for comments, questions, and feedback to the team at [subpro-odp@icann.org](mailto:subpro-odp@icann.org).
  - **GNSO Council Liaison Meetings:** ICANN org continues to meet with the GNSO Council liaison monthly. Since the last update, we met on 28 April. We

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provided an additional set of policy questions and discussed the status of prior question sets. Responses to these question sets are incorporated into our analysis and planning. All exchanges are publicly available in the SubPro ODP mailing list [archives](#).

- [Question Set #1](#)
- [Question Set #2](#)
- [Question Set #3](#)
- [Question Set #4](#)
- [SubPro Board Caucus Support](#): Members of the ICANN org SubPro ODP team continue to provide subject matter support to the SubPro Board Caucus in its discussion on the outputs of the Final Report.
- [New gTLD Subsequent Procedures Steering Committee](#): ICANN org has been supporting the org's project steering committee with subject matter expertise as they continue to meet on a bi-weekly basis.
- [Resourcing](#): Work track leads continue to assess their resources needed based upon the scope of work. Nineteen positions have been approved to directly and indirectly support the SubPro ODP. Five positions have been filled. Some professional services will come onto the project starting in May. Additional positions may also be posted as we refine our needs going forward.
- [Policy Analysis, Process Development, and Operational Assessment](#): The nine work tracks continue working to complete the four ODP stages noted earlier in this section. Work on the policy analysis stage is furthest along as many of the work tracks were already familiar with the Final Report outputs from monitoring the work of the Policy Development Process working group before the Final Report was finished. Using the application process flows from the 2012 Applicant Guidebook as a baseline, the work track teams have also begun activity on the process development and operational assessment stages, however completion of these stages is dependent on the results from the policy analysis stage. Additionally, though the analysis and assessment are not yet complete, we have also begun work on the outline and sections of the ODA.
- [Development of Assumptions and Policy Questions](#): The work track leads have continued to work collectively to develop a number of assumptions and policy related questions around the outputs of the Final Report and operational approach. The purpose of these assumptions and questions is to ensure that there is a shared understanding of the meaning and implications of the outputs and to clarify any points within the outputs that are unclear to the ICANN org.
  - Created the Assumptions Development Lifecycle (see figure below).
  - Collaboratively drafted more than 200 assumptions.
  - A subset of [initial assumptions](#) was shared with the community at [ICANN73](#) and posted on the [SubPro ODP](#) webpage. A second set of [overarching assumptions](#) was posted on 23 March 2022.
  - A third [set of assumptions](#) was posted on 2 May 2022

## 2.2 Financial Overview and Status

### Financial Overview

In its 12 September 2021 Board [resolution](#), the Board directed the ICANN President and CEO to conduct an ODP by addressing the questions outlined in the [New gTLD Subsequent](#)

[Procedures Operational Design Phase Scoping Document](#). ICANN org estimated that the resources needed to perform the SubPro ODP would be between 32-49 staff and contractors, at a total cost of between US\$7 and 9 million dollars. The ICANN Board approved the expenditure of up to US\$9 million dollars in order to perform the SubPro ODP.

### Estimated Resources Required to Complete the SubPro ODP

Estimated ODP Expenses	Staff/Contractors (estimated range)	USD\$ in millions (estimated range)
Full-Time Equivalent (FTE)	22-34	\$2.8M-\$3.3M
Temporary Resources	10-15	\$1.7M-\$2.2M
External Support and Expertise		\$2.5M-\$3.5M
<b>Total</b>	<b>32-49</b>	<b>\$7.0M-\$9.0M</b>

ICANN org began tracking resource costs in January 2022. As of 30 April 2022, ICANN org estimates expenses to be approximately US\$972,000. The bulk of these expenses reflect the staff and contractors working on the project.

## 2.3 Resourcing Overview and Status

### Resourcing Overview

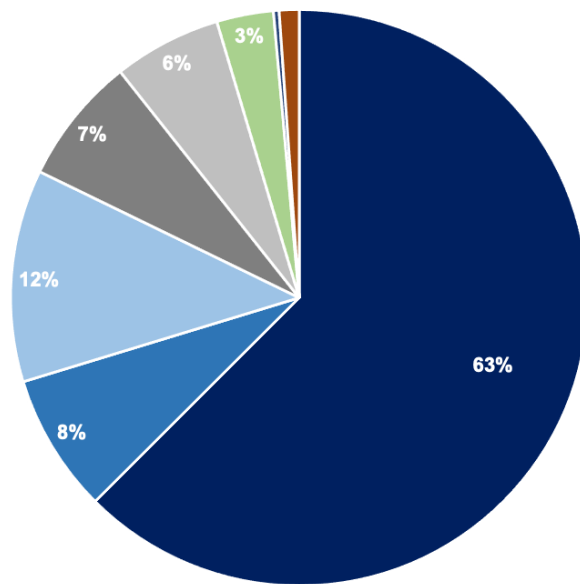
As of 30 April 2022, 40 ICANN staff and contractors have worked on the project. These resources are allocating a portion of their time to the project, translating to an average of nine full-time equivalent (FTE) employees. The total efforts of the staff translate to approximately 5,500 hours from January to April.

To date, ICANN org has approved a total of 19 positions to be hired or reallocate existing staff to work on the SubPro ODP. Five of these positions have been filled to date.

### *Resourcing (Avg FTE) Overview By Function*

This chart provides an overview of the resources supporting the project by ICANN function. Global Domains and Strategy is currently the primary contributor to the project, representing 63 percent of the total time spent on the project.





