ICANN | GNSO

Generic Names Supporting Organization

Initial Report on the [WG TITLE] [non-]Policy Development Process

Status of This Document

This is the Initial Recommendations Report of the GNSO [WG Name] Working Group that has been posted for public comment.

Preamble

The objective of this Initial Recommendations Report is to document the Working Group's deliberations on charter issues and preliminary recommendations or other issues to consider before the group issues its Final Report after review of public comments received on this report. It will be submitted to the GNSO Council in response to a request received from the Council pursuant to a Motion proposed and carried during the Council teleconference meeting on [DD Month YYYY].

This Final Report may be translated into different languages; please note that only the English version is authoritative.

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Table of Contents

1 Executive Summary

1.1 Introduction

[Describe the issue as initially documented in the Issue Report including any relevant events or sources of information pertaining to the issue since the report was written and other deliberations either at the GNSO Council or Charter Drafting Team levels.]

On [XX Month 2016], the GNSO Council initiated a [non-]Policy Development Process and chartered the [WG Name] Working Group. A Call for Volunteers to the Working Group ("WG") was issued on XX Month 2016, and the WG held its first meeting on [XX Month 2016].

1.2 Preliminary Recommendations

The WG was chartered to provide the GNSO Council with [enter a summary of the charter and key charter questions]. Following its analysis of each of the questions outlined in its Charter related to this task, the WG has arrived at a set of preliminary recommendations and conclusions, although formal consensus levels have not been determined.

1.2.1 Proposed Recommendations to Charter Question A

[Insert a high level statement on the WG's observation that addresses the Charter question.]

Recommendation #1:
The WG recommends that the GNSO Council instruct staff to [Insert the WG's recommendation].

Recommendation #2:
The WG recommends that the GNSO Council instruct staff to [Insert the WG's recommendation].

1.2.2 Proposed Recommendations to Charter Question B

[Insert a high level statement on the WG's observation that addresses the Charter question.]

Recommendation #3:
The WG recommends that the GNSO Council instruct staff to [Insert the WG's recommendation].

Recommendation #4:
The WG recommends that the GNSO Council instruct staff to [Insert the WG's recommendation].

1.2.3 Proposed Recommendations to Charter Question X [add additional sections as needed]

[Insert a high level statement on the WG's observation that addresses the Charter question.]

Recommendation #X:
[The WG makes no recommendations in regards to this charter question, but based on the observations several recommendations are presented under the other charter questions.]

1.3 Deliberations and Community Input

[Insert a summary of the WG's deliberations on the issues as defined in the Charter questions.]

The WG reached out to all ICANN Supporting Organizations and Advisory Committees as well as GNSO Stakeholder Groups and Constituencies with a request for input at the start of its deliberations. All responses received were reviewed by the WG and incorporated into this document for each of its Charter questions.

1.4 Conclusions and Next Steps

This Initial Report will be posted for public comment for [40] Days. After the WGs review of public comments received on this report, they will complete this section documenting any conclusions based on the overall findings of the report.

1.5 Other Relevant Sections of this Report

For a complete review of the issues and relevant interactions of this WG, the following sections are made available in the later pages of this document to satisfy portability needs. . [Delete FOOTNOTE if not needed.[1]]

- Background of the issue documenting how it was discovered and eventually approved for further exploration by the GNSO Council

- Documentation of who participated in the WG's deliberations, attendance records, and links to Statements of Interest as applicable.

- Documentation on the solicitation of community input through the formal public comment forum with a link to the WG's review of prior public comments.

- An annex that includes the WG's mandate as defined in the Charter adopted by the GNSO Council.

- Documentation on the solicitation of community input through formal SO/AC and SG/C channels, including responses.

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[1] Footnote

Deleted: 25 April 202316 February 202317 January 2023

End Section.

2 Working Group Preliminary Recommendations

The WG was chartered to provide the GNSO Council with "policy recommendations regarding the issues identified in the [Enter Issue] Final Issue Report.

Following its analysis of each of the questions outlined in its Charter related to this task, the WG has arrived at a set of preliminary conclusions and recommendations, [although in several instances the WG has not yet finalized an agreed position on some particular issues].

