

# For Best Audio: Join via Telephone Using Dial-Out

Connecting via the audio bridge is always preferable to the AC audio connection.

Upon logging into Adobe Connect, a pop-up window will appear for the AC to call your phone. This preferred method will assure the best audio for the meeting.

Join Audio Conference

How would you like to join the meeting's audio conference?

Dial-out [Receive a call from the meeting]

+1 (USA) 310-111-11111

Dial-in to the Audio Conference via Phone

Using Microphone (Computer/Device)

Join Listen Only

After 2 background noise occurrences, staff will mute the offending line (either Telephone or Adobe Connect).

After two failed attempts to speak over the audio, participants will be invited to type their comments in the chat or take them to the mailing list.

**PLEASE ALWAYS MUTE WHEN NOT SPEAKING!**

**\*6 to mute and \*6 to unmute**

For any questions, dial out requests, apologies, please email: [mssi-secretariat@icann.org](mailto:mssi-secretariat@icann.org)

# Accountability and Transparency Review (ATRT3)

Plenary Call #01



22 January 2019

# Plenary Call Agenda

---

1. Welcome and Opening Remarks
2. Review Team Members
3. ICANN Organization Support Team
4. Specific Review Processes
5. Operating Standards
6. ATRT3: Bylaws and Board Resolution
7. Review Team Leadership Structure, Responsibilities
8. Observers
9. Next Steps
10. Planning for Face-to-Face Meetings
11. A.O.B.

# Welcome and Opening Remarks

Agenda Item #1

# Review Team Members

Agenda item #2

# Review Team Members

- Please shortly introduce yourself and share your hopes for this review.

#	Name	Gender	Region	SO/AC Nomination
1	Sebastien Bachollet	M	Europe	ALAC
2	Cheryl Langdon-Orr	F	A/A/PI	ALAC
3	Daniel Khauka Nanghaka	M	Africa	ALAC
4	Vanda Scartezini	F	LA/CI	ALAC
5	Demi Getschko	M	LA/CI	ccNSO
6	Liu Yue	M	A/A/PI	GAC
7	Jacques Blanc	M	Europe	GNSO
8	Patrick Kane	M	North America	GNSO
9	Michael Karanicolas	M	North America	GNSO
10	Wolfgang Kleinwaechter	M	Europe	GNSO
11	Osvaldo Novoa	M	LA/CI	GNSO
12	Adetola Sogbesan	M	Africa	GNSO
13	Erica Varlese	F	LA/CI	GNSO
14	Ramet Khalili Nasr	M	A/A/PI	RSSAC
15	Jaap Akkerhuis	M	Europe	SSAC
16	KC Claffy	F	North America	SSAC
17	Geoff Huston	M	A/A/PI	SSAC
18	Maarten Botterman	M	Europe	ICANN Board

# Review Team Members Responsibilities

---

- Behave in a collegial, and constructive way towards the review team, the Board, and the ICANN organization, in accordance with [ICANN's Expected Standards of Behavior](#).
- Actively participate in review team calls and face-to-face meetings and engage via relevant email lists and other collaborative tools. Review team members shall provide apologies at least 24 hours in advance for all meetings.
- Actively engage with relevant stakeholder groups within the ICANN community. Individual review team members are encouraged to report back to their nominating entity on the progress of the review team.
- Provide fact-based inputs and comments based on core expertise and experience.
- Undertake desk research as required in accordance with scope of work and participate in drafting documents as required.

*(per Operating Standards)*

# Available Tools

---

- Review team mailing list: [atrt3@icann.org](mailto:atrt3@icann.org)
- Community will be able to share their input with the review team via their public email list [input-to-atrt3@icann.org](mailto:input-to-atrt3@icann.org)
- Once leadership is selected, leadership mailing list and skype channel will be set up.
- Dedicated wiki space: <https://community.icann.org/x/QK7DAw>
- Wiki space and Adobe Connect trainings are available
- Suggestion to use Google docs as collaborative tool



# ICANN Organization Support Team

Agenda item #3

# ICANN Organization Support Team

---

- Negar Farzinnia, MSSSI, Director, Technical Reviews & Review Implementation  
UTC-8
- Jean-Baptiste Deroulez, MSSSI, Associate Project Manager  
UTC+1
- Brenda Brewer, MSSSI Projects and Operations Assistant  
UTC-6

