RSSAC Caucus Work Party Administration

This is a proposal to improve the administration and management of RSSAC Caucus work parties. The goal is to provide vitality and structure to RSSAC Caucus work parties.

- After the RSSAC approves the establishment of an RSSAC Caucus work party, the RSSAC shepherd presents the statement of work to the RSSAC Caucus and calls for volunteers to form the work party.
- The support staff collects the names and email addresses of interested RSSAC Caucus members and then creates a mailing list for the work party.
  - Only RSSAC Caucus members who are subscribed to the mailing list will be considered work party members.
  - Mailing list archives will be open.
- The work party mailing list will be used *primarily for administrative purposes* such as scheduling of work party teleconferences, coordinating work assignments, etc.
- The support staff will also set up the RSSAC Caucus work party wiki page to serve as a resource.
  - The support staff will publish relevant links to the wiki page and circulate to the RSSAC Caucus mailing list the agendas and transcripts for each work party teleconference.
  - RSSAC Caucus work party wiki pages https://community.icann.org/display/RSSAC/Work+Parties
- Once the work party elects its leader and establishes its schedule/calendar of teleconferences, the support staff will send calendar invitations to the RSSAC Caucus mailing list.
- Any RSSAC Caucus member may join a teleconference of any work party.
  - It is at the discretion of the work party leader to consider how non-work party RSSAC Caucus members may contribute to work party teleconferences.
- As the work party progresses and when appropriate, the work party leader will provide monthly updates to the RSSAC Caucus and share discussion items, questions, draft documents, or other information about its work on the RSSAC Caucus mailing list.

This table summarizes the use of both lists.

Types of Tasks	Work Party Mailing List	RSSAC Caucus Mailing List
Call for volunteers for work party	N/A	YES
Scheduling of work party conferences	YES	NO
Announcement of work party teleconferences including agenda	YES	YES
Posting of work party teleconference notes/transcripts	YES	YES
Work assignments	YES	NO
Monthly updates, discussion items, questions, draft documents	NO	YES