ALAC/At-Large Improvements Project Final Report

27 September 2011

Executive Summary

A. Introduction

The ALAC requests that the SIC refer this report to the Board with a recommendation that the Board approve the report and proposals it contains.

The goal of the ALAC/At-Large Improvements Project has been to develop these proposals, with which the ALAC could implement 12 of the recommendations outlined in the Final Report of the ALAC Review Working Group on ALAC Improvements (9 June 2009).

B. At-Large Improvements Work Teams

The ALAC organized these 12 recommendations into four thematic groups and created a working team (WT) to develop the implementation proposals related to each group:
- WT A on ALAC's continuing purpose;
- WT B on ALS participation;
- WT C on ALAC planning processes; and
- WT D on ALAC's policy advice development.

These WTs are truly a bottom-up endeavor. Each includes members from ALSes in all five of At-Large's RALOs, and the majority of WT co-chairs are *not* on the ALAC.

C. Use of Simplified Improvements Implementation Outline

The WT proposals are specifically aimed at implementing a list of constituent tasks into which the At-Large staff divided each recommendation. These tasks are found in the Simplified Improvements Implementation Outline (26 April 2010). (A few tasks, no longer relevant due to changes within ICANN, do not have proposals assigned to them.)

D. Implementation Proposals

Some of the WTs' implementation proposals are already in progress or have even been completed in the course of normal ALAC and At-Large work. Highlights of the proposals include:

- WT A's proposed amendments to ICANN's Bylaws (completed);
- WT B's proposed ICANN Academy to train new At-Large members (in progress);
- WT C's proposed periodic analyses of ALAC's strategic/operational planning processes (in progress) and measuring of ALS effectiveness (still to be begun).
- WT D's proposed increase in the influence of the "edges" (ALSes) on At-Large policy comments (in progress) and flexibility in Public Comment extensions (in progress).

A. Introduction

Action requested
The At-Large Advisory Committee (ALAC) and At-Large staff are submitting this ALAC/At-Large[1] Improvements Project Final Report to the ICANN Structural Improvements Committee (SIC) and Board. The ALAC requests that the SIC refer this report to the Board with its recommendation for Board approval.

Statement of the ALAC Executive Committee
This report has been developed collaboratively by the ALAC, the four At-Large Improvements Work Teams, the At-Large community, and the At-Large staff. The ALAC Executive Committee unanimously states its support for this document.

On XXXXXXXXXX, ALAC Chair Olivier Crépin-Leblond requested that At-Large staff commence a five-day ALAC ratification vote on this report. The results of this vote were XXXXXXXXXXXXXX.

Contents of this report
This report marks the end of the current ALAC/At-Large Improvements Project. The goal of this project has been to develop a series of proposals that the ALAC can implement, with Board approval, in accordance with 12 of the 13 recommendations outlined in the Final Report of the ALAC Review Working Group on ALAC Improvements (9 June 2009).

These proposals, developed by the four At-Large Improvements Work Teams, are contained in this report.

The single recommendation in the Final Report of the ALAC Review Working Group on ALAC Improvements that is *not* addressed by proposals in this report concerns voting Board members selected by At-Large. The implementation of this recommendation has, of course, already been completed. Its implementation was separated from that of the other recommendations in Board Resolution 2009.06.26.30 (26 June 2009).

B. At-Large Improvements Work Teams

The 12 recommendations within the Final Report of the ALAC Review Working Group on ALAC Improvements and addressed by the ALAC/At-Large Improvements Project fall into four areas. Therefore, the ALAC established four working teams (WTs), each focused on one of these areas:
- WT A has focused on the recommendations regarding the ALAC's continuing purpose within ICANN;
- WT B has focused on the recommendations regarding increasing participation by the local At-Large Structures (ALSes) around the world;
- WT C has focused on the recommendations regarding improving ALAC and At-Large strategic, operational, and financial planning processes; and

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[1] Throughout, "ALAC/At-Large" is used to indicate that certain of the Final Report's recommendations refer to the ALAC, while others refer to the At-Large community (ALAC, RALOs and ALSes).

- WT D has focused on the recommendations regarding enhancing the ALAC's policy advice processes.

The specific job of each WT has been to develop the proposals – listed for Board approval in this report – that would result in the implementation of its assigned recommendations. To accomplish this mandate, each WT met regularly once every two weeks from September 2010 through March 2011.

