

## **CWG IANA Stewardship Transition Guidelines for a CWG Task Force**

### *Objective*

A CWG Task Force is lightweight structure intended to be a small group of qualified people who will work on a highly specific issue with a clear deliverable identified at the onset and with a time limited schedule that is part of the critical path.

### *Outcomes*

Task forces aim to deliver work in a short period [2 weeks or less] according to a set mandate.

Dissolved after delivery of work product. Failure to deliver will affect the overall delivery of the project.

Results of a task force need to be approved by the CWG participants prior to integration into the evolving CWG proposal.

### *Working Methods*

Define the issue. Relevant, clear, specific, and critical to the success of the overall project. All should be able to be communicated in less than one page in the Request for CWG Task Force. Definition should also clearly describe the deliverable work product.

Approval for creation. Chairs to review the creation of all Task Forces and participants with CWG. Once agreed, the Task Force will be assigned a unique task force number.

A register of task forces and related issues will be kept by support staff and publicly available.

Participants – Unless there are clear requirements to the contrary a Task force should not include more than [7] participants. Typically [5].

Proposal for CWG Task Force.

- Must include lead participant responsible for delivering the work product to the CWG.
- Must include a list of potential participants as well as their statement of interest and qualification for the Task Force (1 paragraph).

Lead is responsible for coordinating the work, updating the CWG at its weekly meetings and most importantly delivering the results. Documents Microsoft Office format/s.

There will be limited support for task forces unless otherwise arranged. Teleconferences and an Adobe Room will be scheduled with staff if necessary and available.

It is expected that most of the work can be carried out via email and online document editing.

Staff may be able to offer writing and research support but would not usually take action items produce any kind of minutes of task force meetings.

If the Task Force encounters an issue which 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 Task Force list.