# CCWG – Accountability
Workstream 2 – Activity Dashboard
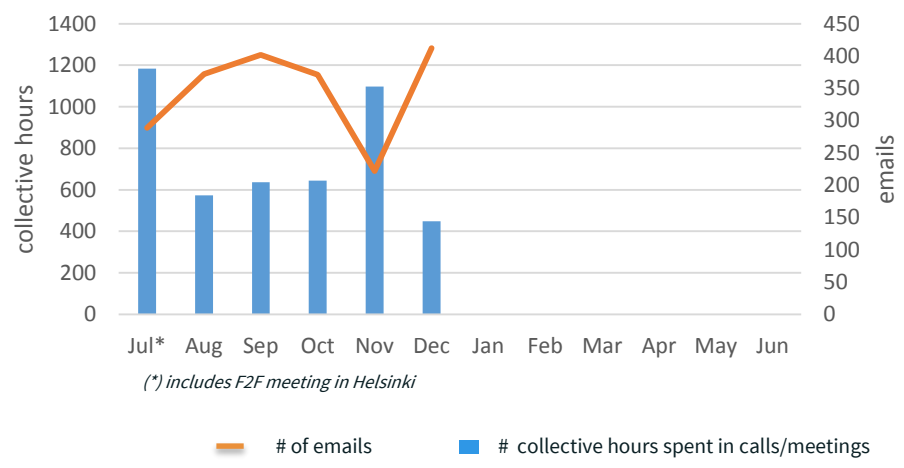December 2016

ICANN

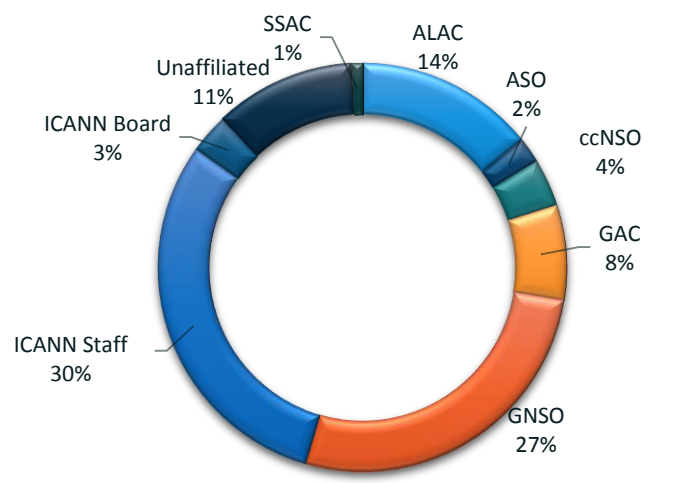# WS2 overall report

# WS2 Monthly Activity Update

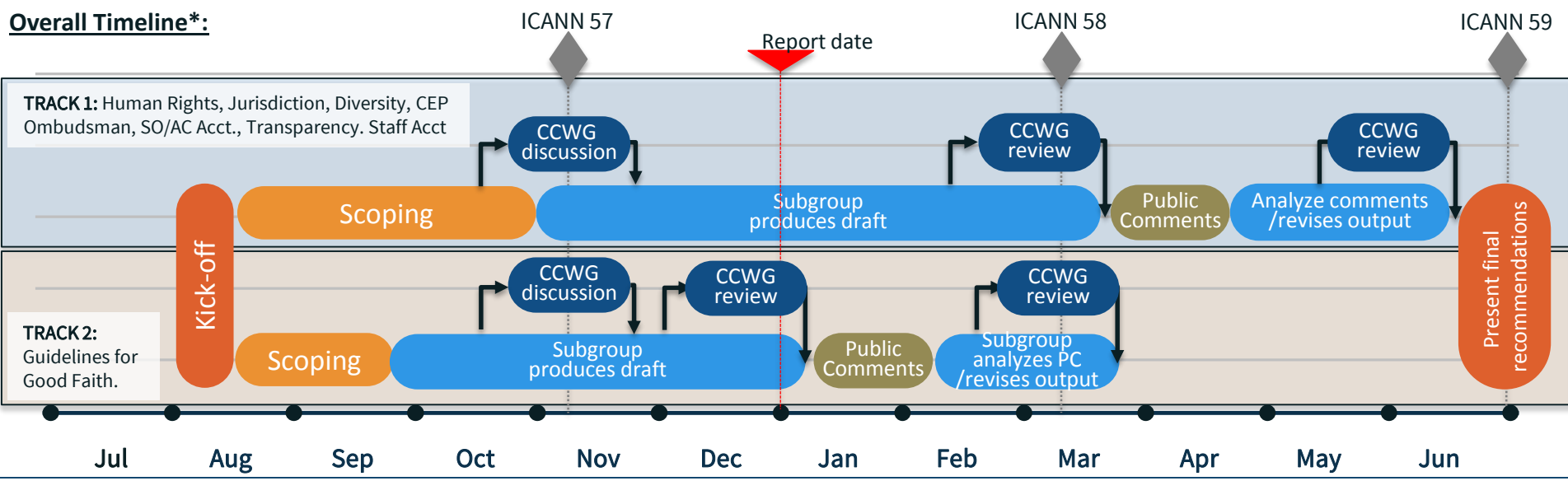## Monthly Activity (plenaries & subgroups):



(*) includes F2F meeting in Helsinki

— # of emails    ▮ # collective hours spent in calls/meetings

## Monthly Participation by Affiliation:
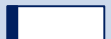


- SSAC 1%
- ALAC 14%
- ASO 2%
- ccNSO 4%
- GAC 8%
- GNSO 27%
- ICANN Staff 30%
- ICANN Board 3%
- Unaffiliated 11%