The WG is currently [divided with a majority and minority view]; this is also specifically indicated in the text of this Initial Report. A formal consensus call on all the Charter questions will take place once the WG finalizes all its recommendations following its review of public comments received.

The full text of all of the WG's preliminary conclusions, including any supplemental notes, is set out in detail in Section 3. Where certain proposals or potential recommendations have yet to be finalized or do not represent a consensus position within the WG, square brackets around specific options under consideration have been used to indicate this; where there is a majority and a minority view on a particular issue, both viewpoints have been included. [Any additional statements filed by WG members in respect of particular topics have also been included in this report, in Annex D].

The WG believes that when it formulates its final recommendations, if approved by the GNSO Council and the ICANN Board, there will be substantial improvement to the current environment. The following sub-sections provide a summary of the WG's preliminary conclusions as follows:

- Section 2.1 contains all the WG's preliminarily-agreed recommendations;

- Section 2.2 contains certain questions relating to specific aspects of ["Issue X or Issue Y"] that have yet to be finalized by the WG; and [Remove bullet if not required; delete subsection]

- Section 2.3 contains the WG's majority and minority view on certain aspects in relation to [enter observation, issue or recommendation]. [Remove bullet if not required; delete subsection]

Commented [A2]: Types of outcomes that are permissible from a PDP. PDP Teams may make recommendations to the GNSO Council regarding:
i. Consensus policies
ii. Other policies
iii. Best Practices
iv. Implementation Guidelines
v. Agreement terms and conditions
vi. Technical Specifications
vii. Research or Surveys to be Conducted
viii. Advice to ICANN or to the Board
ix. Advice to other Supporting Organizations or Advisory Committee
x. Budget issues
xi. Requests for Proposals
xii. Recommendations on future policy development activities

2.1 WG's Preliminary-Agreed Recommendations

2.1.1 Recommendations to Charter Question A
[Insert a high level statement on the WG's observation that addresses the Charter question.]

Recommendation #1:

Deleted: 25 April 202316 February 202317 January 2023

The WG recommends that the GNSO Council instruct staff to [Insert the WG's recommendation].

The WG came to [full consensus] for this recommendation.

Recommendation Details:
[INSERT Details of the recommendation that expand upon the recommendation statement.]

Recommendation #2:
The WG recommends that the GNSO Council instruct staff to [Insert the WG's recommendation].

The WG came to [full consensus] for this recommendation.

Recommendation Details:
[INSERT Details of the recommendation that expand upon the recommendation statement.]

2.1.2 Recommendations to Charter Question B
[Insert a high level statement on the WG's observation that addresses the Charter question.]

Recommendation #3:
The WG recommends that the GNSO Council instruct staff to [Insert the WG's recommendation].

The WG came to [full consensus] for this recommendation.

Recommendation #4:
The WG recommends that the GNSO Council instruct staff to [Insert the WG's recommendation].

The WG came to [full consensus] for this recommendation.

2.1.3 Recommendations to Charter Question X
[Insert a high level statement on the WG's observation that addresses the Charter question.]

Recommendation #X:
The WG makes no recommendations in regards to this charter question, but based on the observations several recommendations are presented under the other charter questions.

2.1.4 Expected impact of recommendations

[As per the PDP Manual, the Initial Report is expected to include "A statement on the WG discussion concerning impact of the proposed recommendations, which could consider areas such as economic, competition, operations, privacy and other rights, scalability and feasibility". This section is also expected to address the expected impact, if any, on human rights.]

Commented [A3]:

-Consensus - a position where only a small minority disagrees, but most agree

-Strong support but significant opposition - a position where, while most of the group supports a recommendation, there are a significant number of those who do not support it.

-Divergence (also referred to as No Consensus) - a position where there isn't strong support for any particular position, but many different points of view. Sometimes this is due to irreconcilable differences of opinion and sometimes it is due to the fact that no one has a particularly strong or convincing viewpoint, but the members of the group agree that it is worth listing the issue in the report nonetheless.

