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| Title: | **Delivering the Deliverables** |
| Source: | TIA |
| Contact: | Cheryl Blum, Vice President, Technology and Business Development CBlum@tiaonline.org |
| Abstract: | This contribution provides input regarding a method of work that will enhance the probability of meeting our agreed timeline. |
| Intended Purpose of Document: | 🗹 Decision  🞎 Discussion  🞎 Information |

# Introduction

Milestone M2, the Compilation of Understanding, CoU, calls for the following:

* Final consensus reached and documented on all major principles (scope, partnership and participation principles, structure, legal status, participation rules, rights and responsibilities, level of secretariat services, funding)
* Initial Organizations identified and start work on drafting the founding documents
* Target date: 10 Feb 2012

Milestone M3, the Compilation of Understanding, CoU, calls for the following:

* Final draft of founding documents available  
  (Participation rules, procedures, IPR policy and anti-trust policy, member fees, budget plan for first year)
* Secretariat support activities identified  
  (online web presence, on-site meeting support, document editing, document management, branding/publicity)
* Target date: 9 Mar 2012

# Discussion

We have an aggressive schedule. The due date for the deliverables for Milestone M2 is less than four weeks from the date of this meeting. Many of the deliverables for Milestone M2 form the basis of *founding documents*, which are due for completion at Milestone M3.

It would be useful to know the status of each of the deliverables for Milestone M2, together with the material associated with deliverables where consensus has been achieved. We suggest a standardized format, such as that illustrated below. Currently the deliverables for Milestone M2, as identified in the CoU, are as follows:

| **deliverable** | **completed on** | **reference †** |
| --- | --- | --- |
| scope |  |  |
| partnership and participation principles |  |  |
| structure |  |  |
| legal status |  |  |
| participation rules |  |  |
| rights and responsibilities |  |  |
| level of secretariat services |  |  |
| funding |  |  |

**†** the URL of a file containing the associated material. May contain the material directly if the material is such that it may be conveniently included in this table

# Recommendations

We recommend that:

1. We maintain the status of each deliverable identified for Milestone 2 in the meeting report until Milestone 2 is achieved;
2. We formally close items where consensus has been achieved
   1. These items can be removed from the CoU, which is a living document;
   2. The material can be placed in a known repository.
3. We create Ad-Hoc groups or initiate other offline activities to complete all deliverables required for Milestone M2 where the effort to complete cannot be comfortably accommodated in a plenary call;
4. Add agenda items to each plenary call to review the current plan to complete the founding documents.
5. We create Ad-Hoc groups or initiate other offline activities to agree the titles and outline of the all necessary founding documents;