

# Contracting and Onboarding

20 November 2013

ICANN Global Domains Division



# Agenda

## + Contracting

- Statistics
- Eligibility
- Process
- Exhibit A
- Code of Conduct

## + Registry Onboarding

- Overview
- Steps
- Timeline
- Contact



# Contracting

**Trang Nguyen**

Director, gTLD Operations

# Contracting > Statistics

960

Eligible applications that have been invited to contracting through Priority 1930

275

CIR responses received  
(28% response rate)

178

Registry Agreements sent to applicants  
for signature

144

Registry Agreements signed

806

Applications not yet eligible for  
Contracting

# Contracting > CIR Eligibility Criteria

To receive a Contracting Information Request invitation, an application must:

- + Be active
- + Have passed evaluation
- + Not be in contention
- + Have no pending objections, or prevailed an objection
- + Not have a pending change request
- + Not be in the “high” risk category of the name collision report
- + Not be subjected to GAC Advice:
  - Category 1
  - Category 2 (if exclusive access)
  - Consensus objection
  - Non-consensus objection
  - No consensus on safeguards
  - Further consideration

# Contracting > RA Signing Eligibility Criteria

In order to execute a Registry Agreement and Supplement, an application must meet all of the CIR eligibility criteria and must:

- + Not be in the 30-day application comment window for an approved change request
- + Not have any further background screening due diligence issues
- + Not have any COI compliance issues
- + Not be party to an ongoing ICANN accountability mechanism

# Contracting > Process

Applications are processed by priority number at each step

Monday

Tuesday – Following  
Wednesday

Thursday –  
Monday

Review CIR  
Responses for  
Completeness  
(1 day)

Perform Substantive  
Review of CIR  
Responses  
(7 days)

Draft  
RA  
3 days

Send RA to  
Applicant for  
Signature  
2 days

Execute  
RA  
1 day

Post  
RA  
1 day

Tuesday –  
Wednesday

Thursday

Friday

# Contracting > CIR Completeness Review

## About

A review of the CIR response to ensure that the required requested information is provided

## Reminders

- CIR response must be submitted in order for ICANN to begin the CIR Completeness Review process
- Attachment(s) provided should be consistent with the CIR response (e.g., if the IGO/Government box is checked, provide the support documentation. If not checked, do not provide any support documentation.)

## Follow-Up

If follow-up is required at this step, the application will remain in the CIR Completeness Review queue



# Contracting > CIR Substantive Review

## About

This step includes:

- A more detailed review of the information provided in the CIR response (i.e., review of the POCs against application)
- Creation of Exhibit A, Specification 12 (if required)
- Gathering of all relevant information in preparation for the creation of the RA (i.e., Voluntary PIC, COI)

## Reminders

- Code of conduct exemption request form must be completely filled out and the TLD registration policy must be provided
- Provide IANA or GURID ID number for any registrar entities cross-ownership declaration

## Follow-Up

If follow-up is required at this step, the application will remain in the CIR Substantive Review queue

# Contracting > RA Creation

## About

Creation of the Registry Agreement and Supplement based on information provided in the CIR response as well as application data

## Reminders

- If RA negotiation is requested, the requested changes are reviewed at this time and any required follow-up with the applicant is performed
- If Code of Conduct exemption request is submitted, a review of the request is performed

# Contracting > RA Review and Signing

## About

The Registry Agreement is sent to the applicant for review and signature

## Reminders

If electronic signature is requested,

- The RA and Supplement are sent via DocuSign
- Applicant may sign via DocuSign

If manual signature is requested

- The RA and Supplement are sent via Customer Service email
- Applicant prints and signs the number of copies desired plus 1 for ICANN
- Applicant mails the signature only pages of the RA and Supplement to ICANN at the provided address
- Applicant should include return address information

# Contracting > Registry Agreement Execution

## About

ICANN countersigns the Registry Agreement and Supplement

## Reminders

If electronic signature is requested:

- ICANN will execute RA and Supplement via DocuSign

If manual signature is requested:

- ICANN will counter-sign the signature pages of the RA and Supplement
- A complete final copy of the RA and Supplement will be mailed to the return address provided
- ICANN will keep 1 fully executed copy

# Contracting > Registry Agreement Posting

## About

ICANN posts the signed Registry Agreements on the Registry Agreement page of the ICANN website

## Reminders

- Depending on the volume of contracts executed, RA and Supplements will either be posted on Fridays, or on Thursdays and Fridays
- RAs, Supplements, and redlines are posted at <http://www.icann.org/en/about/agreements/registries>
- Also on this page are:
  - Alternate Path to Delegation Reports
  - TLD Start-up Information

# Contracting > Exhibit A

- + Exhibit A is created based on information in the application and voluntary PIC (if one was submitted)
- + Any non-standard Registry Services submitted with the CIR response will not be included in Exhibit A
- + If any information in the application has become untrue or inaccurate, a change request must be submitted

