

**Draft Work Plan**  
**SPIRT Charter Drafting Team**

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**Assumptions:**

- This Drafting Team should be able to complete its work in a timely manner (i.e., no more than 3 months), given the extensive existing details included in [Annex E](#) of the New gTLD Subsequent Procedures Final Report;
- The Drafting Team will use the Annex E guidelines as the starting point in developing the draft charter, where applicable. In some instances, elements of Annex E are applicable elsewhere (e.g., captured in the [Predictability Framework](#), utilized when recruiting for the SPIRT Team);
- The Drafting Team members actively engage in the drafting and reviewing of the charter, providing timely input in between meetings;
- Commitment to this overall timeline, which would allow consideration by the GNSO Council, at the earliest by ICANN80 (June 2024), may require increasing the frequency of meetings from biweekly to weekly, if it turns out that more time is needed for deliberations;
- No additional opportunities for community feedback are foreseen (i.e., Public Comment);
- The draft charter is subject to adoption by the GNSO Council, which may also elect to amend the charter at its discretion.

**Key issues to be addressed:**

- Agreement on which elements of [Annex E](#) are properly captured in other documentation (e.g., Predictability Framework, call for volunteers, etc.).
  - In particular, how are policy issues (changes) addressed? (refer to [the Predictability Framework flow chart, p.7](#))
  - In what way, if any, should the SPIRT Charter cross-reference the [Predictability Framework](#)?
- Triggering events and mechanisms to escalate issues to the GNSO Council.
- SPIRT Membership Model - Open or Representative? Criteria and Length of Term?
- SPIRT Leadership Model and Criteria?
- [GNSO Working Group Guidelines \(section 3.6\)](#) as the sole basis for decision making methodology suitable?

**Draft Work Plan**

When	What	Whom
Mon - 11 Mar	- Share draft work plan with leadership	Staff Support Team
Thu - 14 Mar	- Share proposed agenda, work plan and relevant documents with the Drafting Team	Staff Support Team
<b>Mon - 18 Mar</b>	<b><i>SPIRT Drafting Team Meeting</i></b> - Agree on proposed work plan - Review of elements in <a href="#">Annex E, Predictability Framework, Flow Chart, SPIRT's role</a> - Discuss Key Issues to be addressed	<b>Drafting Team</b>  <b>Staff, Leadership</b>

Mon - 25 Mar	- Share draft charter with leadership	Staff Support Team
Thu - 28 Mar	- Share draft charter with the Drafting Team based on leadership feedback	Staff Support Team
2-5 Apr (Changes due to EU holiday)	<b><i>SPIRT Drafting Team Meeting</i></b> - Discuss overall structure of draft charter - Discuss Section 2 (Mission/Objectives)	Drafting Team
Mon - 8 Apr	- Share draft charter updates with leadership based on Team deliberations	Staff Support Team
Thu - 11 Apr	- Share draft charter updates with Drafting Team based on leadership feedback	Staff Support Team
Mon - 15 Apr	<b><i>SPIRT Drafting Team Meeting</i></b> - Discuss updates/feedback/input - Discuss Sections 3-4 (Formation/Operating Principles)	Drafting Team
Mon - 22 Apr	- Share draft charter updates with leadership based on Team deliberations	Staff Support Team
Thu - 25 Apr	- Share draft charter updates with Drafting Team based on leadership feedback	Staff Support Team
Mon - 29 Apr	<b><i>SPIRT Drafting Team Meeting</i></b> - Discuss Sections 5-6 (Engagement/Decision Making)	Drafting Team
Mon - 6 May	- Share draft charter updates with leadership based on Team deliberations	Staff Support Team
Thu - 9 May	- Share draft charter updates with Drafting Team based on leadership feedback	Staff Support Team
Mon - 13 May	<b><i>SPIRT Drafting Team Meeting</i></b> - Discuss remaining sections - Discuss overall draft	Drafting Team
Tue - 14 May	- Share draft charter updates with leadership based on Team deliberations	Staff Support Team
Thu - 16 May	- Share draft charter updates with Drafting Team based on leadership feedback	Staff Support Team
Mon - 20 May (1 week earlier due to US Holiday)	<b><i>SPIRT Drafting Team Meeting</i></b> - Final deliberations	Staff Support Team
Wed - 22 May	- Share final draft with leadership	Staff Support Team
Wed - 29 May	- Share final draft with Drafting Team for final review	Staff Support Team
10-13 June (ICANN80)	<b><i>SPIRT Drafting Team Meeting?</i></b> - Confirm Draft as stable	Drafting Team
Wed - 19 June	- Submit final draft to Council for review with motion to approve	Drafting Team Leadership/Council Leadership
Thu - 18 July	- GNSO Council consideration of final charter	GNSO Council
After July Council Meeting	- Assuming Council adoption, next steps...	GNSO Support Staff/Secretariat