

# Community Priority Evaluation (CPE) Frequently Asked Questions

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Version 1.2

*Note: This version of the FAQ was updated on 13 August 2014. Several new questions have been added to the document, and some existing answers have also been updated to reflect changes to the process resulting from lessons learned during the past nine months of CPE operations.*

## Early Election

### **Q: Is early election required to participate in CPE?**

A: No. Early election of CPE is optional and at the discretion of the applicant. Early election is, however, not a guarantee of eligibility to proceed with CPE. Early election status will be reflected on an Applicant's status on the New gTLD Application Status Page (<https://gtldresult.icann.org/application-result/applicationstatus/viewstatus>). Applicants will be invited to CPE once they are eligible, regardless of whether early election was made.

## Timeline and Processing

### **Q: What are the eligibility requirements to begin CPE?**

A: To begin CPE, there are eligibility requirements for both the application and the contention set. These requirements are listed below.

To begin CPE, an application must:

- be a self-designated Community Application per section 1.2.3 of the AGB
- be in a string contention set
- not have a pending change request
- not be in the 30-day application comment window for an approved changed request

Additionally, an applicant may only begin CPE if all members of the contention set (including the community applicant(s)) meet the following eligibility criteria:

- have completed evaluation
- have no pending objections
- have no unresolved GAC Advice
- are not classified in the "High-Risk" category of the New gTLD Collision Occurrence Management Plan, available here:  
<http://www.icann.org/en/groups/board/documents/resolutions-new-gtld-annex-1-07oct13-en.pdf>

**Q: When will CPE start?**

A: Invitations to begin CPE started in early October 2013 to eligible applicants. On an ongoing basis, applicants will be invited to begin CPE as each becomes eligible based on the eligibility requirements listed in the prior question. The evaluation will begin approximately 2-3 weeks after an invitation is sent. However, in order to allow sufficient time for the submission of Application Comments and Letters of Support/Opposition, CPE will begin no earlier than 14 days after an invitation is sent. The date that the invitation is sent will be posted on the CPE page of the New gTLD Microsite (<http://newgtlds.icann.org/en/applicants/cpe>).

**Q: What is the fee for CPE?**

A: The deposit fee for CPE is USD 22,000. An applicant who scores at or above the threshold for CPE will be refunded the full USD 22,000 deposit.

**Q: What is the process to elect CPE?**

A: One week before an application becomes eligible for CPE, a pre-invitation notice is sent to those applications that are likely to become eligible. The purpose of the pre-invitation is to verify payer information before the actual invitation is sent.

Once an application becomes eligible for CPE, ICANN will send an official invitation to the applicant via a case in the Customer Portal. If the Applicant wishes to pursue CPE, the Applicant must respond to the case within 21 days with the following: declaration that they are electing to pursue CPE, the CPE deposit payment form with the required details, and the CPE deposit payment itself (USD 22,000).

**Q: How will I know when an application has been invited to elect CPE?**

A: The CPE landing page on the New gTLD Microsite (<http://newgtlds.icann.org/en/applicants/cpe>) will be updated regularly to inform the community of each invitation date, election date and evaluation result for CPE. Additionally, the members of the contention set will be notified via Customer Portal when a member of their contention set is invited to CPE.

**Q: What is the due date for submitting an application comment or letters of support or opposition to ensure the CPE Panel takes them into consideration?**

A: Application comments and letters of support or opposition must be received within 14 days of the CPE invitation date posted on the CPE landing page on the New gTLD Microsite (<http://newgtlds.icann.org/en/applicants/cpe>). Application comments may be submitted at <http://newgtlds.icann.org/en/program-status/comments>. Letters of support or

opposition may be submitted via the methods described in the Letters of Support and Opposition section of the FAQs below. It is not guaranteed, however, that Application Comments and letters of support/opposition submitted after the 14 day period will be considered in the CPE Panel's evaluation of the the application.

**Q: What is the Accelerated Invitation to CPE?**

A: Accelerated Invitation to CPE is a process where the applicant can elect to start CPE earlier than the typical conditions would normally allow. An applicant may request early invitation to CPE in situations where outstanding eligibility criteria do not have the potential to directly impact the community applicant's membership in a contention set.

**Q: What are the eligibility requirements to receive an Accelerated Invitation to CPE?**

A: The application requesting CPE must have completed the following pre-requisites:

To be eligible for an accelerated invitation, an application must:

- be a self-designated Community Application per section 1.2.3 of the AGB
- be in an unresolved string contention set (Contention Set status is not Resolved)
- not have a pending change request
- not be in the 30-day application comment window for an approved changed request
- not be classified in the "High Risk" category of the Name Collisions Risk Management Plan, available here:  
<http://www.icann.org/en/groups/board/documents/resolutions-new-gtld-annex-1-07oct13-en.pdf>
- not have filed any pending Accountability Mechanism

Additionally, all applications in the contention set must have:

- completed evaluation
- no pending objections
- resolved all applicable GAC Advice

**Q: When will I receive an Accelerated Invitation to CPE?**

A: Once a community application has met the requirements listed above, ICANN will notify the applicant of the option to request an Accelerated Invitation to Elect CPE. Once an Applicant has requested the Accelerated Invitation, the standard CPE Invitation process will commence as described above, including notification to other members of the contention set and posting to the CPE status page (<http://newgtlds.icann.org/en/applicants/cpe>).

