IRT Meeting Date	Planned IRT Meeting Topic(s)	Summary/Action Items/Complete?	Staff Deliverables	IRT Deliverables	Dependencies/Parallel Work/Notes
13-Dec-16	(1) Policy Outline (IRT Feedback), (2) Operational Planning, (3) Project Plan Update	Complete	Project Plan	Feedback on outline	
10-Jan-17	Section 1 Policy	90 Minutes--Section I Policy	Staff to deliver Section 1 Policy prior to meeting	Full feedback on deliverable presented by staff	**NOTE --suggested time allotments are for illustrative purposes only and should not be interpreted as an attempt to limit IRT input on each topic. This illustrative timeline attemps to show the pace for topics that would need to be completed each week to finish this implementation project at this pace. If IRT discussion cannot be completed on the topics that need to be finalized each week, additional meetings or extension of the call time could be required to keep up with this pace.**
17-Jan-17	(1) RDDS labeling (and RDAP) and (2) data escrow	45 minutes--WHOIS/RDS labeling; 45 minutes-data escrow	Staff to deliver proposals for RDDS labeling and data escrow prior to meeting	Full feedback on RDDS labeling and data escrow (to be revisited later during examination of full Policy Section 2)	PPAA preliminary drafting (ICANN)
24-Jan-17	Policy Section II--(New Sections--Contactability, WHOIS Data Reminders)--edits to sections on RDDS labeling, data escrow	15 minutes--contactability; 15 minutes--data reminders; 25 minutes--WHOIS labeling; 25 minutes--data escrow	Staff to deliver amended language on these sections plus new Sections prior to meeting	Feedback on updated sections; initial feedback on new sections	PPAA preliminary drafting (ICANN)
31-Jan-17	Policy Section II--review updated text on (a) contactability, (b) data reminders, (c) data escrow, (d) RDDS labeling; new section on data validation/verification	45 minutes--review edits to amended sections; 45 minutes-data validation/verification	Staff to deliver amended language on relevant sections plus new section prior to meeting	Final feedback on contactability, data reminders, labeling, escrow; initial feedback on validation/verification	PPAA preliminary drafting (ICANN); Policy draft complete (ICANN)

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7-Feb-17	Policy Section 2--updated text on validation/verification; new next on Terms of Service and Customer Agreements	20 minutes--validation/verification; 30 minutes--terms of service; 30 minutes-customer agreements	Staff to deliver ameneded language on relevant sections plus new section prior to meeting	Final IRT feedback on validation/verification; initial feedback on TOS, Customer Agreements	PPAA preliminary drafting (ICANN)
14-Feb-17	Policy Section 2--update text on TOS and Customer Agreements, new text on relay, reveal, and UDRP proceedings	20 minutes--Terms of Service; 20 minutes--customer agreements; 10 minutes--UDRP proceedings (will also be addressed via later discussion on IP framework); 40 minutes--relay/reveal	Staff to deliver amended language on relevant sections plus new sections prior to meeting	Final IRT feedback on TOS/Customer agreements; initial feedback on UDRP, relay, reveal text	PPAA preliminary drafting (ICANN)
21-Feb-17	Policy Section 2--updated text on relay/reveal and UDRP proceedings; baseline abuse reporting requirements	30 minutes--relay/reveal; 60 minutes--baseline abuse reporting requirements	Staff to deliver amended language on relay/reveal and UDRP, new proposed baseline requirements for abuse reporting	Final IRT feedback on relay/reveal and UDRP, initial feedback on baseline abuse reporting requirements	ICANN internal review of PPAA
28-Feb-17	Abuse reporting; Standard requirements for information requests (categories, information required, etc--this will likely become part of Section 2 of Policy, contactability)	30 minutes--abuse reporting; 60 minutes-information requests	Staff to deliver amended text on abuse reporting, initial proposal for information request process prior to meeting	Final IRT feedback needed on abuse reporting; initial IRT feedback on information request process	ICANN internal review of PPAA
3/7/2017 (Week before ICANN 58, likely canceled)	ICANN58 materials review period		Staff to distribute LEA strawman, full Policy completed to date; abuse reporting/information request use case scenarios	Review and provide questions on these items prior to meetings at ICANN58	ICANN internal review of PPAA; LEA framework ready for distribution

