**Draft Work Plan for Phase One of the PDP on Review of all RPMs in all gTLDs – 11 May 2016**

The Working Group Charter foresees the PDP as being divided into two broad phases. The first phase is a review of all RPMs applicable to the 2012 New gTLD Program round; the second phase is a review of the Uniform Dispute Resolution Policy (UDRP). A flow chart overview of this approach can be found in Annex A below.

***This Work Plan focuses only on Phase One. Upon completion of this phase, a second Work Plan will be drawn up for the second and final phase of this PDP.***

As this review of standing policies is a first for the ICANN community, the Work Plan should be considered, at this point, as a guide that will be adapted to the WG’s pace and subject to any specific modifications that may need to be made that arise in the course of the Phase One work.

This Work Plan has been developed with the following assumptions in mind:

* Each RPM in Phase One will be reviewed in consecutive, not concurrent, order; however, data gathering for subsequent issues may occur concurrently.
* The WG may use Sub Teams at appropriate times to either scope out or perform an initial analysis of certain specific aspects of its work.
* There will be a separate webinar, scheduled during the first few weeks of work, devoted to Background Information – e.g. what each RPM is and how it works; and why and how new RPMs were developed for the 2012 New gTLD Program round. This webinar will be geared toward Working Group members and observers who are either new to the topic, or who may wish to brush up their knowledge of the background to this PDP.
* For each RPM to be reviewed in this phase of work, ***the first step should be to discuss the aim of the final design as set forth by the STI-RT and in the Applicant Guidebook, and consider what empirical data is available that the WG can use to evaluate how well each has performed against that standard.***

Legend:

