

## Board Advice Process

### Process Background:

The Board receives “Action Requests” in the form of advice and/or recommendations from a variety of sources within the ICANN community. The subset of these Action Requests coming from the At-Large Advisory Committee (ALAC), Root Server System Advisory Committee (RSSAC), and Security and Stability Advisory Committee (SSAC), is collectively referred to as “Board Advice” (for ease of reading “Board Advice” is referred to as “advice” in this document). The Action Request Register (ARR) provides a centralized system supporting a consistent and repeatable process for tracking and managing such advice. The ARR can accommodate different types of advice and recommendations, each of which may have different requirements and may differ in priority or outcome.

### Process Scope:

The scope of the Board Advice Process is limited to advice received from ALAC, RSSAC, and SSAC. The role of the Advisory Committees and the scope of their advice is described in [Article 12](#) of ICANN's Bylaws. Advice from the Governmental Advisory Committee (GAC) is currently managed via a separate process.

### Process Activities:

This handbook describes what happens to advice from the ALAC, RSSAC and SSAC after it is received by the Board, but does not describe procedural aspects related to the development of the advice on the part of the Advisory Committee. The Board Advice Process includes five phases, from acknowledgment of the advice to closure

#### 1. Receive & Acknowledge

After ALAC, RSSAC, or SSAC submits advice to the ICANN Board, ICANN org logs the advice in the ARR and acknowledges receipt to the Advisory Committee.

#### 2. Understand

After receipt and acknowledgment, ICANN org, on behalf of the ICANN Board, reviews the advice and seeks to ensure a fulsome understanding. The understanding is usually reflected through drafting a short summary of the perceived actionable item for the ICANN Board and/or organization. This draft statement of understanding is then sent to the respective Advisory Committee or its proxy for review. The Advisory Committee or its proxy then has opportunity to provide confirmation that it agrees with the draft understanding or provide feedback as necessary.

### **3. Evaluate & Consider**

Once the appropriate Advisory Committee has confirmed it agrees with the statement of understanding of the advice, ICANN org assesses what further action is required.

If the advice requires action, ICANN org evaluates the advice on behalf of the ICANN Board for feasibility and develops preliminary implementation recommendations for consideration by the Board. Following Board consideration, the Advisory Committee again has the opportunity to provide confirmation that it agrees with the implementation recommendations or the committee may provide feedback as necessary.

If no action from the ICANN Board and/or organization is required, the advice is moved to Phase 5, Close. Otherwise, the advice is moved to the next phase, Implement.

### **4. Implement**

The fourth phase of the process is focused on implementation of the advice based on the outcomes of Phase 3, Evaluate & Consider. ICANN org develops an implementation plan and shares it with the Advisory Committee or its proxy and the Board as appropriate. ICANN org then executes the implementation plan, reporting on progress during that implementation. Once ICANN org believes the advice has been fully implemented, the advice is moved to Phase 5, Close. If the advice proves not to be implementable, this fact is provided to the Advisory Committee or its proxy for feedback as necessary.

### **5. Close**

The final phase of the process focuses on ensuring the advice has been processed appropriately. Regardless of the outcome of ICANN org's evaluation of the advice or its implementation, ICANN org communicates the end result to the Advisory Committee or its proxy (for example: no action was required; implementation is complete). The Advisory Committee or its proxy again has the opportunity to provide feedback on the resolution of the advice.

The process for the advice has ended once the Advisory Committee or its proxy agrees that the response to or consideration of the advice is complete. If the Advisory committee or its proxy does not agree with the end result and a resolution is not possible, ICANN org informs the Board of the potential impasse.