

Proposed Workstream Report Structure

I Topic

[Introduce topic and explain why it was considered.]

II Summary of Relevant Research

[Include methodology that was employed, list of relevant materials, briefings received, reading, input from meetings (as appropriate)]

III Analysis & Findings

[Provide overview of Review Team Findings (including materials of reference).]

IV Motivating Problem

[What observed fact-based issue is the recommendation intending to solve? What is the “problem statement”?]

V Recommendations

Recommendation: xxx

Findings: [what are the findings that support the recommendation]

Rationale:

- [What is Intent of recommendation and envisioned outcome
- How significant would impact be if recommendation not addressed?
- Is it aligned with ICANN’s Strategic Plan and Mission?
- Is it in compliance with scope Review Team set?]

Impact of Recommendation: [What are the impacted areas, e.g. security, transparency, legitimacy, efficiency, diversity etc. Which group/audience will be impacted by this recommendation]

Implementation:

- [Who are responsible parties that need to be involved in implementation? Community/ICANN org/combination)
- How will effectiveness of these recommendations be reviewed and measured? What is the target for a successful implementation
- Is related work already underway and how will that dovetail with recommendation?
- What is the envisioned implementation timeline? Within 6 months/12 months/more than 12 months]

Measure of Success:

- What would constitute a successful implementation?
- How would impact of implementation be measured?

Priority [If only 5 recommendations could be implemented due to community bandwidth and other resource constraints, would this recommendation be one of the top 5? Why or why not?]

Consensus: