



# Final Implementation Plan for IDN ccTLD Fast Track Process

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*Previous versions are archived and superseded by the document below.*

**4 June 2012**

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# Module 1

## General Introduction

This is the Final Implementation Plan for the IDN ccTLD Fast Track Process.

The plan is based on recommendations provided by the [IDNC Working Group \(WG\) in its Final Report](#), as well as on public comments provided throughout the IDNC WG's online and public comment facilities, and on public comments received on the previous draft versions of the plan. For a full overview of consultations and review see Module 10.

The plan is presented in modules as follows:

Module 1: General Introduction

Module 2: Fast Track Eligibility Requirements

Module 3: TLD String Criteria and Requirements

Module 4: DNS Stability Panel

Module 5: Request Submission & String Evaluation

Module 6: Request Submission for Delegation Evaluation

Module 7: Relationship between IDN ccTLD and ICANN

Module 8: Fee Structure and Model

Module 9: Process Review and Revision

Module 10: Background Information

The plan was [approved by the ICANN Board](#) at their meeting in Seoul, South Korea, 30 October 2009, by the following resolution:

*Resolved (2009.10.30\_\_), the ICANN Board sincerely thanks all participants for their hard work towards making IDN TLDs become a reality through the IDN ccTLD Fast Track Process;*

*Resolved (2009.10.30\_\_), the ICANN Board directs staff to launch the IDN ccTLD Fast Track process as detailed in the Proposed Final Implementation Plan, beginning at 00:00 UTC on 16 November 2009;*

*Resolved (2009.10.30\_\_), the ICANN Board directs staff to monitor the operation of the IDN ccTLD Fast Track process at regular intervals to ensure its smooth operation, and, subject to Board review, update the process when new technology or policies become available, with the goal to efficiently meet the needs of Fast Track process requesters, and to best meet the needs of the global Internet community.*

# Module 2

## *Country/Territory Eligibility Requirements*

Participation in the IDN ccTLD Fast Track Process is limited in accordance with the IDNC WG recommendations, and as discussed in this module. The recommendations and their inherent limitations were arrived at through community consultations, as described in Module 10. The primary reasons for implementing limitations are that the process is experimental<sup>1</sup> in nature and should not pre-empt the outcome of the ongoing IDN ccNSO Policy Development Process. Limitation aspects related to the string criteria and requirements are presented in Module 3.

### **2.1 ISO 3166-1 Representation**

To be eligible to enter the IDN ccTLD Fast Track Process, the country or territory must be listed in the International Standard ISO 3166-1 (Codes for the representation of names and countries and their subdivisions – Part 1: Country Codes). The exception to this requirement is the additional eligibility of the European Union, which has an exceptionally reserved code designated by the ISO 3166 Maintenance Agency (see [http://www.iso.org/iso/support/country\\_codes/iso\\_3166\\_code\\_lists/iso-3166-1\\_decoding\\_table.htm#EU](http://www.iso.org/iso/support/country_codes/iso_3166_code_lists/iso-3166-1_decoding_table.htm#EU)) and has also been deemed eligible under ICANN policy for a country-code top-level domain.

A country or territory represented on the ISO3166-1 list is eligible to participate in the IDN ccTLD Fast Track Process and to request an IDN ccTLD string that fulfills the additional requirements set forth in Module 3.

### **2.2 Submission of an IDN ccTLD request by eligible country/territory**

The Fast Track Process is divided into three distinct stages, as discussed in more detail in Module 5:

- Stage 1: Preparation Stage;
- Stage 2: Request Submission for String Evaluation; and
- Stage 3: Request Submission for Delegation Evaluation.

The entity acting as the requester, and that submits the request for an IDN ccTLD to ICANN for stage 2, can be the identified IDN ccTLD manager (proposed sponsoring organization), or the relevant government or public authority, or their designated representative.

If the requester is the IDN ccTLD manager (this may be the existing country-code top-level domain manager for the ISO 3166-1 code, or a different entity) or government designated representative, **they** must have the support from the country or territory corresponding to the relevant ISO 3166-1 entry, and must satisfactorily and clearly document this support. The documentation of support

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<sup>1</sup> It is important to note that by "experimental," the working group was commenting on the policy aspects of IDN introduction and not the technical aspects. IDNs have been tested in the root zone and technical implications of the introduction are generally well understood. All studies will be completed to ensure there is a full understanding that IDNs will have no deleterious effects on DNS interoperability, stability and security.

must evidence support from the relevant government or public authority. This is defined as a signed letter of support, from the Minister with the portfolio responsible for domain name administration, ICT, foreign affairs or Office of the Prime Minister or President; or from a senior representative of the agency or department responsible for domain name administration, ICT, Foreign Affairs or the Office of the Prime Minister.

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The letter should clearly express the government or public authority's support for the request and demonstrate the government or public authority's understanding of the string being requested and its intended use. The letter should also demonstrate the government, or public authority's understanding that the string is being sought through the IDN ccTLD Fast Track Process and that the requester is willing to accept the conditions under which the string will be available, i.e., as outlined in this Final Implementation Plan.

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If there is reason for doubt of the authenticity of the letter, ICANN will consult with the relevant diplomatic authorities or members of the GAC for the government or public authority concerned.

To further assist the requester in determining who the relevant government or public authority may be for a request, the requester may wish to consult with the relevant GAC representative. See <https://gacweb.icann.org/display/gacweb/GAC+Representatives>.

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An example of a support letter is included in Appendix 1 to this Module 2.

# Appendix 1 to Module 2

## *Sample: Documentation of support for the request from the government or relevant public authority for the country or territory.*

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The IDN ccTLD request must be either from the government or relevant public authority, or support from the government or public authority must be included in the request.

This is a guiding example of what such documentation of support can look like:

To: ICANN  
4676 Admiralty Way, Suite 330  
Marina del Rey, CA 90292-6601  
USA  
  
Attention: IDN ccTLD Fast Track Request

[location, date]

Subject: Letter of Support for [U-label/A-label] request to ICANN Fast Track Process:

This letter is to confirm that the [public authority for country/territory] fully supports the Fast Track request to ICANN conducted by [Requester] for the string(s) [A-label/U-label] to be used as an IDN ccTLD representing [country/territory name] on the Internet.

It is further confirmed that the name is being sought through the ICANN IDN ccTLD Fast Track Process and that the [Requester], is willing to accept the conditions under which the string will be available as outlined in the Final Implementation Plan for the IDN ccTLD Fast Track Process.

Sincerely,

Signature from relevant public authority

Name of individual  
Title of individual  
Name of department or office  
Postal Address  
Telephone  
Email address

# Module 3

## TLD String Criteria and Requirements

A conservative approach for potential IDN ccTLD strings has been adopted because of the Fast Track Process' limited introductory nature and to safeguard against pre-empting the outcome of the ongoing IDN ccNSO Policy Development Process. Limitations in this module are focused on criteria and requirements set for the TLD string.

### 3.1 General String Criteria

The following contains some clarifications about the general criteria for a requested IDN ccTLD string:

1. the string must be a minimum of two characters long (U-label),
2. characters are counted as basic Unicode components,
3. the string does not need to be the entire country or territory name, nor does it need to be an acronym, as long as the string fulfills the meaningfulness criteria described further below,
4. the string must not be longer than 63 characters (A-label).

ICANN is not responsible for IDN usability issues in applications. The usability of IDNs may be limited, as not all application software is capable of working with IDNs. It is up to each application developer to decide whether or not they wish to support IDNs. This can include, for example, browsers, email clients, and sites where you enlist for a service or purchase a product and ~~where the~~ process involves entering an email address. Such usability problems currently exist today with the ASCII TLDs in some situations where the TLD string is longer than three characters.

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Further acceptability and usability issues may occur as the IDNA protocol standard is revised and as the IDN protocol for email management is finalized in the Internet Engineering Task Force (IETF). The result of the IDNA protocol revision ~~is~~ that some characters previously not permitted within IDNs ~~are now~~ valid. ICANN will accept requests for strings with these newly-valid characters, but until the new, revised standard is implemented and broadly adopted by relevant application developers, users may experience problems with using the IDN. This may have different results in different applications, and in some instances a user may experience no functionality at all. It would be appropriate for all IDN TLD managers to provide their users with information about the limitations of use of IDNs and at the same time promote the use of IDNs to achieve global IDN implementation across applications. ICANN supports such efforts but is not able to enforce or require them.

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### 3.2 Language and Script Criteria

The conditions for allowable languages and scripts to be used for the requested TLD string are as follows:

The language must be an official language in the corresponding country or territory, and have legal status in the country or territory, or serve as a language of administration.

The language requirement is considered verified as follows:

- If the language is listed for the relevant country or territory as an ISO 639 language in Part Three of the *Technical Reference Manual for the standardization of Geographical Names, United Nations Group of Experts on Geographical Names* ("UNGEGN Manual") (<http://unstats.un.org/unsd/geoinfo/UNGEGN/publications.html>); or
- If the language is listed as an administrative language for the relevant country or territory in the ISO 3166-1 standard under column 9 or 10; or
- If the relevant public authority in the country or territory confirms that the language is used or served as follows, (either by letter or link to the relevant government constitution or other online documentation from an official government website):
  - a. used in official communications of the relevant public authority; and
  - b. serves as a language of administration.

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Languages based on the Latin script are not eligible for the Fast Track Process. That is, the requested string must not contain the characters (a,...,z), either in their basic forms or with diacritics.

An example of a letter confirming that the language used is official is included for guidance; see Appendix 1 to this Module 3.

### **3.3 String Meaningfulness Requirement**

The IDN ccTLD string(s) must be a meaningful representation of the name of the corresponding country or territory. A string is deemed to be meaningful if it is in the official language of the country or territory and if it is:

- The name of the country or territory; or
- A part of the name of the country or territory denoting the country or territory; or
- A short-form designation for the name of the country or territory that is recognizable and denotes the country or territory in the selected language.

The meaningfulness requirement is verified as follows:

1. If the requested string is listed in the [UNGEGN Manual](#), then the string fulfills the meaningfulness requirement.
2. If the requested string is not listed in the UNGEGN Manual, then the meaningfulness must be substantiated by the requester **by** providing documentation from an internationally recognized expert or organization.

ICANN will recognize the following as internationally recognized experts or organizations:



- a. National Naming Authority – a government recognized National Geographic Naming Authority, or other organization performing the same function, for the country or territory for which the IDN ccTLD Fast Track request is presented. The United Nations Group of Experts on Geographical Names (UNGEGN) maintains such a list of organizations at: <http://unstats.un.org/unsd/geoinfo/ungegn/ungegnSession25.html>
- b. National Linguistic Authority – a government recognized National Linguistic Authority, or other organization performing the same function, for the country or territory for which the IDN ccTLD Fast Track request is presented.
- c. ICANN agreed expert or organization – in the case where a country or territory does not have access to either of the above, it may request assistance from ICANN to identify and refer a recognized expert or organization. Any expertise referred from or agreed to by ICANN will be considered acceptable and sufficient to determine whether a string is a meaningful representation of a country or territory name.

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[http://unstats.un.org/unsd/geoinfo/Authorities\\_listJan09.pdf](http://unstats.un.org/unsd/geoinfo/Authorities_listJan09.pdf)

This assistance can be requested by contacting ICANN at: [jdnccldrequest@icann.org](mailto:jdnccldrequest@icann.org)

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An example of a letter from an international recognized expert or organization, confirming the meaningfulness of the requested string is attached for guidance; see Appendix 1 to this Module 3.

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### 3.4 Number of Strings per Country or Territory

The number of strings that a country or territory can apply for is not limited to a specific number (in accordance with Guiding Principle G in the IDNC WG Final Report). However, the following maximum limitation applies:

- One string per official language or script per country or territory.

This limitation may cause issues for some countries and territories which have expressed the importance of having variant TLDs allocated and delegated in the DNS.

The topic of delegation of variant TLDs and management of variant TLDs has been discussed broadly in the community. ICANN staff has proposed a few models, none of which were agreeable across the policy and technical community reviewing the topic.

In order to stay within ICANN's mandate for ensuring a stable and secure operation of the Internet, the following will be the case for the Fast Track Process launch:

- Variant TLDs desired by the requester for delegation must be indicated by the requester
- Desired variant TLDs will be allocated to the requester (if successfully evaluated). This does not mean that the variant TLD will be delegated in the DNS root zone. It will be allocated to the requester in order to be reserved to the entitled manager for potential future delegation in the DNS root zone.

- A list of non-desired variants will be generated based on the received IDN Tables. Non-desired variants will be placed on a blocked list by ICANN.

Subsequent application or request for non-desired variants will be denied.

The community is expected to continue working on more clear definitions of variants, solutions or methods for delegation of variants, and any necessary dispute mechanisms related to disagreement regarding desired and non-desired variants. For the purpose of including new development in the Fast Track Process, it is scheduled for revision. (See Module 9 for more details)

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### 3.5 Technical String Criteria

This section describes technical criteria for IDN ccTLD strings. Other technical requirements related to delegation (such as name server requirements) are considered in Module 6.

Meeting all the technical string requirements in this section does not guarantee acceptance of a prospective top-level string, since the following subsections do not contain an exhaustive list of all requirements or restrictions. Technical requirements for IDN ccTLD strings and IDN gTLD strings are equivalent and are established by technical standards developed by the IETF.