Email: [ATRT3-Staff@icann.org](mailto:ATRT3-Staff@icann.org)

\*MSSSI = Multistakeholder Strategy and Strategic Initiatives

# ICANN Organization Responsibilities

---

- Provide project management and administrative support to the review team.
- Provide guidance to the review team on best practices and useful resources.
- Provide relevant input to the review team's work if and when requested to do so. This includes relevant input by the ICANN organization subject matter experts pertaining to issues included in the scope of the review.
- Project manage the implementation of Board approved recommendations and provide regular updates to the community (including the Annual Review Implementation Report).

*(per Operating Standards)*

# Specific Reviews Processes

Agenda Item #4

# 7 Phases for Specific Reviews

1

Pre-Planning,  
where the organization prepares  
to support the Review

4

Conducting the Review,  
includes analysis, assessment and  
recommendation development

2

Initialization and Selection  
of the Review Team

5

Board Consideration,  
where the Final Report and  
accompanying action plan is  
accepted or rejected

3

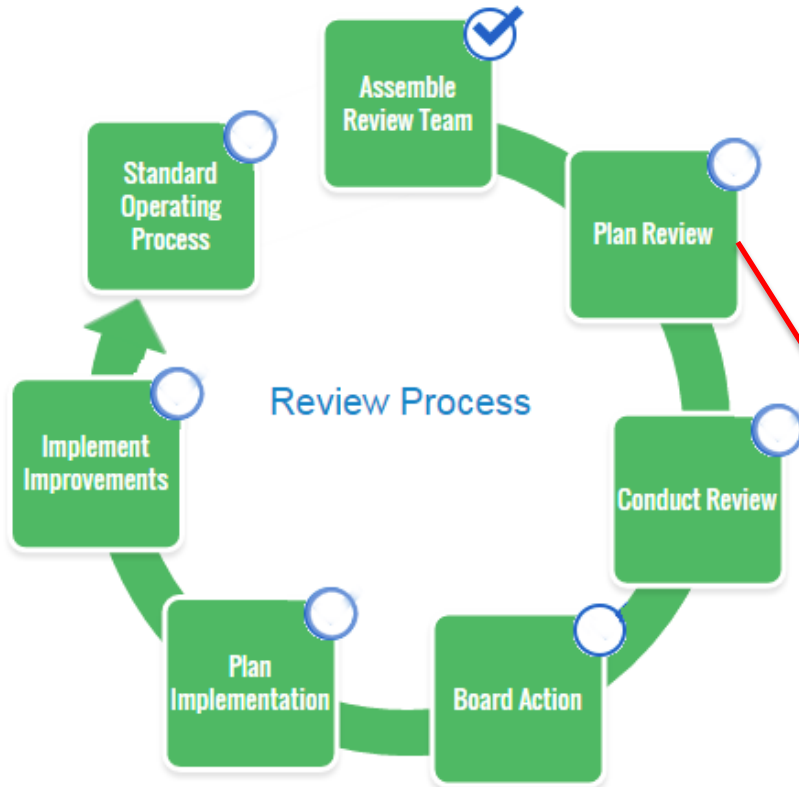
Planning,  
where the Review Team develops  
its approach to the Review

6/7

Implementation and  
Ongoing Support of  
the recommendations

# Specific Review Process

We are now entering the “**Plan Review**” phase



Phase	Key Actions and Milestones
Assemble Review Team	ICANN Organization publishes Call For Volunteers that includes list of desired skills and attributes.
	Review teams will be established for each applicable review, which will include both a limited number of members and an open number of observers. The chairs of the Supporting Organizations and Advisory Committees participating in the applicable review shall select a group of up to 21 review team members from among the prospective members nominated by the Supporting Organizations and Advisory Committees, balanced for diversity and skill. In addition, the Board may designate one Director or Liaison to serve as a member of the review team.
	SO/AC Chairs publish list of final Review Team composition.
Plan Review	Set up of communication vehicles, preparation of checklists and tools.
	Assemble relevant information, including implementation update on previous review team's Board-approved recommendations.
	Prepare and publish review budget and rationale.
	Conduct planning meeting/conference call and briefing on implementation status; elect key leadership positions.
	Hold initial meetings with subject matter experts within ICANN Organization.
	Develop Terms of Reference, workplan and schedule.