Bottom-up endeavor
The ALAC/At-Large Improvements Project has truly been a bottom-up endeavor. Each WT includes members from At-Large Structures (ALSes) in all five of At-Large's Regional At-Large Organizations (RALOs). Furthermore, the majority of WT co-chairs are, in fact, At-Large members who do *not* serve on the ALAC.

All in all, members of the WTs include ALS members from around the world, RALO officers, ALAC members and officers, and non-ALAC members. Truly, all of At-Large has had representation on these WTs.

C. Use of Simplified Improvements Implementation Outline

On 4 August 2009, the ALAC adopted a resolution (AL.ALAC/RES.0809/1) endorsing specific steps toward the implementation of the recommendations outlined in the Final Report of the ALAC Review Working Group on ALAC Improvements. In accordance with this resolution, the At-Large staff divided each recommendation into a list of smaller constituent tasks, listed in the Simplified Improvements Implementation Outline (26 April 2010; Simplified Outline).

The At-Large Improvements WTs used these Simplified Outline tasks as a guide in developing the implementation proposals contained in this report.

Of course, since submission of the Final Report of the ALAC Review Working Group on ALAC Improvements in June 2009, much within the ALAC, At-Large and ICANN has evolved. For this reason, not all of the Simplified Outline tasks are still relevant – that is, not all still warrant implementation proposals by the ALAC/At-Large Improvements WTs.

For these reasons, in the "Implementation Proposals" section below, along with each WT's actual proposals, two types of additional information have been included:

- For each WT proposal, the number(s) listed on the Simplified Outline of the task(s) to which it applies; and
- For any Simplified Outline task for which no proposal has been made, the reason there is no proposal. (There are only a small number of tasks that fall into this category – that is, tasks for which no proposal has been made because the task itself is no longer relevant.)

D. Implementation Proposals

In the tables below are listed the actual implementation proposals for the ALAC that have been developed by the At-Large Improvements WTs.

For each WT, the following information is included:

- A summary of the recommendations from the Final Report of the ALAC Review Working Group on ALAC Improvements for which the WT is responsible;
- The proposals that the WT is making to the ALAC in order to implement those recommendations;
- The number(s) of recommendation(s) and the task(s) on the Simplified Outline to which each proposal applies;
- The status of each proposal at present – that is, the degree to which each proposal has already been implemented in the regular course of ALAC and At-Large work; and
- Any Simplified Outline task for which no proposal has been made, along with the reason. (If any such tasks exist for a WT, they are listed in a table under its main table of proposals.)

WT A on ALAC's continuing purpose: Proposals

REC 1: ALAC has a continuing purpose in the ICANN structure with four key elements:
- Providing advice on policy;
- Providing input into ICANN operations and structure;
- As part of ICANN's accountability mechanisms; and
- As an organizing mechanism for some of ICANN's outreach.
The section of the ICANN Bylaws that deals with ALAC should be changed to reflect this purpose.

REC 10: "ALAC as the representative body for At Large is the primary organizational home for the voice and concerns of the individual Internet user in ICANN processes (though ICANN's multi stakeholder model provides opportunity for individual users to choose to participate in many other ways in the ICANN process)."

REC 11: There needs to be a clear statement from the Board that recognizes the place of At-Large as the primary organizational home for individual Internet users and that clarifies the relationship between ALAC and the User Home currently being developed within the GNSO.

WT A proposes that the ALAC	Recs addressed	Tasks addressed	Status
Submit the following revision to ICANN Bylaws XI.2.4.a, drafted in collaboration with Legal, to the Board: The At-Large Advisory Committee (ALAC) is the primary organizational home within	1,10, 11	1.1, 1.1.1, 1.1.2, 1.1.3, 1.2, 1.2.1, 1.2.2, 1.3,	Completed

ICANN for individual Internet users. The role of the ALAC shall be to consider and provide advice on the activities of IACNN, insofar as they relate to the interests of the individual Internet users. This includes policies created through ICANN's Supporting Organizations, as well as the many other issues for which community input and advice is appropriate. The ALAC, which plays an important role in ICANN's accountability mechanisms, also coordinates some of ICANN's outreach to individual Internet users.		1.3.1, 1.3.2, 1.3.3, 10.1, 11.1, 11.1.1, 11.1.2, 11.1.3	