In August, 2010, the IETF finalized the current specification for the IDNA protocol. This specification, sometimes referred to as "IDNS2008", differs from the earlier "IDNA2003" version of the protocol. It changes the list of characters that may be included in an IDN, reflecting additions made to Unicode standard, and eliminating a number of symbols and other marks that are not used for writing words in any language (and which were invalid characters in an IDN per the IDN Guidelines). The following remarks are intended to clarify for prospective requesters the key differences between the original and current versions of the protocol, particularly as they relate to TLDs.

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**Deleted:** for the initial version of the protocol (IDNA2003). The development of similar tools for the revised protocol version (IDNAbis aka IDNA2008) is in progress but none are yet available for general use

**Deleted:** . In the interim, assessing the conformity of a string to the revised protocol can require some additional development and evaluation effort.

The main technical detail that a name holder needs to address is the conversion of a name from its U-label form (as displayed using Unicode characters) to its A-label form (as stored in the DNS with a sequence of ASCII characters). ICANN requires both such strings in a request for an IDN ccTLD. Tools are available that permit this conversion to be done using the current version of the protocol. One particularly noteworthy distinction is that IDNA2003 can change a U-label during the round-trip conversion from U-label to A-label and back to U-label, whereas IDNA2008 never "maps" any character in a U-label to some other character.

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Only labels that are valid under IDNA2008 will be allowed. The implementation of IDNA2008 in the broader software applications environment is occurring gradually. During this time, TLD labels that are valid under IDNA2008, but not under IDNA2003, may have limited functionality. Conversely, labels that are valid under IDNA2003 but not under IDNA2008 will become increasingly dysfunctional. Labels of the latter type will therefore not be permitted for TLDs and requests for such strings will be declined. Requesters are strongly advised to note that the duration of the transition period between the two protocols cannot presently be estimated nor guaranteed in any specific timeframe.

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**Deleted:** . As a general rule, a label is valid is valid under both IDNA2003 and IDNA2008 if it does not include characters that are being removed from the list permitted by IDNA2003, and it retains its original form after the U-label to A-label to U-label round trip using IDNA2003 conversion tools. No string failing this round-trip test will be accepted for a TLD. ... [1]

### 3.5.1 Technical String Requirements

The following are general technical requirements that must be complied with for the IDN cTLDs in A-label<sup>2</sup> format.

- The A-label (i.e., the label as transmitted on the wire) must be valid as specified in technical standards for *Domain Names: Implementation and Specification* (RFC 1035); and *Clarifications to the DNS Specification* (RFC 2181). This includes:
  - o The label must have no more than 63 characters. This includes the prefix (the four initial characters "xn--").
  - o Upper and lower case characters are considered to be syntactically and semantically identical.
- The A-label must be a valid host name, as specified in technical standard *DOD Internet Host Table Specification* (RFC 952); and *Requirements for Internet Hosts — Application and Support* (RFC 1123). This includes:
  - o The label must consist entirely of letters, digits and hyphens.

The requester is expected to be familiar with the IETF IDNA standards, Unicode standards, and IDN terminology.

- The string must be a valid internationalized domain name, as specified in technical standards <http://www.icann.org/en/topics/idn/rfcs.htm> or any revisions of this technical standard currently under consideration by the IETF as discussed above. The following is presented as guidelines only and are not a complete statement of the requirements for IDNA specifications. The string:
  - o Must contain only Unicode code points that are defined as "Protocol Valid" and be accompanied by unambiguous contextual rules where necessary.
  - o Must be fully compliant with Normalization Form C, as described in *Unicode Standard Annex #15: Unicode Normalization Forms*. Examples appear in <http://unicode.org/faq/normalization.html>.
  - o The string must consist entirely of characters with the same directional property. This requirement may change as the IDNA protocol is being revised to allow for characters having no directional property (as defined at <http://unicode.org/Public/UNIDATA/extracted/DerivedBidiClass.txt>) to be available along with either a right-to-left or a left-to-right directionality.
  - o The string must not begin or end with a digit (in any script).
- The string must meet the criteria of the current or any subsequent versions of the *ICANN Guidelines for the Implementation of Internationalized Domain Names*. This includes:

**Deleted:** As a general rule, a label is valid under both IDNA2003 and IDNA2008 if it does not include characters that are being removed from the list permitted by IDNA2003, and it retains its original form after the U-label to A-label to U-label round trip using IDNA2003 conversion tools. No string failing this round-trip test will be accepted for a TLD. ... [2]

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<sup>2</sup> A domain name consists of a series of "labels" (separated by "dots"). The ASCII form of an IDN label is termed an "A-label". All operations defined in the DNS protocol use A-labels exclusively. The Unicode form, which a user expects to be displayed, is termed a "U-label".

- All code points in a single string must be taken from the same script as determined by the *Unicode Standard Annex #24: Unicode Script Property*.

Exceptions to this guideline are permissible for languages with established orthographies and conventions that require the commingled use of multiple scripts. However, even with this exception, visually confusable characters from different scripts will not be allowed to coexist in a single set of permissible code points unless a corresponding policy and character table are clearly defined. Further, the IDN Guidelines contain a requirement for IDN registries to develop IDN Tables. The IDN Table(s) must be submitted to ICANN with a request for an IDN ccTLD.

The IDN ccTLD requesters are encouraged to:

1. Use and refer to already existing IDN Tables
2. Cooperate in development of the IDN Table(s).

# Appendix 1 to Module 3

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## *Sample: Documentation that the selected language(s) is considered official in the country/territory.*

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The IDN ccTLD string(s) that is requested through the Fast Track Process must be in an official language of the corresponding country or territory. A language can be demonstrated to be official if the relevant public authority in the country or territory confirms that the language is used in official communications of the relevant public authority and serves as a language of administration.

This is a guiding example of what such correspondence can look like:

---

To: ICANN  
4676 Admiralty Way, Suite 330  
Marina del Rey, CA 90292-6601  
USA

[location, date]

Subject: Confirmation of Official Language for ICANN Fast Track

This letter is to confirm that language X (ISO 639 code = XX) in conjunction with script Y (ISO 15924 code = ZZYY) is used in official communications by the government of "country 1" (ISO3166-1 code = AA) and serves as a language of administration.

Sincerely,

Signature from relevant public authority  
Name of individual  
Title of individual  
Name of department or office  
Postal Address  
Telephone  
Email address

*Sample: Documentation that demonstrates the requested string(s) is a meaningful representation of the corresponding country/territory.*

The IDN ccTLD string(s) that is requested through the Fast Track Process must be a meaningful representation of the corresponding country or territory name.

A string can be demonstrated to be meaningful based on a report from an internationally recognized linguistic expert(s) or internationally recognized organization, establishing that the selected string meets the criteria.

This is a guiding example of what such correspondence can look like:

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To: ICANN  
4676 Admiralty Way, Suite 330  
Marina del Rey, CA 90292-6601  
USA

[location, date]

Subject: IDN ccTLD string meaningfulness report developed for [A-label/U-label]

This report has been developed for:

[insert contact details for the requester]

In the expert's opinion the string [A-label/U-label] constitutes a meaningful representation of the country/territory name [insert name]. The detailed information relating to this assessment is as follows:

Country/territory name = [insert]  
ISO 3166-1 code = [insert]  
A-label = [insert]  
U-label = [insert]  
Meaning of the name (string) in English = [list]  
ISO 639 language code = [insert]  
ISO 15924 script code = [insert]

In the expert's opinion, the requested IDN ccTLD string is considered a meaningful [acronym/abbreviation/other] of the country/territory name. In the evaluation of the meaningfulness of the string the following justification has been used:

The string is officially recognized as the name of the country by the government/public authority per the following decrees: [insert explanation]

The string is used as a second level domain name under the ISO3166-1 ccTLD for Country 1 and is registered to the government of Country 1.

[insert other justifications as applicable]

[Insert signature from linguistic expert(s)/organization]

# Module 4

## DNS Stability Panel

The role and responsibility of the DNS Stability Panel is to provide external and independent advice to the ICANN Board about whether, based on the documentation provided by the IDN ccTLD requester, a selected string meets the required technical criteria. If the DNS Stability Panel finds that the selected string does not meet one or more of the criteria, the request for the IDN ccTLD with that particular selected string is not eligible under the Fast Track Process. However, the Panel can seek further clarification from the requester [via ICANN staff](#), if deemed necessary by the Panel, before providing its findings on the requested string.

ICANN will secure the services of a competent DNS Stability Panel to make technical stability evaluations. In their actions and statements as Panel members, these experts do not represent either their affiliated organizations or the country in which they reside in any way.

ICANN has contracted with Interisle Consulting Group (<http://www.interisle.net/>) to coordinate the DNS Stability Panel. The Panel will consist of six experts, with the ability of the Panel to call upon linguistic expertise in consultation with ICANN.

Panel members will be experts in the design, management and implementation of the complex systems and standards-protocols utilized in the Internet infrastructure and DNS. Panel members must have expertise in the technology and practical implementation and deployment of the DNS in the Internet, and knowledge of Internationalized Domain Names and the IDNA Protocol.

The DNS Stability Panel will conduct the review of requested strings in the Fast Track Process for conformity with the TLD String Criteria. The Panel will also review requested strings for confusability with existing TLDs, other TLDs requested in the IDN ccTLD Fast Track Process, and applied-for strings in the new gTLD Process.

ICANN will create batches of strings received for the Fast Track Process on a monthly basis, starting one month following the launch of the process, and deliver the batches to the Panel for review.

### 4.1 DNS Stability Panel Function

A core piece of the IDNC WG Final Report is technical recommendations to ensure stable and secure operations of the DNS. These technical requirements are outlined in Module 3. All requests in the Fast Track Process must successfully pass a DNS Stability Panel review for the requested IDN ccTLD string to continue through the Fast Track Process.

The entire DNS Stability Panel conducts an initial evaluation on all strings submitted in the Fast Track Process.

If the Panel identifies that a requested string may raise significant security and stability issues, or is confusingly similar to an existing TLD or applied-for TLD, a three-member extended review team (RT) may be created to conduct a more detailed evaluation of the string. Such detailed review may be conducted when the entire Panel lacks sufficient expertise to determine whether the requested string raises significant security and stability issues, but this is expected to be a rare

occurrence. The RT may decide the need for additional expertise and may select a new individual expert to take part in the extended review.

None of the RT members shall have an existing competitive, financial, or legal conflict of interest, and members shall be selected with due regard to the particular technical issues raised by the referral.

In the event that a need for linguistic expertise is identified, the Panel will consult with ICANN staff on linguistic resources.

Usually the Panel will conduct its review within 30 days and deliver a report to ICANN staff.

The Panel may seek clarification from the requester if necessary. A more detailed review is likely not to be necessary for a string that fully complies with the string requirements referenced in Module 3. However, the string review process provides an additional safeguard if unanticipated security or stability issues arise concerning a requested IDN ccTLD string.

If the Panel determines that the requested string does not comply with relevant standards or creates a condition that may adversely affect the throughput, response time, consistency or coherence of responses to Internet servers or end systems, then the findings will be communicated to ICANN staff and from ICANN Staff to the requester.

The request for an IDN ccTLD cannot proceed through the Fast Track Process if the Panel identifies that a requested string raises significant security and stability issues.



# Module 5

## Request Submission *Stages* for String Evaluation

This module contains details of the process for requesting an IDN ccTLD string under the Fast Track Process, including instructions for completing and submitting required supporting documentation and other necessary materials.

This module also explains how to request assistance concerning the process, and the circumstances under which a submitted request can be withdrawn or terminated.

### 5.1 General Fast Track Process Overview

The IDN ccTLD Fast Track Process involves three distinct stages:

- Stage 1: Preparation;
- Stage 2: Request Submission for String Evaluation;
- Stage 3: Request Submission for Delegation Evaluation.

These three stages are described briefly in the following subsections 5.1.1 to 5.1.3. The remaining sections in this Module 5 are focused on Stage 2: Request Submission for String Evaluation.

#### 5.1.1 Preparation (Stage 1)

In the Preparation Stage, the requester undertakes preparatory work to enter the Fast Track Process. Primary preparation activities include identification, selection, and development of:

- The language(s) and script(s) for the IDN ccTLD string(s),
- Selection of the string(s) representing the name of country or territory for the IDN ccTLD(s), and
- The development of the associated IDN Table(s) and identification of any potential variant characters. The IDN table(s) must be submitted to ICANN as part of the required supporting documentation for the request.

In addition, at this time the requester develops the required documentation of endorsements. Documentation of endorsements must include:

- Documentation of support for the request from the relevant government or publicly authority for the country or territory (if applicable)
  - o See Module 2 for details and a guiding example
- Documentation that the selected language(s) is considered official in the country/territory (if applicable) and in which way it is considered official
  - o See Module 3 for details and a guiding example
- Documentation that demonstrates the requested string(s) is a meaningful representation of the corresponding country/territory (if applicable),
  - o See Module 3 for details and a guiding example

**Deleted:** An overview of the entire IDN ccTLD Fast Track Process is presented in Figure 5.1. The stages represent the three-stage methodology:

- Documentation that the selected string(s) and IDN ccTLD manager is supported by the local community,
  - o The involvement of the relevant stakeholders in the country or territory should be documented in a manner similar to that required for a standard ccTLD delegation request, by the requester. The documentation should demonstrate that there has been community dialogue regarding which string is the appropriate representation of the country, and that appropriate stakeholders have been involved in the decision making process.
  - o See <http://www.iana.org/domains/root/delegation-guide/> for more guidance for the community support of the IDN ccTLD manager.
  - o A guiding description for community string support is attached to this Module 5, Appendix 2.

