Implementation Briefings - Your Go-To-Person

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Briefings Coordinator & Implementation Manager

Use rds-whois2-staff@icann.org for any questions

Briefings
- Manages task forces compiling information for briefings
- Coordinates with Subject Matter Experts (SMEs) from other departments to ensure proper and timely follow-up on your requests
- Delivers briefings and/or invites SMEs to your calls/meetings, as needed
- Provides guidance on how to produce SMART* recommendation(compliance with SMART goals etc.)
- Manages schedule of briefings

SMART: Specific, Measurable, Achievable, Realistic, Timebound.

Implementation Briefings

- Many ICANN SMEs are responsible for implementation of various recommendations
    - ➢ Cross departmental effort to collect information (GDD, OCTO, compliance, etc.)
- Review Team using Tools & Templates and setting quality standards
    - ➢ Consistency of quality throughout documents is key

Time-consuming effort

- Establishing calendar of briefings accordingly
- Tracking tool

Implementation reports available on your background materials page:
https://community.icann.org/display/WHO/Background+Materials

Implementation Briefings - Suggested Process

Identify questions regarding a recommendation's implementation

Briefing materials sent to Review Team in writing **no later than 3-5 days prior** to the presentation

Review Team reads materials and sends questions to the mailing-list **prior to** the presentation

SME delivers presentation and addresses questions

Review Team sends any follow-up questions/asks to mailing-list

Briefings coordinator advises on anticipated completion dates for follow-up questions/asks

Tentative Timeline of Briefings

- Review Team to submit preliminary questions (based on the implementation and WHOIS-related material provided to date) by end of August 2017

- Briefings are tentatively scheduled to begin middle of September 2017

- Exact briefing dates will be coordinated between the Review Team and ICANN org SMEs to ensure full participation by all