## Overall Timeline*:

ICANN 57    Report date    ICANN 58    ICANN 59

Kick-off

**TRACK 1:** Human Rights, Jurisdiction, Diversity, CEP Ombudsman, SO/AC Acct., Transparency. Staff Acct
- Scoping
- CCWG discussion
- Subgroup produces draft
- CCWG review
- Public Comments
- Analyze comments /revises output
- CCWG review
- Present final recommendations

**TRACK 2:** Guidelines for Good Faith.
- Scoping
- CCWG discussion
- Subgroup produces draft
- CCWG review
- Public Comments
- CCWG review
- Subgroup analyzes PC /revises output

Jul   Aug   Sep   Oct   Nov   Dec   Jan   Feb   Mar   Apr   May   Jun

# Subgroups Progress Update

| | Topic | Meetings this month | Progress | Status | Updates | Focus / Concerns / Risks |
|---|---|---|---|---|---|---|
| **TRACK 1 (longer track)** | Diversity | 3 | 25% (+ 5 %) | 🟢 | ▪ 2$^{nd}$ version of strawman document is under discussion ▪ Getting information about diversity data collection within ICANN from staff ▪ Preparing a questionnaire for SO/AC input | ▪ Move to drafting the initial report ▪ Request input from SO/AC ▪ Understanding the current state of diversity data collection |
| | Human Rights | 4 | 50% (+ 25 %) | 🟢 | ▪ Finalized Framework of Interpretation (FoI), subgroup consensus & submitted to CCWG Plenary. ▪ Discussing potential next steps | ▪ Addressing comments from CCWG plenary and/or public comments ▪ Discussing scope and mandate of subgroup beyond FoI creation with CCWG plenary. |
| | Jurisdiction | 3 | 15% (+ 0 %) | 🔺 | ▪ On-going discussion regarding use of Questionnaire to collect factual inputs from stakeholders. ▪ Working on "Influence of ICANN's existing jurisdictions" document | ▪ Need to better define questions to answer and work to be done |
| | SO/AC Accountability | 3 | 45% (+ 5 %) | 🟢 | Subgroup consensus reached on track 3 - will recommend to the CCWG that 'SO/ACs should *NOT* be subjected to IRP'. | ▪ Starting preparation of report / data capture of the returned questions to chairs Of SO/ACs, as part of Track 1. |
| | Staff Accountability | 2 | 29% (+ 9 %) | 🟢 | ▪ Planning to have a draft in time for Copenhagen. ▪ Received answers from the ICANN staff on our questions | ▪ Follow up questions to ICANN Staff ▪ Completion of drafts |
| | Transparency | 1 | 50% (+ 0 %) | 🟢 | ▪ Subgroup nearing completion of its recommendations for submission to the CCWG Plenary for "first reading". | |
| | Ombudsman | 2 | 15% (+ 0 %) | 🔺 | ▪ RFP for an external review of the IOO in the process of being posted. ▪ All the other topics are postponed for the near future but will be reviewed. | ▪ Coordination with other sub-groups (Transp., Staff Account., H.Rights, Div., SO/AC Account.) ▪ A new timeline needs to be setup |
| | Review of the CEP | 0 | 15% (+ 0 %) | 🔺 | ▪ No update reported this month. | ▪ Subgroup needs more inputs in order to proceed with this topic. |
| **TRACK 2 (faster)** | Guidelines for Good Faith… | 1 | 20% (+ 0 %) | 🔺 | ▪ No update reported this month. | |

Based on data available from the WS2 wiki – this is a high level summary of the work underway

⬛ Not started  🟢 On-track  🔺 Behind schedule, but recovery still possible  🟥 Target will be missed  ⬜ Completed

# 1st/2nd readings status

| | 1st reading | 2nd reading |
|---|---|---|
| Diversity | | |
| Human Rights - FoI | ✓ (12/13/16) | 01/11/17 |
| Jurisdiction | | |
| SO/AC Accountability | | |
| Staff Accountability | | |
| Transparency | 01/11/17 | |
| Ombudsman | | |
| Review of the CEP | | |
| Good Faith Conduct | 01/11/17 | |

# WS2 Budget Update

| Amounts in USD Thousands (000s) | ACTUALS JULY 1 2016 - NOVEMBER 30 2016 | | | | | | | YTD Committed Expense | Subtotal YTD Actual plus Committed | % Spend To-Date | 2017 Budget Remaining | 2017 Total Budget | % Budget To-Date |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| | Staff | Travel & Meetings | Telecom & Language Support | Legal Services | US Gov't Affairs (Lobbying) | Other Professional Services | Total | | | | | | |
| **Cross Community Working Group Support** | | | | | | | | | | | | | |
| IRP Phase 2 | $ - | $ - | $ - | $ 119 | $ - | $ - | $ 119 | $ - | $ 119 | 23% | $ 400 | $ 519 | 42% |
| Accountability WS2 | - | 51 | - | $ - | - | - | $ 51 | - | 51 | 3% | 1,848 | 1,900 | 42% |
| **Total Costs - Cross Community Working Group Support** | - | 51 | - | 119 | - | - | $ 171 | - | 171 | 7% | 2,248 | 2,419 | 42% |
| | | | | | | | | | | | | | |
| **Total IANA Transition Project** | | | | | | | | | | | | | |
| IRP Phase 2 | - | - | - | 148 | - | - | $ 148 | | 148 | 16% | 771 | 919 | 42% |
| Accountability WS2 | 171 | 60 | 9 | - | - | 81 | $ 320 | | 320 | 10% | 2,761 | 3,081 | 42% |
| Transition Implementation | 607 | 31 | 9 | 1,742 | - | 678 | $ 3,066 | | 3,066 | 84% | 579 | 3,646 | 42% |
| General Project Activities | 362 | 9 | - | - | 306 | 0 | $ 677 | | 677 | 58% | 487 | 1,164 | 42% |
| **Total Costs - IANA Transition Project** | $ 1,140 | $ 100 | $ 18 | $ 1,889 | $ 306 | $ 760 | $ 4,212 | $ - | $ 4,212 | 48% | $ 4,598 | $ 8,810 | 42% |