**Red** = significant milestones and dates

**Light Green** = week where there is no meeting

**Bright Green** = Start of each RPM review (estimated)

**Blue** = conclusion of a particular RPM review

**Bold blue** = Sub Team work

| **Target Date** | **What** | **Deliverable / Topic for Discussion** | **Who** |
| --- | --- | --- | --- |
| 21 April 2016 |  | * Inaugural Meeting
* Administrative Matters including meeting scheduling
* Confirmation of Leadership Team
 | All |
| 27 April 2016 | * Chairs to propose future meeting days, times and rotation (to begin the week of 12 May)
* Staff to begin collating materials (esp. data, trend analysis, research commentary) on each RPM and upload to WG wiki
 | * Webinar/Q&A for all Members & Observers: review of WG Charter & Final Issue Report
 | All |
| 4 May 2016 |  | * Webinar/Q&A for all Members & Observers: background information on the RPMs and how they work
 | All |
| 11 May 2016 | Prior to call:* Chairs-staff to discuss Draft Work Plan
* Chairs-staff to coordinate with chairs-staff for New gTLD Subsequent Procedures PDP Working Group
 | * First regular WG meeting (open to Members only; all subsequent meetings – unless otherwise noted expressly – will also be open only to Members)
* Chairs to present draft Work Plan for initial discussion
* Discuss methodology and possible questions for mandatory SG/C/SO/AC outreach (create sub-team with staff support?)
* Discuss appointment process of joint liaison with New gTLD Subsequent Procedures PDP Working Group
 | All + create sub-team |
| 18 May 2016 | * Work Plan
* Outreach letter (circulate for WG review prior to next meeting)
 | * Adopt Work Plan
* Discuss draft SG/C/SO/AC outreach letter from sub-team
 | All |
| 25 May 2016 |  | * No meeting
 |  |
| 1 June 2016 | * Outreach letter
* Next steps
 | * Confirm outreach letter
* Discuss next steps in forthcoming PDDRP & TMCH review process, including data gathering and collation of background materials
 | All (may need to discuss use of sub teams to summarize the background materials) |
| 8 June 2016 | * Outreach letter
* **Sub teams (if any) to commence work**
 | * Agree on next steps for PDDRP & TMCH review process
 | Chairs/staff to send letter to SO/AC/SG/Cs (deadline 22 July) |
| 15 June 2016 | PDDRP | * Briefing by/discussion with PDDRP Provider about policy, background, anticipated use
 | All (**If sub teams are used for background summaries, sub team should commence work by this time**) |
| 22 June 2016 | Pre-ICANN56 Meeting Week * Staff to prepare/coordinate any further data gathering recommended by PDDRP sub team
 | * No meeting
 | Chairs & staff to confirm Helsinki presentation/briefing materials |
| 30 June 2016 | **F2F in Helsinki** | * Presentation to community on methodology and expectations
* Community discussion/feedback, generally and on list of PDDRP issues
* **Initial status report from PDDRP background sub team (if used)**
 |  |
| 6 July 2016 | Post-Meeting Week* Staff to prepare/coordinate any further data gathering recommended by TMCH sub team
 | * No meeting
 |  |
| 13 July 2016 | PDDRP | * Review of community feedback from ICANN56
* Review list of PDDRP issues from the Charter/Final Issue Report
 | All |
| 20 July 2016 | PDDRP | * **Final status report from PDDRP sub team**
* **Initial status report from sub team on TMCH (if used)**
 | All |
| 27 July 2016  | PDDRP* Staff to collate and distribute feedback on PDDRP from SO/AC/SG/Cs
* Chairs & staff to circulate draft TMCH outreach letter
 | * Finalize list of PDDRP issues
* Discuss outreach letter on TMCH to SO/AC/SG/Cs
 | All |
| 3 August 2016  | PDDRP | * Agree on outreach letter on TMCH to SO/AC/SG/Cs
* Discussion of feedback from initial outreach letter
 | All (sub teams may also be used here, if necessary) |
| 10 August 2016 | PDDRP* Outreach letter to be sent (deadline of 15 September?)
 | * **Final status report from TMCH background sub team**
* Discuss PDDRP issues
 | All |
| 17 August 2016 | PDDRP | * Continue PDDRP discussions
 | All |
| 24 August 2016 | PDDRP | * Conclude preliminary PDDRP discussions
 |  |
| 31 August 2016 | TMCH | * Start TMCH Review: review methodology and results of initial data gathering
 |  |
| 7 September 2016 | TMCH | * Briefing by/discussion with TMCH Operator
 |  |
| 14 September 2016 | TMCH* Staff to begin to collate feedback from TMCH outreach letter
 | * Briefing by/discussion with TMCH Independent Reviewer
 | All |
| 21 September 2016 | TMCH | * Discuss draft report from TMCH Independent Reviewer
 | All |
| 28 September 2016 | TMCH | * Discuss list of issues for TMCH review
* Begin review of community feedback on TMCH based on outreach letter
 | All |
| 5 October 2016 | TMCH | * Continue discussion of list of TMCH issues