The IDN ccTLD manager need not be appointed until the request has reached Stage 3: Request for Delegation Evaluation. Requests can be submitted by either the identified IDN ccTLD manager, by the relevant government or public authority, or by their designated representative.

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To support the requesters in preparing requests, ICANN will be launching a support function for guidance and support for preparation or launch of IDN related matters. See this Module 5, section 5.3 for more details.

### 5.1.2 Request Submission for String Evaluation (Stage 2)

In Stage 2: Request Submission for String Evaluation, the requester submits a request for the selected string(s) to be verified by ICANN as eligible to be a representation of the country or territory. The request is reviewed through the defined validation steps, including:

- Request Completeness Validation
- Linguistic Validation
- DNS Stability Evaluation
- [Public Posting of Validated String\(s\)](#)

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The steps in Stage 2 are described in further detail in section 5.6.

### 5.1.3 Request Submission for Delegation Evaluation (Stage 3)

After a request has successfully passed Stage 2: Request Submission for String Evaluation, it can enter the Stage 3: Request Submission for Delegation Evaluation.

In this phase, the standard ICANN IANA process for delegations is followed, as already exists for ASCII country-code top-level domains. The ICANN Board approves the delegation.

The process for the Request for Delegation Evaluation is described in detail in Module 6.

Once the delegation process is concluded successfully, the string(s) is delegated in the DNS root zone, after which the domain is active and the IDN ccTLD manager can commence operations such as accepting registrations within the new IDN ccTLD.

## 5.2 Submission of an IDN ccTLD Fast Track Request

Formal requests for IDN ccTLDs can be submitted to ICANN starting 16 November 2009. The submission system for the string evaluation stage (Stage 2) is a web-based form that identifies the information necessary. The web-based form is available at <http://www.icann.org/en/topics/idn/fast-track/>

Figure 5.1 illustrates [an overview of the IDN ccTLD Fast Track Process](#).

By submitting the request the requester must acknowledge that they understand that usability of IDNs may be limited in that some software applications may not be capable of working with IDNs. Further, some acceptability and usability issues may occur as the IDNA protocol standard is revised and the IDN protocol for email management is finalized in the IETF. Until standards are implemented broadly adopted by relevant application software writers, users may experience different results in different applications and may experience no functionality at all.

By submitting the request the requester agrees to the terms and conditions presented in the online request system. The requester has the additional options to select further arrangements with ICANN. See Module 7 for copies of all such material.

The necessary supporting documentation for the string evaluation must be uploaded in electronic form to the online request system and submitted together with the request to ICANN. In addition supporting documentation must be provided in original form to ICANN in signed hard copy format at the following address:

ICANN  
4676 Admiralty Way Ste 330  
Marina del Rey, CA 90292  
USA

Attn: Request for an IDN ccTLD Fast Track

All information provided in a request must be provided in English or with an accompanying official English translation of any non-English information. Any information and supporting documentation not provided will delay processing.

The request submitted online must also be printed and signed. A signed hard-copy must be postal mailed to ICANN at the above address.

Requesters that are unable to utilize the online request system for submitting their request should contact ICANN directly at [idncctldrequest@icann.org](mailto:idncctldrequest@icann.org)

The end date for submission of a Fast Track request will be announced as soon as it is known. It is expected to last through the adoption and implementation of the IDN ccTLD policy development recommendations.

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Requests for IDN ccTLDs will be processed manually due to the expected limited number of requests. The expected number of requests is based on the replies ICANN received to a request for information (RFI) from potential participants in the Fast Track Process. A detailed overview of the responses to this outreach activity can be found at:

<http://www.icann.org/en/announcements/announcement-10feb09-en.htm>

### **5.3 ICANN Staff Support and Contact Functions**

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To support countries and territories in participating in the Fast Track Process, an ICANN point of contact and support function is available. The support function, described in greater detail in the following, is available to prospective requesters in their preparation phase as well as after the requested IDN ccTLD(s) are delegated.

During the entire string evaluation (Figure 5.1), requesters will have no verbal contact with any ICANN staff member, any ICANN Board member, or any person associated with the evaluation process, including any evaluators, experts, examiners, or reviewers retained by ICANN. If such contact is attempted, the requester will be redirected to submit their inquiry to the system that is in place for such inquiries (see the description for the web-based request system, above). The exception to this case would be when or if a requester is approached by ICANN or its agents for clarification of information in the submitted request. In addition, some communication will occur during the standard ICANN function for delegation of the IDN ccTLDs and for providing root management services.

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#### **5.3.1 General Contact Details**

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ICANN IDN Staff will be available to assist prospective IDN ccTLD managers in areas related to IDN preparations, development, and implementation.

All requests for assistance or any inquiries about the Fast Track process must be submitted to [idncctldrequest@icann.org](mailto:idncctldrequest@icann.org)

Answers to the most common questions about the Fast Track Process are available in an FAQ on the Fast Track website at <http://www.icann.org/en/topics/idn/fast-track/>

#### **5.3.2 Specific IDN Support Details**

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To support the requesters in their preparations, ICANN will make a support function available that provides guidance and information in the development of elements related to requesters' IDN registration policy. This support function will be available in the Preparation Stage and again to an IDN ccTLD manager following delegation of the requested IDN ccTLD(s).

The following elements will be included in the IDN support process:

1. Request for linguistic support to demonstrate the meaningfulness of an desired IDN ccTLD string:
  - 1.1. Upon request ICANN will provide recommendations for experts that can produce such reports.

- 1.2. The recommendations will in some cases be based on advice from the UNGEGN. For non-UN members a separate process will be used for identifying an adequate expert.
2. Review and implementation of IDN Guidelines, including support for understanding the details of the following requirements:
  - 2.1. Implementation of IDNA protocol requirements
  - 2.2. Defining script or language and sets thereof
  - 2.3. Development of IDN Table(s), including identifications of variants
  - 2.4. Posting of IDN Table(s) in the IANA repository
  - 2.5. Making all information available online
  - 2.6. Identification of stakeholders that need to be consulted
3. Support and description of various available options for decision-making on implementation issues, such as:
  - 3.1. How to determine which characters to support (protocol validity, user survey, variants)
  - 3.2. Development of general registration policy (such as first-come-first-serve, grandfathering or other preregistration rights or intellectual property rights)
  - 3.3. Development of variant registration policy (such as bulk vs. block registrations)
  - 3.4. Definition of necessary tools and support functions related to registrar communication, support needs, and implementation topics in general.
  - 3.5. Support for development of more technical tools needed, such as WHOIS capabilities, IDNA conversions, and more.

In developing IDN Tables and associated registrations policies, requesters are encouraged to work with other language communities that are using the same (or similarly looking) script(s) as the basis for the languages they plan to support.

ICANN will provide support and general assistance in these matters. ICANN will not provide legal or business advice to countries or territories, or any potential or existing registry managers.

#### ***5.4 Termination of Submitted Requests***

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Several of the steps in the Request Submission for String Evaluation (Stage 2) allow for a requester to withdraw a request. It is also possible that ICANN will terminate a request if the request contains certain errors.

Errors resulting in possible termination include the following:

- The requested string is already a string delegated in the DNS, or approved for delegation to another party.
- The country or territory of the request does not correspond to a listing in the ISO3166-1 list or the European Union.

- The requested string consists of one or more characters from the Latin script.
- The language represented does not fulfill the language criteria for the corresponding country or territory.

If such errors are discovered, the requester will be contacted by ICANN and provided an opportunity to amend its request. Alternatively the requester may decide to withdraw the request.

Other issues arising from a submitted request may delay the determination of whether the requested string should be delegated. Such delaying factors could include: (1) the requested string is already applied for in the Fast Track Process, (2) the requested string is already applied for in the gTLD process, (3) the request does not contain support from the corresponding country or territory, and (4) the requested string is not included in the UNGEGN manual and it is not otherwise substantiated that the string is a meaningful representation of the corresponding country or territory name. In all such cases the requester will be consulted for clarifications before any decision on the request is made.

### ***5.5 String Confusion and Contention***

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String confusion exists where a string so nearly resembles another visually that it is likely to deceive or cause confusion. For the likelihood of confusion to exist, it must be probable, not merely possible that confusion will arise in the mind of the average, reasonable Internet user. Mere association, in the sense that the string brings another string to mind, is insufficient to find a likelihood of confusion.

String confusion issues can involve two or more strings that are identical or are so confusingly similar that they cannot coexist in the DNS, such as:

- Requested IDN ccTLD strings against existing TLDs and reserved names;
- Requested IDN ccTLD strings against other requested IDN ccTLD strings; and
- Requested IDN ccTLD strings against applied-for gTLD strings.

Contention situations between Fast Track requests and new gTLD applications are considered unlikely to occur. Assessments of whether strings are considered in conflict with existing or applied-for new gTLD strings are made in the DNS Stability String Evaluation for Fast Track requests and in the Initial Evaluation step for [new gTLD applications](#). The following supplemental rules provide the thresholds for solving any identified contention issues:

- A. A gTLD application that is approved by the ICANN Board will be considered an existing TLD in inter-process contention unless it is withdrawn. Therefore, any other later application for the same string will be denied.
- B. A validated request for an IDN ccTLD will be considered an existing TLD in inter-process contention unless it is withdrawn. Therefore, any other later application for the same string will be denied.

For the purpose of the above contention rules, an IDN ccTLD string request is regarded as validated once it is confirmed that the string is a meaningful representation of the country or territory and that the string has passed the DNS Stability Panel evaluation.

## 5.6 Processing of a Fast Track Request

Requests for IDN ccTLD(s) submitted to ICANN will be subjected to a series of manual evaluation reviews by ICANN staff and by outside appointed experts where required. Figure 5.1 outlines the overall process, while the detailed processes are described in the following subsections and associated figures.

### 5.6.1 Request Completeness Validation

The first activity after ICANN receives a request for an IDN ccTLD(s) is a check that the request is complete. This is illustrated in Figure 5.2.

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ICANN will verify that all required fields have been entered and that the information provided is sufficient to initiate the string evaluation.

ICANN will verify that:

- The requested string (A-label) does not exist in the DNS, is not approved for delegation to another party, and it (U-label) is not identical to an entry in the Reserved Names list.
- The requested string (U-label) does not contain Latin characters.
- The requested string (U-label) is at least 2 characters long.
- The following required elements are in agreement: the requested string(s) (U-label), the identified ISO 3166-1 corresponding code, the identified UNGEGN Manual entry (if applicable), and the language(s) or script(s) listed in the IDN Table.
- The following required elements are in agreement: the requested string (U-label), the identified script(s), and language(s).
- The following required elements are in agreement: the requested A-label, U-label, and corresponding Unicode code points.
- All contact details provided are accurate and usable
- If the string request is not coming from the government, formal documentation from the relevant government or administration supporting the requester as sponsor is included. (ICANN will verify that the received documentation of support is from an authoritative source.)
  - o ICANN Staff may seek assistance from the GAC in verifying that the documentation is from an authoritative source.

This check identifies requests as complete or incomplete. ICANN staff will inform the requester of any missing elements or errors in the request, and the requester will be able to either provide additional information at this time, or withdraw the request (and potentially resubmit at a later time).

If no errors are encountered, ICANN staff will notify the requester that the Request Completeness Validation is passed successfully and that the Linguistic Process Validation has been initiated.

## 5.6.2 Linguistic Validation

The Linguistic Validation Sub-Process is graphically described in Figure 5.3.

In this step ICANN staff is verifying that the following are satisfactory:

- That the selected language(s) and script(s) are considered official in the country/territory of the request.
  - o If the language is listed for the relevant country or territory as an ISO 639 language in Part Three of the Technical Reference Manual for the standardization of Geographical Names, United Nations Group of Experts on Geographical Names (the UNGEGN Manual <http://unstats.un.org/unsd/geoinfo/UNGEGN/publications.html>); or
  - o If the language is listed as an administrative language for the relevant country or territory in the ISO 3166-1 standard under column 9 or 10; or
  - o If the relevant public authority in the country or territory has confirmed that the language is (i) used in official communications of the relevant public authority; and (ii) serves as a language of administration.
- That the received documentation of community support for the string(s) is satisfactory.
  - o This should be demonstrated in a similar manner as required for delegation requests, see Module 5, Appendix 2 for guiding information.
- That the string(s) requested is a meaningful representation of the corresponding country/territory name by verifying that either:
  - o the string is matching an entry (/entries) in the UNGEGN Manual, or
  - o the received expert documentation states that the string(s) is a meaningful representation of the country/territory name.

For the purpose of the Fast Track Process the requested string is a meaningful representation of the corresponding country or territory name if it is listed as the long or short form name of that country or territory in Part Three of the Technical Reference Manual for the standardization of Geographical Names, United Nations Group of Experts on Geographical Names (the UNGEGN Manual <http://unstats.un.org/unsd/geoinfo/UNGEGN/publications.html>) in an official language of the country or territory.

If the requested string is not listed for the country or territory in the UNGEGN Manual the requester must provide documentation which includes a report from an internationally recognized expert(s) in a relevant field of expertise.

See Module 3 for more details and guiding examples.

If no errors are encountered, ICANN staff will notify the requester that the Linguistic Process Validation is passed successfully and that the DNS Stability Evaluation has been initiated.

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### 5.6.3 DNS Stability Evaluation

The DNS Stability Evaluation ~~Sub-Process~~ is graphically described in Figure 5.4.