| Requests for funds: | Assigned to * | Status ** | Notes |
| --- | --- | --- | --- |
| Good Faith subgroup - request to have a review by a legal expert with substantial experience in California nonprofit governance, once the draft guidelines are completed | Subgroup | On-hold | Pending completion of draft guidelines. Legal Committee recommends that a1st review be done by ICANN Legal before going to external counsel. |
| Ombudsman – request that an independent review of the ICANN Ombuds Office be conducted. | Subgroup / ICANN | Approved | Will be funded by ATRT2 budget. No impact on WS2 Budget. Preparing an RFP. |
| | | | |

(*) Assigned to: Icann Legal / External Lawyer / Legal Committee / Subgroup
(**) Status: pending validation, refused, approved, awaiting delivery, delivered.

**F2F Meeting (ICANN57):**
# of airfares funded: **8**
# of hotel nights: **62**
# per diems: **61**

# of participants: **102**
- on-site: **61**
- remote: **41**

**Notes:** Total spend after 5 months represents 48% of annual budget as compared to a year-to-date budget of 42%.
- Community Support represents 7% of the budget due to minimal community driven legal expense for WS2. Spend year to date represents legal analyses supporting the IRP work and estimates of the community travel expenses for the CCWG meeting at ICANN 57
- ICANN Support represented 63% of the annual spend after 5 months, with a majority of the spend related to the Transition implementation work for NTIA contract expiration.
- Transition implementation activities, now largely completed, had higher legal expense and higher other professional services fees than budgeted. Legal expense related to transition implementation legal advice in support of the community and for contracts and agreements. The other professional expense is related to transition implementation spend for contractors, communication activities and supporting services. November reporting reflects a reallocation of expense from WS2 to Transition implementation.

Based on data available from the WS2 wiki – this is a high level summary of the work underway .

Updated on 11 Jan 17 | 6

# TRACK 1 (longer track) Subgroups Reports

# Diversity

Progress: 25%

**Status:** On-track

**Updates:**
- Second version of strawman document is under discussion in order to prepare the initial report.
- Getting information about diversity data collection within ICANN from staff.
- Preparing a questionnaire for SO/AC input.

**Upcoming Activities:**
- Move to drafting the initial report based on strawman consultation
- Requesting input from SO/AC about their understanding of diversity and the existing mechanisms
- Understanding the current state of diversity data collection

**Open Items:**

**Rapporteurs:** Fiona Asonga, Rafik Dammak

**# of signed-up Active Participants:** 43

**# of signed-up Observers:** 46

**Useful links:**
- Wiki
- Mailing List archive
- Meetings schedule

**Description / Scope:**

With reference to recent discussion the group is looking at diversity mechanisms that enhance accountability within ICANN (Leadership, staff and community).

**Activity:**

| | |
|---|---|
| Total # of meetings: | 7 |
| Total # of emails: | 85 |
| Collective hours on calls: | 136 |
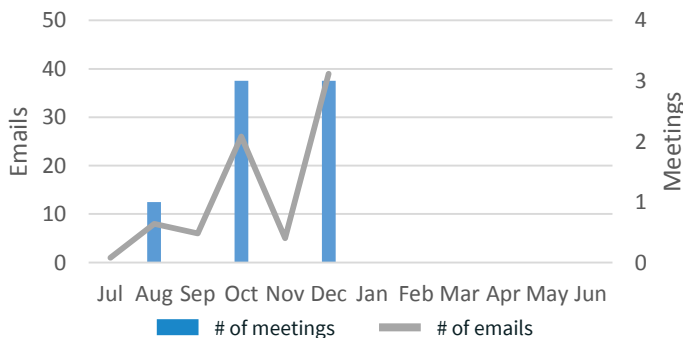

Chart: Emails (left axis, 0–50) and Meetings (right axis, 0–4) by month Jul–Jun. Legend: # of meetings, # of emails

**Work Plan:**

| Task | Date | |
|---|---|---|
| Start work | Aug | ✓ |
| Document questions to answer | Sep | ✓ |
| Document work to do | Oct | ✓ |
| Produce draft for subgroup | Nov-Jan | |
| Produce draft for CCWG | Feb | |
| Produce draft for PC | March | |
| Public Comment | Apr | |
| Revise draft | May | |
| CCWG approval | Jun | |

Based on data available from the WS2 wiki – this is a high level summary of the work underway .