# Contracting > Code of Conduct

- + Code of Conduct Exemption requests are reviewed in parallel with the creation of the Registry Agreement
- + Applicant may elect not to sign the Registry Agreement until ICANN has made a final determination as to its Code of Conduct Exemption request
- + Any approved Code of Conduct Exemption will be posted on the Registry Agreement pages for the TLD (no amendment to be made directly to Specification 9 of the Registry Agreement)
- + Notification of ICANN's determination regarding requests will be made formally to the applicant in writing



# Registry Onboarding

**Krista Papac**

gTLD Registry Services Director



# Registry Onboarding Overview



Collection of contacts and information to facilitate the technical setup of processes required by the Registry Agreement

- + Starts upon execution of the Registry Agreement
- + Parallels PDT, Delegation, and Sunrise

# Registry Onboarding > 3 Main Steps

## Data Collection

- + Provide on-boarding contact information and facilitate TMDB token
- + Provide information for credentialing and to facilitate operational support mechanisms

## Technical Setup

- + Establish and test service functionalities

Establish Sunrise, Claims and Limited Registration (if applicable) periods

# Step 1A > Registry Operator Contacts

- + Primary POC
- + Legal POC
- + Backend Technical Service Provider POC
- + Data Escrow POC
- + Technical POC
- + Media/Communications POC
- + Billing/Financial POC
- + 24x7 Emergency POCs
- + CZDS POC
- + Abuse Contact
- + Compliance POC
- + URS POC
- + TMDB POC
  - Once received ICANN provides TMDB token

# Step 1B > Onboarding Information Request (ONB-IR)

- + Zone File Access for CZDS, EBERO, and ICANN
  - Method, Key (if applicable), Server name, CZDS POC
- + Bulk Thin Registration Data Access
  - URI
- + Registry Reporting Interface (RRI)
  - IP Addresses, Passwords
- + Uniform Rapid Suspension
  - PGP Key, Password
- + EPP Extensions
  - EPP extensions documentation
- + IDN Tables (to be provided upon delegation to IANA)
- + EPP SLA Monitoring
  - EPP server(s), User, Password

# Step 2 > Establish & Test Service Capabilities

- + Establish Zone File Access for:
  - Centralized Zone Data Service
  - ICANN and EBERO consumption
  - If hosting their own zone files, ICANN will create alias (CNAME record) for servers
- + Establish Bulk Thin Registration Data Access
- + Provide Access to Registry Reporting Interface (RRI)

# Step 2 (continued) > Establish & Test Service Capabilities

- + Uniform Rapid Suspension
  - Provide Access to Registry to Download URS provider keys, and Collect Registry PGP Key
- + Collect EPP Extensions
- + Setup EPP SLA Monitoring
  - EPP System access data
- + IDN Tables (to be provided upon delegation to IANA)

# Step 3 > Establish Sunrise, Claims, Limited Registration Periods

- + Overview
  - TLD Startup Information is fed into a public portal that consolidates all new gTLD registries launch information
- + Required Information
  - Type of Sunrise (Start Date or End Date)
  - Dates of Sunrise period
  - Complete Sunrise policies for the registry (including Sunrise DRP)
    - Include whole document(s), not links
  - Dates of Claims period
  - Certification that integration testing has been completed
- + Optional Information
  - Dates of any Limited Registration Periods
- + Submit Information
  - Send notices to the Customer Service Center at [newgtld@icann.org](mailto:newgtld@icann.org)

## Step 3 (continued) > Establish Sunrise, Claims, Limited Registration Periods

- + TLD Startup Information may be submitted once TLD is delegated
- + Registry submits its information to ICANN, including requested dates
- + ICANN does a straightforward review of the TLD Startup Information:
  - Do the dates comply with TMCH Requirements?
  - Are all the required elements included?
- + ICANN will schedule dates with IBM and confirm dates with registry
- + The Registry does not need to do this with IBM
- + ICANN notifies registry of acceptance and publishes the information
- + Will contact registry if corrections needed



# Registry Onboarding Timeline

## Contracting

Registry Agreement Signed

6 Weeks

Pre-Delegation Testing

2 Weeks

Transition to Delegation

After PDT, Before Token

Registry Onboarding 1A / 1B  
Data Collection

Delegation Token Issued



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Delegation

Registry Onboarding 2  
Technical Setup

30 Days

Registry Onboarding 3

Establish Sunrise, Claims, Additional Periods (if any)

# Registry Onboarding > Welcome!



- + Please look for a request for registry contact information and a separate On-Boarding Information Request after Registration Agreement has been posted
- + Questions about On-Boarding can be submitted to [newgTld@icann.org](mailto:newgTld@icann.org)

# Global Domains Division Sessions

## Trademark Clearinghouse: Operations & Processes

- » Wednesday, 20 Nov 2013, 15:30-16:30; Libertador C

## IDN Variant TLDs Program

- » Wednesday, 20 Nov 2013, 16:45-18:15; Libertador C

## Continued Operations for new gTLDs

- » Thursday, 21 Nov 2013, 11:00-12:30; Libertador AB