**Q: Is there a deadline to request an Accelerated Invitation to CPE? How long do I have in order to decide to participate in CPE once I receive the Accelerated Invitation?**

A: There is no deadline for requesting the Accelerated Invitation to CPE. A request can be made at any time while outstanding eligibility criteria are being resolved for other members of the contention set. Once the Accelerated Invitation has been requested, however, a response (i.e. decision to participate in CPE) must be received within 21 days.

## Evaluation Panel

### **Q: What will be reviewed by the CPE Panel?**

A: As part of its evaluation and in accordance with the AGB criteria in section 4.2.3 and the CPE Panel's guidelines (<http://newgtlds.icann.org/en/applicants/cpe/guidelines-27sep13-en.pdf>), the CPE Panel will review publicly available information such as the publicly available portions of the application, application comments on the application, objection determinations, and correspondence (letters of support or objection related to the application). The CPE Panel will also conduct any additional research as it sees fit.

### **Q: How will the CPE guidelines be used in performing evaluations?**

A: The CPE guidelines are an accompanying document to the AGB and are intended to provide additional clarity around process and scoring principles as defined in the AGB. The CPE guidelines do not change the AGB framework or change the intent or standards established in the AGB.

### **Q: Where can I find out more about the CPE process?**

A: More information about the process followed by the CPE panel can be found in the CPE Panel Process document (<http://newgtlds.icann.org/en/applicants/cpe/Community Priority Evaluation Panel Process.06AUG2014.pdf>).

### **Q: Will the CPE Panel ask clarifying questions?**

A: Prior to the start of CPE evaluation, the CPE Panel may, but is not obligated to, request additional information from applicants if the CPE Panel feels that additional information is required to evaluate the application. If during the evaluation additional information is needed, the expectation is that clarifying questions will be issued by the CPE Panel to applicants in order to provide the opportunity to:

- Address any application comments that may impact the scoring of their application.
- Address any objection determinations not in their favor.
- Address any letters of opposition.
- Contact supporting organizations and ask them to respond to the CPE Panel's request for validation of letters of support or objection.

Applicants will be contacted via the Customer Service Portal if additional information is

required, and will be provided 28 days to respond to clarifying questions.

**Q: Once CPE has started, approximately how long will the CPE Panel take to perform the evaluation?**

A: The evaluation is expected to take approximately three to four months<sup>1</sup>, depending on the number of letters of support or opposition requiring validation and the need for clarifying questions.

**Q: In what order will applicants be invited and evaluated in CPE?**

A: The order is firstly determined by the eligibility requirements as defined above. The priority number may be used as a secondary method to determine evaluation ordering in the unlikely event that volume exceeds the CPE Panel's capacity.

### Letters of Support and Opposition

**Q: How should additional letters of support/opposition be sent to ICANN?**

A: Organizations that would like to submit letters of support or opposition for an application may send these letters to ICANN either electronically at [newgtld@icann.org](mailto:newgtld@icann.org) or by physical mail to ICANN's Los Angeles office. If these letters are addressed to ICANN, they will be treated as correspondence and posted on the New gTLD Correspondence page (<http://newgtlds.icann.org/en/program-status/correspondence>).

If the letters are addressed to the applicant, the applicant may send the letters to ICANN electronically at [newgtld@icann.org](mailto:newgtld@icann.org) to be posted as correspondence, with the following requirements:

- Include a cover letter to ICANN requesting that the letters be posted as correspondence. This cover letter should contain, at a minimum: application ID, string, and the applicant name for the application that they are supporting or opposing.
- Attach letters of support or opposition to the correspondence request. If such a request is received, ICANN will post the cover letter and the attachments as a single item of correspondence.

If an applicant submits letters of support via the change request process posted at <http://newgtlds.icann.org/en/applicants/customer-service/change-requests>, the letters of support will be processed as a change request and subject to the 30-day application comment period.

**Q: Will the CPE Panel contact the person referenced in the letters of support and**

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<sup>1</sup> The prior version of the FAQ stated two to three months, but, as mentioned at the start of this document, lessons learned over the past nine months have showed that a better estimate for the length of the process is three to four months.

## **opposition?**

A: The CPE Panel will attempt to validate all letters of support and opposition to ensure that the individuals who have signed the documents are in fact the sender, have the authority to speak on behalf of their institution, and that the panel clearly understands the intentions of the letter. This is similar to the Geographic Names Panel process of validating letters of support or non-objection. More information about the letter validation process can be found in the CPE Panel Process document ([http://newgtlds.icann.org/en/applicants/cpe/Community Priority Evaluation Panel Process.06AUG2014.pdf](http://newgtlds.icann.org/en/applicants/cpe/Community%20Priority%20Evaluation%20Panel%20Process.06AUG2014.pdf)).

As some of the contact information from the letters included in the application may no longer be accurate, it is suggested, but not required, that CPE applicants provide current contact information for the individuals who authored the letters of support for their application. This updated contact information can be submitted via the Customer Service Portal. The use of such information is at the discretion of the CPE Panel.