ICANN PUBLIC COMMENT

Step-by-Step Submission Guidelines for the ICANN Community

26 July 2021

Contents

About Public Comment

What is Public Comment?

Public Comment gives the ICANN community, Internet stakeholders, and the general public an opportunity to provide input on ICANN's work and policies. It is a vital part of our multistakeholder model and contributes to our transparency and accountability commitments.

How Does Public Comment Work?

The ICANN Board, Supporting Organizations, Advisory Committees, or ICANN organization (org) can open a Public Comment proceeding that outlines specific issues or questions for feedback. Stakeholders provide opinions and recommendations, and their submissions are public and archived. ICANN org summarizes the submissions and identifies common themes into a summary report. The group that opened the proceeding then reviews the submissions and summary report, addresses the input, and proposes next steps.

How Do You Provide Input?

Any individual or organization can submit comments to any open proceeding located at: https://www.icann.org/public-comment. You will need to create or log in to ICANN Account in order to leave a comment on an open proceeding. Once the Public Comment proceeding closes, ICANN org produces a summary report that summarizes the input and feedback received.

Subscribe to Public Comment Alerts

You can receive the latest Public Comment content directly to your inbox by signing up to ICANN News Subscriptions. When new content is added or updated on https://www.icann.org/public-comment, an email will be sent to your email inbox on a daily or weekly basis depending on your selected preferences.

Subscribe to All Public Comment Proceedings

By subscribing to all Public Comment proceedings, you will receive an email alert when any of the following updates occur:
• A new upcoming Public Comment proceeding is published
• An upcoming proceeding is opened
• The close date of an open proceeding is extended
• An open proceeding is closed for submissions
• The report is published for a closed proceeding

To subscribe to Public Comment, follow these steps:

1. Click **Subscribe to Public Comment Alerts** via the landing page banner at the top of any Public Comment page. This will redirect you to ICANN News Subscriptions.

Or you can also navigate directly to https://subscribe.icann.org/.

2. Once on the ICANN News Subscriptions page, check **Subscribe** on the Public Comment tile. Then, click **Add Subscriptions**.

You can choose whether you receive a daily or weekly email alert regarding Public Comment proceedings.

Subscribe to Individual Public Comment Proceedings

To receive updates for a specific Public Comment proceeding, go to the individual proceeding page and click the **Get alerts about this proceeding** button.

By subscribing to an individual Public Comment proceeding, you will receive an email alert when any of the following changes occur:

- The close date of the open proceeding is extended
- The proceeding is closed for submissions
- The report is published for the closed Proceeding
- A Public Comment submission is published or retracted

Create an ICANN Account

In order to participate in Public Comment, you will need an ICANN Account. If you do not already have an ICANN Account, you will need to create one.

1. Go to http://accounts.icann.org/.
2. Click **Create an account**.

3. Complete the form and click **Submit**

ICANN Account Setup (Step 1 of 2)

1 Create Account and Verify Identity   2 Set Password and Complete profile

Create Account and Verify Identity

A message will be sent to your email address to verify your identity

Email Address*

aaaa

Username*

aaaa

First Name*

Last Name*

By submitting my personal data to create and manage an ICANN Account, I agree that my personal data will be processed in accordance with the ICANN Privacy Policy and ICANN Cookies Policy, and agree to abide by the electronic Terms of Service

I'm not a robot   reCAPTCHA Privacy - Terms

Submit   Clear

4. Go to your email inbox and click the confirmation link to complete account setup.

ICANN Account Setup (Step 1 of 2)

1 Create Account and Verify Identity   2 Set Password and Complete profile

Request Submitted

A confirmation link has been sent to your email address. Please click the link to activate your account.

Didn't receive an email? **Resend activation email**.

View Public Comment Proceedings

Once you have created an ICANN Account and are signed in, you can view Public Comment proceedings by going to http://www.icann.org/public-comment.

You can also go to http://accounts.icann.org/ and click **Public Comment**.

Create a Public Comment Submission

1. From the main Public Comment page, scroll down to Open Proceedings and click the title of the proceeding.

Public Comment

ICANN org publishes information about Upcoming Public Comment Proceedings, Open Proceedings, Submissions, and Proceeding Reports. You can also search and review Closed Proceedings.