Submit the following revisions to ICANN Bylaws XI.2.4.j, drafted in collaboration with Legal, to the Board:
    The ALAC is also responsible, working in conjunction with the RALOs, for coordinating the following activities:...
    Participating in the ICANN policy development processes and providing input and advice that accurately reflects the views of individual Internet users;…
	1, 11	1.1, 1.1.1, 1.1.2, 1.1.3, 1.2, 1.2.1, 1.2.2, 1.3, 1.3.1, 1.3.2, 1.3.3, 11.1, 11.1.1, 11.1.2, 11.1.3	Completed

Form a WG to conduct a complete review of its Rules of Procedure by the time of the 2011 Annual General Meeting (AGM). This review should include a look at the role, selection process, and term length of the ALAC Chair and Vice Chairs. (To change the term length of the ALAC Chair, as suggest by recommendation task 1.4, would require a change to the ALAC's Rules of Procedure, which are in need of review.)	1	1.4	Must begin

Tasks not addressed by WT A	Reason
None	

WT B on ALS participation: Proposals

REC 3: The ALS-RALO-ALAC structure of At-Large should remain in place for the present.

REC 4: Educating and engaging the ALSes should be an immediate priority; compliance should be a longer-term goal.

REC 7: ALAC should be allowed to make its own choices of communication and other collaborative tools to best meet its needs. In choosing these tools, ALAC should take into account budgetary constraints and the technologies already used in other parts of the ICANN community.

REC 9: ICANN should strengthen its translation and interpretation processes.

WT B proposes that the ALAC	Recs addressed	Tasks addressed	Status
Ensure the amount of At-Large information already available is organized properly.	3	3.1	In progress
Introduce to the ALSes various information-dissemination, communication and collaboration tools (such as Posterous, Twitter Twibes, mobile-device compatibility), and provide training.	3, 7	3.1, 3.1.1, 3.1.2, 7.1, 7.2, 7.3, 7.5	In progress
Promote further use of the At-Large Calendar to the ALSes.	3	3.1, 3.1.1, 3.1.2	In progress
Create and distribute a brief orientation/instruction package about the information-dissemination, communication and collaboration tools introduced to the ALSes. (The ALS Starter Kit already includes some of this information.)	3	3.1, 3.1.3	In progress
Establish a training program for new At-Large ALS members, to be conducted at each ICANN Meeting and modeled after aspects of ICANN Fellowship and Diplo Foundation (specifically, this is the ICANN Academy proposed by EURALO); program to start (be funded for) FY2012.	4	4.1, 4.1.1, 4.1.2, 4.1.3, 4.1.4	In progress
Establish an engagement program for existing At-Large ALS members, to be conducted year-round and modeled after certain aspects of Diplo Foundation (specifically, this is the At-Large Capacity Building program to begin in Dakar in Oct 2011); program to start (be funded for) FY2012. [Staff added this proposal for 4.2, etc.; should we keep or discard?]	4	4.2, 4.2.1, 4.2.2, 4.2.3	In progress
Make available to each ALS a Confluence page for two-way communication with ICANN (for example, see AFRALO ALS Confluence pages).	4	4.2, 4.2.1, 4.2.2, 4.2.3	Completed

Make available to each ALS the use of an Adobe Connect Room for meetings, etc. (for example, see [AFRALO ALS Adobe Connect Room](#)).	4	4.2, 4.2.1, 4.2.2, 4.2.3	Completed
[Add proposal re outreach, recruitment]	4	4.3, 4.3.1, 4.3.1.1, 4.3.2	In progress
Recommend that each RALO start an individual member program, modeled after NARALO's program (ALS Incubation Idea) (to be further discussed in [Regional Leadership Meeting in Dakar](#)).	4	4.3, 4.3.1, 4.3.1.1, 4.3.2, 4.4	In progress
Continue collaborating with ICANN Communications on Beginner's Guides on At-Large topics (Guides initiated by At-Large). ▪ At-Large has already co-produced A [Beginner's Guide to Domain Names](#) and [Beginner's Guide to Internet Protocol (IP) Addresses](#). ▪ Goal is to produce one Guide for each ICANN Public Meeting. (Two are currently in the pipeline.)	4	4.3.3	In progress
Recommend to RALOs that they formalize outreach/"inreach" role however each finds appropriate (e.g., by including in rules of procedure).	4	4.3.4	In progress
[Add proposal re leadership engagement and development, job descriptions (see Simplified Outline notes)]	4	4.5, 4.5.1	In progress
[Add proposal re sanctions for nonperformance (see NARALO and LACRALO work)]	4	4.5.2, 4.5.3, 4.5.5	In progress
[Add proposal, with NomCom, re midterm replacement]	4	4.5.4, 4.5.4.1, 4.5.5	?????
[What does "Compliance" mean – just implementing 4.1, 4.2, 4.3, 4.4, 4.5 (so just list 4.6 with each of these task numbers) Check ref to Report]	4	4.6	?????
Conduct survey of ALSes regarding communication & collaboration tools	7	7.1, 7.2, 7.2.1,	Completed
Establish a Technology Task Force of community	7	7.2.2,	Must begin