- Specific Reviews flowchart <https://www.icann.org/en/system/files/files/specific-reviews-process-flowchart-31aug17-en.pdf>

# Operating Standards

Agenda item #5

# Operating Standards

---

- The Operating Standards aim to ensure that ICANN's Specific Reviews are conducted in a transparent, consistent, efficient, and predictable manner, while supporting the community's work to derive the expected benefit and value from review processes. The Operating Standards are subject to the relevant provisions in the ICANN Bylaws that govern Specific Reviews (see Article IV, Section 4.6(a)(i)).
- Public Comment proceeding on the updated Draft Operating Standards for Specific Reviews is currently open until **11 February 2019, 23:59 UTC**: <https://www.icann.org/public-comments/reviews-standards-2018-12-17-en/>



# Operating Standards (continued)

---

- This updated version addresses, among other things:
  - Review team candidate nomination and member selection
  - Scope setting
  - Roles and responsibilities
  - Review team working methods
  - Dispute resolution
  - Review output
  - Amending the Operating Standards

Review Team and the ICANN organization support team will use the latest draft Operating Standards as authoritative guidance for all support and review activities.

# ATRT3: Bylaws and Board Resolutions

Agenda item #6

## Accountability and Transparency Review, Bylaws Section 4.6(b)

---

(i) The Board shall cause a periodic review of ICANN's execution of its commitment to maintain and improve robust mechanisms for public input, accountability, and transparency so as to ensure that the outcomes of its decision-making reflect the public interest and are accountable to the Internet community ("Accountability and Transparency Review").

(ii) The issues that the review team for the Accountability and Transparency Review (the "Accountability and Transparency Review Team") may assess include, but are not limited to, the following:

(A) assessing and improving Board governance which shall include an ongoing evaluation of Board performance, the Board selection process, the extent to which the Board's composition and allocation structure meets ICANN's present and future needs, and the appeal mechanisms for Board decisions contained in these Bylaws;

(B) assessing the role and effectiveness of the GAC's interaction with the Board and with the broader ICANN community, and making recommendations for improvement to ensure effective consideration by ICANN of GAC input on the public policy aspects of the technical coordination of the DNS;

(C) assessing and improving the processes by which ICANN receives public input (including adequate explanation of decisions taken and the rationale thereof);

## Accountability and Transparency Review, Bylaws Section 4.6(b) (cont'd)

---

(D) assessing the extent to which ICANN's decisions are supported and accepted by the Internet community;

(E) assessing the policy development process to facilitate enhanced cross community deliberations, and effective and timely policy development; and

(F) assessing and improving the Independent Review Process.

(iii) The Accountability and Transparency Review Team shall also assess the extent to which prior Accountability and Transparency Review recommendations have been implemented and the extent to which implementation of such recommendations has resulted in the intended effect.

(iv) The Accountability and Transparency Review Team may recommend to the Board the termination or amendment of other periodic reviews required by this Section 4.6, and may recommend to the Board the creation of additional periodic reviews.

(v) The Accountability and Transparency Review Team should issue its final report within one year of convening its first meeting.

# ICANN Board Resolution

---

- *Resolved (2018.10.25.14), the Board hereby appoints Maarten Botterman to serve as a member of ATRT3.*
- *Resolved (2018.10.25.15), the Board requests that ATRT3 adopt its Terms of Reference and Work Plan within 60 days of convening its first meeting, and submit these documents to the Board and to the leadership of the Supporting Organizations and the Advisory Committees, to confirm that the team's scope and timeline are consistent with the requirements of the ICANN Bylaws and ICANN community expectations.*

# Review Team Leadership Structure, Responsibilities

Agenda item #7

# Review Team Leadership Structure, Responsibilities

## Structure

Review Team	Leadership Structure
RDS-WHOIS2	1 Chair, 2 Vice-Chairs
SSR2	1 Chair, 3 Vice-Chairs
CCT	1 Chair
ATRT2	1 Chair, 3 Vice-Chairs
WHOIS1	1 Chair 1 Vice-Chair
SSR1	1 Chair
ATRT1	1 Chair, 1 Vice-Chair

The review team should **decide the format of the leadership position**; e.g., a chair, a chair and vice chair(s), multiple co-chairs, etc.

