Registration Directory Service (RDS) WHOIS2 Review Team (RDS-WHOIS2-RT)

This document serves as a guide developed by the RDS-WHOIS2 review team. The plan is focused on key areas and milestones to be achieved during the review process and will be updated on an as-needed basis as the work progresses. For more information on the RDS-WHOIS2: see https://community.icann.org/display/WHO/RDS-WHOIS2+Review. Link to fact sheets: https://community.icann.org/display/WHO/Fact+Sheet

At Risk	Task Name	Start Date	End Date	Assigned To	Duration (days)	% Complete	Comments
	Assemble Review Team				**217**	**100%**	
	Appoint RDS-WHOIS2 Review Team	28-Oct-16	2-Jun-17	SO/AC Chairs	217	100%	See https://www.icann.org/news/announcement-2017-06-02-en
	Plan Review				**249**	**89.11%**	
	Administration					93%	
	Determine leadership	5-Jun-17	3-Oct-17	RDS-WHOIS2	120	100%	Completed in Brussels (2-3 October 2017)
	Determine role of observers	13-Jul-17	13-Aug-17	RDS-WHOIS2	31	100%	Completed on plenary call #4
	Adopt legal docs (Conflict of Interest policy, Statement of Interest)	3-Aug-17	14-Sep-17	RDS-WHOIS2	42	100%	See https://community.icann.org/display/WHO/Legal+Documents
	Define review team project management roles and responsibilities, incl, budget management	11-Aug-17	3-Oct-17	RDS-WHOIS2	53	100%	Discussed on leadership call #3 (August 11).
	Identify need for and deliver a proposal on division of work	20-Jul-17	20-Oct-17	RDS-WHOIS2	92	100%	Subgroups established in Brussels, 3-4 October 2017
	Develop and adopt template for "first pass planning questions"	3-Oct-17	31-Oct-17	RDS-WHOIS2	28	100%	Template: https://tinyurl.com/ybh8sere
	Develop and adopt template for findings and recommendations	2-Jan-18	9-Feb-18	RDS-WHOIS2	38	50%	Template: https://tinyurl.com/yabod7qs
	Define structure of subgroups reports	2-Jan-18	9-Feb-18	RDS-WHOIS2	38	90%	Template: https://tinyurl.com/yabod7qs
	Define Terms of Reference & Work Plan					85.71%	
	Develop methodology to prioritize issues to be addressed in scope, including validating issues against ICANN Bylaws	20-Jul-17	14-Sep-17	RDS-WHOIS2	56	100%	
	Adopt a framework that identifies the prioritized focus of the work (scope)	20-Jul-17	3-Oct-17	RDS-WHOIS2	75	100%	
	Adopt and publish terms of reference (ToR)	3-Aug-17	2-Feb-18	RDS-WHOIS2	183	100%	Submitted to Board
	Adopt and publish work plan	7-Sep-17	2-Feb-18	RDS-WHOIS2	148	100%	Submitted to Board
	Send adopted ToR and work plan to ICANN Board	20-Oct-17	2-Feb-18	RDS-WHOIS2	105	100%	Submitted to Board
	Provide community with details on adopted ToR and work plan	29-Jan-18	2-Feb-18	RDS-WHOIS2	4	0%	Blog Posts/Wiki Posts
	Develop and adopt outreach plan	20-Oct-17	22-Jan-18	RDS-WHOIS2	94	100%	Confirmed as adopted on leadership call #16
	Research & Studies				**249**	**73%**	
	Assemble repository of background materials	27-Oct-16	31-Jan-18	ICANN org	461	100%	Available on dedicated wiki page. ICANN org to continue populating, as
	Identify briefings/data sources needed	5-Jun-17	9-Feb-18	RDS-WHOIS2	249	60%	
	Determine requirements for independent expert(s) and - if necessary - develop xtatement of work	3-Oct-17	9-Feb-18	RDS-WHOIS2	129	60%	
	Conduct Review				**233**	**13%**	
	Subgroups						
	WHOIS 1 Review Team Recommendations					**15%**	
	Administrative duties					58%	
	Confirm members of the subgroup and determine rapporteur	3-Oct-17	20-Oct-17	Topic 1 Subgroups	17	100%	
