

Subject: [Ext] Revisions to Preliminary Draft

Date: Tuesday, July 11, 2017 at 11:34:25 PM Central European Summer Time

From: Kapin, Lauren (CIV)

To: Calvin Browne, Carlton Samuels, Carlos Raul Gutierrez, David Taylor, Drew Bagley, Fabro Steibel, Gao Mosweu, Jamie Hedlund

CC: Jonathan Zuck, Jean-Baptiste Deroulez, Alice Jansen, Kapin, Lauren

Priority: High

Hi folks,

We are moving forward with revising the Preliminary Draft Report in response to public comments. As discussed during our last call, everyone will be responsible for reviewing/revising text and corresponding recommendations based on the prior discussion lead assignments set forth below (so as to leverage the work you already did in preparation for our Johannesburg meeting). I strongly recommend a two-step process for these tasks. First, for each of your assigned recommendations, use Jean-Baptiste's helpful excel spreadsheet summarizing the public comments to identify what issues you may need to respond to, and then 2) **consult the pertinent public comment directly**. In many instances, one may only understand the context for the particular concern by looking at the entirety of the public comment, not just an excerpt.

For convenience, here are the prior recommendation assignments:

Discussion Leads	Recommendation
Calvin	17, 18, 20, 24
Carlton	21-23,
Carlos	36
David	40-42
Drew	19, 34, 37-39
Fabro	31-32
Gao	13, 15, 33
Jaime	35
Lauren	14, 16, 25-30

Here are the tasks and deadlines that need to be completed:

- 1) Consider whether any recommendations can be consolidated. **Please come to tomorrow's teleconference prepared to discuss your specific suggestions for consolidation.** If possible, circulate your suggestions to the group before the call.
- 2) For each **Rationale**: a) provide greater detail to benefits expected for recommendations; b) describe measures for success; and c) identify to whom the recommendation is directed.
- 3) For data collection: a) identify intended role and/or reason for the data collection; and b) consider any overlap with existing ICANN initiatives.
- 4) Review priority designation of recommendations; particularly those identified as prerequisites.
- 5) Review entire draft report for usage of "shall" "should" "must" "may" and ensure

- consistency and proper usage. See <https://www.ietf.org/rfc/rfc2119.txt>[ietf.org]
- 6) Review language of Recommendations to ensure that Board can adopt them **verbatim, as written**.

Tomorrow, we will discuss these tasks, deadlines, and any questions you may have. Please direct any responses to my FTC email cc'd above.

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