All review team members, with the exception of the Board Designee, are eligible and can nominate themselves for a leadership position.

It is encouraged that leadership members reside in different times zones and have been appointed to the Review Team by different SO/ACs.

# Review Team Leadership Structure, Responsibilities

---

## Responsibilities

- Behave in a neutral, collegial, and constructive way towards the review team, the Board, and the ICANN organization, in accordance with ICANN's Expected Standards of Behavior.
- Drive the review team towards the timely delivery of key milestones according to the work plan, maintaining standards of focus on the goals of the review team, as established in the Terms of Reference.
- Facilitate consensus among the review team members, as well as determine levels of consensus once achieved.
- Prudently manage the review team's budget, and work with the ICANN organization to maintain

*(per Operating Standards)*

*“The designated Review Team leadership will have responsibilities for managing the work of the review team and will also be responsible for determining consensus” (per Bylaws Section 4.6(a)(iii).*



# Review Team Leadership Structure, Responsibilities

---

**Call for interested review team members to volunteer for a leadership position.**

The nominations for leadership positions shall remain open for two calendar weeks.

Review team to decide voting process (doodle, face-to-face meeting...)

# Observers

Agenda item #8

# Observers

---

Bylaws requirement 4.6(a)(i): *Review teams will include both a limited number of members and an open number of observers.*

- All meetings, whether in person or online, will have a **dedicated Adobe Connect room for observers** to participate.
- Subscribe to the observers' email list
- **Attend a meeting in person:** When review team members gather for public face-to-face meetings, observers may attend to share their input and questions with the review team, subject to any applicable space limitation. The calendar of scheduled calls and meetings is published on the review team's wiki page. *ICANN will not cover any expenses incurred by observers.*
- **Email input to the review team:** Observers may send an email to the review team to share input on their work. Having received input from observers via email, the review team is encouraged to respond, if appropriate, and ensure that a record of the submission is posted on the review wiki page.
- **Provide input during Public Comment proceedings:** Observers may contribute their views via the standard Public Comment process and during public consultations.

# Next Steps

Agenda item #9

# Next Steps

---

Near-term actions for this Review Team (RT) include:

- Determine the **schedule of calls/meetings**
- Elect **key leadership position(s)**
- Determine **scope and focus of this review** (*RT decision about scope to be recorded in Terms of Reference and factored into work plan and schedule*)
- Consider **ICANN Mission and Bylaws Requirements** for this review
- Note CCWG-Accountability WG proposed **Limited Scope for ATRT3** with some community members expressing agreements:  
<https://community.icann.org/display/atrt/Correspondence>
- Some ongoing work related to the scope of the ATRT3 includes Work Stream 2 efforts of the Cross-Community Working Group (CCWG-WS2) on Enhancing ICANN Accountability. The CCWG-WS2 noted that there was overlap between the potential topics for ATRT3 and the topics reserved to the CCWG-WS2. See <https://mm.icann.org/pipermail/accountability-cross-community/2016-December/013432.html>

# Next Steps (continued)

---

- [Consultation Paper on Next Steps on Reviews:](#)

ATRT3 to consider undertaking a discussion on how to streamline Specific Reviews to make them more effective and impactful. ATRT3 could explore relevant input from: ICANN community (public comments on Long-term options and additional consultations), ICANN organization via observed best practices and opportunities for efficiencies from specific reviews conducted in the past year, and ICANN Board, via observations from OEC.

- Develop **Terms of Reference, workplan** and **schedule**
- Determine **the outreach plan**
- Prepare **division of work** (subgroups), **checklists and tools**

# Terms of Reference, Scope, Work Plan

---

- The **terms of reference, scope, and work plan** are the first work products each review team must develop. The three items must clearly lay out which topic areas the review team plans to address, the objectives, and how it plans to complete the review. This needs to be in place to supplement the broad list of topics referred to in the Bylaws.
- All three documents must be **adopted by consensus** and submitted to the Board as a package.
- The Board has the responsibility to assure that:
  1. The Terms of Reference and work plan provide a clear articulation of work to be done and a basis for how the success of the review will be measured.
  2. The scope of the review does not violate the Bylaws. If the Board considers the scope to violate the Bylaws, it will return the scope to the review team with a clear rationale for its assessment. The review team will then revise the scope to assure full compliance with the Bylaws.
  3. In addition, the Board may also provide feedback on the feasibility of the proposed review scope, the intended use of resources, the proposed timeline, or any other issue contained in the terms of reference, work plan, or scope. The review shall duly consider any such feedback offered by the Board.