■ GDS ■ Comms ■ E&IT ■ HR ■ Finance ■ Legal ■ GSE ■ Policy

While the work on the SubPro ODP is supported by the different functions within ICANN org, the tasks and deliverables are managed according to nine work tracks. These work tracks were introduced in our [18 January blog](#). The chart below reflects the breakdown of work performed to date according to these work tracks.

### Resource and Costs Overview By Work Track (WT)

SubPro ODP	Project-to-Date (January to April 2022)		
Work Track (WT)	FTE (avg)	Total Hours	Total Expenses*
WT 1: Project Governance	2.4	1,410	\$183
WT 2: Policy Development and Implementation Materials	2.1	1,245	\$137
WT 3: Operational Readiness	0.6	368	\$40
WT 4: Systems and Tools	0.9	548	\$69
WT 5: Vendors	0.1	48	\$5
WT 6: Communications and Outreach	0.9	518	\$57
WT 7: Resources, Staffing, and Logistics	1.0	585	\$60
WT 8: Finance	0.5	315	\$35
WT 9: Overarching	0.7	443	\$49
Shared Services Support**	NA	NA	\$338
<b>Total</b>	<b>9.1</b>	<b>5,478</b>	<b>\$972</b>

\*Expenses presented in \$US thousands

\*\*Shared Services Support is not a work track and represents allocated costs from ICANN org for general administrative costs. Any arithmetic inconsistencies are due to rounding.

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## 2.4 Immediate Next Steps and Projections

### Operational:

#### Immediate Next Steps

ICANN org is continuing to progress its work on the SubPro ODP following the four staged methodology referenced earlier.

Upcoming milestones during the next few months:

- Additional blogs introducing remaining work tracks
- Community Status Report (this report)
- ICANN74 - SubPro ODP update and discussion

#### Projections

ICANN org's SubPro ODP team is scheduled to deliver an ODA in October 2022 per the high-level timeline (in 2.Operational Update). ICANN org continues to work toward this date.

The SubPro ODP team continues in its work toward development of an ODA. The current focus on analysis of the outputs of the final report will continue toward completion in June. The Business Process Design and Operational Assessment are in their early stages but will pick up in coming months. ICANN org continues to support the Board, the Board SubPro Caucus and the SubPro Steering Committee as well as outreach to the GNSO council through the Liaison.

At the time of this report, a proposal for ICANN org to work on a project following from the Operational Design Assessment on a System for Standardized Access and Disclosure (SSAD) is being considered, based on a [request](#) from the GNSO. The org has advised that, due to resource requirements for both efforts, undertaking this work would have an impact on the SubPro ODP timeline, estimated at approximately 6 weeks. Once a decision is made on the above proposal, ICANN org will update the project scope and timeline accordingly, should the need arise.

### Financial:

#### Projections

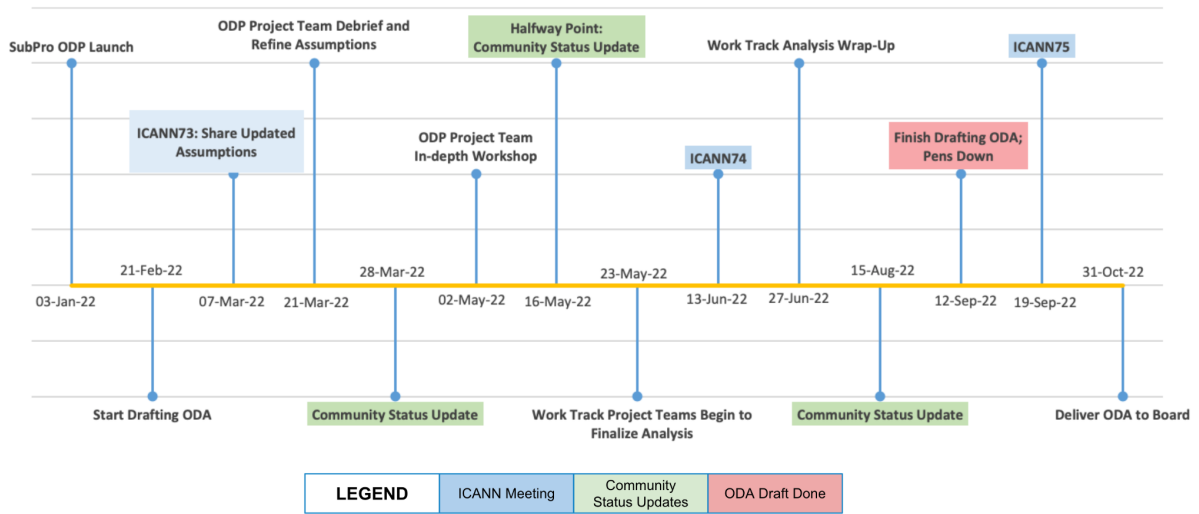
ICANN org continues to project the SubPro ODP costs to align with the Board Approved budget of US\$7-\$9 million dollars. As we progress through the project, more specifics on the costs and efforts will be available. In the coming months, ICANN org's Finance team will be working to develop a forecast to better understand the finances and operations of the work.

### Resourcing:

#### Projections

ICANN org continues to project the SubPro ODP resource estimate to align with the Board-approved budget of 22-34 full-time-equivalent (FTE) employees.

## SubPro ODP High-Level Timeline



Resolved (2021.09.12.01), ...The Board requests regular updates on the progress of the work and delivery of the Operational Design Assessment (ODA), the expected output of the ODP, within ten months from the date of initiation, provided that there are no unforeseen matters that could affect the timeline, of which any such matters are to be communicated to the Board immediately upon identification.