**Cross-Community Working Group on Enhancing ICANN Accountability**

Work Party 1: Community Empowerment (non-triggered mechanisms)

**Work Plan and Working Methods (first working draft)**

Last Rapporteur update

18-Feb-2015 at 0840 UTC

This doc lives at: <https://docs.google.com/document/d/1C7eMTu0k8KOTiRlhlt8vqAGwYc4vbl1EiiVGW6vuVXk/edit?usp=sharing>

## Introduction

This document is the Rapporteur’s initial proposal for Working Party 1 to consider in planning the intensive work it needs to complete in time for our Face to Face meeting in Europe on 23-24 March 2015. It is for discussion at the call at 21:00-22:30 on 18 February 2015.

All times in this document are UTC.

The sections below:

* **summarise** the work we need to do;
* present a **draft Work Plan** for consideration (**incl proposed meeting dates**);
* outline the **proposed roles for volunteers** neededto complete the work; and
* list the **volunteers** for each piece of work.

## Work Summary

Working Party 1 needs to do the following things:

* Agree the set of powers/mechanisms it will deal with, and those it will transfer to WP2
* Complete the draft Accountability Mechanism template for each power/mechanism
* Arrive at consensus content (or clear alternatives) for each power/mechanism
* Present this work at the Face to Face meeting

## Draft Work Plan

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Item** | **Responsible** | **Due** |
| Tue 17 Feb | Draft Work Plan | JTC | 18 Feb |
| **WP1 Meeting #1** – Wednesday 18 Feb | | | |
| Wed 18 Feb | Volunteers for work agreed | All | Fri 20 Feb |
| Thu 19 Feb | First Drafts of “Accountability Mechanisms” completed templates available for editorial review | Agreed volunteers | Sun 22 Feb 10:00 |
| Sun 22 Feb | First Drafts reviewed, amended, updated & then publish Second Drafts to WP for comments / inputs / feedback | Editorial group | Mon 23 Feb 10:00 |
| Mon 23 Feb | Second Drafts to CCWG for info (as they are – with comments, red lines, etc.) | Rapporteur | Mon 23 Feb 20:00 |
| CCWG-ACCT Meeting #14 – Tuesday 24 Feb | | | |
| Tue 24 Feb | Notes from CCWG #14 of any specifically discussed templates included as comments | Rapporteur | Tue 24 Feb 23:59 |
| **WP1 Meeting #2** – Wednesday 25 / Thursday 26 February  Key agenda items:   * Review all drafts and amend/improve through discussion * Agree any updates to Work Plan * Reallocate volunteers if required to complete work on time | | | |
| Thu 26 Feb | Third Drafts prepared based on CCWG and WP1 discussions | Volunteers | Sun 1 Mar 10:00 |
| Sun 1 Mar | Third Drafts reviewed, amended, updated & then publish Fourth Drafts to WP for comments / inputs / feedback | Editorial group | Mon 2 Mar 21:00 |
| Mon 2 Mar | Report on outstanding key issues to resolve prepared & shared with WP, coped to CCWG | Rapporteur / Editorial grp | Mon 2 Mar 23:00 |
| Mon 2 Mar | Fourth Drafts to CCWG for info (as they are – with comments, red lines, etc.) | Rapporteur | Mon 2 Mar 23:00 |
| CCWG-ACCT Meeting #15 – Tuesday 3 Mar | | | |
| **WP1 Meeting #3** – Wednesday 4 / Thursday 5 March  Key agenda items:   * Review and achieve consensus on outstanding key issues * Review and improve drafts that need it * Agree any updates to Work Plan * Reallocate volunteers if required to complete work on time | | | |
| Thu 5 Mar | Review and Edit to Final Draft stage | Volunteers / Editorial grp | Sun 8 Mar 20:00 |
| Mon 9 Mar | Final drafts to CCWG for info |  | Mon 9 Mar 10:00 |
| CCWG-ACCT Meeting #16 – Tuesday 10 Mar | | | |
| Wed 11 Mar | Reconcile methods and anything else with WP2, and present proposed Finals to WP1 | Rapporteur / Editorial grp | Sat 14 Mar 10:00 |

At this stage we could have a WP1 Meeting #4 if required to finalise our material for the CCWG meeting.

At WP1 Meeting #1 we need to agree the above, or an amended version, to guide our work in the coming weeks. Please raise questions or suggest improvements on the call or on the Google Document.

## Work Methods

There are a number of implicit working methods from the above Work Plan and from what the Working Party has done so far:

* Volunteers taking responsibility for initial drafting of content
* Iterative development of content with plenty of chances to review / discuss / improve
* An editorial group to have the highest quality written output
* Clear and shared surfacing of issues of dispute and resolving them at the Working Party level
* As many calls as necessary (but no more) to do the work
* Use of shared documents through Google Docs to allow collaborative editing, with settings that prevent malicious amendments or deletions

Do you have other Work Methods suggestions? Please share these if so.

## Volunteer Roles

There are two roles that people should think about volunteering for:

* **Drafter:** you want to take responsibly for drafting for one or more pieces of work (i.e. filling out the Accountability Mechanism template for one or more agreed items in our previous document).
* **Editor:** you want to help review, understand and improve work done by the drafters.

Please think about what role you wish to volunteer for, and if as a Drafter, the pieces of work you want to focus on.

## Volunteers List

Volunteers for each Work Item should suggest themselves by adding their names as comments.

|  |  |  |
| --- | --- | --- |
| **Work Item Code** | **Title** | **Volunteer Name/s** |
| WP1-1A | Community approves Bylaws Change |  |
| WP1-1B | Community challenges actions against Bylaws |  |
| WP1-1C | Community approves Budget/Strat Plan |  |
| WP1-2A | AOC merged in to Bylaws |  |
| WP1-2B | Community adds/sunsets AOC Reviews |  |
| WP1-2C | Community approves AOC Review Team members |  |
| WP1-2D | Community requires AOC Recommendation implementation |  |
| WP1-2E | AOC review teams have access to all ICANN internal documents |  |
| WP1-3A | Community can require implementation of all Accountability WG Work Stream 2 accountability improvements |  |
| WP1-4A | Defining GAC Consensus for ICANN Board purposes |  |
| WP1-5A | Clarify ICANN’s limited technical mission |  |
| WP1-5B-1 | Prevent ICANN Imposing Obligations – Accountability Contract |  |
| WP1-5B-2 | Prevent ICANN Imposing Obligations – Golden Bylaw |  |
| WP1-6A | Community appoints ICANN Ombudsman |  |
| WP1-6B | NomCom appoints ICANN Ombudsman |  |
| WP1-6C | Ombudsman has standing for Independent Review Panel |  |
| WP1-7A | Community can remove ICANN Director/s |  |