Open Proceedings

Proceedings	Submissions	Close Date ▼
Updated Operating Standards for Specific Reviews **Hide description** ∧ This public comment proceeding seeks to solicit input on the updated Draft Operating Standards for Specific Reviews (Operating Standards). The Operating Standards aim to ensure that ICANN's Specific Reviews are conducted in a transparent, consistent, efficient, and predictable manner, while supporting the community's work to derive the expected benefit and value from review processes. Areas of guidance in the Operating Standards, as mandated by the ICANN Bylaws, include review team selection process, conflict of interest practices, confidential disclosure to review teams, review team decision-making practices, and guidelines on how review teams are to work with and consider independent expert advice. Specific Review teams currently conducting reviews are encouraged to use these Draft Operating Standards as a reference for their work.**Category** Operations **Requester** ICANN org **ICANN org Contact(s)** lars.hoffmann@icann.org	41	12 Nov 2018 **Final Day**

2. This will take you to the Proceeding page.

Updated Operating Standards for Specific Reviews

Get alerts about this proceeding

OPEN: 20 DAYS
REMAINING

Category: Operations
Requester: ICANN org
ICANN org Contact(s): lars.hoffmann@icann.org

Timeline

⦿ **Open for Submissions**
17 December 2020

What We Need Your Input On

This public comment proceeding seeks to solicit input on the updated Draft Operating Standards for Specific Reviews (Operating Standards). The Operating Standards aim to ensure that ICANN's Specific Reviews are conducted in a transparent, consistent, efficient, and predictable manner, while supporting the community's work to derive the expected benefit and value from review processes. Areas of guidance in the Operating Standards, as mandated by the ICANN Bylaws, include review team selection process, conflict of interest practices, confidential disclosure to review teams, review team decision-making practices, and guidelines on how review teams are to work with and consider independent expert advice. Specific Review teams currently conducting reviews are encouraged to use these Draft Operating Standards as a reference for their work.

Closed for Submissions
20 June 2021

Report Due
1 January 2022

Provide Your Input

Recent Submissions to this Proceeding

Gowtham Raghunathan
Submitted on
23 May 2021
Read more

Proposals for Your Input

Updated Draft Operating Standard for Specific Reviews (Operating Standards) (PDF, 345 KB)

Liang Hai

This Submission has been removed.

Read more

Provide Your Input

Thin Zar Phyo
Submitted on
18 Jun 2020
Read more

Background

The Operating Standards aim to ensure that ICANN's Specific Reviews are conducted in a transparent, consistent, efficient, and predictable manner, while supporting the community's work to derive the expected benefit and value from review processes. The Operating Standards are subject to the relevant provisions in the ICANN Bylaws that govern Specific Reviews (see Article IV, Section 4.6).

See all submissions to this proceeding >

The updated Draft Operating Standards for Specific Reviews address, among other things:

How to Provide Input

- Review team candidate nomination and member selection
- Scope setting
- Roles and responsibilities
- Review team working methods
- Dispute resolution
- Review output
- Amending the Operating Standards

Interested in making a submission? You need to create or log in to ICANN Account to make submissions. Read our guide to learn more.

Download Guide >

Next Steps

ICANN organization will incorporate feedback from this public comment proceeding into an updated final document. The final document will be presented to the ICANN Board, with the aim of Board adoption in April / May 2020. A public session on the final document is planned for ICANN67.

Supporting Information

This additional information from ICANN org provides more context for this Public Comment Proceeding and may help you review the proposals for input and publish a submission.

Supporting Information

Draft Operating Standards for Specific Reviews for public comment (October 2017) (PDF, 583 KB)

Cross-Community Session: Operating Standards for Specific Reviews (ICANN60 Abu Dhabi, October 2017) (PDF, 1.65 MB)

Long-Term Options to Adjust the Timeline for Reviews for public comment (May 2018) (PDF, 583 KB)

Proposed updates to the Draft Operating Standards (October 2018) (PDF, 1.65 MB)

Webinars on proposed updates to the Draft Operating Standards (October 2018) (PDF, 583 KB)

3. After reviewing the proceeding, click **Provide Your Input** to begin the Public Comment submission process.

Note: If you are not already logged into ICANN Account, you will be prompted to log in and then will be redirected to the submission form.

