

Convening a Cross Community Working Group (CWG)

Who could/should be Convenor?

Single SO or Single AC

joint SOs and/or ACs

Board

Staff

Community Volunteers?

Preliminary Questions

Has convenor initially defined a specific topic/purpose?

Is topic within scope of Policy Development Process of convening organization or other SO/AC?

Yes:

- CWG not to be used (but relevant organization to invite observers to its PDP?)

No: proceed to next question

Does topic potentially impact, or is it of interest to, other SO/ACs?

Is a CWG the most appropriate mechanism?

Is other SO/AC decision-making needed/required?

Will substantive reporting to other SO/ACs be needed/required?

Will substantive input of other groups be required or comment sought on topic/purpose and use of a CWG?

Composition of CWG

Who should be invited to participate?

Chairs of SO/ ACs (all (via open invitation) or up to Convenor's discretion?)

Board

Other (including ICANN staff?)

Process Management Aspects

Initial Invitation

Invitation must include:

Convenor's identity

Statement of purpose/topic

Explanation of Need for CWG

Potential impact

Anticipated resourcing?

Anticipated roles (decision-making/ subject matter expertise)

Convenor to be interim chair?

Anticipated timing of Charter drafting and CWG kick-off

Procedure for Response to invitation

Need to preserve internal decision making procedure of invitees

Set timing/deadline

Decisions (accept/decline) must be recorded