members that will periodically review appropriateness of available technology, help train RALOs/ALSes in new technologies introduced and possibly staff a help desk.		7.2.3, 7.2.4, 7.3, 7.3.1, 7.3.2, 7.3.3, 7.3.4, 7.4, 7.4.1, 7.5, 7.6, 7.6.1	
Build into At-Large's consideration of ICANN policy issues (open policy forums) more and earlier translation of relevant materials.	9	9.1.1, ADD WT D REC #	In progress
Review ICANN's new Language Services Policy (once available) and request At-Large staff do same, focusing on At-Large needs, particularly related to ICANN policy issues.	9	9.2, 9.2.1, 9.3	Must begin

Tasks not addressed by WT B	Reason
9.1 Interim measures (near term)	Interim measures are no longer necessary given (a) improvements in translations since Final Report and (b) imminent release of new Language Services Policy.

WT C on ALAC planning processes: Proposals

[WT C flowcharts to be added]

REC 5: ALAC should develop strategic and operational plans (including performance criteria and cost information) as part of ICANN's planning process.

REC 6: More effort needs to be put into developing accurate cost models for At-Large activities.

WT C proposes that the ALAC	Recs addressed	Tasks addressed	Status
Ratify the process by which it contributes to ICANN strategic planning following the flowcharts developed by WT C (attached to this report).	5	5.1, 5.1.1	Must begin
Review and amend its own strategic planning process yearly in line with annual amendments to ICANN's overall strategic planning process.	5	5.1, 5.1.1	In progress

Conduct periodic "SWOT" (strengths, weaknesses, opportunities, and threats) analyses of the At-Large strategic planning processes, in conjunction with the RALOs, as WT C did, and compare the results of each analysis in order to identify areas that have improved and deteriorated. (In the first SWOT analysis conducted by WT C, the main barriers to strategic planning were identified as a lack of a high level strategy for At-Large, lack of mechanisms to identify skills shortages, lack of skill transfer, lack of inclusion metrics (geographic, societal, gender) and lack of funding.	5	5.1, 5.1.1, 5.1.1.1	In progress
Should clearly articulate its vision and mission. (WT C suggests the following wording: "The mission of the ALAC is to facilitate the voice of the individual end users of the Internet within the policy development and other activities of ICANN.")	5	5.1, 5.1.2, 5.1.3, 5.2.3	In progress
Should take measures, along with the RALOs, to ensure that the ALSes are diverse, effective and well-informed (including continuing Beginner's Guides, ALS Starter Kit, and podcasts)	5	5.1, 5.1.2, 5.1.3, 5.2.3	In progress
Should initiate, develop, and maintain an institutional knowledge management and retention system for At-Large.	5	5.1, 5.1.2, 5.1.3, 5.2.3	In progress
Should encourage the RALOs to coordinate outreach and "inreach" policies in order to facilitate the search for new skill sets needed within At-Large.	5	5.1, 5.1.2, 5.1.3, 5.2.3	In progress
Should continue actively pursuing growth, for the overall benefit of ICANN. (Goal is at least one ALS in each country. At-Large continues to increase its number of ALSes; as of 27 Sep 2011, there were 136.)	5	5.1, 5.1.2, 5.1.3, 5.2.3	In progress
Should ensure that its outreach projects are funded, as part of a wider ICANN legitimacy process. [Too vague?]	5	5.1, 5.1.2, 5.1.3, 5.2.3	In progress
Should acknowledge the better collaboration between the ALAC and the ICANN Finance staff in preparing the FY2012 Budget and encourage it to continue. (Note: This recommendation is in addition to the fact that most At-Large operational planning is conducted by ICANN staff.)	5	5.2, 5.2.1	Completed

