**Notes & Action Items 22/10 Meeting:**

* Reminder of principles of operation (see notes from F2F meeting)
* Review of timeline (see slides)

*Review of guiding principles for the CWG*

* First review / discussion of draft high level guiding principles
* Update first principle to change 'or' to 'and' (stability and security of the Internet)
* Consider IG principles (http://papers.ssrn.com/sol3/papers.cfm?abstract\_id=2408226) - might be too solution oriented for this specific document
* Consider changing regular to periodic (accountability principle) - although it was also noted that this principle should foresee evolutions when needed and not only periodic
* GAC is also in the process of developing principles that are intended to help inform the CWG's work and will be shared when finalized
* Some of these items may be more appropriate for the Accountability CWG to consider
* Consider two separate sets of principles - CWG working principles and transition principles.
* Keep it as simple as possible - could be another guiding principle
* Do not spend too much time on the principles, but instead focus on proposal development
* What criteria are going to be applied to proposals - that should be the focus. Principles have already been identified by NTIA and charter.
* Principles can be measure to evaluate solutions - make list of those in NTIA announcement and charter and then determine whether anything is missing that should be added
* Note, these are high level principles to guide the CWG discussions, several of which are already requirements per the NTIA announcement

**Action item**:

1. Send draft document out to the list to solicit written comments. Lise, Martin Boyle to work with Bernie to update document based on input received, suggestions made and determine whether updated version needs to be discussed further during next meeting or not.

*Proposal on how to structure the work*

* Please see slides presented during meeting
* For item 3, consider committee of the whole instead of a sub-group - possibly work of subgroup 3 could be carried out on the main mailing list, while for the other sub-groups separate publicly archived mailing lists are created
* Reason for sub-teams is to allow work going on in parallel as the timeline is very short
* It is up to the sub-groups to decide how the work is done ('requirement' for sub-group membership is to be available to get the work done), which could include work via mailing list but also additional calls
* Need to make sure that there is sufficient time to review output of sub-groups
* Sub-groups to conduct their work on the main mailing list to ensure that everyone is able to follow along
* Objective to get first drafts for items 1 and 2 to the CWG by the next meeting (Allan is leading these sub-groups for now - Kieren, Seun volunteered to join). Should provide context and clarity for item 3, but should not prevent group 3 from forming.
* Support from those on the call for the proposed work structure as outlined in the presentation
* Volunteers for sub-group 3: James Gannon, Greg Shatan, Erick Iriarte, Allan MacGillivray, Mark Carvell, Seun Ojedeji, Matthew Shears, Donna Austin, Paul Kane, Stephanie Duchesneau
* Volunteers for sub-groups 4: Matthew Shears, James Gannon, Carolina Aguerre,

**Action item**:

1. WG members and participants to identify for which sub-groups they would like to volunteer (note, if you volunteer, please make sure that you are able to actively contribute - all members will be able to provide input / feedback throughout the process, but sub-group members are expected to hold the pen and move the discussion forward).

*Status on work on items 1 and 2*

* Update provided by Allan on status of work - draft expected to be ready for review by next CWG meeting
* Additional volunteers to express their interest on the mailing list

*Example of triage of IANA Functions Contract*

* See sample presented during the meeting
* Proposal is to review IANA contract to determine which sections should be retained in principle, do not need to be retained, likely need improving, linked to oversight & accountability or are deemed out of scope for this effort
* Additional volunteers for this effort welcomed (Volunteers: Greg, James Gannon,
* Does 'retain' imply that a form of contract should be maintained with a new contract authority? Term used in sample document is arrangement which could take different forms, could include a contract, but also other ways to operationalize the concepts to be retained. The exact form of the arrangement will need to be further discussed in sub-group 3. Consider changing 'retain' to take 'into consideration'.
* Support from those on the call for this approach, level of detail will move forward the discussion.

**Action item:**

1. Volunteers to work with Allan on the triage effort to express their interest on the mailing list.
2. Staff to include a separate work item for this effort and update slides accordingly

**Any other business**

* Google drive good for repository, but consider using wiki to allow for comments
* Consider whether SO/ACs can appoint alternates if members cannot attend the F2F meeting
* Contributions should gear up to input for the F2F meeting

**Action item:**

1. Staff to send further details about F2F meeting as soon as possible, including confirmation of whether SO/ACs can appoint an alternate (from current CWG participants) to be supported to attend the F2F meeting if a member is not able to attend