-Minority View - refers to a proposal where a small number of people support the recommendation. This can happen in response to a Consensus, Strong support but significant opposition, and No Consensus; or, it can happen in cases where there is neither support nor opposition to a suggestion made by a small number of individuals

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2.2 Issues the WG has yet to finalize any Conclusions

The WG has yet to reach agreement on the following topics, regarding certain aspects of [Enter Issue(s)]. It therefore specifically invites community input on these questions.

2.2.1 Issue with [Charter Question X]

While the WG reached preliminary agreement on.......................

- Bullets Level 1
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    - Level3
      - Level 4

2.2.1.1 Issue [Enter Title]

While the WG reached preliminary agreement on.......................

Lettered list:
   a. Item
   b. Item
   c. Item
   d. Item
   e. Item
   f. Item

2.2.1.1.1 Issue [Enter Title]

While the WG reached preliminary agreement on.......................

2.2.2 Issue [Enter Title]

While the WG reached preliminary agreement on.......................

- Bullets Level 1
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    - Level3
      - Level 4

2.2.2.1 Issue [Enter Title]

While the WG reached preliminary agreement on........................

Lettered list:

a.   Item

b.   Item

c.   Item

d.   Item

e.   Item

f.   Item

2.2.2.1.1 Issue [Enter Title]

While the WG reached preliminary agreement on........................

2.3 WG's Majority and Minority Views on Certain Issues

Although the WG agreed that the mere fact that a domain name is ....

2.3.1 Minority Views

While the WG reached preliminary agreement on........................

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    ☐ Level3

      ▪ Level 4

2.3.2 Majority Views

While the WG reached preliminary agreement on........................

■ Bullets Level 1

  ☐ Level 2

    ☐ Level3

      ▪ Level 4

2.4 WG's Policy Change Impact Analysis

[If the WG concludes with any recommendations, the WG must include a policy impact analysis and a set of metrics to measure the effectiveness of the policy change, including source(s) of baseline data for that purpose:

- Identification of policy goals
- Identification of metrics used to measure whether policy goals are achieved
- Identification of potential problems in attaining the data or developing the metrics
- A suggested timeframe in which the measures should be performed
- Define current state baselines of the policy and define initial benchmarks that define success or failure
- Metrics may include but not limited to (Refer to the Hints & Tips Page):
- ICANN Compliance data
- Industry metric sources
- Community input via public comment
- Surveys or studies]

End Section.

Commented [A4]: Copy in relevant data and metrics identified in the Charter, Deliverables & Timeframes section.

Commented [A5]: Per Annex2 PDP Manual:

A statement on the WG discussion concerning impact of the proposed recommendations, which could consider areas such as economic, competition, operations, privacy and other rights, scalability and feasibility.

3 Deliberations of the Working Group

This Section provides an overview of the deliberations of the WG. The points outlined below are meant to provide the reader with relevant background information on the WG's deliberations and processes, and should not be read as either final recommendations or as representing the entirety of the deliberations of the WG. The WG will not finalize its recommendations to the GNSO Council until it has conducted a thorough review of the comments received during the public comment period on this Initial Report.

3.1 Initial Fact-Finding and Research

Per its Charter, the WG was tasked to review a list of topics and questions, as part of its work to develop policy recommendations relating to [enter Issue(s)]. These topics and questions were derived in large part from the prior work done by staff with the Issue Report and the Drafting Team that developed the WG's Charter

The WG grouped all its Charter questions into specific categories........[define as necessary based on the issue at hand.]

3.1.1 [Sub-Topic – Delete if not required]
[The following research revealed that the issue is persistent within the registration of Domain Names.]

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      - Level 4

Lettered list

  a. Item
  b. Item
  c. Item
  d. Item
  e. Item

3.2 Deliberations Regarding [Charter Question A or Issue Category A]

The following Charter questions were grouped into this [Category A], as the WG believed these to be of a more general nature. Other, more specific questions were consequently grouped into more focused categories (B through X).

The WG's initial conclusions can be found in Section 2 – Preliminary Recommendations.

3.3 Deliberations Regarding [Charter Question B or Issue Category B]

The following Charter questions were grouped into this [Category B], with additional sub-questions agreed on and added as indicated below:

- Charter Question 1
- Charter Question 2
- Charter Question 3
- Additional Questions

The WG's initial conclusions can be found in Section 2 – Preliminary Recommendations.