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ICANN58 Face-to-Face	LEA Framework, Review Policy Completed to Date; Use case scenarios of information request/abuse reporting processes	More specific agenda to be developed in consultation with IRT.			PPAA edits
ICANN58 12 March 2017 (estimated)	Community progress update session, IRT working meeting	(1) Community update session--present progress made to date; (2) IRT working meeting--uncover any unexpected scenarios for abuse reports/information requests; finalize IRT feedback on draft v1 LEA framework and discuss with PSWG		Active participation at all working meetings required to make significant progress needed at this meeting.	PPAA edits
21-Mar-17	No meeting--staff to incorporate all IRT feedback and work done at ICANN58 into deliverables for discussion at next IRT meetings				PPAA edits
28-Mar-17	Information Requests, AOB	Update on information request processes per discussion at ICANN58 plus AOB arising from ICANN58 meetings	Staff to deliver updated materials prior to meeting.	Final IRT feedback needed on these topics	final internal review of PPAAv1
4-Apr-17	Policy Progress Review	90 minutes--review policy section by section	Staff to deliver all updated sections of Policy for IRT review	IRT must review deliverables and all changes and provide full feedback on each section during this meeting.	internal review of PPAA v1 complete
11-Apr-17	Best practices; PPAA overview	20 minutes--best practices; 60 minutes PPAA overview	Staff will deliver "best practices" section of policy and draft v1 PPAA prior to this meeting	IRT should review best practices section and provide all input at this meeting; IRT should review draft PPAA and come prepared with any preliminary questions	Drafting of proposed accreditation application process guidelines.

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18-Apr-17	PPAA	Specfic sections for review TBD	Staff will deliver any relevant materials prior to this meeting		Drafting of proposed accreditation application process guidelines.
25-Apr-17	PPAA	Specfic sections for review TBD	Staff will deliver relevant materials prior to this meeting		Drafting of proposed accreditation application process guidelines.
2-May-17	PPAA	Specfic sections for review TBD	Staff will deliver relevant materials prior to this meeting		Drafting of proposed accreditation application process guidelines.
5/9/2017 (GDD Summit Face-to-Face)	PPAA and/or discussion of application process considerations; updated LEA framework (if applicable)		Staff will deliver relevant materials prior to this meeting		Drafting of proposed accreditation application process guidelines.
16 May 2017 (Week after GDD Summit)	Policy Section II: Transfers	90 minutes-transfers	Staff will provide relevant materials prior to this meeting	IRT should review and be prepared to discuss any proposed edits to subteam solution	Any subteam work on LEA issues and/or transfer should be complete by this stage so that the work can be discussed by IRT and incorporated into draft Policy and PPAA.
23-May-17	IP Framework	90 minutes--IP framework	Staff will provide draft Policy language on IP framework prior to this meeting	IRT should review and be prepared with input	
30 May 2017 (day after Memorial Day)	Operations and program requirements--accreditation criteria, application process, fees, de-accreditation process, Etc.	90 minutes will be dedicated to this topic, which will likely incluude both v1 text of Policy language and other materials (possibly something similar to an Applicant Guidebook)	Staff will deliver Policy section and any other relevant materials prior to this meeting	IRT should review and be prepared with input	Application criteria and process must be complete by this date in order for ICANN to be able to begin receiving applications on 1 January. If significant changes are needed as a result of IRT input and/or public comment, operational readiness could be delayed.
6-Jun-17	Operations and program requirements, continued	90 minutes--application process and criteria discussion continued from prior meeting	Staff will deliver any amendments or updated materials prior to this meeting	IRT should review and be prepared with input.	

