**Drafting** **working group**

The author(s) of the working group report will play a crucial role in building consensus, and should be distinct from the Chair. The drafting group should ideally comprise a variety of voices, to help ensure that the outcome is constructive and broadly supported.

**Draft final report**  
The goal of the Group process is to produce a Report containing recommendations for submission to ICANN.

The Report should contain the following sections:

1. Executive summary
2. Terms of reference,
3. Conclusion - a clear and concise statement of the proposal discussed in the Working Group and the conclusion reached,
4. Impact analysis - a full analysis of who might be impacted, including other supporting organizations, and in what ways, by such a policy,
5. Record of outreach - a record of outreach to any segment of the Internet community that might be affected by the proposed policy,
6. Minority reports - a fair statement of points in opposition and a substantive analysis of their merits and the intensity of the opposition,
7. Supporting arguments - a summary of the best arguments for adoption of the policy

On the other hand, dissenters should not be able to stop a group's work simply by saying that they cannot live with a decision. Instead, they should propose an alternative that would be acceptable to them and could also meet the needs of other members of the working group. When the Chair believes that the working group has duly considered the legitimate concerns of dissenters as far as reasonably possible, the group can decide to record the alternate view(s) and move on to other issues.