**IRT Principles/Guidelines (Draft)**

1. IRT Recruitment and Composition
2. The Implementation Review Team (IRT) volunteer recruitment process should take into account what areas of expertise are expected to be needed. Identification of necessary areas of expertise should preferably be done before issuing a call for volunteers. The PDP working group may elect to issue guidance on relevant areas of expertise for the IRT along with its policy recommendations. Additional expert participation in the IRT may be sought throughout implementation as needs are identified.
3. The call for IRT volunteers should clearly identify the needed areas of expertise, the scope and approximate time frame of the work, the roles of IRT participants, and the value the group is expected to bring.
4. The call for IRT volunteers should at a minimum be sent to all members of the PDP working group that was responsible for developing the policy recommendations. The call for volunteers may need to reach beyond the working group members to ensure broad participation by parties directly impacted by the implementation and parties with specialized expertise needed for implementation. In some cases, additional outreach at the start or at a later stage of the IRT may be necessary to ensure that appropriate expertise is available and that directly affected parties are involved in the IRT.
5. Where there is a lag in time between the PDP WG’s adoption of Consensus Policy recommendations and the launch of an IRT, staff and community efforts to recruit IRT members should include components to support education and awareness. Staff should also keep the larger community and the GNSO Council up to date on the status of convening the IRT.
6. The GNSO Council is expected to designate a GNSO Council liaison to each IRT to ensure a direct link to the GNSO Council if/when needed.
7. Where there are stakeholder groups who are identified as being significantly impacted by the policy implementation, recruitment activities should seek to enhance awareness of the effort and the opportunity to participate in the IRT among these groups. To the extent feasible and applicable, composition of the IRT should be balanced among stakeholder groups.
8. IRT Operating Principles
9. As provided in the PDP Manual, the IRT is convened to assist staff in developing the implementation details for the policy to ensure that the implementation conforms to the intent of the policy recommendations.
10. The IRT is not a forum for opening or revisiting policy discussions. Where issues emerge that may require possible policy discussion, these will be escalated using the designated procedure (to be defined).
11. IRTs should include at least one participant from the original PDP WG who can provide insight into the original reasoning behind consensus policy recommendations.
12. Staff must provide regular updates to the IRT on the status of the implementation and conduct appropriate outreach to the IRT at critical milestones. In some cases, status updates and communications about key implementation developments may also need to be pushed out to the broader community.
13. Staff must set clear deadlines for IRT feedback on documents and implementation plans and send documents to the IRT in a timely manner to ensure sufficient time for IRT review
14. Where there is a lack of attendance or participation at IRT meetings by IRT members, staff will continue to provide updates and notifications of deadlines for input, and proceed with the published implementation plan, unless the IRT indicates that additional time or meetings are needed to review and discuss.