**Notes & Action Items 30/10:**

Note: The next meeting will take place on **Tuesday, 4 November at 14:00 - 16:00 UTC** instead of Thursday 6 November as previously announced

*Second reading for proposal on how to structure the work*

* Revised work plan was circulated after the last meeting
* Proposal to split work for item 3 into two parts
* Review of updated slides
* Are rapporteurs also expected to serve the role of co-ordinators / chairs for the sub-groups? Well will work commence - are additional calls needed? Up to each sub-group to decide how they would like to work. Some sub-groups have already created separate email lists to commence their work.
* Sub-groups may benefit from a co-ordinator/chair to set agenda, lead meetings, assess consensus.
* No further comments were received on the structure of the work.

**Action item:**

* #1 - Each sub-group should appoint a rapporteur for purposes of bringing output back to full CWG as well as a co-ordinator who will be responsible for moving the work of the sub-group forward. Each sub-group should discuss whether the role of rapporteur and co-ordinator should be filled by one and the same person or whether these roles should be split between two people.

*Principles*

* Revised draft shared on the mailing list
* Under bii - independence of oversight - does this belong in the principles as this issue is currently being debated and still an open issue (both independence of oversight as well as accountability of operator to the multi-stakeholder community)? Isn't question how accountability to multi-stakeholder community is done in practice as accountability to multi-stakeholder community is one of the NTIA criteria?
* GAC is also working on principles, which are not the same as this document, expected to be available by CWG F2F meeting

**Action item**:

* #2 - All encouraged to review the revised principles that were circulated on the mailing list and provide input.

*Status of work - sub-groups*

* Status of sub-group 1, 2a, 2b - proposal to combine 1, 2a and 2b as there a lot of connections between these three sections. First draft of section 1 has been shared, but was still being edited - sub-group has not had an opportunity to comment / discuss yet. Mailing list has been created for sub-group. Rough work has been done for section 2a - still some pieces that remain to be done. Work on 2b has also commenced, but full rough draft has not finished yet, but as soon as available will be shared with sub-group. Target date: sub-group review of document 1 by next meeting (if possible now that date of next meeting has changed), 2a - by end of this week / early next week draft ready for sub-group review, 2b - in review by sub-group by next meeting. Rapporteur / co-ordinator function currently being shared between Allan and Chuck - formal selection to follow (if needed).
* Status of sub-group 2c - should be separate sub-group from 1, 2a and 2b. Separate mailing list has also been created for this effort. CWG RFP 2C has produced a draft which I think is available on the Wiki. The triage document has as its objective to identify issues which may need to be considered at some point in the development of the transition proposal, so it can provide useful input into the elaboration of specific transition options and proposals. Work is continuing and more comments are welcomedHowever, finalizing this work should not be a pre-condition to the development of proposals by RFP SWG III. Given the limited amount of volunteer time available and the fact that most RFP 2C members have also volunteered for Group 3, actual completion of this work can likely be differed to allow efforts to be concentrated in SWG III
* Status of sub-group 3 - discussions have started on the mailing list, but no formal work has started yet. Group encouraged to identify rapporteur / co-ordinator as soon as possible (by end of Friday 31 October). During last meeting it was suggested that this sub-group conducts its work on the main mailing list to allow everyone to follow along. Consider using a prefix for the subject line to make clear that email relates to this specific sub-group (e.g. CWG-RFP3). Proposal to create separate list with everyone sub-scribed but solely dedicated to sub-group 3.
* Status of sub-group 4, 5 and 6 - will commence work following completion of other sub-groups. However it would be good if these groups could choose their rapporteur / co-ordinator.

**Action item:**

* #3 - Staff to capture discussions to date in relation to sub-group 3 to serve as a starting point
* #4 - Staff to create a new mailing list for sub-group 3 but with all WG members and participants subscribed to this list

*Any other business*

* Agenda for F2F meeting - can the CWG already work on the proposed agenda for the F2F meeting to allow for co-ordinated input from the different groups
* ccTLD community is starting a consultation survey amongst ccTLD managers regarding future of IANA function - indicative results are expected by the F2F meeting
* Consider diving into substance of the issues during upcoming meetings