

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

Background

At Risk	Task Name	Start Date	End Date	Assigned To	Duration (days)	% Complete	Comments
Assemble Review Team							
	Appoint RDS-WHOIS2 Review Team	28-Oct-16	2-Jun-17	SOIAC Chairs	217	100%	See https://www.icann.org/news/announcement-2017-06-02-en
Plan Review							
	Determine leadership	5-Jun-17	3-Oct-17	RDS-WHOIS2-RT	120	100%	Completed in Brussels, 4 October 2017
	Determine role of observers	13-Jul-17	13-Aug-17	RDS-WHOIS2-RT	31	100%	Completed on plenary call #4
	Adopt legal docs (Conflict of Interest policy, NDA, Statement of Interest)	3-Aug-17	14-Sep-17	RDS-WHOIS2-RT	42	60%	ICANN org to send drafts
	Develop methodology to prioritize issues to be addressed in scope, including validating issues against ICANN Bylaws	20-Jul-17	14-Sep-17	RDS-WHOIS2-RT	56	95%	
	Adopt a framework that identifies the prioritized focus of the work to be performed by the Review Team (Scope)	20-Jul-17	3-Oct-17	RDS-WHOIS2-RT	75	95%	
	Adopt and publish Terms of Reference	3-Aug-17	28-Nov-17	RDS-WHOIS2-RT	117	80%	In progress
	Adopt and publish Workplan	7-Sep-17	28-Nov-17	RDS-WHOIS2-RT	82	50%	Template provided
	Send adopted ToR and Work Plan to ICANN Board	20-Oct-17	28-Nov-17	RDS-WHOIS2-RT	39	0%	
	Define Review Team project management roles and responsibilities, including budget management	11-Aug-17	3-Oct-17	RDS-WHOIS2-RT	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-RT	92	100%	Subgroups established in Brussels, 3-4 October 2017
	Develop and adopt outreach plan	20-Oct-17	30-Nov-17	RDS-WHOIS2-RT	41	0%	ICANN org to provide a template for Review Team consideration
	Develop and adopt template for "First pass Planning Questions"	3-Oct-17	31-Oct-17	RDS-WHOIS2-RT	28	100%	Template https://community.icann.org/download/attachments/71604702/First%20Pass%20-%20Planning%20Questions%20.docx?version=1&modificationDate=1510149125000&api=v2
	Develop and adopt template for findings and recommendations	2-Jan-18	16-Jan-18	RDS-WHOIS2-RT	14	0%	Template https://community.icann.org/download/attachments/71604702/Proposed%20Subgroup%20Report%20Structure%20.docx?version=2&modificationDate=1510149120000&api=v2
	Define structure of subgroups reports	2-Jan-18	16-Jan-18	RDS-WHOIS2-RT	14	90%	Template https://community.icann.org/download/attachments/71604702/Proposed%20Subgroup%20Report%20Structure%20.docx?version=2&modificationDate=1510149120000&api=v2
Research and Studies							
	Assemble repository of background materials	27-Oct-16	31-Jan-18	ICANN org	461	100%	Available on dedicated wiki page. ICANN organization to continue populating, as requested
	Identify briefings / data sources needed	5-Jun-17	31-Jan-18	RDS-WHOIS2-RT	240	40%	
	Determine requirements for independent expert(s) and - if necessary - develop Statement of Work	3-Oct-17	31-Jan-18	RDS-WHOIS2-RT	120	0%	
Conduct Review							
					178	3%	
Subteams							
WHOIS 1 Review Team Recommendations							
Administrative Duties							
	Confirm members of the Subteam and determine Rapporteur	3-Oct-17	20-Oct-17	Subgroup 1	17	80%	Using template referenced in row 19
	Establish mandate, objectives and timeline for the work	3-Oct-17	5-Dec-17	Subgroup 1	63	0%	Using template referenced in row 19
	Determine topics for investigation and validate against ICANN Bylaws	3-Oct-17	5-Dec-17	Subgroup 1	63	0%	Using template referenced in row 19
