

Draft Work Plan
SPIRT Charter Drafting Team

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.

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
Mon - 18 Mar	<i>SPIRT Drafting Team Meeting</i> - Agree on proposed work plan - Review of elements in Annex E , Predictability Framework , Flow Chart , SPIRT’s role - Discuss Key Issues to be addressed	Drafting Team Staff, Leadership
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
4 Apr (Changes due to EU holiday)	<i>SPIRT Drafting Team Meeting</i> - Discuss overall structure of draft charter - Discuss Section 2 (Mission/Objectives)	Drafting Team
Mon - 15 Apr	<i>SPIRT Drafting Team Meeting</i> - Discuss updates/feedback/input - Discuss Sections 3-4	Drafting Team
Mon - 29 Apr	<i>SPIRT Drafting Team Meeting</i> - Discuss Sections 5-6 (Engagement/Decision Making)	Drafting Team

Mon - 13 May	<i>SPIRT Drafting Team Meeting</i> - Discuss remaining sections - Discuss overall draft	Drafting Team
Mon - 20 May (1 week earlier due to US Holiday)	<i>SPIRT Drafting Team Meeting</i> - Final deliberations	Staff Support Team
Wed - 29 May	- Share final draft with Drafting Team for final review	Staff Support Team
Mon - 24 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