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| <b>Translations: If translations will be provided please indicate the languages below:</b> |  |  |  |  |  |  |  |  |  |
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## Report of Public Comments

|  |  |  |  |  |   |                           |  |  |  |
|--|--|--|--|--|---|---------------------------|--|--|--|
| <b>Title:</b>  | <b>Consultation on ccTLD Delegation and Redellegation User Instructions and Source of Policy</b> |  |  |  |   |                           |  |  |  |
| <b>Publication Date:</b>   | 03 October 2013  |  |  |  |   |                           |  |  |  |
| <b>Prepared By:</b>  | Michelle Cotton  |  |  |  |   |                           |  |  |  |
| <b>Comment Period:</b>   |  |  |  |  | <b>Important Information Links</b>      |                           |  |  |  |
| Open Date:   | 09 Sept 2013   |  |  |  | <a href="#">Announcement</a>            |                           |  |  |  |
| Close Date:  | 30 Sept 2013   |  |  |  | <a href="#">Public Comment Box</a>      |                           |  |  |  |
| Time (UTC):  | 23:59  |  |  |  | <a href="#">View Comments Submitted</a> |                           |  |  |  |
| <b>Staff Contact:</b>  | Michelle Cotton  |  |  |  | <b>Email:</b>                           | michelle.cotton@icann.org |  |  |  |
| <b>Section I: General Overview and Next Steps</b>  |  |  |  |  |   |                           |  |  |  |
| <p>The comments received provided feedback for User Instructions and Source of Policy documentation proposed by ICANN for ccTLD delegations and redelegations. ICANN will post the User Instructions on ICANN's iana.org website given the positive response from the consultation.</p>  |  |  |  |  |   |                           |  |  |  |
| <b>Section II: Contributors</b>  |  |  |  |  |   |                           |  |  |  |
| <p><i>At the time this report was prepared, a total of four (4) community submissions had been posted to the Forum. The contributors, both individuals and organizations/groups, are listed below in chronological order by posting date with initials noted. To the extent that quotations are used in the foregoing narrative (Section III), such citations will reference the contributor's initials.</i></p>                         |  |  |  |  |   |                           |  |  |  |
| <u>Organizations and Groups:</u>   |  |  |  |  |   |                           |  |  |  |
| <b>Name</b>  |  |  |  |  | <b>Submitted by</b>                     |                           |  |  |  |
| At-Large Advisory Committee (ALAC)   |  |  |  |  | ICANN At-Large Staff                    |                           |  |  |  |
| Coordination Center for TLDs for Russia  |  |  |  |  | Leonid Todorov                          |                           |  |  |  |
| NA-NIC   |  |  |  |  | Dr. Eberhard W Lisse                    |                           |  |  |  |
| <u>Individuals:</u>  |  |  |  |  |   |                           |  |  |  |
| <b>Name</b>  |  |  |  |  | <b>Affiliation (if provided)</b>        |                           |  |  |  |
| Nigel Roberts  |  |  |  |  |   |                           |  |  |  |
| <b>Section III: Summary of Comments</b>  |  |  |  |  |   |                           |  |  |  |
| <p><i>General Disclaimer: This section is intended to broadly and comprehensively summarize the comments submitted to this Forum, but not to address every specific position stated by each contributor. Staff recommends that readers interested in specific aspects of any of the summarized comments, or the full context of others, refer directly to the specific contributions at the link referenced above (View Comments</i></p> |  |  |  |  |   |                           |  |  |  |

Submitted).

The comments that ICANN received are summarized below in the relevant question.

**Do the User Instructions clearly provide instructions on how to request a ccTLD delegation or redelegation?**

Comments suggested that the instructions are clear how to request a ccTLD delegation or redelegation. Suggestions to add in examples where possible would help applicants through specific steps of the process.

**Do the User Instructions clearly describe the steps for processing a ccTLD delegation and redelegation?**

Comments received confirmed that the instructions outlined in the documentation are clear. According to other comments, additional consideration should be given to a section on “Prohibited Networks” in the documentation and that it would be better to link to this new section rather than have it in the body of the text as it is now.

**Do you have additional suggestions as to what may be missing from the User Instructions?**

Suggestions included adding references to IDN ccTLDs outside the Fast Track Process.

**By what process should ICANN notify the community when there are revisions made to the User Instructions?**

Comments suggested future changes should be made through usual ICANN announcements, webinars, fora, press releases, etc. Presentations should be made to key stakeholder groups and in addition be provided with materials to encourage and facilitate outreach in their networks and local groups.

**Does the community think it would be useful for ICANN to publish additional documentation such as a Knowledge Base with help articles and/or a list of Frequently Asked Questions as a companion to the User Instructions?**

Comments indicated that it would be useful to publish additional information in alternate formats including but not limited to knowledge base articles, FAQs, videos, presentation materials, and sample applications.

**Section IV: Analysis of Comments**

*General Disclaimer: This section is intended to provide an analysis and evaluation of the comments received along with explanations regarding the basis for any recommendations provided within the analysis.*

This consultation identified the policies that guide the administration of ccTLD root domain information and documented User instructions for how to apply for a ccTLD delegation or redelegation, including technical requirements.

ICANN acknowledges there is ongoing work within the Framework of Interpretation Working Group (FOIWG) to provide guidance on how ccTLD delegations and redelegations are conducted. The timing of this consultation is in accordance with ICANN's obligations under the IANA Functions Contract. ICANN expects that as we receive the completed FOIWG advice, and other guidance from interested and affected parties, it will spur future reviews of the procedures.

Based on the comments received the User instructions provide clear guidance on how to request a ccTLD delegation or redelegation. The instructions also provide the basic steps for how requests are processed. Suggestions were received regarding providing additional information to the applicant to help in facilitating the process. ICANN will create a Knowledge Base with articles and FAQs to complement the User instructions, and will provide examples, as appropriate.

ICANN will continue presenting to Key Stakeholder groups to provide updates and encourage outreach.

Additional comments requested the disclosure of costs of servicing a ccTLD and contribution brackets. This is out of scope for this consultation.