● On-track
⚠ Behind schedule, but recovery still possible

■ Not started
■ Target will be missed
■ Completed

Updated on 11 Jan 17 | 8

# Human Rights

**Updates:**
- Finalized Framework of Interpretation (FoI)
- Achieved Subgroup consensus on FoI
- Submitted FoI to CCWG Plenary
- Discussing potential next steps

**Upcoming Activities:**
- Addressing comments from CCWG plenary and/or public comments
- Discussing scope and mandate of Subgroup beyond FoI creation with CCWG plenary

**Open Items:**

**Rapporteurs:** Niels ten Oever

**# of signed-up Active Participants:** 69

**# of signed-up Observers:** 55

**Useful links:**
- Wiki
- Mailing List archive
- Meetings schedule

**Description / Scope:**

Develop a framework of interpretation for human rights bylaw, ("FOI-HR"), which was adopted in Work Stream 1.
(Bylaws Section 1.2(b)(viii) )

**Activity:**

| | |
|---|---|
| Total # of meetings: | 17 |
| Total # of emails: | 313 |
| Collective hours on calls: | 534 |
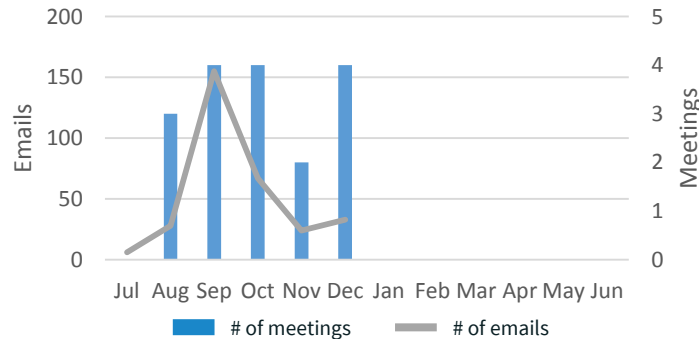


Chart: Emails and Meetings (Jul–Jun), # of meetings (bars), # of emails (line)

**Work Plan:**

| | | |
|---|---|---|
| Start work | Aug | ✓ |
| Document questions to answer | Sep | ✓ |
| Document work to do | Oct | ✓ |
| Produce draft for subgroup | Nov-Jan | ✓ |
| Produce draft for CCWG | Feb | |
| Produce draft for PC | March | |
| Public Comment | Apr | |
| Revise draft | May | |
| CCWG approval | Jun | |

Based on data available from the WS2 wiki – this is a high level summary of the work underway .

● On-track
⚠ Behind schedule, but recovery still possible

■ Not started
■ Target will be missed
■ Completed

Updated on 11 Jan 17

ICANN

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# Jurisdiction

## Updates:
- On-going discussion regarding use of Questionnaire to collect factual inputs from stakeholders.
- Work on document entitled "The influence of ICANN's existing jurisdictions relating to resolution of disputes (i.e., "Governing Law" and "Venue") on the actual operation of policies and accountability mechanisms."

## Upcoming Activities:
- Conclude discussion of Questionnaire; release Questionnaire
- Continue work on "Influence of ICANN's existing jurisdictions" document

## Open Items:
- Need to clarify what the "gap analysis" referred to in Annex 12 is.
- Need to determine what advice may be needed from ICANN legal, outside counsel or other experts
- Need to better define questions to answer and work to be done
- Need to clarify "mandate"

**Rapporteurs:** Greg Shatan, Vinay Kesari

**# of signed-up Active Participants:** 64

**# of signed-up Observers:** 42

## Useful links:
- Wiki
- Mailing List archive
- Meetings schedule

## Description / Scope: (Based on Annex 12)
Main issues relate to influence of ICANN´s existing jurisdiction on the actual operation of policies and accountability mechanisms, primarily disputes involving ICANN, i.e., "choice of law" and "venue", but not necessarily the place of ICANN incorporation. This focus should include:
- Confirming and assessing the gap analysis, clarifying all concerns regarding the multi-layer jurisdiction issue.
- Identifying potential alternatives and benchmarking their ability to match all CCWG-Accountability requirements using the current framework.

## Activity:

| | |
|---|---|
| Total # of meetings: | 14 |
| Total # of emails: | 455 |
| Collective hours on calls: | 397 |
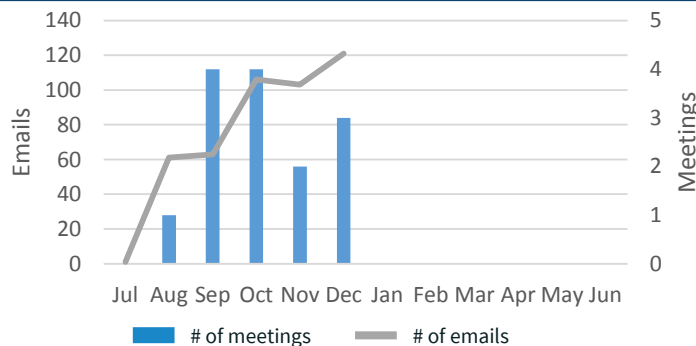


Legend: # of meetings, # of emails

## Work Plan:

| | | |
|---|---|---|
| Start work | Aug | ✓ |
| Document questions to answer | Sep | ✓ |
| Document work to do | Oct | |
| Produce draft for subgroup | Nov-Jan | |
| Produce draft for CCWG | Feb | |
| Produce draft for PC | March | |
| Public Comment | Apr | |
| Revise draft | May | |
| CCWG approval | Jun | |

Based on data available from the WS2 wiki – this is a high level summary of the work underway .

● On-track
⚠ Behind schedule, but recovery still possible
■ Not started
■ Target will be missed
■ Completed

Updated on 11 Jan 17 | 10

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# SO/AC Accountability

**Updates:**
- After review, discussions and deliberations, a consensus was reached regarding any actions on track 3, to discuss whether SO/ACs should be subjected to IRP. The ST will recommend to the CCWG that 'SO/ACs should *NOT* be subjected to IRP.

**Upcoming Activities:**
- Starting preparation of report / data capture of the returned questions to chairs Of SO/ACs, as part of Track 1.

