

6 April 2023

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

Alejandra Reynoso
Chair, Country-Code Names Supporting Organization (ccNSO) Council

Samantha Demetriou
Chair, Registries Stakeholder Group (RySG)

Ashley Heineman
Chair, Registrar Stakeholder Group (RrSG)

Lori Schulman, Philippe Fouquart, Brian King, Susan Mohr, Mason Cole, Tim Smith
Executive Committee, Commercial Stakeholder Group (CSG)

Johan (Julf) Helsingius
Chair, Non-Commercial Stakeholder Group (NCSG)

Nicolas Caballero
Chair, Governmental Advisory Committee (GAC)

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

Jeff Osborn
Chair, Root Server System Advisory Committee (RSSAC)

Jonathan Zuck
Chair, At-Large Advisory Committee (ALAC)

Brett Carr
Chair, Customer Standing Committee (CSC)

Hervé Clement
Chair, Address Supporting Organization (ASO) Address Council

John Curran
Chair, ASO

Mirja Kühlewind
Chair, Internet Architecture Board (IAB)

Dear Chairs and Executive Committee,

This letter is to request that you begin your organization's internal processes to appoint members and liaisons to the second IANA Naming Function Review (IFR) team. Information to support your group and candidates in the appointment process, including background information about the IFR, candidate qualification and expression of interest requirements, and a timeline of key activities and dates is attached and posted to the wiki [here](#).

I kindly ask that you notify ICANN org of your appointments or decision to not appoint the optional liaisons to IFR2-team@icann.org (publicly archived) by **Friday 30 June 2023, 17:00 UTC**. Review activities are anticipated to begin in September 2023 and continue for approximately 12–18 months.

The IFR is an accountability mechanism required by ICANN's Bylaws to ensure that Public Technical Identifiers (PTI) meets the needs and expectations of its naming customers. The IFR team is mandated to review PTI's performance of the IANA naming function against the 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 ICANN Organizational or Specific review, and it is not a replacement for the work of the Customer Standing Committee (CSC).

Per [Section 18.7](#) of ICANN's Bylaws, the IFR team shall have the following composition:

- (a) Three representatives who are associated with ccTLD managers, appointed by the ccNSO Council. Representatives need not be associated with a ccNSO member. The ccNSO Council should use an inclusive process, which is open to all ccTLD managers, independent of their membership to the ccNSO. It is strongly recommended that the ccNSO Council reaches out to all ccTLD managers directly and or through regional ccTLD organizations (i.e., AfTLD, APTLD, LACTLD, and CENTR) in seeking volunteers;
- (b) Two representatives appointed by the RySG;
- (c) One representative appointed by the RrSG;
- (d) One representative appointed by the CSG;
- (e) One representative appointed by the NCSG;
- (f) One representative appointed by the GAC;
- (g) One representative appointed by the SSAC;
- (h) One representative appointed by the RSSAC;
- (i) One representative appointed by the ALAC;
- (j) One liaison appointed by the CSC;
- (k) One liaison who may be appointed by the ASO; and
- (l) One liaison who may be appointed by the IAB.

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

If you have any questions about the contents of this letter or the supporting information provided, please do not hesitate to contact me.

Sincerely,

Jennifer Bryce
Project Manager, Office of the Chief Technology Officer, ICANN org

Cc:

John Crain, Chief Technology Officer, ICANN org

Kim Davies, Vice President, IANA Services & President, PTI

Bart Boswinkel, VP, Policy Development & ccNSO Relations, ICANN org

Mary Wong, Vice President, Strategic Policy Management, ICANN org

Carlos Reyes, Director, Policy and Strategy, ICANN org

Rob Hoggarth, VP, Policy Development & GAC Relations, ICANN org

Steve Sheng, Sr. Director, Policy Development Support & Technical Community Relations, ICANN org

Heidi Ullrich, VP, Policy Development & At-Large Relations, ICANN org

Ozan Sahin, Policy Development Support Sr. Specialist, ICANN org

Second IANA Naming Function Review (IFR)

Information for Appointing Organizations and Candidates

April 2023

Contact:

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Background

- The IANA Naming Function Review (IFR) is an accountability mechanism mandated by ICANN's Bylaws [Article 18](#) to ensure that PTI meets the needs and expectations of its naming customers.
- The ICANN Board [convened](#) the first IFR on 16 September 2018.
- Bylaws Section 18.2 (b) states: *“Periodic IFRs after the first Periodic IFR shall be convened no less frequently than every five years, measured from the date the previous IFRT for a Periodic IFR was convened.”*
- The Board must convene the second IFR **by 16 September 2023**.

Scope Overview

The IFR scope centers around:

- Evaluation of Public Technical Identifiers' (PTI) performance against the requirements of the IANA Naming Function Contract.
- Review of the IANA Naming Function Statement of Work.
- Review of PTI's openness and transparency procedures.
- Consideration and assessment of any changes implemented since the first IFR.

The IFR is not:

- An ICANN Organizational or Specific Review.
- A replacement for the work of the Customer Standing Committee (CSC), which reviews PTI's performance of the naming function on a monthly basis to ensure that PTI delivers on the Service Level Agreements specified in the IANA Naming Function Contract.

Scope Specified in Bylaws Section 18.3

- (a) Review and evaluate the performance of PTI against the requirements set forth in the IANA Naming Function Contract in relation to the needs of its direct customers and the expectations of the broader ICANN community, and determine whether to make any recommendations with respect to PTI's performance;
- (b) Review and evaluate the performance of PTI against the requirements set forth in the IANA Naming Function Contract and IANA Naming Function Statement of Work (SOW);
- (c) Review the IANA Naming Function SOW and determine whether to recommend any amendments to the IANA Naming Function Contract and IANA Naming Function SOW to account for the needs of direct customers of the naming services and/or the community at large;
- (d) Review and evaluate the openness and transparency procedures of PTI and any oversight structures for PTI's performance, including reporting requirements and budget transparency;
- (e) Review and evaluate the performance and effectiveness of the Empowered Community (EC) with respect to actions taken by the EC, if any, pursuant to Section 16.2, Section 18.6, Section 18.12, Section 19.1, Section 19.4, Section 22.4(b) and Annex D;

Scope Specified in Bylaws Section 18.3 (cont.)

