Some basic criteria / guidelines for ATLAS II session reports

The ATLAS II outcomes and Final report must signify a next milestone from our community (like the ATLAS I Manifest from Mexico) and enhance our reputation and significance in the broader ICANN sphere. If we want to convince other constituencies that ATLAS II was worth the effort and investment, the Final report needs to include concise political messages and recommendations to be submitted to the broader ICANN public and beyond. It needs to summarize and highlight our particular concerns and perspective based on the over-arching theme and why the user POV and contribution to the ICANN / IG discourse matters.

The quality of outcomes in the Final report basically depends on the quality of inputs and reports from the various ATLAS II sessions. These reports must be written in a concise and compelling way and apply to professional standards. They must reflect some basic guidelines like:

- Try to summarize the debate as much as possible by avoiding descriptions how the session was conducted and repetitions of arguments.

- Try to concentrate on some key arguments (pros and cons) during the debate and elaborate some conclusions. Don't get lost in details, if not factual and essential for the understanding of the context. Concise **policy recommendations** are most appreciated!

- Session reports need to catch the essence of the debate on the particular subject by avoiding simple listing of arguments brought forward. A substantial report reflects and concentrates on conclusions and outcomes from the debate (and is more than just taking minutes).

- Avoid outlining your personal opinion or judgements.

- Reporters need to provide a high command of English (preferably native speakers or equivalent) besides experience and some proven reporting skills from a professional background.

These factors and criteria are crucial to gather high quality inputs / reports from the various ATLAS II sessions and to provide substance for the compilation of the Final report by the editing group.

We want to recall all of us that early in the planning process for ATLAS II we identified various strategic goals that we wanted to achieve during ATLAS II. These should percolate down to the final report as well.

Reporters should also have experience in working in the At-Large environment.

P. S. Regional or gender balance of reporters and moderators or volunteer's "will to help" shouldn't be considered as key criteria in this respect.