**Open Items:**
- Track 2, the group has briefly discussed the matter of Mutual Accountability (and to a lesser extent the proposal of a Mutual Accountability Round-table or other construct) but it has not come to any conclusion yet due to divergence of views among participants. This work will be addressed after other aspects of our work plan are more complete.

**Rapporteurs:** Cheryl Langdon-Orr, Farzaneh Badii, Steve DelBianco

**# of signed-up Active Participants:** 41

**# of signed-up Observers:** 39

**Useful links:**
- Wiki                Mailing List archive
- Meetings schedule

**Description / Scope:** Survey, Analyze, Assess and Recommend any Improvements to ICANN's SO and AC Accountability.

- Track 1: Review and develop recommendations to improve SO/AC processes for accountability, transparency, & participation that are helpful to prevent capture.
- Track 2: Evaluate the proposed "Mutual Accountability Roundtable" to assess its viability and, if viable, undertake the necessary actions to implement it.
- Track 3: Assess whether the IRP would also be applicable to SO & AC activities.

**Activity:**

| | |
|---|---|
| Total # of meetings: | 15 |
| Total # of emails: | 116 |
| Collective hours on calls: | 305 |
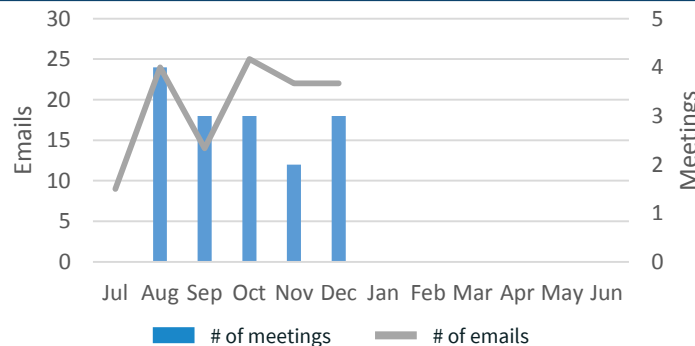
Chart — Emails (left axis 0–30) and Meetings (right axis 0–5) by month Jul–Jun. Legend: # of meetings, # of emails.

**Work Plan:**

| | | |
|---|---|---|
| Start work | Aug | ✓ |
| Document questions to answer | Sep | ✓ |
| Document work to do | Oct | ✓ |
| Produce draft for subgroup | Nov-Jan | |
| Produce draft for CCWG | Feb | |
| Produce draft for PC | March | |
| Public Comment | Apr | |
| Revise draft | May | |
| CCWG approval | Jun | |

Based on data available from the WS2 wiki – this is a high level summary of the work underway .

● On-track
▲ Behind schedule, but recovery still possible
■ Not started
■ Target will be missed
■ Completed

Updated on 11 Jan 17 | 11

# Staff Accountability

**Updates:**
- Developed a work plan that should lead to us having a draft in time for Copenhagen. The work plan can be found [here](here).
- Received answers from the ICANN staff on our questions with gratitude. We have asked some follow-up questions and hope to get responses this week.

**Upcoming Activities:**
- Complete update of Document A (the role of ICANN staff vis-à-vis the ICANN Board and the ICANN community)
- Complete first draft of Document B (staff code of conduct, kpi's, processes, etc)

**Open Items:**
- Follow up questions to ICANN Staff
- Completion of drafts

**Rapporteurs:** Avri Doria, Jordan Carter

**# of signed-up Active Participants:** 24
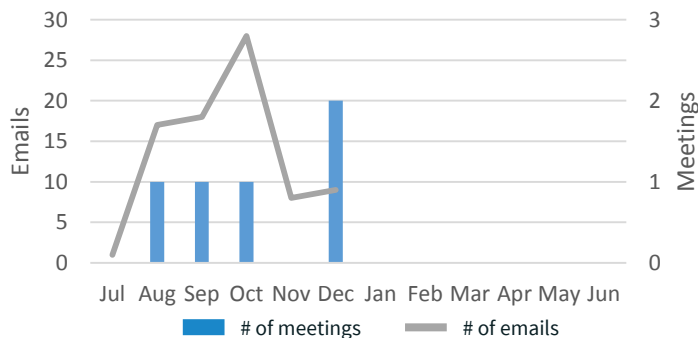
**# of signed-up Observers:** 18

**Useful links:**
- [Wiki](Wiki)
- [Mailing List archive](Mailing List archive)
- [Meetings schedule](Meetings schedule)

**Description / Scope:** (Annex 12 from CCWG report & ATRT 9.3, 9.4)
- Describe the role of ICANN staff vis-à-vis the ICANN Board and the ICANN community.
- Consider a Code of Conduct, transparency criteria, training, and KPIs to be followed by staff in relation to their interactions with all stakeholders .
- Establish regular independent (internal and community) surveys and audits to track progress and identify areas that need improvement, and establish appropriate processes to escalate issues.

**Activity:**

| | |
|---|---|
| Total # of meetings: | 5 |
| Total # of emails: | 81 |
| Collective hours on calls: | 65 |



**Work Plan:**

| | | |
|---|---|---|
| Start work | Aug | ✓ |
| Document questions to answer | Sep | ✓ |
| Document work to do | Oct | ✓ |
| Produce draft for subgroup | Nov-Jan | |
| Produce draft for CCWG | Feb | |
| Produce draft for PC | March | |
| Public Comment | Apr | |
| Revise draft | May | |
| CCWG approval | Jun | |

Based on data available from the WS2 wiki – this is a high level summary of the work underway .

🟢 On-track
🔺 Behind schedule, but recovery still possible

⬛ Not started
🟥 Target will be missed
⬜ Completed

Updated on 11 Jan 17 | 12

# Transparency

**Updates:**
- Subgroup nearing completion of its recommendations for submission to the CCWG Plenary for "first reading".