3.4 Deliberations Regarding [Charter Question X or Issue Category X]

The following Charter questions were grouped into this [Category X], with additional sub-questions agreed on and added as indicated below:

- Charter Question 1
- Charter Question 2
- Charter Question 3
- Additional Questions

The WG's initial conclusions can be found in Section 2 – Preliminary Recommendations.

End Section.

4 Conclusions and Next Steps

4.1 Preliminary Conclusions

[List any conclusions receiving consensus or above in regards to issues discussed from the Charter.]

4.2 Next Steps

The WG will complete the next phase of its work and develop its recommendations in a Final Report to be sent to the GNSO Council for review following its analysis of public comments received on this Initial Report.

5 Background

5.1 Process Background

On [XX Month 2016], the GNSO Council initiated a Policy Development Process and chartered the [INSERT WG Name] Working Group. A Call for Volunteers to the Working Group ("WG") was issued on [XX Month 2016], and the WG held its first meeting on [XX Month 2016].

- In response to the resolution, ICANN published the [Final GNSO Issue Report] on [XX Month 2016]. In this Final Issue Report, ICANN staff recommended that the GNSO Council commence a PDP on [INSERT Issue Text].
- On [XX Month 2016], ICANN staff published a Final Issue Report for the GNSO Council to consider the commencement of a Working Group.
- On [XX Month 2016], the ICANN Board approved the…………
- On [XX Month 2016] the GNSO Council approved a [resolution-INSERT LINK] the initiation of the [non-]PDP and the Charter for the [INSERT WG Name] Working Group ("[INSTERT CODE] WG").

5.1.1 [Heading Title – delete if not required]

[INSERT Text – delete if not required].

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    - Level3
      - Level 4

Lettered list

a. Item
b. Item
c. Item
d. Item
e. Item

5.2 Issue Background

On [XX Month 2016], the GNSO Council initiated a Policy Development Process and chartered the [INSERT WG Name] Working Group. A Call for Volunteers to the Working Group ("WG") was issued on [XX Month 2016], and the WG held its first meeting on [XX Month 2016].

5.2.1 [Outcome of Negotiations – delete if not required]

[INSERT Text – delete if not required].

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    - Level3
      - Level 4

Lettered list

a. Item
b. Item
c. Item
d. Item
e. Item

5.2.2 [Related Work by the GNSO and the Community – delete if not required]

[INSERT Text – delete if not required].

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  - Level 2
    - Level3
      - Level 4

Lettered list

a. Item
b. Item
c. Item
d. Item

5.2.3 [Recommendations from Another Group – delete if not required]

[INSERT Text – delete if not required].

- Bullets Level 1
  - Level 2
    - Level3
      - Level 4

Lettered list

a. Item
b. Item
c. Item
d. Item

End.

6 Approach Taken by the Working Group

6.1 Working Methodology

The [Insert WG Name] WG began its deliberations on XX Month 2016. It decided to continue its work primarily through weekly conference calls, in addition to email exchanges on its mailing list, with further discussions taking place at ICANN Public Meetings when scheduled. All the WG's meetings are documented on its [wiki workspace<< INSERT LINK], including its [mailing list<< INSERT LINK], draft documents, background materials and input received from ICANN's SO/ACs and the GNSO's Stakeholder Groups and Constituencies.

The WG also prepared a [Work Plan<< INSERT LINK], which was reviewed on a regular basis. In order to facilitate its work, the WG decided to use a template to tabulate all input received in response to its request for Constituency and Stakeholder Group statements (see Annex B). This template was also used to record input from other ICANN Supporting Organizations and Advisory Committees, as well as individual WG members' responses (either on their own behalf or as representatives of their respective groups) which can be found in Annex C.

The WG scheduled [community sessions at each ICANN Public Meeting] that took place after its formation, at which it presented its preliminary findings and/or conclusions to the broader ICANN community for discussion and feedback.

6.1.1 WG Membership and Attendance

The members of the [Insert Group Name] WG are:

Commented [A6]: Right now, this is a table export out of the Wiki. After a few runs, we will modify this table to allow for an easier cut/paste export.