4. Begin filling out the submission form.

The top three fields (Category, Requester, and ICANN org Contact[s]) are auto populated from the proceeding on which you are providing input. Your personal details (name and email) are automatically added from your ICANN Account profile.

5. Depending on the proceeding, there will be one of three ways to complete the submission form.

Note: Regardless of how you complete a Public Comment submission form, both the **Email** and **Summary for Submission** field are always required for submitting a comment. Other questions may be required depending on the proceeding submission form you are completing.

a. Answering guided questions.

The types of answers you will be asked to provide in the submission form can be single select, multi-select, ranker, and open-ended as depicted in the example form below.

1. In developing recommendations for future treatment of country and territory names, Work Track 5 has considered several alternatives related to translation. In your view, which alternative is the best option?

○ Continue to reserve as unavailable translations in any language

○ Reserve as unavailable translations in UN languages

○ Reserve as unavailable translations in UN languages and the official languages of the country

○ Reserve as unavailable translations in official languages of the country

○ Reserve as unavailable translations in official and commonly used languages

○ Reserve as unavailable translations in official and relevant national, regional, and community languages

○ Reserve as unavailable translations in "principal languages" where the principal languages are the official or de facto national languages and the statutory or de facto provincial languages of that country

○ A combination of two or more categories above

2. Which of the following should serve as a basis for the development of policies regarding geographic names?

☐ International law

☐ National/local law and policy

☐ Norms and values

Another basis not categorized above (please specify)

[   ]

3. Work Track members have considered a series of principles that may be used to guide the development of future policy on geographic names. The principles were discussed in the context of city names and terms not included in the 2012 Application Guidebook, but they may be applicable more broadly. Please rank these principles in order of importance from 1 to 4 (1=most important and 4=least important).

▾	In alignment with Principle C from the 2007 GNSO recommendations on new gTLDs, the program should allow for the introduction of new gTLDs.
▾	In alignment with Principle A from the 2007 GNSO recommendations on new gTLDs, enhance the predictability for all parties.
▾	Reduce the likelihood of conflicts within the process, as well as after the process concludes and TLDs are delegated.
▾	Policies and processes should be simple to the extent possible.

4. The definition of the term "geographic name" could impact development of policy and implementation guidance, as well as program implementation details, such as guidance for the Geographic Names Panel in the New gTLD application process. In your view, how should the term "geographic name" be defined for the 9 Preliminary Recommendations, Questions for Community Input, and Options/Proposals purposes of the New gTLD Program?

B I U S " ≡ ☰ ☰ x₂ x² ⮬ ⮭

0/2000

b. Attaching your submission as a document.

Some submission forms may only ask you to submit your responses as a document. You can attach it by dropping your file(s) directly into the **Attachment** section from your desktop or click browse to find the file(s) from your desktop.

Note: Attachments are limited to the following types: .DOC, .DOCX, .PDF, .XLS, .XLSX

Attachment

If you have additional feedback on this Public Comment Proceeding, upload your attachment here.

Attachments are limited to the following types: .DOC, .DOCX, .PDF, .XLS, .XLSX

☁ Drop files to attach, or **browse**	
File Name	**Size**

It is highly recommended that you also add a summary of your attachment.

Summary of Attachment

Please provide a summary of your attachment. This summary should include whether your attachment is in addition to completing the Public Comment Proceeding form or if your attachment is in lieu of completing this form (max. of 2,000 characters).

B *I* <u>U</u>   𝒫
Insert text here

0/2000

   c. Answering the guided questions and attaching a supporting document.

      Some submission forms may ask that you answer guided questions and attach a supporting document.

6. Add a summary of your submission. This is a required in order to publish your submission.

Summary of Submission *

Please provide a summary of your Public Comment Submission. This summary should include a statement that reflects the overall position of your Submission and other high-level observations or recommendations. This summary is public and published on the Public Comment Submission page along with a link to your Submission (max. of 2,000 characters).