**Upcoming Activities:**
- Call on Jan. 06 will hopefully push things forward more concretely.

- **Open Items:**

**Rapporteurs:** Chris Wilson, Michael Karanicolas

**# of signed-up Active Participants:** 34

**# of signed-up Observers:** 28

**Useful links:**
- Wiki
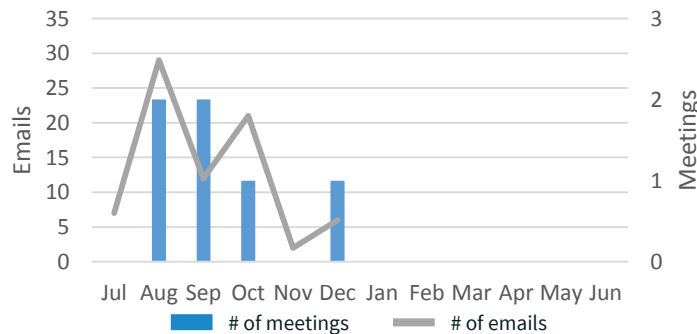- Mailing List archive
- Meetings schedule

**Description / Scope:**
Our research focuses on the following three areas:
1. Enhancements to ICANN's existing Documentary Information Disclosure Policy (DIDP).
2. Proactive Disclosure Policies (including interactions with governments and Board deliberations).
3. Improvements to the existing whistleblower policy.

**Activity:**

| | |
|---|---|
| Total # of meetings: | 6 |
| Total # of emails: | 77 |
| Collective hours on calls: | 113 |

Chart: Emails / Meetings — Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun — # of meetings, # of emails

**Work Plan:**

| | | |
|---|---|---|
| Start work | Aug | ✓ |
| Document questions to answer | Sep | ✓ |
| Document work to do | Oct | ✓ |
| Produce draft for subgroup | Nov-Jan | ✓ |
| Produce draft for CCWG | Feb | |
| Produce draft for PC | March | |
| Public Comment | Apr | |
| Revise draft | May | |
| CCWG approval | Jun | |

Based on data available from the WS2 wiki – this is a high level summary of the work underway .

● On-track
⚠ Behind schedule, but recovery still possible

■ Not started
■ Target will be missed
■ Completed

Updated on 11 Jan 17 | 13

ICANN

# Ombudsman

## Updates:
- RFP for an external review of the IOO in the process of being posted.
- All the other topics are postponed for the near future but will be reviewed.

## Upcoming Activities:
- Organizing, coordinating and following the external review of the IOO.

## Open Items:
- Coordination with other sub-groups:
  - Transparency
  - Staff Accountability
  - Human Rights
  - Diversity
  - Accountability SO/AC
- A new timeline needs to be setup (following track 1?)

**Rapporteurs:** Sebastien Bachollet

**# of signed-up Active Participants:** 22

**# of signed-up Observers:** 20

**Useful links:**
- Wiki
- Mailing List archive
- Meetings schedule

## Description / Scope:

Evaluate the current Ombudsman charter and operations against industry best practices and recommend any changes necessary to ensure that the ICANN Ombuds Office (IOO) has the tools, independence, and authority needed to be an effective voice for ICANN stakeholders.

## Activity:

| | |
|---|---|
| Total # of meetings: | 13 |
| Total # of emails: | 91 |
| Collective hours on calls: | 185 |
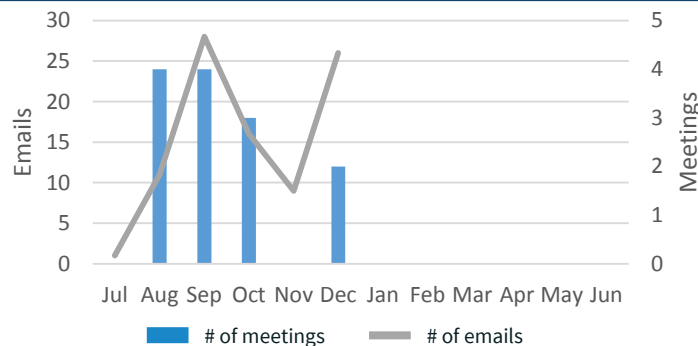
Chart legend: # of meetings, # of emails

## Work Plan:

| Task | Month | |
|---|---|---|
| Start work | Aug | ✓ |
| Document questions to answer | Sep | ✓ |
| Document work to do | Oct | ✓ |
| Produce draft for subgroup | Nov-Jan | |
| Produce draft for CCWG | Feb | |
| Produce draft for PC | March | |
| Public Comment | Apr | |
| Revise draft | May | |
| CCWG approval | Jun | |

Based on data available from the WS2 wiki – this is a high level summary of the work underway .

● On-track
⚠ Behind schedule, but recovery still possible
■ Not started
■ Target will be missed
■ Completed

Updated on 11 Jan 17 | 14

ICANN

# Review of the CEP

**Updates:**
- No update received this month
- Clarified the relationship between the IRP and CEP (conciliation is part of the IRP).
- Exploring whether the CEP should be a negotiation or a mediation.

**Upcoming Activities:**
- Looking into ways to collect additional inputs from people who would have been through a CEP, or through case studies, to better understand the needs.

**Open Items:**
- Subgroup needs more inputs in order to proceed with this topic.

**Rapporteurs:** Edward Morris

**# of signed-up Active Participants:** 18

**# of signed-up Observers:** 12

**Useful links:**
- Wiki
- Mailing List archive
- Meetings schedule

**Description / Scope:**

The CEP is a voluntary process available prior to the filing of a request for Independent Review.