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The request and associated material will be provided to the DNS Stability Technical Panel (see Module 4 for details) and the string evaluation will begin. This evaluation consists of two main components:

- i. a detailed technical check in which compliance with all the technical string requirements referenced in Module 3 is verified, and
- ii. an evaluation of confusability with any Reserved Names, existing TLDs (both ccTLDs and gTLDs), or potential future TLDs.

If the DNS Stability Panel finds that additional linguistic expertise is necessary to satisfy the latter component of the evaluation, such can be requested through ICANN. ICANN will in return request assistance, specific information, or a full confusability review. The specific expertise needed will partly depend on the actual string in question, but could for example, imply a full review conducted by the String Similarity Panel. This is a panel assessing string pairs for confusing similarity, following the rules set forth in section 5.5, and as established for the new gTLD Program (<http://www.icann.org/en/topics/new-gtld-program.htm>).

If any issues with the selected string are discovered in this review the DNS Stability Panel can request clarification from the requester through ICANN.

In the event that the DNS Stability Panel determines a requested IDN ccTLD string is confusingly similar to an existing two-letter ASCII ccTLD corresponding to the same country or territory as the requesting country or territory entity, the DNS Stability Panel shall document this in its report to ICANN.

If, at the time of the request or within two months after receiving the notification of the findings of the DNS Stability Panel, the requestor, and, if considered necessary by ICANN, the relevant public authority, provide(s) a clarification that documents and demonstrates to ICANN that:

1. The intended manager for the requested IDN ccTLD and the manager for the existing two-letter ASCII ccTLD are one and the same entity; and
2. The intended manager shall request the delegation for the IDN ccTLD string if validated; and
3. The IDN ccTLD and ccTLD shall remain to be managed by one and the same entity, and
4. The intended manager shall agree to specific and pre-arranged conditions with the goal to mitigate the risk of user confusion as of the moment the IDN ccTLD becomes operational,

then the requested string is deemed to have passed the DNS Stability Panel evaluation.

If clarifications are insufficient or cannot be provided, the Termination Process will be initiated. See section 5.4.

If the DNS Stability Panel review reveals no technical issues the requester is notified that the DNS Stability String Evaluation is successfully completed and that the requested string(s) will be queued for public posting.

#### **5.6.4 *Public Posting of Validated String(s)***

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Following a successful outcome of the String Confirmation Process, the requested IDN ccTLD string(s) will be posted publicly.

*Figure 5.5 illustrates an overview of the Public Posting Sub-Process*

The ICANN Fast Track website <http://www.icann.org/en/topics/idn/fast-track/> will contain an area dedicated to presenting strings that reach this step in the Fast Track Process. RSS feeds of changes to this area will be made available.

#### **5.6.5 *IANA Delegation Readiness***

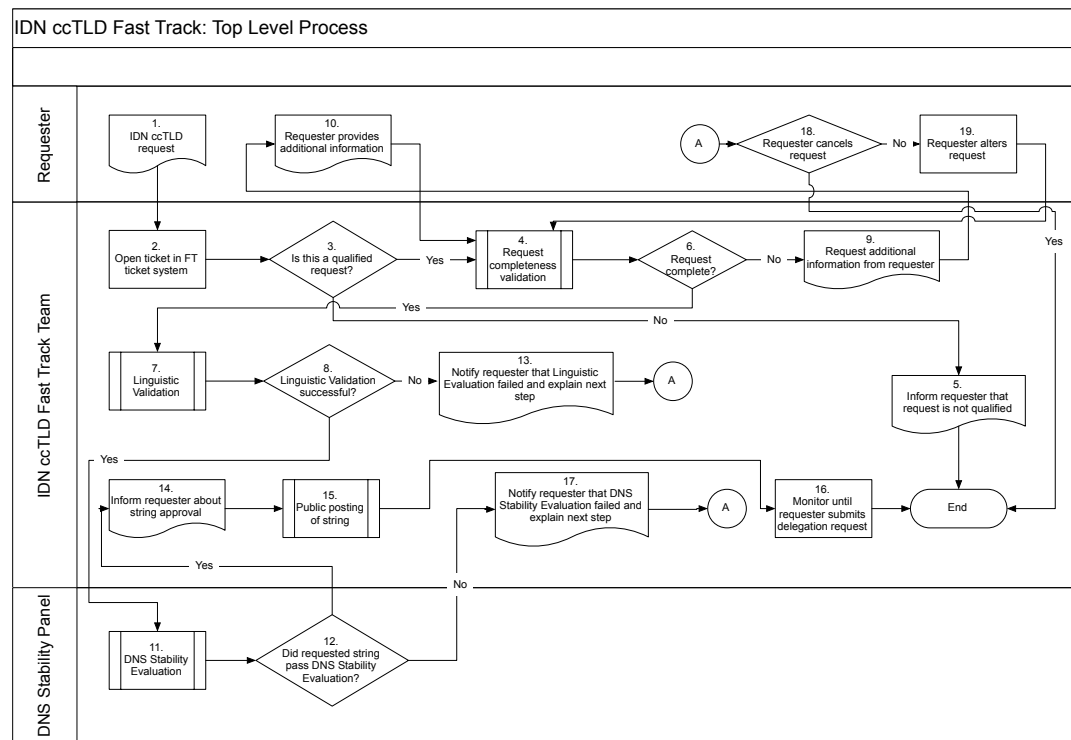
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Following the public posting of the requested string, all Stage 2 process requirements are considered successfully completed. The requester will be notified that the standard IANA delegation process can begin and what further actions are necessary. The IANA delegation process is described in Module 6.

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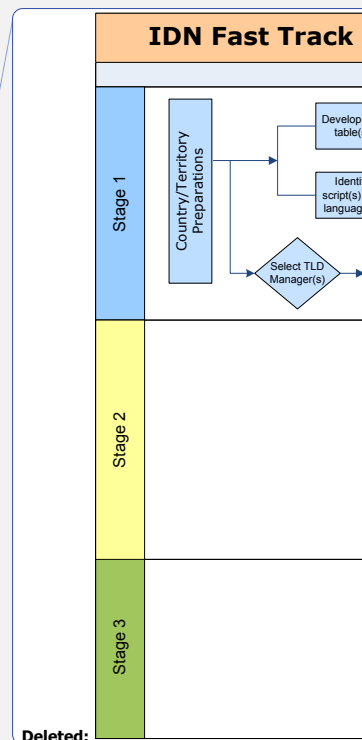
# Appendix 1 to Module 5

Figure 5.1: General Overview of the IDN ccTLD Fast Track Process



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Figure 5.2: Overview of the Request Completeness Validation Sub-Process

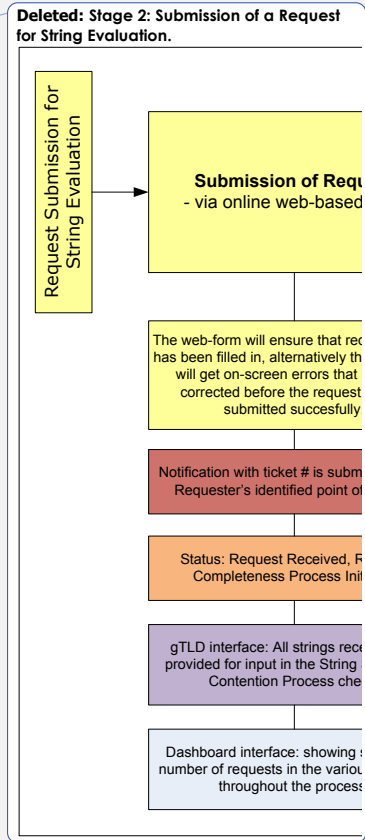
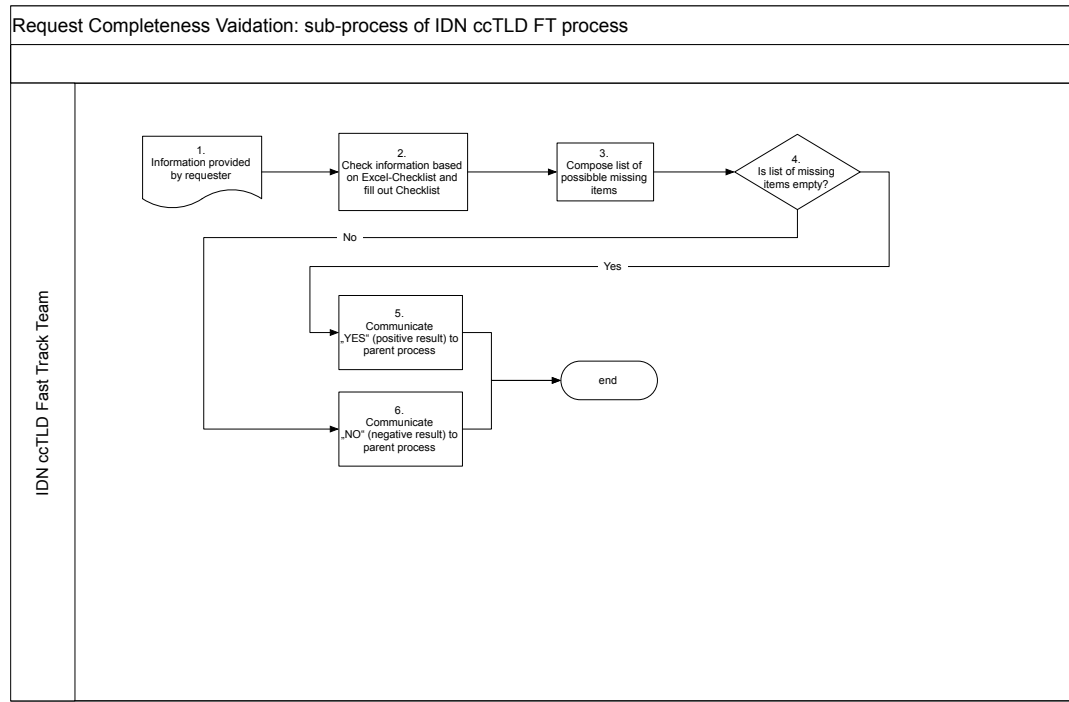
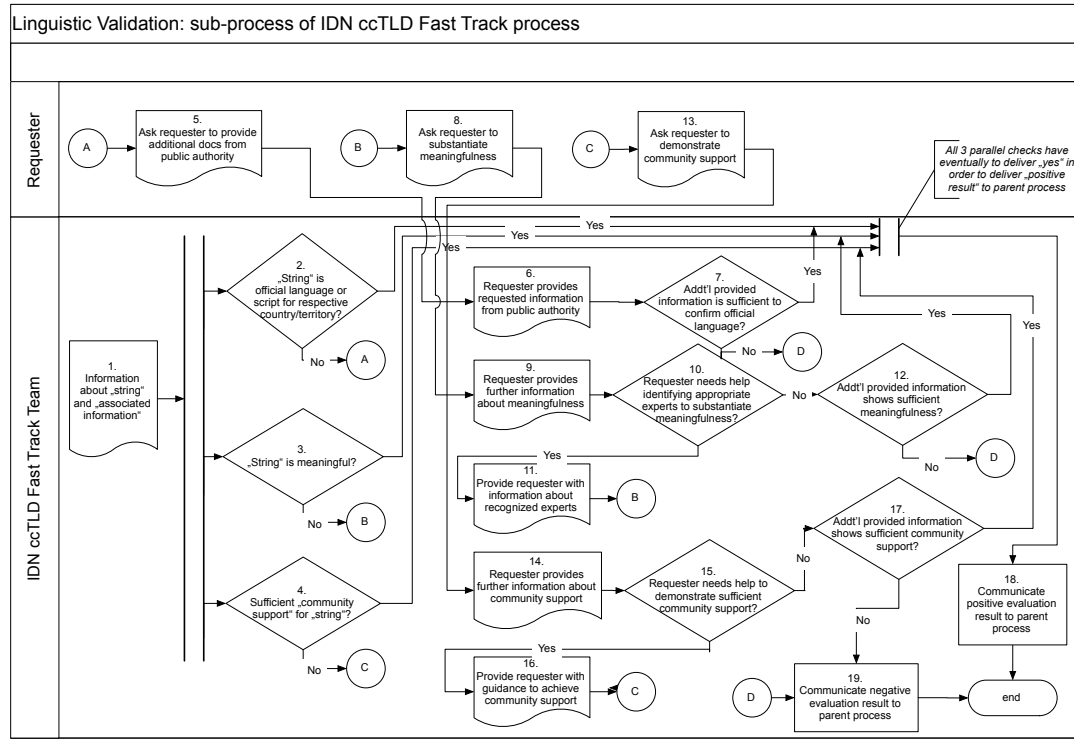


Figure 5.3: Overview of Linguistic Validation Sub-Process



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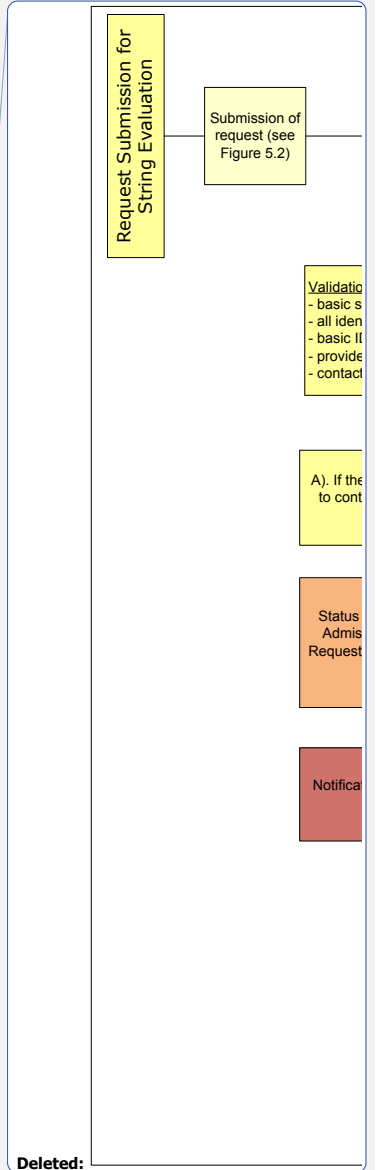


