

CCWG-Accountability WS2  
**JURISDICTION SUBGROUP**



Meeting #1

25 August 2016

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# Agenda

- Welcome
- Meeting Time(s)
- Working Methods
- Timeline
- Work Plan and Schedule Overview
- Discussion Items
  - Staff Paper
    - Subgroup Comments
  - Topic Definition and Scope
  - Other Inputs (aside from Staff Paper)
  - Work Plan, Schedule, Deliverable
- AOB

# Meeting Times

## **Time Slot Support for CCWG-ACCT and Subgroups**

- 3 UTC time zones: 500 UTC, 1300 UTC and 1900 UTC
- Not each slot is available to the subgroups on each day
- Some subgroups are rotating, others are fixed
- Slots may shift when Daylight Savings Time ends

## **Meeting Times for Jurisdiction Subgroup**

- One 1-hour meeting per week
- Doodle poll results considered, but not dispositive
- Proposal: Balanced rotation
  - Alternating meetings at 1900 and 1300
- Discussion
- Time slots can be revisited later in the process

# Working Method of WS2

## **Working Method is based on subgroups**

- Subgroups do the heavy lifting, including drafting
- **CCWG Plenary Role:**
  - Discussing, revising (where necessary), and approving drafts (including Public Comment drafts)
  - Reviewing proposals and assessing consensus level
- **CCWG Co-chair Role:**
  - Support rapporteurs
  - Ensure subgroups are efficiently coordinating where needed
  - Ensure requests for extra support (including legal support) are handled efficiently and responsibly

# Working Method of Subgroups

## ***Subgroup(s)***

Given the small size of the subgroups and the specificity of the work each is undertaking, it is proposed that the subgroups meet via teleconference for one (1) hour on a weekly schedule. The majority of subgroup work is expected to be through written submissions using the subgroup mailing list.

## ***Role of Staff Support***

Staff support will participate on each subgroup's one (1) hour meeting to capture action items; however each group will need to be prepared to manage their own draft document development. Once the subgroup has submitted their agreed draft for CCWG Plenary consideration, staff support will assume document management on behalf of the CCWG.

# Working Method of Subgroups

## ***Reporting to the CCWG-ACCT***

- Documents for consideration by a subgroup or the full CCWG-ACCT should be available at least 24 hours prior to a meeting to allow for proper consideration.
- It is requested that the rapporteurs for each subgroup prepare a written update for the full CCWG-ACCT to consider at its each of its meetings.
- Subgroups should be able to provide the CCWG-ACCT with a draft work plan and schedule within a month of the first subgroup meeting. This is necessary to ensure there are adequate resources available to meet the needs of the subgroups and the overall budget and timeline.
- If subgroups require legal advice that they will have to prepare a formal request clearly stating the question that needs to be answered and why legal advice is required. Once these are approved by the Legal Committee, and the Co-Chairs the request will be forwarded to the appropriate external legal counsel for a response.

# Working Method of Subgroups

- The CCWG-ACCT as a whole (members and participants), as is current practice, will approve any of the subgroup recommendations.
  - As per its usual practice, the CCWG-ACCT will not make any final decision on subgroup recommendations at a single meeting (two reading rule).
  - Most, if not all, CCWG-ACCT recommendations on these topics will also require at least one 40-day public consultation per topic. As such the subgroups are charged with providing written draft recommendations to the CCWG-ACCT for its consideration.
  - Only when the subgroup recommendations are approved by the CCWG-ACCT can they be posted for public consultation.
  - The CCWG-ACCT will consider the comments and decide if another public consultation is required before accepting any final recommendations.

# WS2 Proposed Timelines

## Simple/Lighter topics

- **June 2016: sub-groups agreed, commence work on docs for public input**
- **Aug 2016: first discussion with CCWG**
- Sep 2016: refining work
- Oct 2016: CCWG agrees for public input
- 20 Oct-30 Nov: Public Input comment period
- Dec 2016: Analyze public comment staff/subgroups
- Jan 2017: Sub-groups refines and revises output
- Feb 2017: CCWG agrees final Output for consideration by community FOR ADOPTION at Copenhagen

## Complex Topics – Intermediate/Long Term

- **Jun 2016: sub-groups agreed**
- Sep-Oct 2016: first discussion with CCWG - identifies whether and how to update community at Hyderabad
- Nov-Dec 2016: second discussion with CCWG (first SUBSTANTIVE)
- Jan 2017: refining work
- Feb 2017: CCWG agrees docs for public input
- 1 Mar to 10 Apr: Public Input comment period
- Apr 2017: Analyze public comment staff/subgroups
- May 2017: Sub-groups refines and revises output
- May/Jun 2017: CCWG agrees final Output for consideration by community



# Work Plan and Schedule Overview

| Month    | Meetings     | Overview of Work   |
|----------|--------------|--|
| Aug 2016 | 1st Meeting  | Initial discussion   |
| Sep 2016 | 4 Meetings   | Subgroup discussions   |
| Oct 2016 | 4 Meetings   | First discussion with CCWG: whether & how to update community at Hyderabad |
| Nov 2016 | 4 Meetings   | F2F and possible community update at Hyderabad                             |
| Dec 2016 | 3-4 Meetings | Second discussion with CCWG (first SUBSTANTIVE)                            |
| Jan 2017 | 4 Meetings   | Refining work; <u>deliverable</u> getting close to ready                   |
| Feb 2017 | 3-4 Meetings | <u>Deliverable</u> completed; CCWG agrees docs for public comment          |
| Mar 2017 | 0 Meetings?  | Public Comment Period (ending 10 April 2017)                               |
| Apr 2017 | 3 Meetings   | Analyze public comment (staff/subgroups)                                   |
| May 2017 | 4 Meetings   | Subgroup refines and revises output  |
| Jun 2017 | 4 Meetings   | CCWG agrees final output for review by community                           |

# WS2 subgroup deliverable – a common framework

## Executive summary

## Description of issue

- Current state of play
- Supplemental Report

## Recommendations

- requirements for recommendation (no wordsmithing expected)
- Rationale for recommendation

## Assessment of recommendations

- How do the recommendations meet the “NTIA criteria” ?
- Are the recommendations compliant with WS1 recommendations ?

# Discussion Items

- Staff Paper
  - Subgroup Comments
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# AOB