This subgroup is charged with reviewing Bylaws provisions relating to the CEP and with constructing the CEP Rules, per ICANN Bylaws §4.3(e)(i).

**Activity:**

| | |
|---|---|
| Total # of meetings: | 2 |
| Total # of emails: | 12 |
| Collective hours on calls: | 23 |


Chart: # of meetings (bars), # of emails (line), Jul–Jun
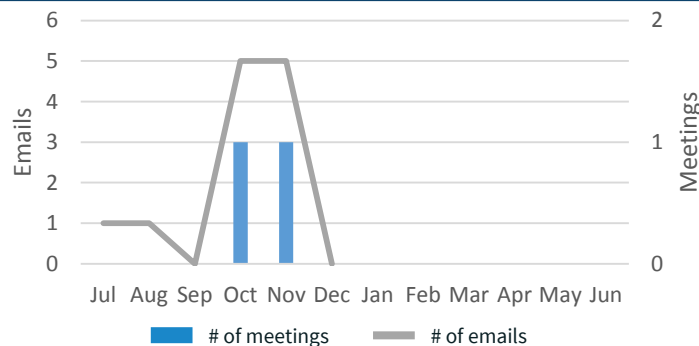
**Work Plan:**

| | | |
|---|---|---|
| Start work | Oct | ✓ |
| Document questions to answer | Oct | |
| Document work to do | Oct | |
| Produce draft for subgroup | Nov-Jan | |
| Produce draft for CCWG | Feb | |
| Produce draft for PC | March | |
| Public Comment | Apr | |
| Revise draft | May | |
| CCWG approval | Jun | |

Based on data available from the WS2 wiki – this is a high level summary of the work underway .

On-track
Behind schedule, but recovery still possible
Not started
Target will be missed
Completed

Updated on 11 Jan 17 | 15

# Track 2 (faster track)
# Subgroup Reports

# Good Faith Conduct

**Updates:**
- No update received this month, but subgroup has a draft ready for plenary review.

**Upcoming Activities:**
- CCWG-plenary review.

**Open Items:**

**Rapporteurs:** Lori Schulman

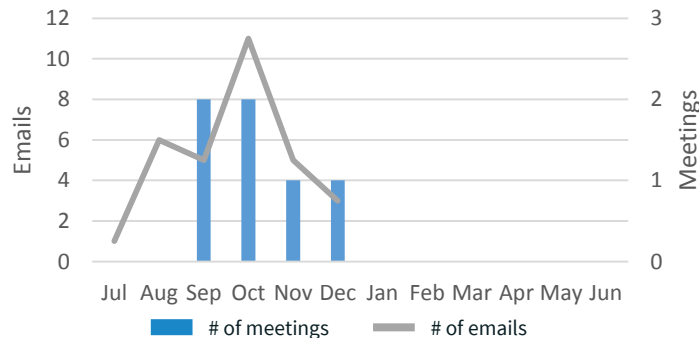**# of signed-up Active Participants:** 12

**# of signed-up Observers:** 18

**Useful links:**
- Wiki
- Mailing List archive
- Meetings schedule

**Description / Scope:** Decisional Participants of the Empowered Community (EC) have the right to appoint and remove individual Directors. In the event that a Decisional Participant endeavors to remove an individual board member, his actions are indemnified provided the Decisional Participant has acted in "good faith".
The purpose of this sub-team is to draft guidelines for conduct that would be considered good faith actions on the part of the Decisional Participants in order for the indemnification to apply.

**Activity:**

| | |
|---|---|
| Total # of meetings: | 6 |
| Total # of emails: | 31 |
| Collective hours on calls: | 72 |

Emails / Meetings chart — x-axis: Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun

Legend: # of meetings, # of emails

**Work Plan:**

| Task | Month | |
|---|---|---|
| Start work | Aug | ✓ |
| Document questions to answer | Mid-Sep | ✓ |
| Document work to do | Sep | ✓ |
| Produce draft for subgroup | Oct | ✓ |
| Produce draft for CCWG | Nov | ✓ |
| Produce draft for PC | Dec | |
| Public Comment | Jan | |
| Revise draft | Feb | |
| CCWG approval | March | |

