

DISCUSSION DRAFT 8 MARCH 2015
CWG CLIENT COMMITTEE/SIDLEY AUSTIN

PROPOSED WORKING METHODS

1. Principles
 - a. Useful, timely advice
 - b. Transparency and accountability
2. Emails
 - a. Client Committee email list has been created
 - b. The email list should be used for all emails:
 - i. Between members of the Client Committee¹
 - ii. Between members of the Client Committee and Sidley Austin
 - iii. Between members of the Client Committee and ICANN Legal²
 - iv. Between Sidley Austin and ICANN Legal
 - v. Between the Client Committee, Sidley Austin and ICANN Legal
 - c. The email list need not be used for internal emails:
 - i. Between Sidley Austin attorneys not sent to the Client Committee and/or ICANN Legal
 - ii. Between ICANN Legal team members not sent to the Client Committee and/or Sidley Austin
 - d. The list is publicly archived
 - e. [Should all emails be copied to the main list, as per John Poole's suggestion?]
3. Conference Calls and Telephone Calls
 - a. There should be regularly scheduled calls between the Client Committee and Sidley Austin
 - b. All such regularly scheduled calls should use the Adobe Connect system
 - c. Ad hoc conference calls should use the Adobe Connect system where possible.
 - d. Where Adobe Connect is not available for ad hoc conference calls, notes should be taken, and distributed and archived on a timely basis.
 - e. Calls between individual members of the Client Committee and Sidley Austin teams need not use Adobe Connect[, but a summary email should be sent to the list regarding the substance of the call.]
 - f. All calls between Sidley Austin and ICANN Legal must include at least one member of the Client Committee.
4. Memoranda and Other Deliverables

¹ Members of the Client Committee are also participating in other aspects of the work of the CWG. Emails relating to those other aspects, and not to the work of the Client Committee should not be sent on the Client Committee email list.

² "ICANN legal" includes Kevin Espinola and other Jones Day attorneys.

DISCUSSION DRAFT 8 MARCH 2015

- a. All memoranda and other deliverables prepared by Sidley Austin must be prepared with the understanding that they will be shared with the CWG; either on the Client Committee mailing list or by being sent to the CWG mailing list.
- b. Final versions of all documents must be sent to the CWG mailing list.