	Identify briefings/data sources needed	3-Oct-17	5-Dec-17	Subgroup 1	63	0%	Using template referenced in row 19
	Determine requirements for independent expert(s) and - if necessary - develop statement of work	3-Oct-17	5-Dec-17	Subgroup 1	63	0%	Using template referenced in row 19
	Adopt statement of work and associated work plan	3-Nov-17	5-Dec-17	Subgroup 1	32	0%	Using template referenced in row 19
	Workplan Execution					0%	
	Review, analyze and summarize relevant documentation	20-Oct-17	12-Jan-18	Subgroup 1	84	0%	
	Conduct investigation of identified objectives	3-Nov-17	16-Jan-18	Subgroup 1	74	0%	
	Conduct relevant interviews as appropriate	3-Nov-17	16-Jan-18	Subgroup 1	74	0%	
	Draft summary note of key findings	1-Dec-17	16-Jan-18	Subgroup 1	46	0%	
	Prepare Draft Report Section					0%	
	Approve findings	16-Jan-18	30-Jan-18	Subgroup 1	14	0%	
	Assemble draft recommendations using the designated Review Team template	30-Jan-18	12-Feb-18	Subgroup 1	13	0%	
	Cross-check draft recommendations with scope and Bylaws	30-Jan-18	12-Feb-18	Subgroup 1	13	0%	
	Produce subgroup report for subgroup members' approval	12-Feb-18	26-Feb-18	Subgroup 1	14	0%	
	Adopt & Circulate subgroup report to Review Team	26-Feb-18	9-Mar-18	Subgroup 1	11	0%	
	Present subgroup report and proposed recommendations to Review Team	9-Mar-18	16-Mar-18	Subgroup 1	7	0%	ICANN61 (San Juan: March 10-15)
	Refine Draft Report Section					0%	
	Incorporate edits suggested by the Review Team, as appropriate	10-Mar-18	30-Mar-18	Subgroup 1	20	0%	
	Anything New					3%	
Administrative Duties							
	Confirm members of the Subteam and determine Rapporteur	3-Oct-17	20-Oct-17	Subgroup 2	17	80%	Using template referenced in row 19
	Establish mandate, objectives and timeline for the work	3-Oct-17	5-Dec-17	Subgroup 2	63	0%	Using template referenced in row 19
	Determine topics for investigation and validate against ICANN Bylaws	3-Oct-17	5-Dec-17	Subgroup 2	63	0%	Using template referenced in row 19
	Identify briefings/data sources needed	3-Oct-17	5-Dec-17	Subgroup 2	63	0%	Using template referenced in row 19
	Determine requirements for independent expert(s) and - if necessary - develop statement of work	3-Oct-17	5-Dec-17	Subgroup 2	63	0%	Using template referenced in row 19
	Adopt statement of work and associated work plan	3-Nov-17	5-Dec-17	Subgroup 2	32	0%	Using template referenced in row 19
	Workplan Execution					0%	
	Review, analyze and summarize relevant documentation	20-Oct-17	12-Jan-18	Subgroup 2	84	0%	
	Conduct investigation of identified objectives	3-Nov-17	16-Jan-18	Subgroup 2	74	0%	
	Conduct relevant interviews as appropriate	3-Nov-17	16-Jan-18	Subgroup 2	74	0%	
	Draft summary note of key findings	1-Dec-17	16-Jan-18	Subgroup 2	46	0%	
	Prepare Draft Report Section					0%	
	Approve findings	16-Jan-18	30-Jan-18	Subgroup 2	14	0%	
	Assemble draft recommendations using the designated Review Team template	30-Jan-18	12-Feb-18	Subgroup 2	13	0%	
	Cross-check draft recommendations with scope and Bylaws	30-Jan-18	12-Feb-18	Subgroup 2	13	0%	
	Produce subgroup report for subgroup members' approval	12-Feb-18	26-Feb-18	Subgroup 2	14	0%	
	Adopt & Circulate subgroup report to Review Team	26-Feb-18	9-Mar-18	Subgroup 2	11	0%	
	Present subgroup report and proposed recommendations to Review Team	9-Mar-18	16-Mar-18	Subgroup 2	7	0%	ICANN61 (San Juan: March 10-15)
	Refine Draft Report Section					0%	