	Establish mandate, objectives and timeline for the work	3-Oct-17	22-Jan-18	Topic 1 Subgroups	111	50%	Using template referenced in row 14
	Determine topics for investigation and validate against ICANN Bylaws	3-Oct-17	22-Jan-18	Topic 1 Subgroups	111	50%	Using template referenced in row 19
	Identify briefings/data sources needed	3-Oct-17	22-Jan-18	Topic 1 Subgroups	111	50%	Using template referenced in row 19
	Determine requirements for independent expert(s) and – if necessary – develop statement of work	3-Oct-17	22-Jan-18	Topic 1 Subgroups	111	50%	Using template referenced in row 19
	Adopt statement of work and associated work plan	3-Nov-17	22-Jan-18	Topic 1 Subgroups	80	50%	Using template referenced in row 19
	Workplan execution					1%	
	Review, analyze and summarize relevant documentation	20-Oct-17	22-Feb-18	Topic 1 Subgroups	125	0%	
	Conduct investigation of identified objectives	3-Nov-17	22-Feb-18	Topic 1 Subgroups	111	0%	
	Conduct relevant interviews as appropriate	3-Nov-17	22-Feb-18	Topic 1 Subgroups	111	5%	
	Draft summary note of key findings	1-Dec-17	22-Feb-18	Topic 1 Subgroups	83	0%	
	Prepare draft report section					0%	
	Approve findings	22-Feb-18	15-Mar-18	Topic 1 Subgroups	21	0%	
	Assemble draft recommendations using the designated review team template	22-Feb-18	15-Mar-18	Topic 1 Subgroups	21	0%	
	Cross-check draft recommendations with scope and Bylaws	22-Feb-18	15-Mar-18	Topic 1 Subgroups	21	0%	
	Produce subgroup report for subgroup members' approval	15-Mar-18	22-Mar-18	Topic 1 Subgroups	7	0%	
	Adopt & Circulate subgroup report to review team	22-Mar-18	5-Apr-18	Topic 1 Subgroups	14	0%	
	Present subgroup report and proposed recommendations to review team	5-Apr-18	19-Apr-18	Topic 1 Subgroups	14	0%	Brussels face-to-face meeting 16-17-18 April 2018

At Risk	Task Name	Start Date	End Date	Assigned To	Duration (days)	% Complete	Comments
	Refine draft report section					0%	
	Incorporate edits suggested by the review team, as appropriate	19-Apr-18	24-May-18	Topic 1 Subgroups	35	0%	
	Anything New					4%	
	Administrative duties					17%	
	Confirm members of the subgroup and determine rapporteur	3-Oct-17	20-Oct-17	Subgroup 2	17	100%	
	Establish mandate, objectives and timeline for the work	3-Oct-17	22-Jan-18	Subgroup 2	111	0%	Using template referenced in row 14
	Determine topics for investigation and validate against ICANN Bylaws	3-Oct-17	22-Jan-18	Subgroup 2	111	0%	Using template referenced in row 14
	Identify briefings/data sources needed	3-Oct-17	22-Jan-18	Subgroup 2	111	0%	Using template referenced in row 14
	Determine requirements for independent expert(s) and – if necessary – develop statement of work	3-Oct-17	22-Jan-18	Subgroup 2	111	0%	Using template referenced in row 14
	Adopt statement of work and associated work plan	3-Nov-17	22-Jan-18	Subgroup 2	80	0%	Using template referenced in row 14
	Workplan execution					0%	
	Review, analyze and summarize relevant documentation	20-Oct-17	22-Feb-18	Subgroup 2	125	0%	
	Conduct investigation of identified objectives	3-Nov-17	22-Feb-18	Subgroup 2	111	0%	
	Conduct relevant interviews as appropriate	3-Nov-17	22-Feb-18	Subgroup 2	111	0%	
	Draft summary note of key findings	1-Dec-17	22-Feb-18	Subgroup 2	83	0%	
	Prepare draft report section					0%	
	Approve findings	22-Feb-18	15-Mar-18	Subgroup 2	21	0%	
	Assemble draft recommendations using the designated review team template	22-Feb-18	15-Mar-18	Subgroup 2	21	0%	
