**LACRALO WORKING GROUPS**

General guidelines for LACRALO working groups:

Working groups shall coordinate their work and schedules with their President (coordinator).

**STEPS TO FOLLOW:**

1. **As a first step, each group shall present the following:**

1. - List of members with complete and up to date data.

2. - Name the President (Coordinator) of the working group.

3. - Background information for each topic addressed.

4. - Enumerate and publish general and specific objectives of work.

5. - Work Methodology.

6. - Foundations of the working group

7. - Desired outcome and impact.

8. – Working language.

9. - Present its work schedule, according to the working group’s objectives.

The work shall be ready by April 14th at 23:59 UTC and shall be reported by the working groups to the LACRALO secretariat through its respective coordinators. This work shall be open for comments for one week.

**B. -** Once this first stage is finished, the working group will start its work, and it will report on its progress to the Secretariat periodically. Conference calls will be scheduled with the purpose of discussing various points of view. The final deadline for submission of the document will be the 24th of July of 2012 at 23:59 UTC.

**Tasks:**

1. - Start work with its own methodology and Schedule.

2. - Notify progress by the last Friday of each month.

3. - Participate in conference calls.

4. - Deadline for delivery by the 24th of July of 2012 23:59 UTC.

**C. -** Once the final work is delivered to the President and the Secretariat, the document shall be sent to ICANN’s staff for its final and official translation to the necessary language.

**D. -** Once the document is translated, it will be sent to all the members for its discussion, with the purpose of planning the necessary implementation.

José Arce

LACRALO President