

=== IANA CG Agenda - July 17-18, 2014 ===
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== Day 1 ==

9:00 - 9:15

Introduction and level-setting. (Alissa)
Live streaming, administrivia, and logistics.
Brief explanation of why we are gathered to meet.
Agenda bash.

9:15 - 10:45

Introductions. (Alissa)
It would be useful to hear from each rep about:
- What group appointed them
- What that group does and who participates in it
- How that group does its work and what its decision processes are
- Whether they are "representing" their groups or participating as individuals in the CG
- How they view their group's work in relation to the coordination group's work

10:45 - 11:00

Break.

11:00 - 12:30

Charter of the CG. (Jari)
It would be good to obtain a shared understanding in the whole group of the role and charter of the CG. Charter proposals circulated in advance of July 17 would help here --
on the IETF/IAB side we may be able to work one up based on the IAB's April 29 comments.

12:30 - 13:30

Lunch.
Continued discussion of charter.

13:30 - 15:00

Transition scope and expectations about work in the communities. (Paul)
It would be good to clarify the CG's understanding of the scope of the work of the transition, what the community processes need to produce, and where/how areas of overlap

will be handled. We will want to communicate this publicly if we get agreement on it.

15:00 - 16:15

Coordination group participation. (Lynn)

Having hopefully developed some shared understanding of the charter of the CG and the work expected in the communities, it would be good to verify that the composition of the CG is suitable for its tasks and to resolve any outstanding questions concerning group representation in the CG.

16:15 - 16:30

Break.

16:30 - 17:30

Self-organization. (Joseph)

Initial discussion about how the CG wants to organize itself, e.g., do we want a chair and/or vice-chair, do we need to form sub-groups for any particular tasks, how will we select people for these things. I think it would be good to talk about this on the first day and try to come to some conclusions, and then make the decisions on the second day. If people know they would like to serve in a particular role, they could make that known to the group.

17:30 - 18:00

Parking lot for items we want to come back to before day 2 or in case we run over time.

== Day 2 ==

9:00 - 9:45

Parking lot for CG participation discussion. (Lynn)

9:45 - 10:45

Parking lot for leftover charter, scope, and community work discussion items. (Jari/Paul)

10:45 - 11:00

Break.

11:00 - 11:45

Internal and external communications needs. (Martin)
Whether the CG needs public and/or private mailing lists for its own work, whether we should stand up our own web site, where that site should be hosted, what we would use the web site for, what we think about ICANN's web-based platform and whether it should continue to exist and/or be replaced by other list(s).

11:45 - 12:45

Lunch.

Framework for the transition. (Jean-Jacques)
If we're ready by this point, we could solicit candidates for chair/vice chair/whatever other positions we think we need and hear from them each briefly about what they would bring to the role(s).

12:45 - 13:45

Secretariat tasks and selection. (Daniel)
ICANN will be selecting an independent secretariat for the CG. To make this selection, they will need an RFP. So the CG needs to agree on what the secretariat's responsibilities will be, and possibly needs to come up with that RFP (or work on it together with ICANN).
Again having a draft RFP going into the meeting might be a useful thing.

13:45 - 14:15

Self-organization, continued from yesterday. (Joseph)

14:15 - 15:00

Timeline. (Russ H.)

It would be good to get some agreement about the drop-dead date for the final proposal to be submitted to NTIA (assuming they need some lead time to review it and socialize it within the USG before the contract actually expires). We can then work backwards from there and set goals for when it would be good to have the community discussions come to a close. As with the charter, it would be helpful for someone to come up with a proposal for this in advance of the meeting. Jari has provided a proposal for this.

15:00 - 15:45

CG meeting/conference call schedule. (Milton)

We need to figure out how often we'd like to have calls and when our face-to-face meetings will be. This would be another good item to have a proposal for in advance.

15:45 - 16:15

Break.

16:15 - 17:00

Parking lot for any item we need to come back to.

17:00 - 17:30

Summary and wrap-up. (Alissa)

Includes compilation of statement to be published concerning the outcomes of the meeting and discussion of development of a more detailed meeting summary.