Proposed Workstream Report Structure

# I Topic

[Introduce topic and explain why it was considered.]

# II Summary of Relevant Research

[Include methodology that was employed, list of relevant materials, briefings received, reading, input from meetings (as appropriate)]

# III Analysis & Findings

[Provide overview of Review Team Findings (including materials of reference).]

# IV Motivating Problem

[What observed fact-based issue is the recommendation intending to solve? What is the “problem statement”?]

# V Recommendations

**Recommendation:** xxx

**Findings:** [what are the findings that support the recommendation]

**Rationale:**

* [What is Intent of recommendation and envisioned outcome
* How significant would impact be if recommendation not addressed?
* Is it aligned with ICANN’s Strategic Plan and Mission?
* Is it in compliance with scope Review Team set?]

**Impact of Recommendation: [**What are the impacted areas, e.g. security, transparency, legitimacy, efficiency, diversity etc. Which group/audience will be impacted by this recommendation]

**Implementation:**

* [Who are responsible parties that need to be involved in implementation? Community/ICANN org/combination)
* How will effectiveness of these recommendations be reviewed and measured? What is the target for a successful implementation
* Is related work already underway and how will that dovetail with recommendation?
* What is the envisioned implementation timeline? Within 6 months/12 months/more than 12 months]

**Measure of Success:**

* What would constitute a successful implementation?
* How would impact of implementation be measured?

**Priority** [If only 5 recommendations could be implemented due to community bandwidth and other resource constraints, would this recommendation be one of the top 5? Why or why not?]

**Consensus**: