

Sedona Working Group 1

Guidelines for Drafting Team Leaders

It is the responsibility of the Drafting Team Leaders to ensure that all Sedona publications authored by Working Group 1 (“WG1”) are consistent with existing Sedona publications, reflect a consensus of WG1, and achieve a high standard for quality and thought leadership. The primary function of the leaders of drafting teams is to ensure that project participants are respectful, that they work collaboratively towards consensus, and that projects progress appropriately with any necessary Steering Committee input or guidance. To that end, drafting team leaders perform the following functions when leading a drafting team:

- Familiarize yourself with the project charter. Throughout the project, refer back to the charter to be sure that the drafting team is working within charter scope. If the drafting team feels that the scope needs to be altered, work with the Steering Committee Liaisons to address and modify as appropriate.
- Be aware of the purpose of the publication and the publication’s target audience.
- Work with the Steering Committee Liaisons to create a project plan and project deadlines. Review the publication Taxonomy and the Sedona WG1 Style Guidelines.
- Re-familiarize yourself with existing Sedona publications and thought leadership. Throughout the drafting process, ensure that drafting team participants are conversant in *The Sedona Principles* and focused on thought leadership consistent with *The Sedona Principles*.
- Set the timeline for drafting team deliverables and ensure that drafting team members commit to these deadlines. Amend the project plan, project deadlines, and timeline as necessary and inform the Steering Committee Liaisons if a deadline needs to be extended.
- If the publication or deliverable has subparts, consider creating sub-teams to lessen the time commitment of the larger group.
- Work with the Steering Committee Liaisons to circulate an agenda prior to each call. After each call, circulate notes that include: i) action items and deliverables; ii) drafting team members responsible for these action items and deliverables; and iii) deadlines.
- Raise questions of form, content, and scope to the Steering Committee Liaisons for immediate feedback so that drafting teams can continue to move towards the goal of the publication and continue to progress.
- Track participation of drafting team members and their contributions to identify potential candidates for conference panel participation.

- Inform the Steering Committee Liaisons if participants may be unable to fulfill the commitment to the drafting team or if a participant is unwilling to work towards consensus in a productive way.
- Be available to drafting team members outside of the scheduled drafting team meetings for any questions or concerns regarding the drafting team or its progress.
- Review drafts within 5 days of receipt to ensure that the drafting team is on point. Track the consistency of publication sections authored by different participants. Refer to the Sedona WG1 Style Guidelines, and raise inconsistent style issues with the Steering Committee Liaisons as early as possible.
- Act as first level editors of drafting team publications ensuring public comment and final drafts are fully proofed, cite-checked, in proper Bluebook citation format, and drafted in one voice (keeping in mind that Dave Lumia and Michael Pomarico are last-eyes only editors).
- For member comment and public comment drafts, work with the Steering Committee Liaisons to prepare the corresponding cover memorandum included with the draft (see *Member Comment Period & Public Comment Period Protocol*).
- For member comment and public comment drafts, and final publications, work with Steering Committee Liaisons to draft language for eblasts announcing the publication (related to the cover memorandum – in some cases the language from the memorandum can be used to create the eblast announcement).
- Assist the Steering Committee Liaisons both in identifying possible dialogue leaders and preparing for webinars that promote the public comment versions.
- Be available to present the drafting team’s findings, outline of its publication, or its publication to the membership at large at one of the semi-annual Sedona WG1 Conference Meetings.

Sample Checklist for Drafting Team Meetings

Project Name:

Meeting Date:

Drafting Team Members Present:

Drafting Team Members Not Present (indicate whether advance notice of absence was given):

Agenda for Meeting:

Action Items From Meeting and Assignees:

Current Deadlines:

Summary of Substantive Direction of Drafting Team Work Product:

Issues/Questions for Steering Committee: