**P and I WG Deliverables Mapping** – updated 10 July 2014

The following is designed to help the P&I WG improve its efficiency in the short and long term. Our ultimate goals are to produce two recommendation reports (Initial followed by a Final) that will contain at a minimum the 10 Deliverables listed in our charter; those deliverables are listed below with some comments added regarding how they relate to the work done to date and the work that will be done going forward, with current action items in blue font, future action items in green font, completed action items in purple font, and late action items in red font:

1. Projected work schedule
	1. This is a live document that we will probably evolve until we finish.
	2. The final version will likely either be included as an Appendix to our reports or will be linked in our reports.
	3. The schedule should be updated as frequently as needed but at a minimum a draft update should be produced before each ICANN in-person meeting for public review and revised shortly thereafter.
	4. Action items:
		1. Prepare a draft update to the schedule before the London meeting
		2. Share the draft in the WG meeting in London
		3. Revise the schedule to incorporate public input after the meeting in London
2. Request for input from GNSO Stakeholder Groups and Constituencies as well as other ICANN Supporting Organizations and Advisory Committees
	1. We already made this request but we are still receiving input.
	2. The input we receive will likely be included as an Appendix to our reports or will be linked in our reports.
	3. It essential that we do the following for all of the input received:
		1. Acknowledge receipt and express our thanks.
		2. Carefully review it and identify where it fits in our work.
		3. Explain to the provider how we considered it, whether or not we accepted any suggestions and our rationale; this information may be communicated directly to the submitter or be included in our report(s) or both as we think best.
		4. Action items for each of the sets of input we receive(d):
3. Thank the submitter
4. Assign one or two people to review each set of comments received and map the comments to the charter deliverable(s) where we think it will be applicable.
5. Decide whether or not to accept any suggestions, where to include them and agree on our rationale
6. Describe in the reports how the WG responded to the comments
7. List of lessons learned from previous implementation efforts
	1. This is an exercise that we are currently performing.
	2. Action items:
		1. Finish reviewing previous implementation efforts and identify strong and weak points.
		2. Finalize a list of lessons learned (+ & -)
		3. For the topic of Implementation Review Teams, staff prepare and discuss some case studies based on recent experiences with implementation of GNSO PDP recommendations, including the role of IRTs
		4. Prepare a WG analysis of results of previous approaches to implementation of GNSO policy development (See Charter Deliverable 6 below.)
		5. Decide where to apply the lessons learned and analysis in Charter Deliverables below
		6. Develop any tentative implementation policy recommendations based on lessons learned and analysis for this deliverable
8. WG conclusions with regard to how ICANN Core Values relate to policy and implementation efforts and whether the identified core values apply differently to policy development work than to implementation of policy
	1. The WG conclusions will become part of our report(s).
	2. Action items:
		1. Identify Core Values that relate to policy &/or implementation
		2. Evaluate whether the identified core values apply differently to policy development work than to implementation of policy
		3. Develop WG conclusions
		4. Develop any tentative implementation policy recommendations based on the conclusions developed for this deliverable
9. WG responses to key questions
	1. I assume these are the questions listed in the charter, which include those from the staff prepared draft framework. Here is how those questions relate to our work plan:
		1. Charter questions 1, 2 & 3 are included in the tasks for our Deliverable 0B.
		2. Charter questions 4 & 5 are included in the tasks for our Deliverable I.
		3. Charter questions 6 & 7 are included in the tasks for our Deliverables II, III & IV.
	2. I also assume that we could add additional questions that we think are pertinent such as any that we added to our work plan.
	3. Action items:
		1. Determine whether any additional work needs to be done to develop WG responses to Charter Questions 1, 2 & 3; if so, complete that work
		2. Concurrent with or after completion of our work on Deliverable I, develop WG responses to Charter Questions 4 & 5
		3. Concurrent with or after completion of our work on Deliverables I, II & III, develop WG responses to Charter Questions 4 & 5
		4. Concurrent with or after completion of our work on Deliverables II, III & IV, develop WG responses to Charter Questions 6 & 7
		5. Develop any tentative implementation policy recommendations based on the WG responses to key questions
10. WG analysis of results of previous approaches to implementation of GNSO policy development
	1. This seems to be very closely related to Charter Deliverable 3 above so it has been included in that deliverable.
	2. Action items: See Charter Deliverable 3.b.ii & 3.b.iii above.
11. WG recommendations regarding
	1. Principles about policy & implementation
		1. This is part of the task defined in WG Deliverable 0B.
		2. Action items:
			1. Review principles produced for WG Deliverable 0B in light of the WG work done to date
			2. Revise principles as necessary and finalize recommended principles for policy & implementation
			3. Ask WG members to solicit input from their respective groups regarding the recommended principles for policy & implementation so that they will be ready to respond to a WG consensus call
	2. Implementation Procedures[[1]](#footnote-1)
		1. This is the primary deliverable of the WG.
		2. Action items:
			1. Review tentative recommendations for implementation procedures developed for previous deliverables
			2. Finalize recommendations for implementation policy
			3. Ask WG members to solicit input from their respective groups and/or hold conference calls with groups to get their feedback regarding the recommendations for implementation procedures to prepare for future WG consensus calls
12. Recommended changes to ICANN Bylaws and/or GNSO policy procedures
	1. Action items:
		1. Review Bylaws in light of final implementation policy recommendations and determine if possible Bylaws changes may be needed
			1. Draft any recommended changes to the Bylaws
		2. Review GNSO Operating Procedures in light of final implementation policy recommendations and determine if possible changes to the GNSO Operating Procedures may be needed
			1. Draft any recommended changes to the GNSO policy procedure
		3. Ask WG members to solicit input from their respective groups regarding the recommendations for changes to the Bylaws and or GNSO policy procedures so that they will be ready to respond to a WG consensus call
13. Initial Recommendation Report for public comment
	1. Action items:
		1. Hold a WG consensus call on the recommendations made in Charter Deliverable 8 above
		2. Request any minority statements from WG participants regarding recommendations if there are any at this stage
		3. Prepare initial report
		4. Post initial report for public comment
		5. Review public comments
		6. Decide whether and what changes to make to the initial report
		7. Prepare an explanation and rationale to the changes made (and not made) to the initial report
14. Final Recommendation Report for the GNSO Council
	1. Action items:
		1. Use the results of the action items in Charter Deliverable 9 above to prepare a final report
		2. Hold a final consensus call on the recommendations in the final report
		3. Request any minority statements from WG participants
		4. Finalize the report
		5. Submit the report to the GNSO Council
1. Note that the Charter called this ‘policies’ but the WG decided that the intent would be more accurately reflected by using the term ‘procedures’. [↑](#footnote-ref-1)