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=== IANA CG Agenda — July 17-18, 2014 ===
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== Day 1 ==

8:00 — 8:15 [UTC]
Introduction and level-setting. (Alissa)
Live streaming, administrivia, and logistics.
Brief explanation of why we are gathered to meet.
Agenda bash.

8:15 — 9:45
Introductions. (Alissa)
It would be useful to hear from each rep about:
— What group appointed them
— What that group does and who participates in it
— How that group does its work and what its decision
processes are
— Whether they are "representing" their groups or
participating as individuals in the CG
— How they view their group's work in relation to the
coordination group's work

9:45 — 10:00
Break.

10:00 — 11:30
Charter of the CG. (Jari)
It would be good to obtain a shared understanding in the
whole group of the role and
charter of the CG. Charter proposals circulated in advance
of July 17 would help here --
on the IETF/IAB side we may be able to work one up based on
the IAB's April 29 comments.

11:30 — 12:30
Lunch.
Continued discussion of charter.

12:30 — 14:00
Transition scope and expectations about work in the
communities. (Paul)
It would be good to clarify the CG's understanding of the
scope of the work of the
transition, what the community processes need to produce,
and where/how areas of overlap
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will be handled. We will want to communicate this publicly
if we get agreement on it.

14:00 – 15:15
Coordination group participation. (Lynn)
Having hopefully developed some shared understanding of the
charter of the CG and the work
expected in the communities, it would be good to verify
that the composition of the CG is
suitable for its tasks and to resolve any outstanding
questions concerning group
representation in the CG.

15:15 – 15:30
Break.

15:30 – 16:30
Self-organization. (Joseph)
Initial discussion about how the CG wants to organize
itself, e.g., do we want a chair
and/or vice-chair, do we need to form sub-groups for any
particular tasks, how will we
select people for these things. I think it would be good to
talk about this on the first
day and try to come to some conclusions, and then make the
decisions on the second day. If
people know they would like to serve in a particular role,
they could make that known to
the group.

16:30 – 17:00
Parking lot for items we want to come back to before day 2
or in case we run over time.

== Day 2 ==

8:00 – 8:45
Parking lot for CG participation discussion. (Lynn)

8:45 – 9:45
Parking lot for leftover charter, scope, and community work
discussion items. (Jari/Paul)

9:45 – 10:00
Break.

10:00 – 10:45
Internal and external communications needs. (Martin)
Whether the CG needs public and/or private mailing lists for its own work, whether we
should stand up our own web site, where that site should be hosted, what we would use the
web site for, what we think about ICANN's web-based platform and whether it should
continue to exist and/or be replaced by other list(s).

10:45 – 11:45
Lunch.
Framework for the transition. (Jean-Jacques)
If we're ready by this point, we could solicit candidates for chair/vice chair/whatever
other positions we think we need and hear from them each briefly about what they would
bring to the role(s).

11:45 – 12:45
Secretariat tasks and selection. (Daniel)
ICANN will be selecting an independent secretariat for the CG. To make this selection,
they will need an RFP. So the CG needs to agree on what the secretariat's responsibilities
will be, and possibly needs to come up with that RFP (or work on it together with ICANN).
Again having a draft RFP going into the meeting might be a useful thing.

12:45 – 13:15
Self-organization, continued from yesterday. (Joseph)

13:15 – 14:00
Timeline. (Russ H.)
It would be good to get some agreement about the drop-dead date for the final proposal to
be submitted to NTIA (assuming they need some lead time to review it and socialize it
within the USG before the contract actually expires). We can then work backwards from
there and set goals for when it would be good to have the community discussions come to a
close. As with the charter, it would be helpful for someone to come up with a proposal for

this in advance of the meeting. Jari has provided a
proposal for this.

14:00 — 14:45
CG meeting/conference call schedule. (Milton)
We need to figure out how often we'd like to have calls and
when our face-to-face meetings
will be. This would be another good item to have a proposal
for in advance.

14:45 — 15:15
Break.

15:15 — 16:00
Parking lot for any item we need to come back to.

16:00 — 16:30
Summary and wrap-up. (Alissa)
Includes compilation of statement to be published
concerning the outcomes of the meeting
and discussion of development of a more detailed meeting
summary.