

Number Resource Organization (NRO) Process for Review of the Address Support Organization (ASO) within ICANN

Version: 19 November 2018

I. Purpose

This document outlines the process by which the independent periodic review of the Address Supporting Organization (ASO) role within ICANN shall be initiated, conducted, and concluded. This process is established in response to “Recommendation # 3” as identified in the last ASO review conducted by ITEMS International in their Final Report dated 3 August 2017¹.

The ASO Review report further indicated that this procedure be in line with processes used by the ICANN Organizational Effective Committee². The Number Resource Organization is responsible, consistent with the ICANN Bylaws³ and the ASO MoU⁴, with facilitating independent reviews of the ASO on a periodically on a schedule of no less than every five years. This review process considers governance or influence by a number of related processes and documents further noted within and at the reference section at the end of this process.

II. Initiation

A. In the year *prior* to beginning the ASO review, the NRO shall at a Minimum –

1. Establish and coordinate the ASO Review budget requirements with the Regional Internet Registries (RIRs) Chief Financial Officers for inclusion in the NRO budget for the next year
2. Review and revise as needed the Request for Proposal (RFP) Process⁵ including the purposes of the assessment, proposal assessment criteria, and selection process
3. Review and revise as needed the Instructions to Bidders⁶ located on the Number Resource Organization’s website
4. Establish the RFP solicitation and selection timeline
5. Determine the ASO review consultation schedule considering the duration of subject matter expert interviews, relevant ICANN and RIR meeting schedules to minimize travel cost and optimize schedules, time for draft report generation duration, review period by the NRO EC, and final report production

B. In the year in which the ASO review is to be conducted consistent the previously establish timelines, the NRO shall –

1. Publish and announce the RFP through the NRO, RIRs and other through other methods or organizations as determined by the NRO
2. Evaluate and select the ASO review contracting organization
3. Direct the RIR legal counsels to review and conclude the contracting vehicle and non-disclosure agreement; consideration should be given to, among other items, the appropriate legal jurisdiction
4. Determine the contract compliance officer among the RIR legal counsel to monitor compliance for payment and deliverables
5. Determine the intake and response process for community and press inquiries
6. Notify the NRO and RIR communities of the ASO Review award the ASO and the timelines

III. Consultation

A. During the period in which the contractor begins the ASO Review, the NRO shall

1. Provide the contractor with an initial list of subject matter experts for interviewing
2. Provide administrative and decision support as requested by the contractor

B. During the period in which the ASO is being performed consistent with the previously established timelines, the NRO shall

1. Monitor progress and contract compliance
2. Review any issues and determine appropriate resolution

IV. Conclusion

A. Following production of the initial ASO draft report by the contractors, the NRO shall

1. Review draft recommendations and ensure contractor has considered all information upon which the recommendation is made – provide feedback regarding any misinformed recommendations
2. Determine any publication and/or communications plan based on the initial draft report

B. Following acceptance of the final ASO Review Report, the NRO shall

1. Review final recommendations
2. Establish an action plan for addressing and/or implementing the recommendations

3. Assign the action plan responsibilities and monitor progress
4. Conclude action plan activities and communicate actions to the Community
5. Conduct post-process review to determine what work well and what needs improvement, make the appropriate changes to this and related process documents

References

¹ See pages 3 and 49 of the ICANN Address Supporting Organization (ASO) Final Report, 3 August 2017, Tom Mackenzie and Timothy McGinnis, <https://www.nro.net/wp-content/uploads/ASO-Review-Report-2017.pdf>

² See the ICANN Organizational Effectiveness Committee Charter, as approved by the ICANN Board of Directors 16 March 2017, <https://www.icann.org/resources/pages/charter-oec-2017-05-11-en>

³ See section 4.4 of the ICANN Bylaws, Bylaws for the Internet Corporation for Assigned Names and Number, as amended 18 June 2018, <https://www.icann.org/resources/pages/governance/bylaws-en>

⁴ See the ICANN Address Supporting Organization (ASO) Memorandum of Understanding (MoU), <https://archive.icann.org/en/aso/aso-mou-29oct04.htm>

⁵ See Number Resource Organization (NRO) Request for Proposal for consulting services: Independent review of the ICANN Address Supporting Organization (ASO), 20 December 2010 <https://www.nro.net/wp-content/uploads/2010/12/ASO-Review-TOR-Final.pdf>

⁶ See Number Resource Organization (NRO) Independent Review of the ICANN Address Supporting Organizations, Instruction to Bidders, <https://www.nro.net/independent-review-of-the-icann-aso/>

Work Cited or Referenced

- ICANN Address Supporting Organization (ASO) Final Report, 3 August 2017, Tom Mackenzie and Timothy McGinnis, <https://www.nro.net/wp-content/uploads/ASO-Review-Report-2017.pdf>
- ICANN Bylaws, Bylaws for the Internet Corporation for Assigned Names and Number, as amended 18 June 2018, <https://www.icann.org/resources/pages/governance/bylaws-en>
- ICANN Address Supporting Organization (ASO) Memorandum of Understanding (MoU), <https://archive.icann.org/en/aso/aso-mou-29oct04.htm>
- ICANN Organizational Effectiveness Committee Charter, as approved by the ICANN Board of Directors 16 March 2017, <https://www.icann.org/resources/pages/charter-oec-2017-05-11-en>
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- Number Resource Organization (NRO) Independent Review of the ICANN Address Supporting Organizations, Instruction to Bidders, <https://www.nro.net/independent-review-of-the-icann-aso/>