

IANA Stewardship Transition Cross Community Working Group (CWG) on Naming Related Functions

Work plan update from the CWG co-chairs for members and participants
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The Chairs recognize the great amount of work that has been done drafting the proposal sent out for consultation and we thank the group for the effort. However, given the demanding schedule we still need to work with, we cannot rest on our laurels if we are to meet our next major objective of having a submission ready for the chartering organizations by 19 January 2015.

As per our plan we are presenting 3 webinars on the public consultation document this week. Given 2 of these webinars are on Thursday 4 December 2014 and would be book-ends to our working group meeting and that your co-chairs will be presenting the webinars, we felt this was too much. As such we are cancelling the Thursday 4 December meeting of the CWG and hope that those that have questions on the proposal will attend the webinar.

Although the 4 December meeting is cancelled, we are posting this new schedule of meetings to allow us to reach our objective, which will include continuing our CWG meetings during the holiday period:

- Thursday 10 December 2014 – 11:00UTC
- Thursday 18 December 2014 – 11:00UTC (**Time change from 14:00 to 11:00**)
- Tuesday 23 December 2014 – 14:00UTC - hour to be confirmed
- Tuesday 30 December 2014 – 14:00UTC - hour to be confirmed.
- Thursday 8 January 2015 – 11:00 - UTC - hour to be confirmed
- Saturday 10 January – Time TBC (**New additional meeting inserted**)
- Thursday 15 January 2015 – 14:00UTC - hour to be confirmed.

In addition to the above, we now need to focus our efforts on the tasks that still need to be completed in order to meet our next objective. To this end we would propose the following schedule:

- Public consultation
 - Prepare weekly reports on the public consultation for the CWG – Support staff.
 - Prepare a final report and analysis of the results of the public consultation for the CWG for the 30 December meeting – Support staff.
 - Review by the CWG of the results of the public consultation and identify action items resulting from – 30 December meeting.
 - Draft and post the results of the public consultation per the results of the CWG review – 5 January – Staff support.
- RFP3 – Contract Co.
 - Obtain formal legal advice regarding viability of concept and initial requirements – GS and volunteers.
 - Contract details
 - Review key terms and make decisions regarding these after details of the MRT are settled.

- RFP3 – MRT
 - Complete functional analysis and derived requirements – GS and Staff will prepare a report for CWG consideration at its 10 December meeting.
 - Composition requirements - GS and Staff will prepare a report for CWG consideration at its 10 December meeting.
 - Structural (internal functional) requirements - TBD
 - Support requirements (secretariat etc.) - TBD
 - Bootstrap requirements – TBD
- RFP3 – CSC
 - Complete functional analysis and derived requirements – GS and Staff will prepare a report for CWG consideration at its 10 December meeting.
 - Composition requirements – CWG (10 December 10).
 - Structural (internal functional) requirements – CWG (10 December).
 - Support requirements (secretariat etc.) – CWG (10 December).
 - Bootstrap requirements – CWG (10 December).
- RFP3 – Independent Appeals Panel
 - Wait for results of public consultation.
- RFP4
 - Complete a list of proposed changes from RFP3 (confirmed and optional) that are to be considered in this section –Staff (5 December)
 - For each proposed change in the previous list identify which of the elements of RFP4 apply and have to be developed to meet the requirements. Present report to CWG – RG, SM (10 December).
 - Prepare a complete evaluation for one of the simple proposed changes for presentation to the CWG on 10 December – RG, SM.
 - Present additional elements at each of the following meetings of the CWG on December 18, 23, 30 - RG, SM.
 - Present a final draft at the 8 January meeting of the CWG.
- RFP5
 - This work will be completed by the drafting team when the other elements are being assembled.
- RFP6
 - Is being developed by staff with the help of the various communities. A draft of this is Section C of the public consultation document. This should be completed in the final drafting sessions in the week of 12 January.

Furthermore the Principles need to be finalized and this is to be done by 10 December. They will be sent out for comments as soon as possible.

We realize that this is a demanding schedule and acknowledge the commitment required of members, participants and staff in working within this schedule, especially as it impacts on the calendar year end holiday season for many.

Comments, suggestions and improvements to the proposed schedule are welcome but please provide these as soon as possible and in any event by 23:59 UTC on Friday 5 December 2014.