Figure 5.4: Overview of the DNS Stability Evaluation Sub-Process

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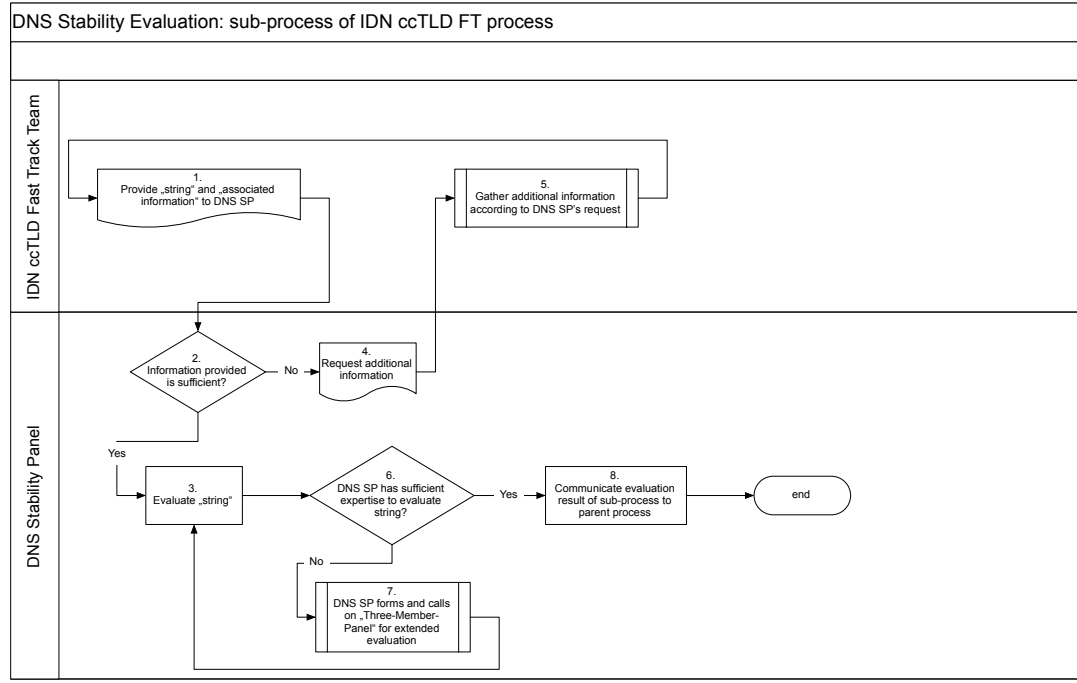
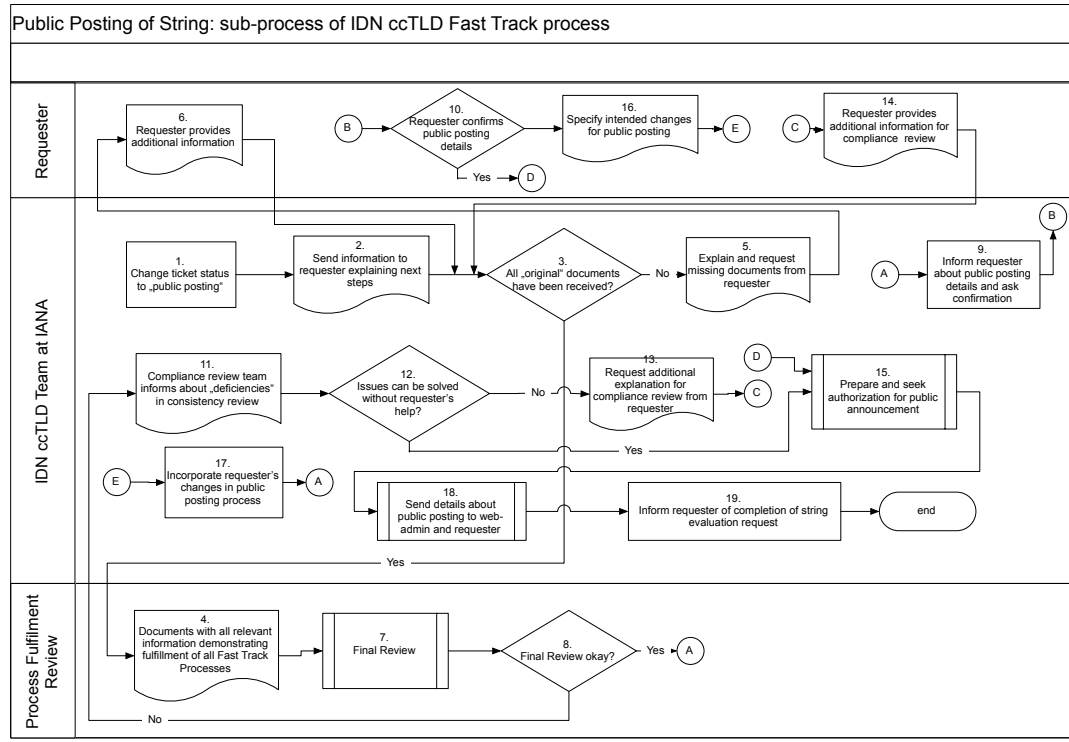
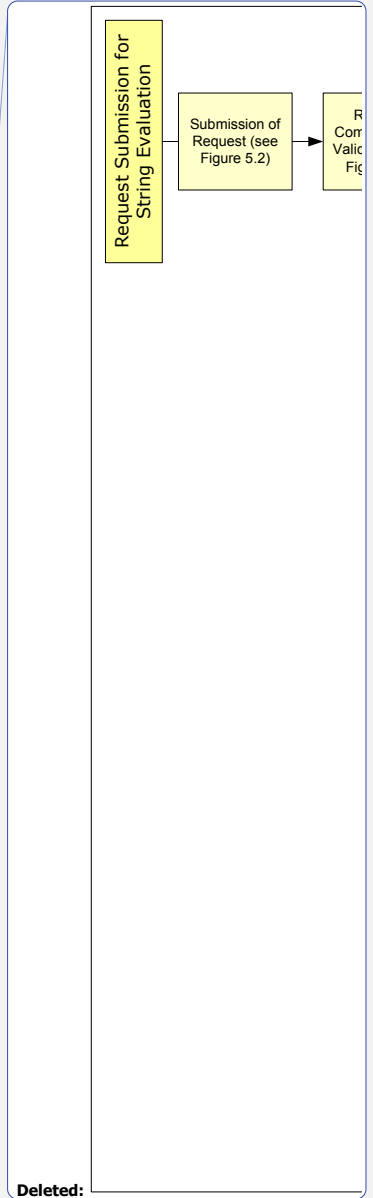


Figure 5.5: Overview of the Public Posting Sub-Process



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# Appendix 2 to Module 5

## Sample: evaluation criteria for string selection community support

### Sample Requirement

The selection of the string to represent a country or territory needs to be in the interests of the Internet user community of the country or territory. There should be dialogue in the country or territory about what string(s) should be selected to best support the local Internet community.

Requesters should explain how consensus was reached (among relevant **stakeholders** in the local Internet community) on the string(s) that is requested, including the consultative processes that were undertaken.

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Any opposition to the proposal should also be documented, including alternatives that were considered, as well as an explanation why, on balance, it was decided to proceed with the request.

As part of this, statements from significant entities — such as user groups, Internet organizations, ISPs, trade groups, etc. — can be tendered. The statements should explain their views on the proposal, ideally discussing what different alternatives they have considered.

### Evaluation aspects

Consultations performed:

It is an important aspect of a request that a dialogue has been conducted within the local Internet community on how the proposed string(s) was selected. It is not appropriate that a top-down methodology should be imposed on the Internet community without opportunity for them to discuss options and gain consensus on an appropriate approach.

Appropriate level of participation:

It is expected that participation in developing a proposal comes from a number of actors that represent the local Internet community. The objective is to ensure key parties were involved, or at least had a fair opportunity to participate, in deliberations concerning the approach being presented.

Significant objection identified and discussed:

It is not expected there would be complete support for any proposal — there will very likely be opposing views. It is expected, however, that the requester explains the opposing views, analyses and distills them and explains why the requested string(s) is considered the best approach despite those views.

Specific viewpoints:

Considered contributions for key Internet community bodies, such as trade **organizations**, key corporations, etc. can be evaluated. They should not be "form letters" that have simply been signed, but considered honest opinions from the perspective of the organization regarding the requested string(s).

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# Module 6

## Delegation Process

ICANN maintains a process for delegating top-level domains in its execution of its IANA functions. A guide to the delegation procedure for existing country-code top-level domains is described at <http://www.iana.org/domains/root/delegation-guide/>. This process remains largely applicable to IDN ccTLDs. The online document will be updated to reflect updated operational practices for IDN ccTLDs.

Requesters that have successfully completed the String Evaluation Process will receive a notification from ICANN that the selected string has been approved for use by that country or territory, and that they are welcome to apply for the delegation process (Stage 3). While the process described in Module 5 is concerned with assessing the string, the delegation process involves assessing whether the proposed sponsoring organization is a qualified trustee for the local Internet community.

As the requirements of the two processes are separate, the requester must submit the qualifying documentation for delegation separately. If some documentation is the same as for the string evaluation process, it must be resubmitted at this time.

### 6.1 IANA Function

ICANN manages the IANA functions under a contract with the United States Department of Commerce. The IANA function process for delegating an IDN ccTLD will remain consistent with the process for existing TLDs directly derived from the ISO 3166-1 standard. The process will be augmented only to include the requirements in Module 5.

In this process, ICANN staff will receive a request to delegate an IDN ccTLD that is composed of a formal template explaining the delegation request together with supporting documentation. This supporting documentation must describe how the principles in RFC1591, ICP-1, and the GAC principles are supported. Some of these principals are:

#### 6.1.1 Operational and Technical Skills

- 1.1 The prospective manager has the requisite skills to operate the TLD appropriately.
- 1.2 There must be reliable, full-time IP connectivity to the name servers and electronic mail connectivity to the managers.
- 1.3 The manager must perform its duties in assigning domains and operating name servers with technical competence.

#### 6.1.2 Manager in Country

- 1.4 The prospective manager supervises and operates the domain name from within the country or territory represented by the TLD.
- 1.5 The prospective administrative contact must reside in the country represented by the TLD.

### **6.1.3 Equitable Treatment**

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- 1.6 The Registry manager shall operate the IDN ccTLD in a manner that allows the TLD community to discuss and participate in the development and modification of policies and practices for the TLD.

### **6.1.4 Community/Governmental Support**

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- 1.7 The prospective manager has the requisite authority to operate the TLD appropriately, with the desire of the government taken very seriously.
- 1.8 Significantly interested parties in the domain should agree that the prospective manager is the appropriate party to receive the delegation.

In addition to material that demonstrates the requester suitability under these RFC 1591 criteria, requesters must provide the additional specific material relating to the evaluation described in the Module 5. This requirement will be satisfied by the Delegation Readiness report that describes the IDN-specific factors.

ICANN will perform due diligence on the documentation provided in accordance with ICANN's IANA review process described in RFC 1591. If the request does not adequately cover all areas, they will confer with the requester, who may provide further information. When ICANN deems the IANA due diligence evaluation complete, it will forward the request and its assessment for ICANN Board review.

## **6.2 ICANN Board Review Process**

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All delegations and re-delegations of ccTLDs require ICANN Board approval to proceed. This approval is expected to remain constant with the introduction of IDN ccTLDs.

At the conclusion of ICANN's IANA function evaluation, the ICANN Board will assess the delegation request.

The ICANN Board will evaluate whether requests are consistent with governing policies and with ICANN's core values set out in its bylaws to "ensure the stable and secure operation of the Internet's unique identifier systems."

## **6.3 US Government Authorization**

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After approval of a request, ICANN will execute its regular IANA function root zone change management process.

This change involves retesting the technical configuration of the delegation data supplied by the requester, and ensuring that name servers function correctly. Once satisfied, the request will be transmitted to the US Department of Commerce for authorization. Following this authorization, it will be implemented in the DNS root zone.

# Module 7

## *Relationship between IDN ccTLD Manager and ICANN*

This module contains a description of the required and optional relations between an IDN ccTLD manager and ICANN.

The topics of mandatory or voluntary relationship between ICANN and the IDN ccTLD managers have been discussed in several meetings and online fora.

The community has expressed broadly ranging opinions on this matter. In an attempt to converge community opinions various proposed solutions have been posted for public discussions and comments.

In keeping with ICANN's stability and security mission the IDN ccTLD requester agrees to a basic set of terms and conditions, as part of submitting a request for an IDN ccTLD. If the requester is not the IDN ccTLD manager, the requester will be making such agreement on behalf of the IDN ccTLD manager.

In addition one of the following three relationship options can be elected on a voluntary basis:

Option 1: DoR. Documentation of Responsibility to be executed by both parties.