	Incorporate edits suggested by the Review Team, as appropriate	10-Mar-18	30-Mar-18	Subgroup 2	20	0%	
	Law Enforcement Needs					3%	
Administrative Duties							
	Confirm members of the Subteam and determine Rapporteur	3-Oct-17	20-Oct-17	Subgroup 3	17	80%	Using template referenced in row 19
	Establish mandate, objectives and timeline for the work	3-Oct-17	5-Dec-17	Subgroup 3	63	0%	Using template referenced in row 19
	Determine topics for investigation and validate against ICANN Bylaws	3-Oct-17	5-Dec-17	Subgroup 3	63	0%	Using template referenced in row 19
	Identify briefings/data sources needed	3-Oct-17	5-Dec-17	Subgroup 3	63	0%	Using template referenced in row 19
	Determine requirements for independent expert(s) and - if necessary - develop statement of work	3-Oct-17	5-Dec-17	Subgroup 3	63	0%	Using template referenced in row 19
	Adopt statement of work and associated work plan	3-Nov-17	5-Dec-17	Subgroup 3	32	0%	Using template referenced in row 19
	Workplan Execution					0%	
	Review, analyze and summarize relevant documentation	20-Oct-17	12-Jan-18	Subgroup 3	84	0%	
	Conduct investigation of identified objectives	3-Nov-17	16-Jan-18	Subgroup 3	74	0%	
	Conduct relevant interviews as appropriate	3-Nov-17	16-Jan-18	Subgroup 3	74	0%	
	Draft summary note of key findings	1-Dec-17	16-Jan-18	Subgroup 3	46	0%	
	Prepare Draft Report Section					0%	
	Approve findings	16-Jan-18	30-Jan-18	Subgroup 3	14	0%	
	Assemble draft recommendations using the designated Review Team template	30-Jan-18	12-Feb-18	Subgroup 3	13	0%	
	Cross-check draft recommendations with scope and Bylaws	30-Jan-18	12-Feb-18	Subgroup 3	13	0%	
	Produce subgroup report for subgroup members' approval	12-Feb-18	26-Feb-18	Subgroup 3	14	0%	
	Adopt & Circulate subgroup report to Review Team	26-Feb-18	9-Mar-18	Subgroup 3	11	0%	
	Present subgroup report and proposed recommendations to Review Team	9-Mar-18	16-Mar-18	Subgroup 3	7	0%	ICANN61 (San Juan: March 10-15)
	Refine Draft Report Section					0%	
	Incorporate edits suggested by the Review Team, as appropriate	10-Mar-18	30-Mar-18	Subgroup 3	20	0%	
	Consumer Trust					3%	
Administrative Duties							
	Confirm members of the Subteam and determine Rapporteur	3-Oct-17	20-Oct-17	Subgroup 4	17	80%	Using template referenced in row 19
	Establish mandate, objectives and timeline for the work	3-Oct-17	5-Dec-17	Subgroup 4	63	0%	Using template referenced in row 19
	Determine topics for investigation and validate against ICANN Bylaws	3-Oct-17	5-Dec-17	Subgroup 4	63	0%	Using template referenced in row 19
	Identify briefings/data sources needed	3-Oct-17	5-Dec-17	Subgroup 4	63	0%	Using template referenced in row 19
	Determine requirements for independent expert(s) and - if necessary - develop statement of work	3-Oct-17	5-Dec-17	Subgroup 4	63	0%	Using template referenced in row 19
	Adopt statement of work and associated work plan	3-Nov-17	5-Dec-17	Subgroup 4	32	0%	Using template referenced in row 19
	Workplan Execution					0%	
	Review, analyze and summarize relevant documentation	20-Oct-17	12-Jan-18	Subgroup 4	84	0%	
	Conduct investigation of identified objectives	3-Nov-17	16-Jan-18	Subgroup 4	74	0%	

Conduct relevant interviews as appropriate	3-Nov-17	16-Jan-18	Subgroup 4	74	0%	
Draft summary note of key findings	1-Dec-17	16-Jan-18	Subgroup 4	46	0%	
Prepare Draft Report Section					0%	
Approve findings	16-Jan-18	30-Jan-18	Subgroup 4	14	0%	
Assemble draft recommendations using the designated Review Team template	30-Jan-18	12-Feb-18	Subgroup 4	13	0%	