- (f) Review and evaluate the performance of the IANA naming function according to established service level expectations during the IFR period being reviewed and compared to the immediately preceding Periodic IFR period;
- (g) Review and evaluate whether there are any systemic issues that are impacting PTI's performance under the IANA Naming Function Contract and IANA Naming Function SOW;
- (h) Initiate public comment periods and other processes for community input on PTI's performance under the IANA Naming Function Contract and IANA Naming Function SOW (such public comment periods shall comply with the designated practice for public comment periods within ICANN);
- (i) Consider input from the CSC and the community on PTI's performance under the IANA Naming Function Contract and IANA Naming Function SOW;
- (j) Identify process or other areas for improvement in the performance of the IANA naming function under the IANA Naming Function Contract and IANA Naming Function SOW and the performance of the CSC and the EC as it relates to oversight of PTI; and
- (k) Consider and assess any changes implemented since the immediately preceding IFR and their implications for the performance of PTI under the IANA Naming Function Contract and IANA Naming Function SOW.

IFR Team Composition

Bylaws Section 18.7 sets out IFR team representatives and liaison specifications (to be appointed in accordance with the rules and procedures of the appointing organizations):

Members

Country Code Names Supporting Organization (**ccNSO**) – three (3) representatives associated with ccTLD managers (appointed by Council)

Registries Stakeholder Group (**RySG**) - two (2) representatives

One (1) representative from each of the following:

- Registrars Stakeholder Group (**RrSG**)
- Commercial Stakeholder Group (**CSG**)
- Non-Commercial Stakeholder Group (**NCSG**)
- Governmental Advisory Committee (**GAC**)
- Security and Stability Advisory Committee (**SSAC**)
- Root Server System Advisory Committee (**RSSAC**)
- At-Large Advisory Committee (**ALAC**)

Points of Contact for IFR2 Team

PTI – one (1) staff member appointed by PTI Board

ICANN org – one (1) staff member appointed by ICANN Board

Liaisons

Customer Standing Committee (**CSC**) – one (1) representative

Address Supporting Organization (**ASO**) – one (1) representative (optional)

Internet Architecture Board (**IAB**) – one (1) representative (optional)

Co-Chairs

ccNSO and Generic Names Supporting Organization (**GNSO**) shall each select one (1) representative from their appointments to serve as co-chairs of the IFR team

Membership Requirements

- Membership requirements are specified in Bylaws Section 18.8.
- All candidates for appointment to the IFR team as a member or liaison are **required** to submit an expression of interest to the appointing organization, stating:
 - Why the candidate is interested in becoming involved in the IFR team.
 - What skills the candidate would bring to the IFR team.
 - The candidate's knowledge of the IANA functions.
 - The candidate's understanding of the purpose of the IFR team.
 - That the candidate understands the time necessary to participate in the IFR process and can commit to the role.
- A template for the expression of interest is available for download from the [wiki](#).
- As part of the appointment process, the ccNSO and GNSO should each select one representative from its respective list of appointments to serve as co-chairs of the review team
- To the extent reasonably possible, appointing organizations should work together to achieve an IFR team that is balanced for diversity (including functional, geographic and cultural) and skill.

Volunteer Time Commitment Expectations

- The IFR team will conduct its work online via conference calls (Zoom).
- IFR work is expected to include regular conference calls up to two (2) hours per week, some of which may not be held during business hours in all time zones.
- Additional interview and learning sessions with ICANN org or other subject matter experts may occur outside of regularly-scheduled conference calls.
- Team members will be expected to spend additional time on review activities such as reviewing materials, gathering data, and preparing analyses.
- Co-chairs should expect regular leadership calls to precede plenary calls to prepare the upcoming agenda.
- Participation in any IFR is voluntary. Co-chairs, members, liaisons, and participants of the IFR team will not be remunerated. Eligible members and liaisons will receive support to cover travel, meal, and lodging costs to participate in a site visit deemed necessary by the IFR team in accordance with [ICANN's community travel support guidelines](#).

What's In It For You?

- Contribute your expertise and knowledge to one of ICANN's important accountability mechanisms.
- Provide implementable recommendations for improvement in the areas within the scope of the review.
- Build relationships with a global network of professionals.
- Develop valuable skills, experience, and expertise.
- Have fun as part of a team effort!

Key Activities and Dates

- **6 April 2023:** ICANN org sends the request for appointment of members and liaisons to the second IFR to the appointing Chairs and Executive Committee.
- **7 April 2023 – 30 June 2023:** Appointing organizations select members or liaisons in accordance with their own internal processes. Membership requirements are specified in Bylaws Section 18.8 ([see slide 8](#)).
 - All candidates are required to submit an expression of interest to the appointing organization (template available on the [wiki](#)).
 - The ccNSO and GNSO should each select one representative from its respective list of appointments to serve as co-chairs of the review team.
- **By 30 June 2023, 17:00 UTC:** Appointing organizations notify ICANN org of membership, liaison, and co-chair appointments, or decision to not appoint the optional liaisons. Notifications should be sent to IFR2-team@icann.org (publicly archived).
- **By 16 September 2023:** ICANN Board formally convenes the second IFR and triggers the review.
- **September 2023:** Review activities are anticipated to begin and continue for approximately 12 – 18 months.