* Continue review of community feedback on TMCH
 | All |
| 12 October 2016 | TMCH | * Agree on list of TMCH issues
 | All |
| 19 October 2016 | TMCH | * Continue discussion and review on TMCH
 | All |
| 26 October 2016 | Pre-ICANN57 Meeting Week | * No meeting
 | Chairs & staff to confirm presentation/briefing materials for ICANN57 |
| 2 November 2016 | TMCH**F2F at ICANN57** | * Presentation on progress; continue to discuss and review TMCH
 | All |
| 9 November 2016 | Post-Meeting Week | * No meeting
 |  |
| 16 November 2016 | TMCH | * Review ICANN57 feedback on TMCH review
 | All |
| 25 November 2016 | Day before Thanksgiving (US holiday) | * No meeting
 |  |
| 30 November 2016 | TMCH**Sub teams formed to summarize background materials and recommend additional data to be gathered for Sunrise & TM Claims**  | * Continue discussion on TMCH (include results of any data gathering exercise)
 | All |
| 7 December 2016 | TMCH | * Continue discussion on TMCH
 | All |
| 14 December 2016 | TMCH | * Continue discussion on TMCH
 | All |
| 21 December 2016 | TMCH | * Continue discussion on TMCH
 | All |
| 28 December | ICANN offices closed | * No meeting
 |  |
| 4 January 2017 | TMCH | * Conclude discussion on TMCH
 | All |
| 11 January 2017 | Sunrise/Trademark Claims* Note that a SO/AC outreach letter on these topics and background summaries may/will need to be started before this date
 | * Start Review Sunrise Registration and Trademark Claims (proceed with same timeline/methodology as TMCH)
 | All |
| 10-15 March 2017 | **F2F at ICANN58** |  | All |
| 5 April 2017 | Sunrise/Trademark Claims | * Agree on preliminary conclusions for Sunrise and Trademark Claims
 | All |
| 12 April 2017 | URS* Similarly, note that an outreach letter on the URS and background summaries will need to be started before this date
 | * Start review of URS (proceed with same timeline/methodology as TMCH)
 | All |
| 26-29 June 2017 | **F2F at ICANN59** |  |  |
| 19 July 2017 | URS | * Agree on preliminary conclusions for URS
 | All |
| 26 July 2017 | Review of achievements | * Review all results to date to derive overall perspective of review results
 | All |
| 30 August 2017 | Finalize Phase 1  | * Agree on overall perspective and begin discussion of preliminary recommendations for Phase 1
 | All |
| 6 September September 2017 | Finalize Phase 1 * Staff to circulate draft Initial Phase 1 Report
 | * Discuss preliminary recommendations for Phase 1
 | All |
| 13 September October 2017 | Finalize Phase 1  | * Begin discussion of draft Report for Phase 1
 | All |
| 20 September October 2017 | Finalize Phase 1  | * Continue discussion of draft Phase 1 Initial Report
 | All |
| 27 September  | Finalize Phase 1  | * Continue discussion of draft Phase 1 Initial Report
 | All |
| 4 October 2017 | Finalize Phase 1  | * Conclude discussion of Phase 1 Initial Report
 | All |
| 11 October 2017 | Finalize Phase 1  | * Conclude discussion of draft Phase 1 Initial Report
 | All |
| **18 October 2017** | **Finalize Phase 1**  | * **Finalize full text of Initial Report on Phase 1**
 |  |
| 25 October 2017 | **Open public comment forum**Pre-ICANN60 Meeting Week | * No meeting
* Submit Initial Report on Phase 1 for Public Comment and meet document submission deadline for ICANN60
 | Chairs & staff to finalize presentation/briefing materials |
| 28 Oct – 3 Nov 2017 | **F2F at ICANN60** | * Present Initial Report on Phase 1 to community for ICANN60; advertise public comment period
 | All |
| 8 November 2017 | Post-Meeting Week | * No meeting
 |  |
| 15 November 2017 | Finalize Phase 1  | * Review community feedback from ICANN60
 | All |
| 22 November 2017 | Day before Thanksgiving (US holiday) | * No meeting
 |  |
| 29 November 2017 | Finalize Phase 1  | * **Close of Public Comment for Initial Report on Phase 1**
 | All |
| 6 December 2017 | Finalize Phase 1  | * Commence discussion of community feedback on Initial Report
 | All |
| 13 December 2017 | Finalize Phase 1  | * Continue discussion of community feedback
 | All  |
| 20 December  | Finalize Phase 1  | * Continue discussion of community feedback and update Initial Report
 | All |
| 3 January 2018 | Finalize Phase 1  | * Continue discussion of community feedback and update Initial Report
 | All |
| 10 January 2018 | Finalize Phase 1 * Staff to circulate proposed finalized Initial Report before this meeting
 | * Finalize Initial Report on Phase 1
 | All; staff and chairs to announce Consensus Call |
| **17 January 2018** | **Finalize Phase 1**  | * **Finalize Initial Report on Phase 1 and submit to GNSO Council.**
 | **All; staff and chairs to close Consensus Call** |
| 24 January 2018 | Start Phase 2 | * UDRP Review
 | All |