	Cross-check draft recommendations with scope and Bylaws	22-Feb-18	15-Mar-18	Subgroup 2	21	0%	
	Produce subgroup report for subgroup members' approval	15-Mar-18	22-Mar-18	Subgroup 2	7	0%	
	Adopt & Circulate subgroup report to review team	22-Mar-18	5-Apr-18	Subgroup 2	14	0%	
	Present subgroup report and proposed recommendations to review team	5-Apr-18	19-Apr-18	Subgroup 2	14	0%	Brussels face-to-face meeting 16-17-18 April 2018
	Refine draft report section					0%	
	Incorporate edits suggested by the review team, as appropriate	10-May-18	24-May-18	Subgroup 2	14	0%	
	Law Enforcement Needs					15%	
	Administrative duties					58%	
	Confirm members of the subgroup and determine rapporteur	3-Oct-17	20-Oct-17	Subgroup 3	17	100%	
	Establish mandate, objectives and timeline for the work	3-Oct-17	22-Jan-18	Subgroup 2	111	50%	Using template referenced in row 14
	Determine topics for investigation and validate against ICANN Bylaws	3-Oct-17	22-Jan-18	Subgroup 3	111	50%	Using template referenced in row 14
	Identify briefings/data sources needed	3-Oct-17	22-Jan-18	Subgroup 3	111	50%	Using template referenced in row 14
	Determine requirements for independent expert(s) and – if necessary – develop statement of work	3-Oct-17	22-Jan-18	Subgroup 3	111	50%	Using template referenced in row 14
	Adopt statement of work and associated work plan	3-Nov-17	22-Jan-18	Subgroup 3	80	50%	Using template referenced in row 14
	Workplan execution					0%	
	Review, analyze and summarize relevant documentation	20-Oct-17	22-Feb-18	Subgroup 3	125	0%	
	Conduct investigation of identified objectives	3-Nov-17	22-Feb-18	Subgroup 3	111	0%	
	Conduct relevant interviews as appropriate	3-Nov-17	22-Feb-18	Subgroup 3	111	0%	
	Draft summary note of key findings	1-Dec-17	22-Feb-18	Subgroup 3	83	0%	
	Prepare draft report section					0%	
	Approve findings	22-Feb-18	15-Mar-18	Subgroup 3	21	0%	
	Assemble draft recommendations using the designated review team template	22-Feb-18	15-Mar-18	Subgroup 3	21	0%	
	Cross-check draft recommendations with scope and Bylaws	22-Feb-18	15-Mar-18	Subgroup 3	21	0%	
	Produce subgroup report for subgroup members' approval	15-Mar-18	22-Mar-18	Subgroup 3	7	0%	
	Adopt & Circulate subgroup report to review team	22-Mar-18	5-Apr-18	Subgroup 3	14	0%	
	Present subgroup report and proposed recommendations to review team	5-Apr-18	19-Apr-18	Subgroup 3	14	0%	Brussels face-to-face meeting 16-17-18 April 2018
	Refine draft report section					0%	
	Incorporate edits suggested by the review team, as appropriate	10-May-18	24-May-18	Subgroup 3	14	0%	
	Consumer Trust					15%	
	Administrative duties					58%	
	Confirm members of the subgroup and determine rapporteur	3-Oct-17	20-Oct-17	Subgroup 4	17	100%	
	Establish mandate, objectives and timeline for the work	3-Oct-17	22-Jan-18	Subgroup 4	111	50%	Using template referenced in row 14
	Determine topics for investigation and validate against ICANN Bylaws	3-Oct-17	22-Jan-18	Subgroup 4	111	50%	Using template referenced in row 14
	Identify briefings/data sources needed	3-Oct-17	22-Jan-18	Subgroup 4	111	50%	Using template referenced in row 14
	Determine requirements for independent expert(s) and – if necessary – develop statement of work	3-Oct-17	22-Jan-18	Subgroup 4	111	50%	Using template referenced in row 14
	Adopt statement of work and associated work plan	3-Nov-17	22-Jan-18	Subgroup 4	80	50%	Using template referenced in row 14

