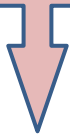# Process for Collecting and Publishing Upcoming Public Comments Annual Cycle

Sr Dir P/E sends invitation and template to ICANN Staff and to community Leaders to collect topics that are expected to be opened for Public Comment within the upcoming calendar year. Response deadline will at least one month.

Sr Dir P/E sends request to ICANN Staff and community Leaders to review the list on the ICANN Public Comment-Upcoming web page and submit any necessary updates, edits or additions before October meeting.

**Dec      Feb          Mar          Jun**

The compiled list of topics is published on the ICANN Public Comment-Upcoming web page.

Sr Dir P/E sends request to ICANN Staff and to community Leaders to review the list on the ICANN Public Comment-Upcoming web page and submit any necessary updates, edits or additions before June meeting.

*Note: Staff members may request that particular data (e.g., estimated timeframe) on the Public Comment-Upcoming page be changed, including removal of the topic, by submitting a request to Web-Admin@ICANN.org with a copy forwarded to the Sr Dir P/E.*

**Legend:**
- Sr Dir P/E = Senior Director of Participation and Engagement
- Web Admin Team
- Staff Departments

*The steps outlined above will be repeated each year as indicated by month.*