

Standard Work Approach – WS2

Step 1: CCWG

1.1.
Establishes a
Working
Group (WG)

Step 2: WG

2.1. WG selects a
WG Coordinator¹

2.2. Establish
inventory of
material available
on topic in CCWG

2.3. Check work
underway or
previously
conducted outside
of CCWG

2.4. Prepare terms
of reference and
scope of work²

Step 3: CCWG

3.1. Review
and adoption
of WG scope,
timeline and
requirements

Step 4: WG

4.1. Prepare
a draft for
CCWG and
public
comment

Step 5: CCWG

5.1. Review and
adopt draft

5.2. Conduct
public comment
on draft³

5.3. Analysis and
consideration of
results of PC

5.4. Define next
steps for WG

¹ Cannot be CCWG co-Chair, Rapporteur or Coordinator of another WG

² These can then go back to the full CCWG for “approval”

³ Linked to ICANN meeting schedule

Step 1: CCWG

Step 1.1. Establish a Working Group (WG)

Step 2: WG

- Step 2.1.** Working Group selects a ‘WG Coordinator’
- Cannot be CCWG co-Chair, Rapporteur or Coordinator of another WG

Step 2.2. Establish inventory of material available on topic in CCWG

Step 2.3. Check work under way or previously conducted outside of CCWG

- Step 2.4.** Prepare terms of reference and scope of work
- These can then go back to the full CCWG for “approval”

Step 3: CCWG

Step 3.1. Review and adoption of WG scope, timeline and requirements

Step 4: WG

Step 4.1. Prepare a draft for CCWG and public comment

Step 5: CCWG

Step 5.1. Review and adopt draft

Step 5.2. Conduct a public comment on the draft

- Linked to ICANN meeting schedule

Step 5.3. Analysis and consideration of results of public comment

Step 5.4. Define next steps for the WG