At Risk	Task Name	Start Date	End Date	Assigned To	Duration (days)	% Complete	Comments
	Workplan execution					0%	
	Review, analyze and summarize relevant documentation	20-Oct-17	22-Feb-18	Subgroup 4	125	0%	
	Conduct investigation of identified objectives	3-Nov-17	22-Feb-18	Subgroup 4	111	0%	
	Conduct relevant interviews as appropriate	3-Nov-17	22-Feb-18	Subgroup 4	111	0%	
	Draft summary note of key findings	1-Dec-17	22-Feb-18	Subgroup 4	83	0%	
	Prepare draft report section					0%	
	Approve findings	22-Feb-18	15-Mar-18	Subgroup 4	21	0%	
	Assemble draft recommendations using the designated review team template	22-Feb-18	15-Mar-18	Subgroup 4	21	0%	
	Cross-check draft recommendations with scope and Bylaws	22-Feb-18	15-Mar-18	Subgroup 4	21	0%	
	Produce subgroup report for subgroup members' approval	15-Mar-18	22-Mar-18	Subgroup 4	7	0%	
	Adopt & Circulate subgroup report to review team	22-Mar-18	5-Apr-18	Subgroup 4	14	0%	
	Present subgroup report and proposed recommendations to review team	5-Apr-18	19-Apr-18	Subgroup 4	14	0%	Brussels face-to-face meeting 16-17-18 April 2018
	Refine draft report section					0%	
	Incorporate edits suggested by the review team, as appropriate	10-May-18	24-May-18	Subgroup 4	14	0%	
	Safeguard Registrant Data					**15%**	
	Administrative duties					58%	
	Confirm members of the subgroup and determine rapporteur	3-Oct-17	20-Oct-17	Subgroup 5	17	100%	
	Establish mandate, objectives and timeline for the work	3-Oct-17	22-Jan-18	Subgroup 5	111	50%	Using template referenced in row 14
	Determine topics for investigation and validate against ICANN Bylaws	3-Oct-17	22-Jan-18	Subgroup 5	111	50%	Using template referenced in row 14
	Identify briefings/data sources needed	3-Oct-17	22-Jan-18	Subgroup 5	111	50%	Using template referenced in row 14
	Determine requirements for independent expert(s) and – if necessary – develop statement of work	3-Oct-17	22-Jan-18	Subgroup 5	111	50%	Using template referenced in row 14
	Adopt statement of work and associated work plan	3-Nov-17	22-Jan-18	Subgroup 5	80	50%	Using template referenced in row 14
	Workplan execution					0%	
	Review, analyze and summarize relevant documentation	20-Oct-17	22-Feb-18	Subgroup 5	125	0%	
	Conduct investigation of identified objectives	3-Nov-17	22-Feb-18	Subgroup 5	111	0%	
	Conduct relevant interviews as appropriate	3-Nov-17	22-Feb-18	Subgroup 5	111	0%	
	Draft summary note of key findings	1-Dec-17	22-Feb-18	Subgroup 5	83	0%	
	Prepare draft report section					0%	
	Approve findings	22-Feb-18	15-Mar-18	Subgroup 5	21	0%	
	Assemble draft recommendations using the designated review team template	22-Feb-18	15-Mar-18	Subgroup 5	21	0%	
	Cross-check draft recommendations with scope and Bylaws	22-Feb-18	15-Mar-18	Subgroup 5	21	0%	
	Produce subgroup report for subgroup members' approval	15-Mar-18	22-Mar-18	Subgroup 5	7	0%	
	Adopt & Circulate subgroup report to review team	22-Mar-18	5-Apr-18	Subgroup 5	14	0%	
	Present subgroup report and proposed recommendations to review team	5-Apr-18	19-Apr-18	Subgroup 5	14	0%	Brussels face-to-face meeting 16-17-18 April 2018
	Refine draft report section					0%	
	Incorporate edits suggested by the review team, as appropriate	10-May-18	24-May-18	Subgroup 5	14	0%	
	Review Team						
	Draft Report				297	**0%**	
	Administrative duties					0%	
	Adopt report format	2-Jan-18	5-Apr-18	RDS-WHOIS2	93	0%	ICANN org to provide a template