Conduct periodic "SWOT" (strengths, weaknesses, opportunities, and threats) analyses of the At-Large operational planning processes, in conjunction with the RALOs, as WT C did, and compare the results of each analysis in order to identify areas that have improved and deteriorated. (In the first SWOT analysis conducted by WT C, the main barriers to strategic planning were identified as the ALAC's being slow to react, translation process is slow and translations are not available for all documents, ALAC members have potential conflicts of interest, lack of enough travel funding puts At-Large membership in a second-class tier, and a lack of enough material to pass onto ALSes.) [What is last ex. in parens?]	5	5.2, 5.2.1, 5.2.1.1	In progress
Should formalize the process by which it collects operational demands from the RALOs and includes them in its operational plans.	5	5.2, 5.2.2	In progress
Should document and create clear estimates of the time required for its operational processes (e.g., responding to a public comment forum) and use these estimates to formalize its operational processes.	5	5.2, 5.2.2	In progress
Should continue requesting face-to-face general assemblies (GAs) in each region and a second At-Large Summit.	5	5.2, 5.2.2	In progress
Should continue to monitor its level of needed staff support and ICANN's commitment to and progress in filling opening staff positions. (As of September 2011, all already-allotted At-Large staff positions have been filled.)	5	5.3	In progress
Should encourage the same high level of input from the ALSes and RALOs into ICANN's financial planning process as was received for FY2012.	6	6.1	In progress
Should continue making efforts to supplement its ICANN funding, when absolutely necessary, with sponsor-provided funding for specifically designated projects. [Is this rec. appropriate here under 6.1?]	6	6.1	In progress
Should continue to encourage ICANN to increase its	6	6.1	In progress

level of detailed disclosure regarding the process of financing the ALAC and At-Large. (The level significantly improved for FY2012.)			
Should continue to monitor the accommodations given to At-Large representatives at ICANN Meetings to ensure that they are equal to that given to the other funded communities.	6	6.2	In progress
Should continue to encourage ICANN to prioritize and increase funding for outreach activities.	6 or a different rec?	These two recs were	In progress
Should continue to assist the RALOs in completing their annual ICANN requests for funding, as needed, in terms of writing, packaging and advocacy.		listed generally for 6 – but which task #s?	In progress

Tasks not addressed by WT C	Reason
5.3.1 ALAC and staff should develop an annual support agreement	Work in this area is already being conducted. [Is this adequate? Check Simplified Outline]

WT D on ALAC's policy advice development: Proposals

[WT D flowcharts to be added as appendix]

REC 8: The public comment period should remain 30 days, except in the case of special circumstances, for which ALAC may request an extension to 45 days. (Note: Much of the implementation of Recommendations 8 and 13 must be done jointly, in light of their related substance.)

REC 12: ICANN should develop a mechanism that allows the voice of those bodies recognized as representing consumer interests to be heard at critical points in key decisions and to provide input into policy processes. (Note: As this recommendation affects recruitment across two communities, development of an integrated outreach program for this stakeholder group will be developed centrally. Upon completion, it will be provided to At-Large for review and comment.)

REC 13: ALAC should strive to provide policy advice on any issues that affect individual Internet users (since providing policy advice is part of ALAC's purpose). To this end, the following should be strengthened:
  - The processes within ALAC for developing and providing policy advice;
  - The processes within the SOs for requesting input from ALAC on policy issues; and
  - The processes within the SOs, ACs, and the Board for providing ALAC with feedback about how its policy advice has been used.

(Note: Much of the implementation of Recommendations 8 and 13 must be done jointly, in light of their related substance.)

[WT D has offered the following proposals, but needs to do further work before this report is approved by the ALAC and passed onto the Board. The WTs proposals must be decided upon, redundancies removed, etc.]

WT D proposes that the ALAC	Recs addressed	Tasks addressed	Status
[Must turn this into a proposal] Should be able to request extensions of time of flexible durations based on its need to respond to the policy issue for public comment.	8	8.1	In progress
[Is there a proposal here?] Evaluate multiple ICANN policy issues out for public comment, and contribute to policy discussion in various ICANN and At-Large working groups. To better serve the At-Large end users, ALAC may need to request additional days to better respond to policy issues that affect Internet end users. This does not mean that greater than 15 days will always be requested when seeking an extension; it can be for a shorter duration.	8	8.1	?????
[Must turn this into a proposal: ALAC should initiate…] Should be able to decide at any time within the public comment period to request an extension. During the public comment period, ALAC and At-Large may discover during their development of policy advice that more information is needed or more work is needed to arrive at a consensus statement or the workload of developing multiple comments on policy statements requires such comments on policy statements to be prioritized. As such, the process for requesting an extended consultation window should be allowed to take place at any time during the public comment period.	8	8.1.1	?????
[Separate proposals must be taken from this material, redundancies removed, etc.] Should decide at various stages within its process for developing policy advice: - whether an extension is needed, - decide on the number of days needed for the extension to the public comment period - submit a request to ICANN requesting an extension to the public comments. - if ICANN approves ALAC's request, work to ensure submission of comments to the policy by the new	8	8.1.1, 8.1.2	?????

