

## Internet Corporation for Assigned Names and Numbers

2007 Staff Proposals Document Series

### AT-LARGE ADVISORY COMMITTEE

#### PROPOSED AT-LARGE STRUCTURE (ALS) APPLICATIONS HANDLING PROCESS MAP

*prepared by the Staff*

The document on the following two pages compares the present process of handling At-Large Structure (ALS) Applications with a process proposed by the Staff which would decentralize the handling of applications to accommodate increased application volumes and at the same time operationalise the increased role that the regional At-Large communities are undertaking in their Memoranda of Understanding with ICANN.

[End of introduction]

End of Week Number	Current Process		Proposed Process		Notes
	RALO Exists	No RALO Exists	RALO Exists	No RALO Exists	
0	Application Arrives by email to als@alac.icann.org. This reaches the ICANN At-Large Staff and the members of the ALAC, plus the Regional Secretariat	Application Arrives by email to als@alac.icann.org. This reaches the ICANN At-Large Staff and the members of the ALAC.	Application arrives by email to als@alac.icann.org. This reaches the ICANN At-Large staff and the members of the ALAC. ICANN Staff forwards the application to the regional ALS mailing list.		ICANN Staff ensure that the ICANN webmaster posts the new application to <a href="http://www.alac.icann.org/applications">www.alac.icann.org/applications</a>
1	ICANN Staff sends a receipt of arrival to the applicant and forwards the received application form to the relevant Regional Liaison so that a Due Dilligence questionnaire can be answered by the RL.				
3	Regional Liaison located in the region the applicant is from completes the form and transmits this to the ICANN At-Large Director. The director then forwards this to the Regional Secretariat and the ALAC.	Regional Liaison located in the region the applicant is from completes the form and transmits this to the ICANN At-Large Director. The director then forwards this to the ALAC.	Regional Liaison located in the region the applicant is from completes the form and transmits this to the ICANN At-Large Director. The director then forwards this to the Secretariat of the RALO. If there is any ambiguity about whether the applicant meets the requirements for accreditation, this is clearly flagged by the Staff in the covering email. The Secretariat and ICANN staff should ensure that by the end of week 7 any issues with the application are resolved	Regional Liaison located in the region the applicant is from completes the form and transmits this to the ICANN At-Large Director. The director then forwards this to the regional ALS list. If there is any ambiguity about whether the applicant meets the requirements for accreditation, this is clearly flagged by the Staff in the covering email. The regional ALSes, ALAC members and ICANN staff should ensure that by the end of week 7 any issues with the application are resolved.	ICANN Staff ensure that the DD form is posted to the Due Dilligence Library on <a href="http://www.icannalac.org">www.icannalac.org</a> . Only members of ALAC currently have access to the library. Going forward, a place where these can be easily accessible to the regional community in respect of applications for their region needs to be made available and a process for allowing comments to be made adjacent to the DD and application information needs to be accessible, though the comments and DD form might need to be migrated elsewhere at the point at which an application was approved for confidentiality of responses.
7	The Regional Secretariat provides the view of the region, including ALAC members for the region, on whether the application should be approved. The three ALAC members are also asked for their view. Without a postive endorsement the application is nearly always voted down.	The three ALAC members for the region the application is from provide their advice (YES,NO,ABSTAIN) on whether the applications should be granted. Without a postive endorsement the application is nearly always voted down.	The Regional Secretariat provides the view of the region, including ALAC members for the region, on whether the application should be approved. The three ALAC members are also asked for their view. Silence on an application = approval.	The ALS community in the region, including ALAC members, should make clear their views on whether the application should be approved. Silence = approval.	ICANN Staff, under the proposed procedure, would need to proactively make clear any problems they see with the application in order to ensure that the silence = approval rule doesn't inadvertently result in approval of an application which is obviously problematic.

End of Week Number	Current Process		Proposed Process		Notes
	RALO Exists	No RALO Exists	RALO Exists	No RALO Exists	
<b>9</b>	The ALAC and the regions should have completed their review by this time. If the application has any problems - incomplete or unclear information, etc. - the weeks between the 7th and the 9th week allow the regions and the ICANN staff to resolve these questions.	The ALAC and the regions should have completed their review by this time. If the application has any problems - incomplete or unclear information, etc. - the weeks between the 7th and the 9th week allow the members from the regions and the ICANN staff to resolve these questions.	This review is actually happening between weeks 3 and 7 at times, but that is not obligatory. This should become SOP as doing so would allow the process to be compressed by 2 weeks.		
<b>10 / 8</b>	Vote on the application by the ALAC begins. For a candidate to be accredited, a minimum of 9 of the 15 members must vote, and 3/4 of those voting must vote yes.		Vote on the application by the ALAC begins. Unless 3/4 of the whole ALAC vote 'No', the application is approved.		
<b>9 / 10</b>	<b>Vote on the Application ends</b>				
<b>12 / 10</b>	The Applicant is notified of the result by ICANN Staff, a public note of the new ALS is posted to the public ALAC list by the Chair of ALAC.				