

Work Plan and Working Methods (first working draft)

Last Rapporteur update
23-Feb-2015

This doc lives at:

Introduction

This document is the Rapporteur's initial proposal for Working Party 2 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 our first meeting, TBD by Doodle Poll.

All times in this document are UTC.

The sections below:

- **Summarize** 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 WP1
- 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
	Draft Work Plan	BB	
WP1 Meeting #2 –			
	Volunteers for work agreed	All	
	First Drafts of "Accountability Mechanisms" completed templates available for editorial review	Agreed volunteers	
	First Drafts reviewed, amended, updated & then publish Second Drafts to WP for comments / inputs / feedback	Editorial group	
	Second Drafts to CCWG for info (as they are – with comments, red lines, etc.)	Rapporteur	
	Notes from CCWG #14 of any specifically discussed templates included as comments	Rapporteur	

WP1 Meeting #2 –			
Key agenda items:			
<ul style="list-style-type: none"> • Review all drafts and amend/improve through discussion • Agree any updates to Work Plan • Reallocate volunteers if required to complete work on time 			
	Third Drafts prepared based on CCWG and WP1 discussions	Volunteers	
	Third Drafts reviewed, amended, updated & then publish Fourth Drafts to WP for comments / inputs / feedback	Editorial group	
	Report on outstanding key issues to resolve prepared & shared with WP, copied to CCWG	Rapporteur / Editorial grp	
	Fourth Drafts to CCWG for info (as they are – with comments, red lines, etc.)	Rapporteur	
WP2 Meeting #3			
Key agenda items:			
<ul style="list-style-type: none"> • Review and achieve consensus on outstanding key issues • Review and improve drafts that need it • Agree any updates to Work Plan • Reallocate volunteers if required to complete work on time 			
	Review and Edit to Final Draft stage	Volunteers / Editorial grp	
	Final drafts to CCWG for info		
CCWG-ACCT Meeting #16 – Tuesday 10 Mar			
	Reconcile methods and anything else with WP1, and present proposed Finals to WP1	Rapporteur / Editorial grp	

At this stage we could have a WP2 Meeting #4 if required to finalize our material for the CCWG meeting.

At WP2 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 responsibly 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
WP2-1A		
WP2-1B		
WP2-1C		
WP2-2A		
WP2-2B		
WP2-2C		
WP2-2D		
WP2-2E		
WP2-3A		
WP2-4A		
WP2-5A		
WP2-5B		
WP2-5C		
WP2-6A		
WP2-6B		
WP2-6C		
WP2-7A		