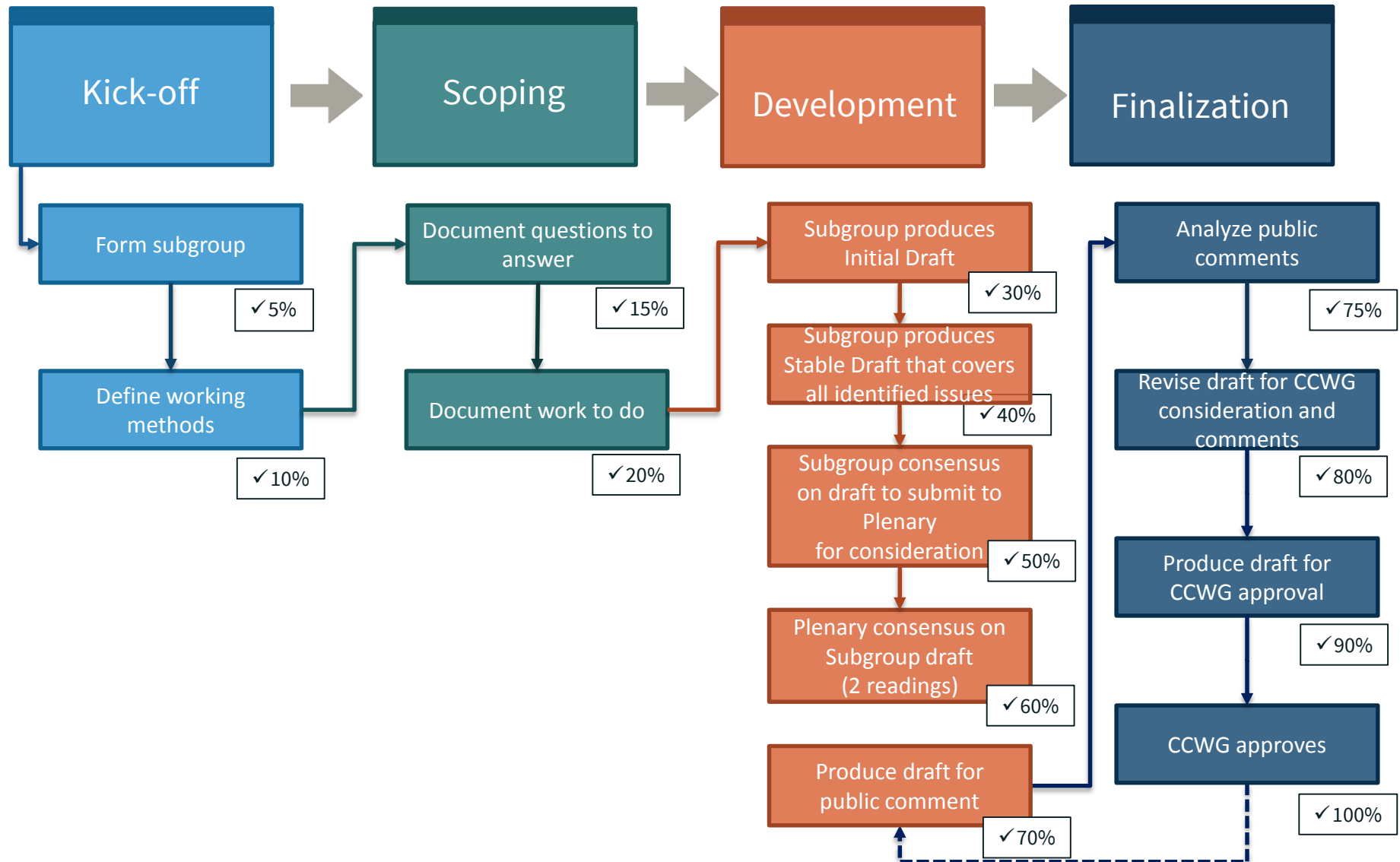Based on data available from the WS2 wiki – this is a high level summary of the work underway .

On-track
Behind schedule, but recovery still possible
Not started
Target will be missed
Completed

Updated on 11 Jan 17 | 17

ICANN

# Appendix

# Measurement of Progress

# Steps & milestones to finalize recommendations

| Track 1 (longer track) | | |
|---|---|---|
| Document questions to answer | 15% | 10/15/2016 |
| Document work to do | 20% | 10/31/2016 |
| Subgroup produces Initial draft | 30% | 1/31/2017 |
| Subgroup produces stable draft that | 40% | 2/14/2017 |
| Subgroup consensus on draft to submit to plenary for consideration | 50% | 2/28/2017 |
| Plenary consensus on subgroup draft (1st reading) | | 3/10/2017 |
| ICANN 58 | | 3/11 - 3/16/2017 |
| Plenary consensus on subgroup draft (2nd reading) | 60% | 3/24/2017 |
| Staff produces draft for public comment | 70% | 4/7/2017 |
| Public Comment Period | | 04/14 - 05/26/17 |
| Analyze public comments | 75% | 6/2/2017 |
| Revise draft for CCWG consideration and | 80% | 6/5/2017 |
| CCWG review (1st reading) | 90% | 6/6/2017 |
| CCWG review (2nd reading) | 95% | 6/9/2017 |
| Staff produces final draft | | 6/10 - 6/24/17 |
| CCWG agrees on final output and presents recommendations to community | 100% | 6/25/2017 |
| ICANN 59 | | 6/26 - 6/29/17 |

| Track 2 (shorter track) | | |
|---|---|---|
| Document questions to answer | 15% | 9/15/2016 |
| Document work to do | 20% | 9/30/2016 |
| Subgroup produces Initial draft | 30% | 10/31/2016 |
| Subgroup produces stable draft that | 40% | 11/23/2016 |
| Subgroup consensus on draft to submit to plenary for consideration | 50% | 12/9/2016 |
| Plenary consensus on subgroup draft (1st reading) | | 12/15/2016 |
| Plenary consensus on subgroup draft (2nd reading) | 60% | 1/4/2017 |
| Staff produces draft for public comment | 70% | 1/17/2017 |
| Public Comment Period | | 1/18 - 2/28/17 |
| Analyze public comments | 75% | 3/3/2017 |
| Revise draft for CCWG consideration and | 80% | 3/9/2017 |
| CCWG review (1st reading) | 90% | 3/10/2017 |
| ICANN 58 | | 3/11 - 3/16/2017 |
| CCWG review (2nd reading) | 95% | 3/23/2017 |
| Staff produces final draft | | 3/24 - 3/30/17 |
| CCWG agrees on final output and presents recommendations to community | 100% | 3/31/2017 |

# Reporting Schedule

- Report updated monthly.

- 25th of the month (M): subgroups rapporteurs provide their monthly update.

- 25th + 5 business days: PCST provides draft financial statement of activity to CCWG co-chairs for previous period (M-1).

- End of month: staff updates report with all statistical data of the month (M)

- 25th + 10 business days: dashboard including activity of month (M), and financial information of month (M-1) is published at the beginning of the next month (M+1).