	Internal review					0%	
	Provide input on subgroups' draft report	5-Apr-18	10-May-18	RDS-WHOIS2	35	0%	Brussels face-to-face meeting 16-17-18 April 2018
	Cross-check draft recommendations with scope and Bylaws	5-Apr-18	10-May-18	RDS-WHOIS2	35	0%	Incl. at Brussels face-to-face meeting 16-17-18 April 2018
	Pre-approve draft recommendations	5-Apr-18	24-May-18	RDS-WHOIS2	49	0%	Incl. at Brussels face-to-face meeting 16-17-18 April 2018
	Approve draft findings and recommendations	24-May-18	28-Jun-18	RDS-WHOIS2	35	0%	
	Outreach on draft recommendations					0%	
	Seek community input on draft recommendations	25-Jun-18	28-Jun-18	RDS-WHOIS2	3	0%	ICANN 62 (25-28 June 2018)
	Seek input and guidance from the Board Caucus Group and ICANN Subject Matter Experts (SMEs) on implementability of draft recommendations	25-Jun-18	28-Jun-18	RDS-WHOIS2	3	0%	ICANN 62 (25-28 June 2018)
	Assembling draft report					0%	
	Produce draft report	28-Jun-18	13-Jul-18	RDS-WHOIS2	15	0%	
	Publishing draft report					0%	
	Approve draft report for public comment	28-Jun-18	31-Jul-18	RDS-WHOIS2	33	0%	
	Send approved designated draft report sections to language services	31-Jul-18	7-Aug-18	ICANN org	7	0%	Executive Summary & Recommendations
	Public comment and outreach on draft report					0%	

At Risk	Task Name	Start Date	End Date	Assigned To	Duration (days)	% Complete	Comments
	Publish draft report for public comment	7-Aug-18	5-Oct-18	ICANN org	59	0%	
	Seek Board Caucus group and ICANN organization's input on implementability of draft recommendations	20-Aug-18	5-Oct-18	RDS-WHOIS2	46	0%	
	Seek community's input on implementability of draft recommendations	25-Jun-18	5-Oct-18	RDS-WHOIS2	102	0%	Webinars
	Produce summary of public comments	5-Oct-18	19-Oct-18	ICANN org	14	0%	
	Adopt public comment summary for publication	19-Oct-18	26-Oct-18	RDS-WHOIS2	7	0%	ICANN 63 (20-26 October 2018)
	Final Report				77	**0%**	
	Updating draft report					0%	
	Assemble final recommendations and update draft report based on public comments received	5-Oct-18	30-Nov-18	RDS-WHOIS2	56	0%	Including during ICANN63
	Cross-check final recommendations with scope and Bylaws	5-Oct-18	30-Nov-18	RDS-WHOIS2	56	0%	Including during ICANN63
	Approval process					0%	
	Approve final findings and recommendations	7-Dec-18	21-Dec-18	RDS-WHOIS2	14	0%	
	Approve final report for submission to ICANN Board	7-Dec-18	21-Dec-18	RDS-WHOIS2	14	0%	
	Outreach on draft final recommendations					0%	
	Provide community with overview of findings and draft final recommendations	30-Nov-18	21-Dec-18	RDS-WHOIS2	21	0%	Webinar/blog post
	Send final report					0%	
	Send final report to ICANN Board	21-Dec-18	21-Dec-18	RDS-WHOIS2	0	0%	
	Publish final report	21-Dec-18	21-Dec-18	ICANN org	0	0%	
	Send final report to language services	21-Dec-18	21-Dec-18	ICANN org	0	0%	
	Provide community with overview of findings and final recommendations	7-Jan-19	11-Jan-19	RDS-WHOIS2	4	0%	Webinar
	Implementation Planning & Feedback				93	**0%**	
	Complete ICANN organization survey on review process	8-Jan-19	8-Feb-19	RDS-WHOIS2	31	0%	
	Identify one or two review team members to remain available for clarification as may be needed during the implementation planning phase	7-Nov-18	21-Dec-18	RDS-WHOIS2	44	0%	
	Face to Face Meetings					**25%**	
	#1 Brussels	2-Oct-17	3-Oct-17			100%	
	#2 Brussels	16-Apr-18	18-Apr-18			0%	
	#3 ICANN 62					0%	Dates TBC
	#4 ICANN 63					0%	Dates TBD