Option 2: EoL. Exchange of Letters. A pair of unilateral written statements, as already established with several ccTLDs.

Option 3: An IDN ccTLD Registry Agreement with ICANN governing the operation of the delegated string.

Proposed details for (i) Terms and Conditions, (ii) DoR, and (iii) EOL, are attached in Appendix 1 to this Module 7. The template for the IDN ccTLD Registry Agreement will be provided requestors when available (if requested through the Online Request System). They generally imply commitments to:

- o operate in a stable, secure manner,
- o adhere to IDNA protocol, other pertinent RFC's, and IDN Guidelines,
- o engage in cooperation to resolve disputes, and

not implement DNS redirection and synthesized DNS responses

# *Appendix 1 to Module 7*

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## Appendix 1:

Required Terms and Conditions for the IDN ccTLD Fast Track Submission

Documentation of Responsibility

Proposed ICANN to IDN ccTLD Exchange of Letter

Proposed IDN ccTLD to ICANN Exchange of Letter

## *Terms and Conditions of Submission Fast Track requests*

### **General Information on Submission of Request for String Evaluation**

By signing and submitting this request we (the "Requestor") acknowledge and understand that:

The Internet Corporation for Assigned Names and Numbers (ICANN), as the steward of the global, interoperable Internet, is accepting submissions for requests for string evaluation of IDN ccTLD strings.

Usability Warning: The usability of IDNs may be limited, as not all application software is capable of working with IDNs. It is up to each application developer to decide whether or not they wish to support IDNs. This can include, for example, browsers, email clients, and sites where you sign up for a service or purchase a product and in that process need to enter an email address. Such usability problems currently exist today with the ASCII TLDs in some situations.

Further acceptability and usability issues may occur as the IDNA protocol standard is revised and as the IDN protocol for email management is finalized in the Internet Engineering Task Force (IETF). The result of the IDNA protocol revision will be that some characters previously not permitted within IDNs will become valid. ICANN will accept requests for strings with these newly valid characters, but until the new, revised standard is implemented and broadly adopted by relevant application developers, users may experience problems with using the IDN. This may have different results in different applications, and in some instances a user may experience no functionality at all. It would be appropriate for all IDN TLD managers to provide their users with information about the limitations of use of IDNs and at the same time promote the use of IDNs to achieve global IDN implementation across applications. ICANN supports such efforts but is not able to enforce or require them.

String Evaluation Stage: The submission of this request initiates the "Request Submission for String Evaluation" stage as set forth in the Implementation Plan for the IDN ccTLD Process.

Payment of the pre-arranged, recommended fee (USD \$26,000) for the processing of a request in the String Evaluation Stage is expected. ICANN will submit a notice of this amount to you. The processing fee can be paid in local currency. If you are unable to pay this fee you can contact ICANN stating the reason for the inability to pay the fee.

Payment of a pre-arranged, recommended annual contribution to ICANN's cost of operations in the amount 1-3%, in local currency, of the revenue from the registrations of domain names within the selected TLD is expected. ICANN will submit a notice of the structure of this amount to you on an annual basis. The ccTLD manager will be responsible for detailing the contribution. ICANN will not be requesting revenue-related information.

String Delegation Stage: The "Request Submission for String Evaluation" stage must be successfully completed before a separate request for the delegation of the IDN ccTLD can be submitted. A request for the delegation of the IDN ccTLD will be processed in accordance with ICANN's standard IANA process for the delegation for ASCII country-code top-level domains. The request may be withdrawn by the organization submitting the request (the "Requestor") or terminated by ICANN as set forth at Section 5.4 of the Implementation Plan for the IDN ccTLD Process.

**Deleted:**  
<http://icann.org/en/topics/idn/fast-track/draft-implementation-plan-ccTld-clean-29may09-en.pdf> .

ICANN's commitment to accountability and transparency will be followed. This means that certain information relating to the "Request Submission for String Evaluation" stage will be publicly available, either on ICANN's website or subject to disclosure under ICANN's Documentary Information Disclosure Policy. See more details at: <http://www.icann.org/en/transparency/didp-en.htm>.

By signing and submitting this request the Requestor commits to TLD operations that will secure and enhance the stability and interoperability of the Internet's Domain Name System (DNS) for the benefit of the local and global Internet community, and to working in good faith together with ICANN towards a stable and secure Internet DNS. The Requestor understands that ICANN reserves the right to take actions necessary to protect the security, stability and interoperability of the global DNS.

ICANN expects that IDN ccTLDs will be established and operated in the manner described below:

- a. *The IDN ccTLD manager shall establish, operate and maintain the authoritative name servers for the requested string in a stable and secure manner, adequate to resolve names within the requested string by users throughout the Internet and in compliance with Relevant Applicable Standards subject to and within the limits of relevant national law and national public policy. Relevant Applicable Standards are standards-track or best current practice RFCs sponsored by the Internet Engineering Task Force;*
- b. *IDN domain names are to be registered in accordance with a publicly available registration policy that shall comply on an ongoing basis with relevant applicable standards to IDNs, such as the IDNA Protocol, and with the IDN guidelines as updated and published from time to time on the ICANN website, all subject to and within the limits of relevant applicable national law and public policy. This includes, but is not limited to, adherence to RFCs 3490, 3491, 3492, 3454 and their successors;*
- c. *The IDN ccTLD manager should not use DNS redirection and synthesized DNS responses within any level of the registry; and*
- d. *The Requestor agrees that the IDN ccTLD manager will cooperatively engage with ICANN in the event of an activity or lack of activity that generates a serious concern regarding the stability, security or interoperability of the Internet's Domain Name System (DNS) from a global perspective. Briefly, the cooperative engagement process involves the designation of an official representative from ICANN and the IDN ccTLD manager, who shall meet with each other telephonically and/or in person to address the concerns in good faith and attempt to reach a resolution.*

If the Requestor seeks to enter into a Documentation of Responsibilities, an Exchange of Letters, or a general TLD Agreement with ICANN after delegation, please indicate below. For reference, templates are available at <http://www.icann.org/en/topics/idn/fast-track>

Check one of the following:

[Checkbox]: Please send a copy of the prearranged and recommended template for the Exchange of Letters.

[Checkbox]: Please send a copy of the prearranged and recommended Documentation of Responsibilities.

[Checkbox]: Please send a copy of a prearranged and recommended general TLD Agreement.

Requestor warrants that the statements and representations contained in the request (including any documents submitted and oral statements made in connection with the request) are true and accurate and complete in all material respects, and that ICANN may rely on those statements and representations fully in evaluating this application.

Requestor acknowledges that any material misstatement or misrepresentation (or omission of material information) will reflect negatively on this request and may cause ICANN to terminate the request.

By submitting this request, I represent that I am authorized to act as a representative of Requestor and to enter into the commitments undertaken in this request.

[Name]

[Title]

[Organization]

[Signature]

## *Documentation of Responsibility (DoR)*

**This Documentation of Responsibilities ('DoR') is between [IDN ccTLD Sponsoring Organization, or "IDN ccTLD SO" ], an organization incorporated under the laws of the [country], in [location], hereinafter referred to as 'IDN ccTLD', and THE INTERNET CORPORATION FOR ASSIGNED NAMES AND NUMBERS, hereinafter referred to as 'ICANN', jointly to be referred to as: 'parties' and individually to be referred to as: 'party'.**

### **A. Background**

1. The parties want to demonstrate their commitment to maintain and enhance the stability, security and interoperability of the Internet's Domain Name System (DNS) from a global perspective and for the benefit of the local and global Internet community in an evolutionary manner on the basis of a peer relationship.
2. The [.] Top Level Domain has been selected in [name of territory] in [year] and endorsed amongst others by the relevant public authority as a meaningful representation of the name of the territory.
3. The request for delegation of the [.] Top Level Domain was submitted by [IDN ccTLD SO] in [year] and [IDN ccTLD SO] is [legal status in country] and executes its operation in [country]. [IDN ccTLD SO] functions regarding the stability and interoperability of the DNS are to:
  - a. Maintain name servers for the [.] domain;
  - b. Generate updates to [.] zone data when changes occur and propagate those changes to all public authoritative name servers for the [.] domain; and
  - c. Ensure continued and stable domain name system interoperability with the global Internet.
4. ICANN is responsible for providing technical-coordination functions for the management of the system of unique identifiers of the global Internet, including the DNS. Among ICANN's responsibilities is to oversee operation of the Internet's Authoritative Root Server System. As part of ICANN's responsibilities it:
  - a. Enters and maintains data in the Authoritative Root database and triggers updates of the root zone file.
  - b. Coordinates the allocation and assignment of the three sets of unique identifiers for the Internet, which are:
    - 1) domain names (forming a system referred to as "DNS");
    - 2) Internet protocol ("IP") addresses and autonomous system ("AS") numbers; and
    - 3) Protocol port and parameter numbers.
  - c. Coordinates the operation and evolution of the DNS root name server system.
  - d. Coordinates policy development reasonably and appropriately related to these technical functions.

### **B. Mutual Recognition**

1. **Recognition of [IDN ccTLD].** ICANN recognizes [IDN ccTLD SO] as the manager and sponsoring organization of the [.] IDN ccTLD, and the entity responsible for maintaining the [.] IDN ccTLD as a stable and interoperable part of the global domain naming system for the Internet in a manner that is consistent with [country] national law, public policy and naming policy.
2. **Recognition of ICANN.** [IDN ccTLD SO] acknowledges that ICANN is the entity responsible for maintaining and keeping the root of the Internet DNS stable and globally interoperable in a manner that is consistent with ICANN's Mission and Core Values as reflected in its bylaws.



## C. Commitments

### 1. Commitments of ICANN. ICANN shall use its best endeavours to:

a. **Authoritative-Root Database:** maintain a stable, secure, and authoritative publicly available database of relevant information about [..], the Delegated IDN country code Top Level Domain, in accordance with ICANN publicly available policies and procedures. The Authoritative Root Database shall contain information for the public authoritative name servers for [..], contact information for [IDN ccTLD SO], the designated administrative contact(s), and the designated technical contact(s) as notified to ICANN;

b. **Update of Name Server Information:** implement on notification by the [IDN ccTLD SO] a change to the domain name or IP address(es) of the name servers for [..] as recorded in the Authoritative-Root Data for [..] in the Authoritative-Root Database according to ICANN's publicly available policies and procedures. The initial format and technical requirements for such a change are set out in ICANN's publicly available policies and procedures;

c. **Publication of Root-zone Whois Information:** publish data maintained in the Authoritative Root Database about [..] which shall include at least the names of [IDN ccTLD SO] as the Sponsoring Organization, the administrative contact(s), the technical contact(s), and the domain names and IP addresses of the authoritative name servers for the domain;

d. **Operation of Authoritative Root Server System:** coordinate the Authoritative Root Server System so that it is operated and maintained in a stable and secure manner; and cause the Authoritative Root Server System to publish DNS resource records delegating the [..] IDN ccTLD to the name servers recorded in the Authoritative Root Database and to inform the named administrative contact(s) and technical contact(s) of the published changes to the name servers for [..].

e. **Maintenance of Authoritative Records and Audit Trail:** maintain authoritative records and an audit trail regarding changes to [..] delegations and records related to those delegations and shall inform [IDN ccTLD SO] of the status of a requested change related to [..] in accordance with the policies, procedures and format as made publicly available by ICANN; and

f. **Notification of Contact Changes:** notify [IDN ccTLD SO] of any changes to ICANN's contact information no later than seven days after the change becomes effective.

### 2. Commitments of [IDN ccTLD SO]. [IDN ccTLD SO] shall use its best endeavours to:

a. **Provision of zone data for [..]:** generate regular updates of the [..] zone data in compliance with relevant standards as set out in paragraph c) and subject to and within the limits of relevant national law and national public policy.

b. **Provision of Name Service for [..]:** operate and maintain the authoritative name servers for [..] in a stable and secure manner, adequate to resolve names within the [..] domain by users throughout the Internet and in compliance with Relevant Applicable Standards subject to and within the limits of relevant national law and national public policy. Relevant Applicable Standards are standards-track or best current practice RFCs sponsored by the Internet Engineering Task Force.

c. **Adherence to relevant IDN standards and guidelines:** register IDN domain names in accordance with its publicly available registration policy which shall comply on an ongoing basis with Relevant Applicable Standards to IDNs, such as the IDNA Protocol, and with the IDN guidelines as updated and published from time to time on the ICANN website, all subject to and within the limits of relevant applicable national law and public policy. This includes, but is not limited to, adherence to RFCs 3490, 3491 3492, 3454 and their successors.

d. **Accuracy and Completeness of Information:** notify ICANN, through ICANN's designated point of contact of:

- 1) any change of the contact information of its administrative or technical contact(s), and
- 2) any change to the administrative and /or technical contact details about [.] in the Authoritative-Root Database no later than seven days after the change becomes effective. The administrative contact for [.] must be directly associated with [IDN ccTLD SO] and must reside in the territory of [country].

**D. No implementation of DNS redirection and synthesized DNS responses.** [IDN ccTLD SO] agrees that for domain names which are either not registered by a domain name registrant, or the domain name registrant has not supplied valid records such as NS records for listing in the DNS zone file, or their status does not allow them to be published in the DNS: the use of DNS redirection and synthesized DNS responses as described in RFC 4592 or any other method or technology for synthesizing DNS Resources Records or using redirection within the DNS by the Registry is forbidden. In other words, when queried for such domain names the authoritative name servers must return a "Name Error" response (also known as NXDOMAIN), RCODE 3 as described in RFC 1035 and related RFCs. This provision applies for all DNS zone files at all levels in the DNS tree for which the [IDN ccTLD SO] (or an affiliate engaged in providing Registration Services for the IDN ccTLD) maintains data, arranges for such maintenance, or derives revenue from such maintenance.

