

Handling community comments submitted to the [ICG Forum](#)¹
Discussion Draft based on Singapore Meeting
1 May 2015 – V.1

Comments Handling process:

As part of its ongoing proposal development process, ICG will take the following steps in handling comments it receives:

- 1. Receive Comments:** ICG secretariat will acknowledge receipt through an automated receipt message that includes the steps ICG will follow to handle community comments directly submitted to its forum. ICG secretariat will alert the ICG of any comments or input received on the [ICG Forum](#).
- 2. Review – ICG Review Comments:**
 - a. ICG will review comments received to determine if they raise issues on which the ICG should take action. Where they do, ICG in its discretion will raise the issues or question to the relevant OC with a request that they provide a timely and appropriate reply.
 - b. In order to promote transparency of the process and to assure that opportunities to enhance understanding or to build community consensus are not squandered, ICG [or secretariat] will forward or make available to communities (excluding spam) the comments it receives that are relevant to an OC proposal to address as that community feels appropriate. Nothing in this section shall diminish or impair the ability of ICG to raise issues as described in paragraph 2(a) above.
- 3. Update – ICG Secretariat to ICG:** On periodic basis, ICG secretariat will create a summary of comments received. The ICG requests that OCs, to whom the comments have been addressed, post any summary updates related to their responses or how they have dealt with the comments in general as they find appropriate.

¹ All community comments, addressed to the ICG, are publicly available on its [forum](#). All three operational communities are encouraged to follow, consider and respond to comments on their proposals.