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23 June 2018

RE: 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 Knoben
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:

The ICANN Bylaws require that the ICANN Board "cause periodic and/or special reviews (each such review, an "IFR") of 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 SOW to be carried out by an IANA Function Review Team ("IFRT")." The Bylaws further specify that the first such review be convened no later than 1 October 2018.

The composition of the review team, which is specified by the Bylaws, includes representation from the organizations that you represent. As such, we are reaching out to inform you of this Bylaws requirement as well as to provide you with some information to assist in your planning activities.

Background
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

⊙ Initiate public comment and other processes for community input on PTI's performance, including the CSC's

⊙ 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 has been working on proposal of what the CSC Effectiveness Review is expected to cover so it could be considered for incorporation into the IFR.

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)

In addition, the PTI Board and ICANN Board will each appoint a staff point-of-contact to the review team to ensure coordinated communications.

All appointments are required unless specifically indicated as "optional."

Co-Chairs
The Bylaws state that the ccNSO and GNSO shall each select one representative from its appointments to serve as co-chairs of the review team.

Candidate 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

Key Activities and Dates

Activity	Date
ICANN org sends request for appointment to appointing organizations	02 July 2018
Appointing organizations select member or liaisons in accordance with own internal processes ⊙ ccNSO and RySG shall not appoint multiple members from the same ICANN geographic region ⊙ To the extent reasonably possible, the appointing organizations shall work together to achieve an IFRT 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	02 July 2018 through 28 August 2018
Appointing organizations notify ICANN org of appointments	28 August 2018
Optional Step: If the full slate of members and liaisons does not meet the geographic diversity requirement, ICANN org convenes meeting for appointing organizations to coordinate	
ICANN Board affirms IFRT and triggers review	16 September 2018 (date of September Board meeting)

As indicated in the table above, we will send the formal request for appointment to you on 2 July 2018. If you have any questions or would like any clarification in the meantime, please do not hesitate to contact me.

Kind regards,

Trang Nguyen
Vice President, Global Domains Division Strategic Programs
ICANN

cc: Akram Atallah
cc: Kim Davies