

## Work Plan and Working Methods (first working draft)

Last Rapporteur update  
18-Feb-2015 at 0840 UTC

This doc lives at:

<https://docs.google.com/document/d/1C7eMTu0k8KOTiRhlt8vqAGwYc4vbl1EiiVGW6vuVXk/edit?usp=sharing>

### Introduction

This document is the Rapporteur's initial proposal for Working Party 1 to consider in planning the intensive work it needs to complete in time for our Face to Face meeting in Europe on 23-24 March 2015. It is for discussion at the call at 21:00-22:30 on 18 February 2015.

All times in this document are UTC.

The sections below:

- **summarise** the work we need to do;
- present a **draft Work Plan** for consideration (**incl proposed meeting dates**);
- outline the **proposed roles for volunteers** needed to complete the work; and
- list the **volunteers** for each piece of work.

### Work Summary

Working Party 1 needs to do the following things:

- Agree the set of powers/mechanisms it will deal with, and those it will transfer to WP2
- Complete the draft Accountability Mechanism template for each power/mechanism
- Arrive at consensus content (or clear alternatives) for each power/mechanism
- Present this work at the Face to Face meeting

### Draft Work Plan

Date	Item	Responsible	Due
Tue 17 Feb	Draft Work Plan	JTC	18 Feb
<b>WP1 Meeting #1 – Wednesday 18 Feb</b>			
Wed 18 Feb	Volunteers for work agreed	All	Fri 20 Feb
Thu 19 Feb	First Drafts of "Accountability Mechanisms" completed templates available for editorial review	Agreed volunteers	Sun 22 Feb 10:00
Sun 22 Feb	First Drafts reviewed, amended, updated & then publish Second Drafts to WP for comments / inputs / feedback	Editorial group	Mon 23 Feb 10:00

Mon 23 Feb	Second Drafts to CCWG for info (as they are – with comments, red lines, etc.)	Rapporteur	Mon 23 Feb 20:00
<b>CCWG-ACCT Meeting #14 – Tuesday 24 Feb</b>			
Tue 24 Feb	Notes from CCWG #14 of any specifically discussed templates included as comments	Rapporteur	Tue 24 Feb 23:59
<b>WP1 Meeting #2 – Wednesday 25 / Thursday 26 February</b>			
<p>Key agenda items:</p> <ul style="list-style-type: none"> <li>● Review all drafts and amend/improve through discussion</li> <li>● Agree any updates to Work Plan</li> <li>● Reallocate volunteers if required to complete work on time</li> </ul>			
Thu 26 Feb	Third Drafts prepared based on CCWG and WP1 discussions	Volunteers	Sun 1 Mar 10:00
Sun 1 Mar	Third Drafts reviewed, amended, updated & then publish Fourth Drafts to WP for comments / inputs / feedback	Editorial group	Mon 2 Mar 21:00
Mon 2 Mar	Report on outstanding key issues to resolve prepared & shared with WP, copied to CCWG	Rapporteur / Editorial grp	Mon 2 Mar 23:00
Mon 2 Mar	Fourth Drafts to CCWG for info (as they are – with comments, red lines, etc.)	Rapporteur	Mon 2 Mar 23:00
<b>CCWG-ACCT Meeting #15 – Tuesday 3 Mar</b>			
<b>WP1 Meeting #3 – Wednesday 4 / Thursday 5 March</b>			
<p>Key agenda items:</p> <ul style="list-style-type: none"> <li>● Review and achieve consensus on outstanding key issues</li> <li>● Review and improve drafts that need it</li> <li>● Agree any updates to Work Plan</li> <li>● Reallocate volunteers if required to complete work on time</li> </ul>			
Thu 5 Mar	Review and Edit to Final Draft stage	Volunteers / Editorial grp	Sun 8 Mar 20:00
Mon 9 Mar	Final drafts to CCWG for info		Mon 9 Mar 10:00
<b>CCWG-ACCT Meeting #16 – Tuesday 10 Mar</b>			
Wed 11 Mar	Reconcile methods and anything else with WP2, and present proposed Finals to WP1	Rapporteur / Editorial grp	Sat 14 Mar 10:00

At this stage we could have a WP1 Meeting #4 if required to finalise our material for the CCWG meeting.

At WP1 Meeting #1 we need to agree the above, or an amended version, to guide our work in the coming weeks. Please raise questions or suggest improvements on the call or on the Google Document.

## Work Methods

There are a number of implicit working methods from the above Work Plan and from what the Working Party has done so far:

- Volunteers taking responsibility for initial drafting of content
- Iterative development of content with plenty of chances to review / discuss / improve
- An editorial group to have the highest quality written output
- Clear and shared surfacing of issues of dispute and resolving them at the Working Party level
- As many calls as necessary (but no more) to do the work
- Use of shared documents through Google Docs to allow collaborative editing, with settings that prevent malicious amendments or deletions

Do you have other Work Methods suggestions? Please share these if so.

## Volunteer Roles

There are two roles that people should think about volunteering for:

- **Drafter:** you want to take responsibility for drafting for one or more pieces of work (i.e. filling out the Accountability Mechanism template for one or more agreed items in our previous document).
- **Editor:** you want to help review, understand and improve work done by the drafters.

Please think about what role you wish to volunteer for, and if as a Drafter, the pieces of work you want to focus on.

## Volunteers List

Volunteers for each Work Item should suggest themselves by adding their names as comments.

Work Item Code	Title	Volunteer Name/s
WP1-1A	Community approves Bylaws Change	
WP1-1B	Community challenges actions against Bylaws	
WP1-1C	Community approves Budget/Strat Plan	
WP1-2A	AOC merged in to Bylaws	
WP1-2B	Community adds/sunsets AOC Reviews	
WP1-2C	Community approves AOC Review Team members	
WP1-2D	Community requires AOC Recommendation implementation	

WP1-2E	AOC review teams have access to all ICANN internal documents	
WP1-3A	Community can require implementation of all Accountability WG Work Stream 2 accountability improvements	
WP1-4A	Defining GAC Consensus for ICANN Board purposes	
WP1-5A	Clarify ICANN's limited technical mission	
WP1-5B-1	Prevent ICANN Imposing Obligations – Accountability Contract	
WP1-5B-2	Prevent ICANN Imposing Obligations – Golden Bylaw	
WP1-6A	Community appoints ICANN Ombudsman	
WP1-6B	NomCom appoints ICANN Ombudsman	
WP1-6C	Ombudsman has standing for Independent Review Panel	
WP1-7A	Community can remove ICANN Director/s	