**Coordination Group Proposal Guidelines**

V 0.2

18 July 2014

**Proposal Requirements**

The 3 (4) customer communities of IANA will be asked to submit a proposal which addresses all of the following aspects of their own individual community requirements/arrangements. Proposals should follow this format to the maximum extent possible, to allow the CG to more easily assimilate the results.

Communities are encouraged to adhere to open and inclusive process in developing their proposals, and to actively seek out and encourage participation by those parties with a significant interest in their proposal.

Understanding that a major challenge of the CG will be to identify and help to reconcile differences between submissions, proposals should identify wherever possible which elements are essential (considered non-negotiable), which are preferences, and also where distinct alternative options can be identified.

1. Overview of current and proposed arrangements

Identification and explanation of Policy, Implementation and Oversight

* under existing arrangements
* under new/proposed arrangements

2. Policy

The entity that sets the policies

Policy Development Process including development of that PDP

Dispute resolution - when something fails on the policy side?

3. Implementation

The entity that implements the policy

Dispute resolution - when something fails on the implementation side?

4. Oversight

The entity that oversees the policy and implementation processes

Specific details of oversight provisions

5. Accountability

Reporting, communication, auditing and review considerations

What 3rd parties are involved or required in these arrangements

What are the elements of contractual or other formal relationships involved

6. Process for this proposal

Account of how it was developed

Assessment of consensus levels, including areas of contention/disagreement

How are NTIA’s requirements satisfied

Assessment of overall transition planning process (to date)