deadline date. - if ICANN rejects ALAC's request for the extension to the public comment period, ALAC to then decide on possible next steps (whether to submit comments or not) and act accordingly. A suggested outline of this process is illustrated in the flow chart titled "Figure 2 - How ALAC may request public comment period be extended for (x) number of days". This is to be read in conjunction with Figure 1 - ALAC / At- Large Policy Advice Development Flowchart" as part of Recommendation #13.			
[WT D must turn this into proposal(s)] Via At-Large Staff, ensures that ICANN confirms receipt of the ALAC request for extension and that ICANN's response to ALAC to be within 24 hours, unless there are special circumstances.	8	8.2, 8.21	?????
Recommend to ICANN to establish a Staff Policy Review Committee (PRC). [Do these notes warrant separate proposals?] The PRC can comprise the ICANN staff persons assigned to the various AC/SOs and the Language Services Manager. Such a PRC will establish and maintain a "Policy Publish Schedule" (PPS). Each entry in the PPS should track upcoming policies that ICANN and various AC/SOs intend to publish for public comment. Each entry in the PPS would have the policy name, an excerpt of what the policy is about, the AC or SO responsible and a tentative date for completion (before translation). Such a PPS can allow the PRC to better co-ordinate the release of policies for public comment and allow the Language Services Manager to better plan and allocate additional translation resources as needed depending on the length of documents produced and the anticipated completion of the policy for public comment. Such a PPS should be viewable by the public community so that AC/SOs can review upcoming policies as part of its PDP. - establish a Policy Review Committee (PRC) to periodically review the PPS. The ALAC PRC will be a standing committee comprising of: • ALAC Rapporteur,	8	8.3, 8.3.1, 8.3.1.1	Must begin

• ALAC liaisons to the various ACs / SOs/ cross-constituency WGs • at least two representatives from each RALO (not necessarily the RALO chair or secretariat) The PRC would review the PPS and decide on possible actions on an upcoming policy. Some of the possible actions include: • request ICANN Staff or SO for policy briefing • call for cross-constituency WG to address the issue • policy issue does not require an ALAC/At-Large response			
[Can all the PRC proposals be combined?] Establish a Policy Review Committee (PRC) to periodically review the PPS. Such a PRC can perform certain actions such as to request ICANN staff or SO for a policy briefing and alert ALAC/At-Large of a upcoming policy that might be of interest to ALAC.	8	8.3, 8.3.1, 8.3.1.2	Must begin
[Can all the PRC proposals be combined?] Recommend to ICANN to establish a Staff Policy Review Committee (PRC). The PRC can comprise the ICANN staff persons assigned to the various AC/SOs and the Language Services Manager. Such a PRC will establish and maintain a "Policy Publish Schedule" (PPS). By making the PPS publicly available, ICANN communities can review the PPS and be aware of upcoming policy issues of interest to them.	8	8.4	Must begin
Create and maintain a consumer outreach document for use by At-Large in its outreach efforts to get consumer organizations involved in ICANN. (See WT D's work on the draft Defending Consumers on the Internet.)	12	12.1, 12.1.1, 12.2, 12.2.1 [Does proposal apply to all?]	In progress
[Need proposal(s) based on these notes. Can this/these proposals be combined with similar ones above.] A) With multiple policies released for public comment at any given time, the policy response by ALAC and At-Large within 30 days is a challenge. B) ICANN related policy Issues that are important to	13	13.1, 13.1.1	?????

At Large may not be considered by ALAC and the rest of the ICANN community in a timely fashion.			

Adapt a systematic approach to evaluating all policies released for comment. Such a systematic approach needs to be flexible to adapt to the ALAC's workload. (Implementation has been begun with the At-Large PAD.)
 	
