Draft Procedure for Community gTLD Change Requests
January 2018

Community gTLD Change Request

The Community gTLD Change Request (the "Request") is the procedure for a Community gTLD Registry Operator to seek approval from ICANN to modify the Community Registration Policies enumerated in Specification 12 to its Registry Agreement. Per Section 2.19 of Community gTLD Registry Agreements[1], "Registry Operator shall operate the TLD in a manner that allows the TLD community to discuss and participate in the development and modification of policies and practices for the TLD." During the initial term of the Registry Agreement Registry Operator may not seek changes that would remove the Community Registration Policies, excessively broaden or narrow registrant eligibility and/or name selection requirements, or result in significant negative impact to the TLD Community.

1. Definitions

1.1 A Community gTLD is defined as a gTLD that has a Registry Agreement with ICANN that includes a Specification 12, Community Registration Policies.

1.2 A Community gTLD Change is defined as a change to Specification 12 of the Registry Agreement with ICANN.

1.3 The TLD Community is defined by the eligibility requirements outlined in Specification 12 of the Registry Agreement with ICANN.

1.4 Registry Operator is defined as an entity with a Registry Agreement to administer a Community gTLD.

1.5 All references to days within this procedure are defined as calendar days.

2. Community gTLD Change Request Procedure

2.1 Registry Operator Submits a Community gTLD Change Request (the "Request")

Registry Operator may submit a Request at any time. The Request shall be submitted in writing via ICANN's Naming Services Portal using the Community gTLD Change Request Form (see Annex A), and must include documentation of support for it by the TLD Community (including entities representing any proposed extension of the TLD Community, if applicable), as well as by the representative governing bodies, if applicable.

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[1] Some Community gTLDs do not have Section 2.19 (e.g., .BERLIN, .WEIN) as their respective Registry Agreements were executed before this clause was added to the Base Registry Agreement.

2.2 ICANN Preliminary Review of the Request

Upon receipt of a Request, ICANN will verify its completeness and notify the Registry Operator in writing of any deficiencies within 5 days. The Registry Operator may resubmit a revised Request to ICANN at any time for renewed handling. Provided all questions in the Form have been addressed and supporting documents provided, the Request will be considered complete.

After the completeness check, ICANN will conduct a preliminary review and prepare the Request and draft amendment for the comment period within 10 days. If during the preliminary review ICANN determines the Request does not fall within the scope of this procedure or flags concerns that would likely result in rejection of the Request, ICANN may identify these concerns and initiate a consultation period with the Registry Operator prior to the comment period.

2.3 Change Request Comment Period

Upon determination of a complete Request, ICANN will post it for a comment period of 30 days.

2.4 Registry Operator Response Period

In the event the comment period raises questions about the Request, ICANN will initiate consultation with the Registry Operator and request their response to comments received within 15 days. During this time, ICANN may also consult with Registry Operator to clarify comment(s) that may negatively impact approval of the Request and/or respond directly to comments received, if necessary.

3. ICANN Review and Determination

3.1 ICANN Review

ICANN shall analyze whether the Request should be approved or rejected and its assessment shall be based on the following criteria:
   a) *Description of TLD Community*– Is there a clear description of the TLD's eligibility requirements and how they are impacted by the change request?
   b) *Evidence of TLD Community outreach and support* – Is there reasonable evidence of outreach to the TLD Community showing efforts of the RO to "operate the TLD in a manner that allows the TLD Community to discuss and participate in the development and modification of policies and practices for the TLD"? Is there reasonable evidence of TLD Community support for the change request?

c) ***Benefits to TLD Community*** – Do the responses provided in 1.3 and 1.4 of the Change Request Form adequately explain how the change request would benefit the TLD Community? Would allowing the change result in detriment to the TLD Community?

d) ***Concerns raised during the comment period*** – Were significant concerns raised during the comment period that identified harm to the TLD Community or Internet community? Did the Registry Operator provide an adequate response to these concerns?

3.2 ICANN Determination

3.2.1 Approval

If ICANN determines the Request is approved, ICANN shall provide approval to the Registry Operator within a target timeframe of 30 days or shall provide written explanation and indication of the new deadline in case of delay.

With the approval, ICANN shall provide the amendment for execution. If necessary, ICANN may modify the amendment as necessary to implement the approved Request and provide to the Registry Operator for review prior to execution.

3.2.2 Rejection

If ICANN determines the Request is rejected, ICANN shall notify the Registry Operator of its rejection of the Change Request and clearly state its rationale for rejecting the Request within a target timeframe of 30 days or shall provide written explanation and indication of the new deadline in case of delay.

ANNEX A: Community gTLD Change Request Form

The terms used in Annex A have the same meaning ascribed to them in Section 1. Definitions for the Community gTLD Change Request.

1. Description of the Community gTLD Change	
1.1 Describe the Community TLD's current eligibility requirements and/or restrictions on use; how the community is governed; how the community's input is gathered (i.e. mechanisms the RO has for the TLD community to "discuss and participate in the development and modification of policies and practices for the TLD"); and how any of these details are impacted by the Community gTLD Change Request.	
1.2 Has the Community gTLD Change been requested by the TLD Community?	
1.3 What are the benefits to the TLD Community of the Community gTLD Change?	
1.4 What potential detriment is there to the TLD Community of the Community gTLD Change? If any, what measures will be adopted to minimize it?	
1.5 What are the benefits to the Registry Operator of the Community gTLD Change?	
1.6 Explain why you believe this Community TLD Change does not excessively broaden or narrow current eligibility requirements.	
2. Consultation	
2.1 Please describe with specificity your consultations with the TLD Community, experts, representative governing bodies and/or others. What were the quantity, nature and content of the consultations?	
2.2 What policies and/or procedures did the Registry Operator follow	

in development of the Community gTLD Change?	
2.3. If a public comment period was conducted, what was the outcome on the Community gTLD Change?	
2.4 Did you consult with the ICANN community, experts and/or others? What were the quantity, nature and content of the consultations?	
2.5 Were consultations with the TLD registrants and/or end users appropriate? Which groups were consulted? What were the nature and content of these consultations?	
3. Specification 12 Provisions	
3.1 List the relevant Specification 12 provisions impacted by the Community gTLD Change.	
4. Contract Amendments	
4.1 Provide the necessary draft contractual amendment for the Community gTLD Change.	
5. Timeline	
5.1 Describe the timeline for implementation of the Community gTLD Change.	
6. Other	
6.1 Describe any other relevant information related to the Community gTLD Change.	
6.2 Provide any other supplementary documentation related to the Community gTLD Change.	
6.3 Describe if this Community TLD Change Request will require updates to any other contractual or policy obligations in order to implement the change if this Change Request is approved.	