**E. No conference of Intellectual Property rights in IDN Top Level Domain.** Nothing in this agreement shall confer any intellectual property rights or preferences in the TLD string.

**F. Voluntary Contribution.** [IDN ccTLD SO] shall, on an expected but not mandatory basis, contribute on an annual basis to ICANN's cost of operations in the amount 3% of the revenue from the registrations of domain names within [..]. However, in the event that fewer than 20,000 domain names are registered within [..] for any year, [IDN ccTLD SO] shall, on an expected but not mandatory basis, contribute 1% of the revenue from registrations of domain names within [..], or in the event that there are 20,000 – 50,000 domain names registered within [..] for any year, [IDN ccTLD SO] shall, on an expected but not mandatory basis, contribute 2% of the revenue from registrations. Revenue from registrations shall be calculated by multiplying the number of domain name registrations in [..] by the per registration fee as reported by [IDN ccTLD SO] in local currency.

**G. Termination.** This DoR may only be terminated in the following circumstances:

- a. There has been a determination by arbitration under Section I that a party is in violation of the DoR and that party continues to behave in the same manner for a period stated in the arbitration decision, or if no period is stated, twenty-one days;
- b. Either party will not or is unable to perform its duties under the DoR and has given written notice to such effect;
- c. In the event either party shall voluntarily or involuntarily be subject to bankruptcy or insolvency proceedings and such proceedings are not dismissed within 60 (sixty) days;
- d. By mutual consent of the parties; or
- e. By either party in the event that a re-delegation takes place, provided that in any re-delegation discussions the existence of this DoR shall be taken into account.

**H. Effects of Termination.** All obligations under this DoR shall cease. ICANN and [IDN ccTLD SO] are still obligated to perform their duties in accordance with this DoR to the extent this is within their powers and can be reasonably expected under the circumstances in order to maintain the stability, security and interoperability of the DNS.

## **I. Cooperative Engagement.**

- a. In the event of an activity or lack of activity that generates a serious concern regarding the stability, security and interoperability of the Internet's Domain Name System (DNS) from a global perspective or a disagreement between [IDN ccTLD SO] and ICANN arising under or out of this DoR, either party may by notice to the other invoke the cooperative engagement provisions in this section.
- b. If either party provides written notice to the other demanding cooperative engagement, then each party will, within 7 (seven) calendar days, designate by email a single executive officer as its representative to resolve the dispute.
- c. The designated representatives shall, within 2 (two) business days after being designated, confer by telephone or in person to attempt to resolve the dispute.
- d. If they are not able to resolve the dispute during such telephone conference or meeting, they shall further meet in person at a location mutually agreed to within 7 (seven) calendar days after such initial meeting, at which the parties shall attempt to reach a definitive resolution.
- e. The time schedule and process may be modified with respect to any dispute, but only if Parties agree to a revised time schedule or process in writing.

## **J. Resolution of Disputes.**

- a. All disputes arising out of or in connection with the present agreement shall be finally settled under the Rules of Arbitration of the International Chamber of Commerce (ICC) provided, however, that before either party may initiate arbitration as provided in this section, [IDN ccTLD SO] and ICANN must attempt to resolve the dispute by cooperative engagement as set forth in the previous section G.
- b. The arbitration shall be conducted in the English language.
- c. If the Parties cannot mutually agree on a location, [PLACE, Country] shall be the default location.
- d. There shall be three arbitrators: each party shall choose one arbitrator, with the third chosen from the parties' arbitrators from the ICC list of arbitrators. If the parties' selected arbitrators cannot agree on the selection of the third arbitrator, that third arbitrator shall be appointed according to the ICC Rules of Arbitration.
- e. Issues of law arising in connection with the interpretation of this DoR shall be resolved by the rules of law considered by the arbitrators to be most appropriately applied in all the circumstances; provided that the validity, interpretation, and effect of acts of [IDN ccTLD SO] and its legal status at the start of the dispute shall be judged according to the laws of [Country of IDN ccTLD SO] and the validity, interpretation, and effect of acts of ICANN and its legal status shall be judged according to the laws of the State of California.
- f. The parties shall bear the costs of the arbitration as set forth in the Rules. The prevailing party in the arbitration shall have the right to recover its costs, if an order for recovering costs is included in the arbitration award. The parties shall bear their own attorneys' fees in connection with the arbitration, though the prevailing party may seek the recovery of reasonable attorneys' fees to be included in the arbitration award.
- g. The decision of the arbitration panel shall be final and binding on the parties as contemplated in the Rules, while the parties each retain rights to apply for correction or interpretation of the award as specified in the Rules. The parties agree that any award of the arbitration panel may be enforced in any court of competent jurisdiction.

**K. No Liability.** The arbitrators shall have no authority to award consequential, incidental, indirect or punitive damages to either Party. [IDN ccTLD SO] and ICANN agree that irreparable damage could occur if any of the provisions of this Agreement are not performed in accordance with its specific terms. Accordingly, the parties agree that they each shall be entitled to seek from the arbitrator's specific performance of the terms of this Agreement. No breach of an obligation under this DoR other than dispute resolution fees shall give rise to any monetary liability by one party to another. This Agreement shall not be construed to create any obligation by either ICANN or [IDN ccTLD SO] to any non-party to this Agreement.

**L. Transfer or Assignment.** No party may transfer, assign or sub-contract this DoR or any of the party's obligations under this DoR without the prior written consent of the other party.

**M. Notice.** Any notices to be sent pursuant to this DoR shall be given in writing at the address of the appropriate party below, unless this DoR authorizes a notice to be provided by email. Otherwise, any notice required by this DoR shall be deemed to have been properly given when delivered in person, when sent by electronic facsimile with receipt of confirmation of delivery, or when scheduled for delivery by internationally recognized courier service.

If to ICANN, addressed to:

Internet Corporation for Assigned Names and Numbers  
[Department]  
4676 Admiralty Way, Suite 330  
Marina del Rey, California 90292  
USA  
Attention: [Responsible Person]  
Telephone: 1/310/823-9358  
Facsimile: 1/310/823-8649  
e-mail: [\_\_\_\_@icann.org]

If to [IDN ccTLD SO], addressed to:

[IDN ccTLD SO] a [organization type and jurisdiction]  
[Courier Address]  
[Mailing Address]  
Attention: [contact person]  
Telephone: [telephone number]  
Facsimile: [fax number]  
e-mail: [e-mail address]

**Entire Agreement.** This DoR contains the entire agreement of the parties in relation to the subject matter contained within it. No variation of this DoR shall be binding unless it is in writing and signed by both parties.

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**[Signature, ICANN President] [Signature, IDN ccTLD SO Rep]**

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## *Proposed ICANN to IDN ccTLD Exchange of Letter*

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**[ICANN Letterhead]**

**[date]**

**[name of IDN ccTLD/]**

**[address of IDN ccTLD]**

Dear [ ],

This letter sets out what ICANN has agreed to do in order to demonstrate commitment to securing and enhancing the stability and interoperability of the Internet's Domain Name System (DNS). This is for the mutual benefit of [organization name] and ICANN, and for the benefit of the local and global internet community.

To this end, ICANN makes the following commitments to [organization name].

ICANN shall use best endeavours to:

- a) Maintain a stable, secure, and authoritative publicly available database of relevant information about [ ], the Delegated IDN country code Top Level Domain (Delegated IDN ccTLD), in accordance with ICANN publicly available policies and procedures. The Authoritative Root Database shall contain information for the public authoritative name servers for [ ], contact information for [ ], the designated administrative contact(s), and the designated technical contact(s) as notified to ICANN;
- b) Initiate, on notification by the [organization name], a change to the domain name or IP address(es) of the name servers for [ ] as recorded in the Authoritative-Root Data for [ ] in the Authoritative-Root Database according to ICANN's publicly available policies and procedures. The initial format and technical requirements for such a change are set out in our publicly available policies and procedures;
- c) Publish data maintained in the Authoritative Root Database about [ ] which shall include at least the names of [organization name] as the Sponsoring Organization, the administrative contact(s), the technical contact(s), and the domain names and IP addresses of the authoritative name servers for the domain;
- d) Coordinate the Authoritative Root Server System so that it is operated and maintained in a stable and secure manner; and support a process that causes the Authoritative Root Server System to publish DNS resource records delegating the Delegated IDN ccTLD [ ] to the name servers recorded in the Authoritative Root Database, and to inform the named administrative contact(s) and technical contact(s) of the published changes to the name servers for [ ].
- e) Maintain authoritative records and an audit trail regarding changes to [ ] delegations and records related to those delegations, and inform [organization name] of the status of a requested change related to [ ] in accordance with the policies, procedures and format as made publicly available by ICANN;

- f) Notify [organization name] of any changes to ICANN's contact information no later than seven (7) days after the change becomes effective, and
  
- g) In the event of an activity or lack of activity that generates a serious concern regarding the stability, security and interoperability of the Internet's Domain Name System (DNS) from a global perspective or there is disagreement between ICANN and [organization name] (the "parties") arising under or out of the commitments made in this exchange of letters, either party may provide written notice to the other demanding cooperative engagement. In that event, then each shall, within 7 (seven) calendar days of the provision of the notice, designate by email a single executive officer as its representative to resolve the dispute. [Organization name] may send notifications to [email address@icann.org]. The designated representatives shall, within 2 (two) business days after being designated, confer by telephone or in person to attempt to resolve the issue in good faith. If they are not able to resolve the issue during the initial meeting, the designated representatives shall meet in person, at a mutually agreed location, within 7 (seven) calendar days after the initial meeting, at which meeting the designated representatives shall in good faith attempt to reach a definitive resolution of the issue. This time schedule and process for cooperative engagement may be modified with respect to any issue, but only if both parties agree to such a modification in writing

ICANN acknowledges that the [.] IDN ccTLD has been selected in [name of territory] in [year] and endorsed amongst others by the relevant public authority as a meaningful representation of the name of the territory. By signing this letter no intellectual property rights or preferences in the aforementioned IDN ccTLD string are conferred by the selection and delegation of the IDN ccTLD.

ICANN acknowledges that [organization name] has committed to make an expected but not mandatory financial contribution to ICANN's costs of operations. ICANN appreciates this commitment to furthering ICANN's ability to fulfill its mission as set forth in Sections 1 and 2 of the ICANN Bylaws.

ICANN may terminate its commitment to you by giving you notice in writing. In this event, ICANN's obligations to [organization name] under this letter shall cease. However ICANN acknowledges its responsibility to continue to perform all commitments, including the cooperative engagement process as described in paragraph g), to the extent it is within ICANN's powers and can be reasonably expected under the circumstances in order to maintain the stability and interoperability of the DNS.

ICANN agrees that no breach of a commitment contained in this letter or performance or non-performance under this letter shall give rise to any monetary liability by either ICANN or [organization name]. The exchange of letters between ICANN and [organization name] represents the full agreement and commitments of the parties.

ICANN looks forward to a long and mutually beneficial relationship with [organization name].

Yours sincerely

Rod Beckstrom

President and CEO

Internet Corporation for Assigned Names and Numbers

## *Proposed Example of IDN ccTLD to ICANN Exchange of Letter*

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To: ICANN  
4676 Admiralty Way, Suite 330  
Marina del Rey, CA 90292-6601  
USA

This letter sets out what [organization name] understands it has agreed to do in order to demonstrate [organization name]'s commitment to securing and enhancing the stability and interoperability of the Internet's Domain Name System (DNS) for [organization name] and ICANN's mutual benefit and for the benefit of the local and global internet community in an evolutionary manner and on the basis of a peer relationship.

[Organization name] acknowledges that ICANN is the entity responsible for maintaining and keeping the root of the Internet DNS stable and globally interoperable in a manner that is consistent with ICANN's Mission and Core Values as reflected in its bylaws

To this end [organization name] makes the following commitments to ICANN. [Organization name] shall use its best endeavours to:

- a. Generate regular updates of the [.] zone data in compliance with relevant standards as set out in paragraph c) and subject to and within the limits of relevant national law and national public policy.
- b. Establish, operate and maintain the authoritative name servers for [.] in a stable and secure manner, adequate to resolve names within the [.] domain by users throughout the Internet and in compliance with relevant standards as set out in paragraph d) and subject to and within the limits of relevant national law and national public policy.
- c. Register IDN domain names in accordance with [organization name]'s publicly-available registration policy which shall comply on an ongoing basis with Relevant Applicable Standards to IDNs, such as the IDNA Protocol, and with the IDN guidelines as updated and published from time to time on the ICANN website, all subject to and within the limits of relevant applicable national law and public policy. . This includes, but is not limited to, adherence to RFCs 3490, 3491 3492, 3454 and their successors.
- d. Applicable relevant standards are standards-track or best current practice RFCs sponsored by the Internet Engineering Task Force.
- e. Notify ICANN, through ICANN's designated point of contact of:

1. Any change of the contact information of the administrative or technical contact(s), and
2. Any change to the administrative and /or technical contact details about [.] in the Authoritative-Root Database no later than seven days after the change becomes effective. The administrative contact for [.] must be directly associated with [IDN ccTLD] and must reside in the territory of [country or territory] during the entire period he or she is designated as such.