[Need to turn the description of the flowchart below into a series of main, separate proposals (worded like proposals) – and then say these proposals are illustrated, together, in the flowchart.]
A proposed Policy Development Process is outlined in Figure 1 [flowchart to be added to appendix, or link]. Each public comment period is divided into several stages:
 	
• Policy is available for comment
   o Policy is published for public comment
• At most 10 calendar days after the policy is published for comment, ALAC should have performed the following actions:
   o decide on whether to submit comments to the policy
   o if ALAC should request an extension to the deadline for public comments,
   o assign a WG (either standing or ad-hoc) to draft comments
   o request a community briefing call on the policy
   o inform the At-Large community on the decisions and next steps for the policy.
• At least 9 days before the end of the public comment period:
   o the WG holds meetings and/or discussions to draft comments
   o if requested by the WG, if ALAC should request an extension to the deadline for public comments
   o the WG publishes draft ALAC comments for review by ALAC/At-Large
   o the WG holds further discussions to finalise comments on the policy.
   o if requested by the WG, if ALAC should request an extension to the deadline for public comments
   o the WG produces the final statement on the policy for public comment
• At least 7 days before the deadline for public
	13	13.1, 13.1.2	In progress

comments: o ALAC starts vote on the final statement and the results of the vote posted to At-Large and the comments if approved, transmitted to ICANN as a formal approved statement.			

Establish a Policy Review Committee (PRC).
 	
[Again, any separate proposals need to be created and listed from the notes below]
The ALAC PRC will be a standing committee comprising of:
 	
  • ALAC Rapporteur,
  • ALAC liaisons to the various ACs / SOs/ cross-constituency WGs
  • at least two representatives from each RALO (not necessarily the RALO chair or secretariat)
 	
The composition of the PRC offers ALSes in the regions more say in the review of policies out for comment. Also via the PRC, ALSes and RALOs in At-Large can raise awareness of ICANN related policy issues or concerns to ALAC that are not being considered by ICANN.
 	
RALOs would poll/encourage ALSes at monthly RALO conference calls and electronic communication (emails, polls, etc) to voice any policy issues/concerns by ALSes which can then be reviewed by the PRC.
	13	13.1,
		13.1.2
			?????

[Create proposals out of these notes] Policies out for public comment are only available in English at the start of the public comment period. This is a significant barrier for At Large users that do not speak English Policies from ICANN and its ACs/SOs should be available in at least English, Spanish and French at the start of the public comment period.	13	13.1, 13.1.3	?????

Tasks not addressed by WT D	Reason
13.2 Strengthen policy-development processes within the SOs and ACs for requesting and considering ALAC input	[WT to add specific reason]

13.2.1 Review current process in each AC and SO	[WT to add specific reason]
13.2.2 Develop recommendations to make relevant changes for community consideration	[WT to add specific reason]
13.3 "Processes between SOs, ACs and the Board need to be developed/strengthened to provide feedback on how ALAC advice has been considered and used within their processes."	[WT to add specific reason]
13.4 Ensure the GNSO PDP incorporates measures that guarantee input from ALAC is requested, included, and considered integral to the process	The GNSO has completed a revision of its PDP, which now ensures this.
13.5 Ensure the ccNSO PDP incorporates measures that guarantee input from ALAC is requested, included, and considered integral to the process	This task is no longer relevant, since the standing ALAC liasion to the ccNSO and the ccNSO liason to the ALAC now allow for collaborative input into each other's policy work.
13.6 Ensure the ASO PDP incorporates measures that guarantee input from ALAC is requested, included, and considered integral to the process	This task is no longer relevant, since the ASO PDP process via the Regional Internet Registries (RIRs) allows for input at the RIR level, before such ASO policies reach ICANN for approval.

E. Appendices

Attached are the following appendices:

[With ALAC and ExCom, confirm/review what materials are needed as Appendices.]

Following were the Appendices included in the Improvements Project Plan:

- Appendix 1: Implementation Summary for Each Recommendation (including constituent tasks, target completion dates, potential sources of costs, assigned work teams and descriptions of task interdependencies);
- Appendix 2: Milestones Completed in the ALAC/At-Large Implementation Improvements;
- Appendix 3: Note Regarding Recommendation 2: Call for an At-Large-Selected Director on ICANN's Board; and
- Appendix 4: ICANN Affirmation of Commitments and Strategic Plan 2010–2013.

Following were sections from the main body of the Project Plan that might be useful as Appendices:

- Board Guidance
- Budgetary Implications
- Liability
- Bylaw Changes

Do we need to add a suggested Board resolution?