Cross-check draft recommendations with scope and Bylaws	30-Jan-18	12-Feb-18	Subgroup 4	13	0%	
Produce subgroup report for subgroup members' approval	12-Feb-18	26-Feb-18	Subgroup 4	14	0%	
Adopt & Circulate subgroup report to Review Team	26-Feb-18	9-Mar-18	Subgroup 4	11	0%	
Present subgroup report and proposed recommendations to Review Team	9-Mar-18	16-Mar-18	Subgroup 4	7	0%	ICANN61 (San Juan: March 10-15)
Refine Draft Report Section					0%	
Incorporate edits suggested by the Review Team, as appropriate	10-Mar-18	30-Mar-18	Subgroup 4	20	0%	
Safeguard Registrant Data					3%	
Administrative Duties					13%	
Confirm members of the Subteam and determine Rapporteur	3-Oct-17	20-Oct-17	Subgroup 5	17	80%	Using template referenced in row 19
Establish mandate, objectives and timeline for the work	3-Oct-17	5-Dec-17	Subgroup 5	63	0%	Using template referenced in row 19
Determine topics for investigation and validate against ICANN Bylaws	3-Oct-17	5-Dec-17	Subgroup 5	63	0%	Using template referenced in row 19
Identify briefings/data sources needed	3-Oct-17	5-Dec-17	Subgroup 5	63	0%	Using template referenced in row 19
Determine requirements for independent expert(s) and – if necessary – develop statement of work	3-Oct-17	5-Dec-17	Subgroup 5	63	0%	Using template referenced in row 19
Adopt statement of work and associated work plan	3-Nov-17	5-Dec-17	Subgroup 5	32	0%	Using template referenced in row 19
Workplan Execution					0%	
Review, analyze and summarize relevant documentation	20-Oct-17	12-Jan-18	Subgroup 5	84	0%	
Conduct investigation of identified objectives	3-Nov-17	16-Jan-18	Subgroup 5	74	0%	
Conduct relevant interviews as appropriate	3-Nov-17	16-Jan-18	Subgroup 5	74	0%	
Draft summary note of key findings	1-Dec-17	16-Jan-18	Subgroup 5	46	0%	
Prepare Draft Report Section					0%	
Approve findings	16-Jan-18	30-Jan-18	Subgroup 5	14	0%	
Assemble draft recommendations using the designated Review Team template	30-Jan-18	12-Feb-18	Subgroup 5	13	0%	
Cross-check draft recommendations with scope and Bylaws	30-Jan-18	12-Feb-18	Subgroup 5	13	0%	
Produce subgroup report for subgroup members' approval	12-Feb-18	26-Feb-18	Subgroup 5	14	0%	
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Present subgroup report and proposed recommendations to Review Team	9-Mar-18	16-Mar-18	Subgroup 5	7	0%	ICANN61 (San Juan: March 10-15)
Refine Draft Report Section					0%	
Incorporate edits suggested by the Review Team, as appropriate	10-Mar-18	30-Mar-18	Subgroup 5	20	0%	
Compliance					3%	
Administrative Duties					13%	
Confirm members of the Subteam and determine Rapporteur	3-Oct-17	20-Oct-17	Subgroup 6	17	80%	Using template referenced in row 19
Establish mandate, objectives and timeline for the work	3-Oct-17	5-Dec-17	Subgroup 6	63	0%	Using template referenced in row 19
Determine topics for investigation and validate against ICANN Bylaws	3-Oct-17	5-Dec-17	Subgroup 6	63	0%	Using template referenced in row 19
Identify briefings/data sources needed	3-Oct-17	5-Dec-17	Subgroup 6	63	0%	Using template referenced in row 19
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Draft summary note of key findings	1-Dec-17	16-Jan-18	Subgroup 6	46	0%	
Prepare Draft Report Section					0%	
Approve findings	16-Jan-18	30-Jan-18	Subgroup 6	14	0%	
Assemble draft recommendations using the designated Review Team template	30-Jan-18	12-Feb-18	Subgroup 6	13	0%	