0/2000

☐ By submitting your personal data, you agree that your personal data will be processed in accordance with ICANN Privacy Policy, and agree to abide by the website Terms of Service *

7. While working on your submission, click **Save Draft** to save your progress if you need to return to it later.
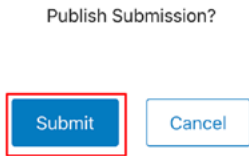

8. After you have completed your submission, click **Publish** at the bottom of the page.

9. Click **Submit** to confirm your Public Comment submission.

View All Submissions for a Specific Proceeding

Submissions for a specific proceeding can be accessed two ways:

1. On the main Public Comment landing page, go to Open Proceedings and click the number in the **Submissions** column.

Open Proceedings

Proceedings	Submissions	Close Date ▼
Updated Operating Standards for Specific Reviews **Hide description** ∧ This public comment proceeding seeks to solicit input on the updated Draft Operating Standards for Specific Reviews (Operating Standards). The Operating Standards aim to ensure that ICANN's Specific Reviews are conducted in a transparent, consistent, efficient, and predictable manner, while supporting the community's work to derive the expected benefit and value from review processes. Areas of guidance in the Operating Standards, as mandated by the ICANN Bylaws, include review team selection process, conflict of interest practices, confidential disclosure to review teams, review team decision-making practices, and guidelines on how review teams are to work with and consider independent expert advice. Specific Review teams currently conducting reviews are encouraged to use these Draft Operating Standards as a reference for their work.**Category** Operations **Requester** ICANN org **ICANN org Contact(s)** lars.hoffmann@icann.org	41	12 Nov 2018 **Final Day**

2. From a proceeding page, click **See all submissions to this proceeding** at the bottom of the **Recent Submissions to the Proceeding** box in the right column of the page.

Updated Operating Standards for Specific Reviews

Get alerts about this proceeding

Category: Operations
Requester: ICANN org
ICANN org Contact(s): lars.hoffmann@icann.org

What We Need Your Input On

This public comment proceeding seeks to solicit input on the updated Draft Operating Standards for Specific Reviews (Operating Standards). The Operating Standards aim to ensure that ICANN's Specific Reviews are conducted in a transparent, consistent, efficient, and predictable manner, while supporting the community's work to derive the expected benefit and value from review processes. Areas of guidance in the Operating Standards, as mandated by the ICANN Bylaws, include review team selection process, conflict of interest practices, confidential disclosure to review teams, review team decision-making practices, and guidelines on how review teams are to work with and consider independent expert advice. Specific Review teams currently conducting reviews are encouraged to use these Draft Operating Standards as a reference for their work.

Proposals for Your Input

Updated Draft Operating Standard for Specific Reviews (Operating Standards) (PDF, 345 KB)

Provide Your Input

Background

The Operating Standards aim to ensure that ICANN's Specific Reviews are conducted in a transparent, consistent, efficient, and predictable manner, while supporting the community's work to derive the expected benefit and value from review processes. The Operating Standards are subject to the relevant provisions in the ICANN Bylaws that govern Specific Reviews (see Article IV, Section 4.6).

The updated Draft Operating Standards for Specific Reviews address, among other things:

- Review team candidate nomination and member selection
- Scope setting

OPEN: 20 DAYS REMAINING

Timeline

● **Open for Submissions**
17 December 2020

○ **Closed for Submissions**
20 June 2021

○ **Report Due**
1 January 2022

Provide Your Input

Recent Submissions to this Proceeding

Gowtham Raghunathan
Submitted on
23 May 2021

Read more

Liang Hai

This Submission has been removed.

Read more

Thin Zar Phyo
Submitted on
18 Jun 2020

Read more

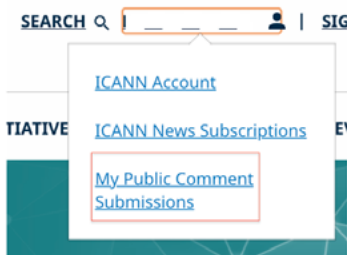**See all submissions to this proceeding >**

Managing Your Public Comment Submissions

While a proceeding is still open, you can edit or retract your submission at any time. Once the proceeding closes, your submission cannot be altered or retracted. You will still be able to download your published submission as a PDF or Word document.