[Organization name] agrees that for domain names which are either not registered by a domain name registrant, or the domain name registrant has not supplied valid records such as NS records for listing in the DNS zone file, or their status does not allow them to be published in the DNS: the use of DNS redirection and synthesized DNS responses as described in RFC 4592 or any other method or technology for synthesizing DNS Resources Records or using redirection within the DNS by the Registry is forbidden. In other words, when queried for such domain names the authoritative name servers must return a "Name Error" response (also known as NXDOMAIN), RCODE 3 as described in RFC 1035 and related RFCs. This provision applies for all DNS zone files at all levels in the DNS tree for which [organization name] (or an affiliate engaged in providing Registration Services) maintains data, arranges for such maintenance, or derives revenue from such maintenance. [Alternative language: [Organization name] agrees that the [.] IDN ccTLD should not use DNS redirection and synthesized DNS responses.]

[Organization name] shall, on an expected but not mandatory basis, contribute on an annual basis to ICANN's cost of operations in the amount 3% of the revenue from the registrations of domain names within [.] . However, in the event that fewer than 20,000 domain names are registered within [.] for any year, [organization name] shall, on an expected but not mandatory basis, contribute 1% of the revenue from registrations of domain names within [.] , or in the event that there are 20,000 – 50,000 domain names registered within [.] for any year, [organization name] shall, on an expected but not mandatory basis, contribute 2% of the revenue from registrations. Revenue from registrations shall be calculated by multiplying the number of domain name registrations in [.] by the per registration fee as reported by [organization name] in local currency.

[Organization name] agrees that it may terminate our commitment to ICANN by giving ICANN notice in writing and if [organization name] does, [organization name] agrees that its obligations to ICANN under this letter shall cease. However [organization name] acknowledges that it are to continue to perform its commitments, including the cooperative engagement process described below, to the extent it is within [organization name]'s powers and can be reasonably expected under the circumstances in order to maintain the stability and interoperability of the DNS.

[Organization name] agrees that it will engage with ICANN in the event of an activity or lack of activity that generates a serious concern regarding the stability, security and interoperability of the Internet's Domain Name System (DNS) from a global perspective, or there is disagreement between ICANN and [IDN ccTLD manager] (the "parties") arising under or out of the commitments made in this exchange of letters. [Organization name] agrees that either party may provide written notice to the other demanding cooperative engagement. In that event, then each shall, within 7 (seven) calendar days of the provision of the notice, designate by email a single executive officer as its representative to resolve the dispute. ICANN may send notifications to [email address@IDN ccTLD]. The designated representatives shall, within 2 (two) business days after being designated,



confer by telephone or in person to attempt to resolve the issue in good faith. If they are not able to resolve the issue during the initial meeting, the designated representatives shall meet in person, at a mutually agreed location, within 7 (seven) calendar days after the initial meeting, at which meeting the designated representatives shall in good faith attempt to reach a definitive resolution of the issue. This time schedule and process for cooperative engagement may be modified with respect to any issue, but only if both parties agree to such a modification in writing

[Organization name] agrees that the delegation of the IDN ccTLD does not grant an intellectual property right in the [..\_] string.

[Organization name] agrees that no breach of a commitment contained in this letter or performance or non-performance under this letter shall give rise to any monetary liability by either one of us to the other. The exchange of letters between ICANN and [IDN ccTLD Sponsoring Organization] represents the full agreement and commitments of the parties.

[Organization name] looks forward to a long and mutually beneficial relationship with ICANN.

[Signature]

# Module 8

## Fee Structure and Model

This module contains a description of the fee structure and model associated with the Fast Track process. ICANN posted the following three papers for discussion at the ICANN Sydney meeting (22-26 June 2009)

- o Proposed Implementation Details Regarding Financial Contributions to Support the Development and Deployment of IDN ccTLDs
- o Cost Analysis of IDN ccTLDs: Focus on Program Development and Processing Costs
- o ICANN Expenditure Analysis: by Stakeholder Interest Area

See <http://www.icann.org/en/topics/idn/fast-track/> for details.

Combined those papers suggest that ICANN receives proposed (expected but not mandatory) fees in the amounts described below.

In September 2009 ICANN undertook a detailed re-analysis of the processing fee based on progress made in development of the evaluation process. The re-evaluation resulted in a slightly lower (within 5%) fee – within the error of the estimate. Therefore, the processing fee is unchanged.

The community has expressed broadly ranging opinions on this matter.

Based on detailed financial analysis the following constitutes the IDN ccTLD Fast Track Fee structure:

- o A pre-arranged and recommended revenue-neutral IDN ccTLD evaluation processing fee of US \$26,000 (rounded).

A processing fee notice will **be** sent to the requester upon receipt of an IDN ccTLD request. The processing fee can be paid in local currency.

Requesters unable to pay this fee can contact ICANN and request fee waiver.

The processing fee can be paid in local currency.

- o A pre-arranged and recommended annual cost contribution fee of 3% of revenue, payable in local currency (1-2% for low volume registries).

The annual contribution fee is included as the expected annual contribution fee in the DoR and in the EOL.

The annual contribution will be based **on** a statement, detailed by the IDN ccTLD Manager. ICANN will not request the necessary revenue-related information.

The annual contribution fee can be paid in local currency.

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If the registry wishes to use a different model (other than the percent of revenue model) that arrives at the same general level of contribution, that contribution will be welcomed by ICANN. ICANN will maintain accounting of all ccTLD contributions and continue to compare those contributions against costs for supporting the ccTLDs.

IDN ccTLD managers unable to pay this fee can contact ICANN and request fee waiver.

After the IDN Fast Track request is processed successfully, the standard IANA delegation procedure will occur. There is no fee for this service. IANA delegation costs were not included in the costs to process IDN ccTLD requests.

A detailed overview of the costs expected in the various steps of processing the IDN string evaluation request, is included in Appendix 1 to this Module 8.

# Appendix 1 to Module 8

## Detailed overview of obtained costs in the processing of an IDN ccTLD Fast Track request

### IDN ccTLD Fast Track Processing Cost

Tasks	Probability	Step Description	Comments	Total Hours	Internal Costs per Request	Total variable costs	Total Fixed Costs
1	100%	Submission of Request	Some requests will require support to answer questions prior to submittal.	40	\$ 4,120	\$ 4,120	
2	100%	Request Completeness Validation	Internal staff only. Most requests are anticipated to be straight forward. This will include a quick technical check by staff.	10	\$ 1,030	\$ 1,030	
3	100%	Linguistic Process Validation	Internal staff only.	10	\$ 1,030	\$ 1,030	
4	100%	DNS Stability Evaluation	DNS Stability Panel check is fixed cost for 2 years of operation. Contract has been signed with Interisle Consulting Group.	20	\$ 2,060	\$ 2,060	\$ 200,000
5	100%	Publish String	Internal staff only.	10	\$ 1,030	\$ 1,030	
6	100%	Ongoing IT Support	1/4 FTE stand-by IT support.				\$ 50,000
7	100%	Ongoing Legal Support	Legal support.				\$ 200,000
8	100%	Ongoing Communications Support	Communication and reporting support.				\$ 100,000
9	100%	Other Support Costs	Translations, interpretations, publications.				\$ 50,000
				<b>90</b>	<b>\$ 9,270</b>	<b>\$ 9,270</b>	<b>\$ 600,000</b>
Total Cost							\$ 1,063,500
Expected # of requests							50
Cost per request							\$ 21,270.00
Contingency (20%)							\$ 4,254.00
<b>Total Processing Fee / Request</b>							<b>\$ 25,524.00</b>

# Module 9

## *Process Review and Revision*

This module contains a description of the review function of the IDN ccTLD Fast Track Process. While IDN TLDs are considered safe to introduce in a limited fashion in the DNS at the time of launch of the IDN ccTLD Fast Track Process, it is also anticipated that several areas related to IDNs and in particular to IDN TLDs will continue to evolve over time.

Accordingly, a review function of the process has been established.

One example of a potential result of such a review could be the inclusion of a process for delegation of desired IDN TLD variants that are reserved for the purpose of the Fast Track Process.

### ***Review Schedule***

The review will take place at least annually and will be initiated with an ICANN announcement asking for community feedback on all elements of the process.

Staff will review the received feedback. Based on the feedback, a recommended approach for revision will be developed and released for public comments. An update of the proposal will be issued following the second round of received public comments.

The updated proposal will be provided to the ICANN Board for their consideration.

Following positive Board consideration the proposed changes will be implemented. All requests in process of being evaluated at the time of release of the proposed changes will be completed per the requirements in the existing IDN ccTLD Fast Track Process. Exceptions to this approach would include any measures to resolve identified security and stability issues.

Additionally, identified security and stability issues may prompt more frequent reviews than the scheduled annual cycle.

# Module 10

## Background Information

One of the most significant innovations for the Internet since its inception will be the introduction of top level Internationalized Domain Names (IDN TLDs). These IDN TLDs will offer many new opportunities and benefits for Internet users around the world by allowing them to establish and use domains in their native languages and scripts.

IDNs have been discussed in the ICANN community for many years. Initially, development focused on enabling the introduction of IDNs as registrations under existing top-level domains (TLDs), but in the most recent year, focus has shifted to broadening of the character repertoire available for use in top level strings.

Over the past years the introduction of IDN gTLDs was discussed in the context and as part of the [New gTLD Program](#).

The formal consultation and discussion on the introduction of IDN ccTLDs<sup>3</sup> was [initiated by the ICANN Board](#) at its meeting in São Paulo (December 2006). The Country Code Names Supporting Organization (ccNSO) and the Governmental Advisory Committee (GAC) were asked to collaborate, in consultation with the relevant technical community, to produce an issues paper on the selection of IDN ccTLDs associated with the two-letter codes described in the ISO 3166-1 standard.

The ccNSO and GAC formed a joint IDN working group (IDNC WG) that published and submitted to the ICANN Board a list of issues relating to the introduction of IDN ccTLDs in June 2007.

Consultations and discussions of the IDN working group made it clear that several countries and territories have a pressing need for IDN ccTLDs. This realization initiated a discussion of the provisions needed for an interim approach to IDN ccTLDs to meet near-term demands and to gain experience with mechanisms for selecting and authorizing such TLDs that can inform a policy development process. The ICANN Board requested the ICANN community, including the Generic Names Supporting Organization (GNSO), ccNSO, GAC, and the At-Large Advisory Committee (ALAC), to collaboratively explore both an interim and an overall approach to IDN ccTLDs and recommend a course of action to the Board ([ICANN meeting, San Juan, June 2007](#)).

Following a ccNSO Council recommendation and broad support of the ICANN community, including the GAC, GNSO and ALAC, the ICANN Board asked the ALAC, ccNSO, GAC and GNSO chairs to set up an IDNC Working Group, appoint its members and begin work in accordance with its [Charter](#) as soon as possible.

The IDNC WG was tasked to recommend mechanisms to introduce a limited number of non-contentious IDN ccTLDs, associated with the ISO 3166-1 two-letter codes, to meet near-term demand while the overall policy is being developed.

At the ICANN meeting in Paris (June 2008) the IDNC WG submitted its Final Report to the Board, including GAC and ccNSO statements on the proposed methodology. At its meeting in Paris the Board resolved:

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<sup>3</sup> The shorthand term "IDN ccTLDs" refers to new top-level domains associated with entries in the ISO 3166-1 list.

*Resolved (2008.06.26.04), the Board thanks the members of the IDNC WG for completing their chartered tasks in a timely manner.*

*Resolved (2008.06.26.05), the Board directs staff to: (1) post the IDNC WG final report for public comments; (2) commence work on implementation issues in consultation with relevant stakeholders; and (3) submit a detailed implementation report including a list of any outstanding issues to the Board in advance of the ICANN Cairo meeting in November 2008.*

ICANN then posted the IDNC WG Final Report for public comments and began implementation as directed. Following the public comment period, ICANN posted a consolidated overview of the comments received and a document containing staff considerations of the comments received. During implementation planning, ICANN also submitted letters to relevant public authorities and ccTLD managers to seek information on their interest in participating in the Fast Track Process.

This document is the Proposed Final Implementation Plan.

The initial draft and the first revision of the Implementation Plan were posted right before and immediately following the ICANN meeting in Cairo, Egypt, 1–7 November 2008, the second revision was posted before the ICANN meeting in Mexico City, Mexico, 1–6 March 2009, and the third was posted prior to the ICANN meeting in Sydney, 22–26 June 2009.

In preparing this proposed final plan, ICANN took into consideration the comments received on the previous versions; in particular public comments and input received through meetings, such as the ICANN meetings in Cairo, Mexico and Sydney, as referenced above.

The analysis of received comments is released in separate documents.

The Proposed Final Implementation Plan is released for public consumption and for the ICANN Board consideration during the ICANN meeting in Korea, Seoul, 26–30 October 2009.

This is in response to the ICANN Board resolution during the ICANN meeting in Mexico City, Mexico:

*It is resolved (2009.03.06.03), that the Board thanks the ICANN community for its work to date and encourages it to continue its work so that the implementation plan can be finalized and considered by the Board no later than at its annual meeting in 2009.*

A full overview of activities and links to the materials related to the IDN ccTLD Fast Track Process and its implementation can be viewed at <http://www.icann.org/en/topics/idn/fast-track/>.

A glossary of IDN terms used throughout this document is available at <http://www.icann.org/en/topics/idn/idn-glossary.htm>.

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