IRT Meeting Date	Planned IRT Meeting Topic(s)	Summary/Action Items/Complete?	Staff Deliverables	IRT Deliverables	Dependencies/Parallel Work/Notes
13-Jun-17	Review: Full draft Policy and PPAA; Application process requirements	45 minutes--review of Policy; 45 minutes--review of PPAA	Staff will share fully-updated Policy and Contract prior to this meeting	IRT must provide final buy-in on both deliverables to be published for comment	IRT Input on Deliverables Complete, Ready for Public Comment
20-Jun-17	Operations and program requirements (if further discussion needed)	Additional discussion re: operational issues if needed, including application process for existing PP service providers into the program		IRT should review all materials and be prepared to thoroughly discuss on the call	Public comments open; Once initial accreditation criteria and high-level processes are defined, ICANN can begin preliminary operational readiness activities. It is expected that this could reveal areas where further clarifications or course corrections may be required.
27 June 2017 (ICANN 59)	Community overview session; IRT working meeting could be needed (Also, possibility of additional day-long F2F meeting if needed)				Public comments open
11-Jul-17	Compliance preparedness	overview of compliance program	Staff to provide relevant materials prior to meeting	IRT should be prepared to provide input and subsequenty buy-in on these processes	Public comments open; ICANN must have a final PPAA before the Compliance program can be developed/finalized. Planning will be underway at this stage, but it is possible that public comment/IRT feedback may significantly change the final PPAA. As a result, complete Compliance preparedness efforts cannot begin until the PPAA is final.
18-Jul-17	Compliance program, program rollout (process for onboarding, effective date vs Compliance enforcement date)	Continued discussion of operational and Compliance processes	Staff to provide relevant materials prior to meeting	IRT should be prepared to provide input and subsequenty buy-in on these processes	Public comments open
25-Jul-17	Compliance program, program rollout (process for onboarding, effective date vs Compliance enforcement date)	Continued discussion of operational and Compliance processes; Goal--Final IRT buy-in on these topics (will require active participation and discussion)	Staff to provide relevant materials prior to meeting	IRT should be prepared to provide input and subsequenty buy-in on these processes	Public comments open

IRT Meeting Date	Planned IRT Meeting Topic(s)	Summary/Action Items/Complete?	Staff Deliverables	IRT Deliverables	Dependencies/Parallel Work/Notes
1-Aug-17	Review: Public Comments	Staff to summarize input received for IRT prior to meeting	Summary of comments	IRT should review summary of comments prior to meeting and be prepared to discuss	Public comments closed
8-Aug-17	Review: Public Comments	Discuss public comments		IRT must review all materials provided by staff and be prepared to discuss next steps	
15-Aug-17	Edits in Re: Public Comments	Discuss any possible changes in response to public comments		IRT must review all materials provided by staff and be prepared to discuss next steps	
22-Aug-17	Edits in Re: Public Comments	Finalize discussion of public comments; Obtain IRT buy-in on any final changes in response to comments (this will require active IRT participation on calls and the list)		IRT should be prepared to provide buy-in on any edits in re: public comments	
29-Aug-17	IRT review of all materials		Distribute Policy and Contract and related materials to IRT for final review	IRT should review all materials/questoins/outstanding items provided by staff	Review of public comments complete, decision on final changes complete
12-Sep-17	IRT Final Meeting	Final IRT review of all materials, final discussion of any outstanding issues.	Distribute any final items to IRT	IRT should be prepared to provide final buy-in	
19-Sep-17					Deliverables complete, final signoffs
3-Oct-17					Final Implementation, Effective Date Announced
ICANN60- Week of 20 October		Educational sessions			

IRT Meeting Date	Planned IRT Meeting Topic(s)	Summary/Action Items/Complete?	Staff Deliverables	IRT Deliverables	Dependencies/Parallel Work/Notes
15-Jan-18					**Application Window Opens: This would be without a portal/system to accept applications, manage applications, and manage contracts. This could result in a poor customer experience, lack of transparency to the community as a whole and increased costs due to manual efforts required to process applications.**
ICANN 61, week of 10 March 2018		Educational sessions			
30-Jun-18					**Full Launch--Compliance Enforcement Begins; ICANN cannot commit to having all applications for PP accreditation processed by this date. The speed of application processing will depend on the screening process and criteria and the availability of a portal/system to accept applications and manage applications and contracts.**