Group / Name	Affiliation	Meetings Attended*
NCSG:		
Name 1	NCUC / NPOC	00
Name 2	NCUC / NPOC	00
Name 3	NCUC / NPOC	00
CSG:		
Name 1	CBUC / IPC / ISPCP	00
Name 2	CBUC / IPC / ISPCP	00
Name 3	CBUC / IPC / ISPCP	00
RrSG:		

Group / Name	Affiliation	Meetings Attended*
Name 1	Registrar Co. Name	00
Name 2	Registrar Co. Name	00
Name 3	Registrar Co. Name	00
RySG:		
Name 1	Registry Co. Name	00
Name 2	Registry Co. Name	00
Name 3	Registry Co. Name	00
At-Large/ALAC:		
Name 1	ALAC	00
Name 2	RALO	00
Name 3	RALO	00
GAC:		
Name 1	Country	00
Name 2	Country	00
Name 3	Country	00
Individuals:		
Name 1	Individual/Company?	00
Name 2	Individual/Company?	00
Name 3	Individual/Company?	00

The Statements of Interest of the WG members can be found at [INSERT LINK].

The attendance records can be found at [INSERT LINK]. The email archives can be found at [INSERT LINK].

* The following are the ICANN SO/ACs and GNSO Stakeholder Groups and Constituencies for which WG members provided affiliations:

RrSG – Registrar Stakeholder Group
RySG – Registry Stakeholder Group
CBUC – Commercial and Business Users Constituency
NCUC – Non-Commercial Users Constituency
IPC – Intellectual Property Constituency
ISPCP – Internet Service and Connection Providers Constituency
NPOC – Not-for-Profit Organizations Constituency
GAC – Governmental Advisory Committee

** This list was accurate as of the publication of this report. Note that some members joined the WG only after it began meeting, and WG members that have since left are indicated with ++ against their names.

7 Community Input

7.1 Request for Input

According to the GNSO's PDP Manual, a PDP WG should formally solicit statements from each GNSO Stakeholder Group and Constituency at an early stage of its deliberations. A PDP WG is also encouraged to seek the opinion of other ICANN Supporting Organizations and Advisory Committees who may have expertise, experience or an interest in the issue. As a result, the WG reached out to all ICANN Supporting Organizations and Advisory Committees as well as GNSO Stakeholder Groups and Constituencies with a request for input (see Annexes B and C) at the start of its deliberations. In response, statements were received from:

- The GNSO Business Constituency (BC)
- The GNSO Intellectual Property Constituency (IPC)
- The GNSO Internet Service Provider & Connectivity Provider Constituency (ISPCP)
- The GNSO Non-Commercial Stakeholder Group (NCSG)
- The Registries Stakeholder Group (RySG)
- The Registrars Stakeholder Group (RrSG)
- The At-Large Advisory Committee (ALAC)
- The Governmental Advisory Committee (GAC)

Commented [A7]: Delete whom did not submit

The full statements can be found here: [INSERT LINK].

7.2 Review of Input Received

All of the statements received were added to the template for each Charter question (where applicable) and reviewed by the WG as part of its deliberations on that particular topic.

7.2.1 [Sub-Topic Title – Delete if not required]

[The following research revealed that the issue is persistent within the registration of Domain Names.]

- Bullets Level 1
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    - Level3
      - Level 4

Lettered list

   a. Item

b. Item

c. Item

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End.

8 [Template Example – to be deleted]

8.1 Heading Title

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9 Annex A - Charter

[PASTE WG Charter HERE]

10 Annex B – Request for SG / C Statements

Stakeholder Group / Constituency / Input Template
[INSERT WG Name PDP] Working Group
_____

[INSERT Request Template for SG/Cs]

10.1 [Heading Title – Delete if not required]
[INSERT Text – delete if not required].

11 Annex C – Request for Input from SOACs

Supporting Organization / Advisory Committee / Input Template
[INSERT WG Name PDP] Working Group
_____

[INSERT Request Template for SG/Cs]

11.1 [Heading Title – Delete if not required]
[INSERT Text – delete if not required].

12 Annex D – [Example to be deleted if not used]

12.1 Heading Title

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13 Annex E – [Example to be deleted if not used]

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