

Proposed plan to complete input-summarizing task and deadlines

Two weeks ago, many WG members volunteered to help identify and summarize input documents and relevant background to educate the full WG and inform finalization of the RDS PDP WG work plan.

Thanks to all who have volunteered already. Now let's get going on completing this task!

To help us keep track of identified inputs, assignments, and summaries, staff has created input checklists for all three teams. The latest versions are posted daily at <https://community.icann.org/x/p4xlAw>

Why? It's essential that this initial effort be completed without delay so that our PDP WG can continue in full group mode to complete tasks required at the start of every PDP: a work plan and early outreach to SO/ACs and SG/Cs. Once we reach that point, the full WG can begin deliberations.

To achieve this and distribute workload, the leadership team has drafted the following plan:

- 1) Between now and **end-of-day Wednesday 6 April**, every volunteer is asked to review their small team's input checklist and offer to review and summarize at least one input (can be an input already identified or new). Email each summary to your own small team **no later than Monday 11 April**.
- 2) **On Thursday 7 April**, team leaders will assign any documents identified by not yet taken to volunteers still without assignments. If you find yourself assigned a document that you are unable to summarize, let your team lead know immediately so that an alternative assignment can be made.
- 3) Summarization progress will be assessed during the **Tuesday 11 April WG call**, where we will agree on a plan to consolidate small team outputs into templates to be **presented to the full WG in April**.
- 4) **By the end of April**, the full WG will resume discussion of its work plan as well as approving a message to SO/ACs and SG/Cs to initiate early outreach, which may seek feedback on the completeness of inputs identified in the Issue Report and by the WG through this small team effort.