Cross-check draft recommendations with scope and Bylaws	30-Jan-18	12-Feb-18	Subgroup 6	13	0%	
Produce subgroup report for subgroup members' approval	12-Feb-18	26-Feb-18	Subgroup 6	14	0%	
Adopt & Circulate subgroup report to Review Team	26-Feb-18	9-Mar-18	Subgroup 6	11	0%	
Present subgroup report and proposed recommendations to Review Team	9-Mar-18	16-Mar-18	Subgroup 6	7	0%	ICANN61 (San Juan: March 10-15)
Refine Draft Report Section					0%	
Incorporate edits suggested by the Review Team, as appropriate	10-Mar-18	30-Mar-18	Subgroup 6	20	0%	

Review Team

Draft Report				269	0%	
Administrative Duties					0%	
Adopt report format	2-Jan-18	16-Jan-18	RDS-WHOIS2 Team	14	0%	
Internal Review					0%	
Provide input on subgroups' Draft Report sections	9-Mar-18	27-Apr-18	RDS-WHOIS2 Team	49	0%	
Cross-check draft recommendations with scope and Bylaws	9-Mar-18	27-Apr-18	RDS-WHOIS2 Team	49	0%	
Pre-approve draft recommendations	27-Apr-18	18-May-18	RDS-WHOIS2 Team	21	0%	
Outreach					0%	
Seek Board Caucus group and ICANN organization's input on implementability of draft recommendations	1-Jun-18	28-Jun-18	RDS-WHOIS2 Team	27	0%	
Seek Community's input on implementability of draft recommendations	25-Jun-18	28-Jun-18	RDS-WHOIS2 Team	3	0%	ICANN 62 (25-28 June 2018)
Assembling Draft Report					0%	
Produce Draft Report	27-Apr-18	20-Jul-18	RDS-WHOIS2 Team	84	0%	
Approval process					0%	
Approve draft findings and recommendations	18-May-18	20-Jul-18	RDS-WHOIS2 Team	63	0%	
Approve draft report for public comment	20-Jul-18	31-Jul-18	RDS-WHOIS2 Team	11	0%	
Publishing Draft Report					0%	
Send approved draft report sections to language services	18-May-18	1-Aug-18	ICANN org	75	0%	As sections become available
Public Comment and Outreach on Draft Report					0%	
Publish draft report for public comment	1-Aug-18	10-Sep-18	ICANN org	40	0%	
Socialize draft recommendations with community	1-Aug-18	17-Aug-18	RDS-WHOIS2 Team	16	0%	Webinars
Produce summary of public comments	10-Sep-18	24-Sep-18	ICANN org	4	0%	
Adopt public comment summary for publication	24-Sep-18	28-Sep-18	RDS-WHOIS2 Team	4	0%	
Final Report				67	0%	
Updating Draft Report					0%	
Assemble final recommendations and update draft report based on public comments received	28-Sep-18	5-Nov-18	RDS-WHOIS2 Team	38	0%	
Cross-check final recommendations with scope and Bylaws	28-Sep-18	5-Nov-18	RDS-WHOIS2 Team	38	0%	
Outreach					0%	
Seek Community's input on implementability of draft recommendations	19-Oct-18	26-Oct-18	RDS-WHOIS2 Team	7	0%	ICANN63 (20-26 October 2018)
Approval process					0%	
Approve final findings, recommendations and report for Board consideration	26-Oct-18	3-Dec-18	RDS-WHOIS2 Team	38	0%	
Send Final Report					0%	
Send final report to ICANN Board	3-Dec-18	4-Dec-18	RDS-WHOIS2 Team	1	0%	
Publish final report	3-Dec-18	4-Dec-18	ICANN org	1	0%	
Send Final Report to language services	3-Dec-18	4-Dec-18	ICANN org	1	0%	
Implementation planning and feedback				70	0%	
Complete ICANN organization survey on review process	4-Dec-18	4-Jan-19	RDS-WHOIS2 Team	31	0%	
Identify one or two Review Team Members to remain available for clarification as may be needed during the planning phase of implementation of Review Team Recommendations.	26-Oct-18	3-Dec-18	RDS-WHOIS2 Team	38	0%	
Face to Face meetings					25%	
#1 Brussels	2-Oct-17	3-Oct-17			100%	
#2 ICANN 61					0%	
#3 ICANN 62					0%	
#4 ICANN 63					0%	