

CWG IANA Stewardship Transition

Guidelines for a CWG Design Team

Definition

A Design Team is a small group of qualified¹ people formed around a highly specific issue, with a clear deliverable and with a time limited schedule that is part of the critical path².

Life Cycle of a Design Team

The following is a description of the work plan and process for the life cycle of a Design Team:

Defining the issue: the issue should be communicated in less than one page in the Request for a CWG Design Team. The issue should be relevant, clear, specific, and critical to the success of the overall project.

Creating the Design Team: the co-Chairs will oversee the creation of all Design Teams, with input from the CWG. Once agreed, the Design Team will be assigned a unique Design Team number. A register of Design Teams and related issues will be kept by support staff and publicly available on the Wiki.

Relationship to CWG

A Design Team should deliver work in a short period [2 weeks or less] according to the set mandate and will be dissolved after delivery of work product. Results of a Design Team need to be approved by the CWG participants prior to integration into the evolving CWG Transition Proposal. Key points about the relationship to the CWG:

- The output of a Design Team is input to the CWG, not a final document. Such a document must not be considered as more important than any other input to the CWG
- For a work product to be considered by the CWG the Design Team must publish it to the CWG list at least 24 hours prior to the meeting being held
- Design Teams that complete their work will be disbanded and new ones will be created to address new issues and points of convergence as the CWG continues to develop the Transition Proposal
- Failure of a Design Team to deliver will affect the overall project schedule

In addition, any participant can write an alternative proposal and ask the CWG to consider it. In the case of competing proposals the decision on which document to work further on must be made by the CWG. However, if Design Teams work as intended, their output will be of a quality that speaks for itself.

Composition

The proposal for a Design Team must include:

¹ "Qualified" was defined on the [CWG 19 February call](#) as the combination of relevant expertise and commitment to time required.

² The term Design Team comes from the IETF and more information on this can be found at <http://www.ietf.org/iesg/statement/design-team.html>

- A lead participant responsible for delivering the work product to the CWG. The lead participant must be a current member or participant of the CWG with good knowledge of the CWG's work to date especially as it relates to scope of the specific design team.
- A list of potential participants as well as their Statement of Interest (SOI) and qualification for the design team (1 paragraph)

The Design Team Lead is responsible for coordinating the work, updating the CWG at its weekly meetings and most importantly delivering the results.

Unless there are clear requirements to the contrary a Design Team should typically involve [5] participants but not more than [7].

Work Methods

Each Design Team will be assigned a mailing list for its discussions. Only members of the Design Team will be allowed to post to the list but the archives of the list will be public. It is expected that most of the work can be carried out via the mailing list and online document editing. Documents need to be in Microsoft Office format/s.

There will be limited support for Design Teams unless otherwise arranged. Teleconferences and a virtual meeting room will be available, but must be scheduled with staff in advance and are subject to availability.

Staff may be able to offer writing and research support but this has to be pre-arranged.

If the Design Team encounters an issue that will make it impossible to work to the agreed time, this must be communicated to the co-Chairs promptly. Issues will be logged into the CWG Design Team list.

Process life cycle a Design Team (DT)

The following steps describe the processes associated with the life cycle of a DT:

- Provide a proposal for consideration by the co-chairs. The proposal should be short, ideally one page and no more than two, and should include:
 - Name of the Design Team
 - Description of the issue and deliverable and how it relates to the transition proposal.
 - Name of the Lead for the Design Team. Leads are expected to be qualified vs the issue and available to put in the required work to deliver the results in a short period. It is expected that the Lead and other members of the Design Team will produce the deliverable themselves.
- The Co-Chairs will review the proposal and:
 - Accept the proposal; or
 - Return it for clarifications or adjustments; or
 - Refuse it.
- If the Co-Chairs accept the proposal they will assign it a priority from 1 to 3 where 1 is the highest level and the DT will be listed in the CWG DT Registry.
- Priority 1 DTs will be commissioned (activated) and there will be a call for volunteers made to the CWG. If all the priority 1 DTs have completed their work the Co-Chairs may select priority 2 or 3 DTs.

- The Co-Chairs will be responsible for the final selection of the members of the DT.
- Once the member selection is finalized the DT should immediately begin its work which will be tracked in the CWG DT Registry which will be available for all to consult on the CWG WIKI.
- The DT Lead will report on progress at each meeting of the CWG until the DT has completed its work and submits it for consideration by the CWG (at least 24 hours prior to a CWG meeting).
- If generally accepted by the CWG the results will be transmitted to staff for inclusion into the transition proposal.
- The DT will be decommissioned.