View Your Previous Public Comment Submissions

Your Public Comment submission history can be viewed on the **My Submissions** page. It can be accessed two different ways:

1. Click the user icon at the top of the page and select **My Public Comment Submissions**. You need to be signed in to your ICANN Account.

2. Click the **My Submissions** card on the submissions page of a proceeding. **See View All Submissions on a Specific Proceeding.**

Either path will take you to the My Submissions page where you can view and manage all of your submissions.

Edit a Public Comment Submission

Public Comment submissions can only be edited if a Public Comment proceeding is open and it is in a draft or published state. Once a proceeding is closed, submissions can no longer be edited.

Edit a Draft Submission

1. From the **My Submissions** page under the **Actions** column, click **Edit** on the row for the submission you are editing.

My Submissions

Edit, view, or download your submissions below. If your submission is for a proceeding that is closed, you can no longer edit the submission.

Proceeding	Status	Actions	Date Submitted ▼
Revisions to the ICANN Bylaws re SSAC and RSSAC Leadership	Draft	Edit	
ICANN Draft FY20 Operating Plan and Budget and Five-Year Operating Plan Update	Published	View Edit	26 May 2016
Proposal for Hebrew Script Root Zone Label Generation Rules	Closed	View Download PDF Download Word	26 July 2015

2. Edit the submission.

3. Save the draft or publish.

Edit a Published Submission

To edit a submission that has already been published, you will need to retract it first. You can only edit a submission while a proceeding is open.

1. From the **My Submissions** page, under the **Actions** column, click **Edit** on the row for the submission you are editing.
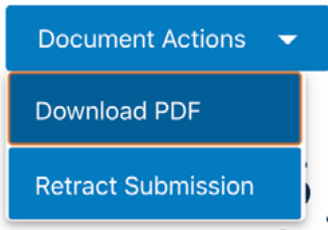
My Submissions

Edit, view, or download your submissions below. If your submission is for a proceeding that is closed, you can no longer edit the submission.

Proceeding	Status	Actions	Date Submitted ▼
Revisions to the ICANN Bylaws re SSAC and RSSAC Leadership	Draft	Edit	
ICANN Draft FY20 Operating Plan and Budget and Five-Year Operating Plan Update	Published	View Edit	26 May 2016
Proposal for Hebrew Script Root Zone Label Generation Rules	Closed	View Download PDF Download Word	26 July 2015

2. On the Document Actions dropdown, click **Retract Submission**.

3. Click **Yes** to confirm your retraction.

4. Edit the submission.

5. After you have revised your submission, click **Publish** at the bottom of the page.

6. Click **Submit** to confirm your submission.

Retract a Public Comment Submission

1. From the **My Submissions** page, under the **Actions** column, click **Edit** for the submission you are editing. You can only retract a submission when a proceeding is open.

My Submissions

Edit, view, or download your submissions below. If your submission is for a proceeding that is closed, you can no longer edit the submission.

Proceeding	Status	Actions	Date Submitted ▼
Revisions to the ICANN Bylaws re SSAC and RSSAC Leadership	Draft	Edit	
ICANN Draft FY20 Operating Plan and Budget and Five-Year Operating Plan Update	Published	View Edit	26 May 2016
Proposal for Hebrew Script Root Zone Label Generation Rules	Closed	View Download PDF Download Word	26 July 2015

2. From the **Document Actions** dropdown, click **Retract Submission**.

Document Actions ▼
Download PDF
Retract Submission
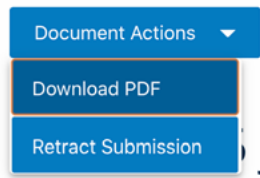
3. Click **Yes** to confirm your retraction.

Submission Retraction ✕

Are you sure you want to retract your submission?

Yes   No

4. Once your submission has been retracted, it will no longer be publicly available on the submissions page and a note will appear next to your submission indicating that it has been removed.

Draft PTI and IANA FY20 Operating Plan and Budgets – Panton, Gary
26 July 2017

This Submission has been removed.

Connect with us

🌐 Visit us at: https://icann.org

🐦 @icann

f facebook.com/icannorg

▶ youtube.com/icannnews

⦿ flickr.com/icann

in linkedin/company/icann

☁ soundcloud/icann

📷 instagram.com/icannorg

ICANN