# Meeting Schedule

---

Review teams shall decide on their own meeting schedule. There must be a sufficient number of meetings to assure that review teams meet their milestones as set out in the work plan.

The review team will determine and set its meetings schedule for **Weekly Plenary Calls**:

- RT members reside in the following time zones: UTC -8, UTC -5, UTC -4, UTC-3, UTC-2, UTC+1, UTC+3, UTC +3,5, UTC+8, UTC+11
- Most popular times: **11:00 UTC** (94%); **14:00 UTC** (89%); **19:00 UTC** (89%); **21:00 UTC** (89%)
- Identify day of week
- Consider call duration (60 min, 90 min, 120 min)
- Set time or rotation?



# Planning for Face-to-Face Meetings

Agenda item #10

# Six Steps for Pre-Planning Success



# Step 1: Select Meeting Date(s)

---

## Important:

Meetings Team deadlines to request meetings:

- 90 days to submit request for a face-to-face meeting
- Notifications/requests less than 90 days are not guaranteed to be supported, will be handled on a case-by-case basis, and require Executive Team approval

Travel deadlines

- 120 days to submit travel request
- Notifications/requests less than 120 days are not guaranteed to be supported, will be handled on a case-by-case basis, and require Executive Team approval

## **REQUIRED ACTIONS BY REVIEW TEAM:**

- ◉ Select primary meeting date(s)
- ◉ Select alternative meeting date(s)
- ◉ Confirm stakeholder agreement on chosen dates

## Step 2: Select Destination

---

Often, dates will determine the destination based on availability of venue space, which is why having primary and alternative selections is so important to the meeting planning process.

Considerations for selecting the location should include:

- ⦿ Geographically central for most attendees
- ⦿ Easily accessible and cost effective for international travelers
- ⦿ Are there visa requirements?
- ⦿ Suitable, safe and environmentally conducive for a productive meeting
- ⦿ Economical and cost effective for your budget and attendees
- ⦿ Availability of hotels and meeting venues

### **REQUIRED ACTIONS BY REVIEW TEAM:**

- ⦿ Select primary destination
- ⦿ Select one alternative destination

# Step 2: Select Destination – City Cost Examples



## Los Angeles

20 International Attendees  
3 Day Meeting, 4 Hotel Nights  
**\$31,000 Average Overall Expense**  
**\$1,530 Average Cost per Attendee**  
(Pricing w/venues near ICANN Office)



## Barcelona

20 International Attendees  
3 Day Meeting, 4 Hotel Nights  
**\$40,000 Average Overall Expense**  
**\$2,000 Average Cost per Attendee**



## Singapore or Hong Kong

20 International Attendees  
3 Day Meeting, 4 Hotel Nights  
**\$33,000 Average Overall Expense**  
**\$1,630 Average Cost per Attendee**



## Amsterdam

20 International Attendees  
3 Day Meeting, 4 Hotel Nights  
**\$41,000 Average Overall Expense**  
**\$2,030 Average Cost per Attendee**



## Washington D.C.

20 International Attendees  
3 Day Meeting, 4 Hotel Nights  
**\$37,000 Average Overall Expense**  
**\$1,860 Average Cost per Attendee**  
(Pricing w/venues near ICANN Office)



## New York City

20 International Attendees  
3 Day Meeting, 4 Hotel Nights  
**\$52,000 Average Overall Expense**  
**\$2,610 Average Cost per Attendee**

\*Air transportation for these destinations is not factored into the overall expenses

\*\*Seasonal selection & other factors can change prices significantly – these prices are only a snapshot of costs at a given time.

## Step 2: Select Destination – ICANN Offices

Maximum conference room seating available at ICANN offices:

**Brussels**  
20

**Geneva**  
10

**Istanbul**  
16

**Los Angeles**  
24

**Singapore**  
20

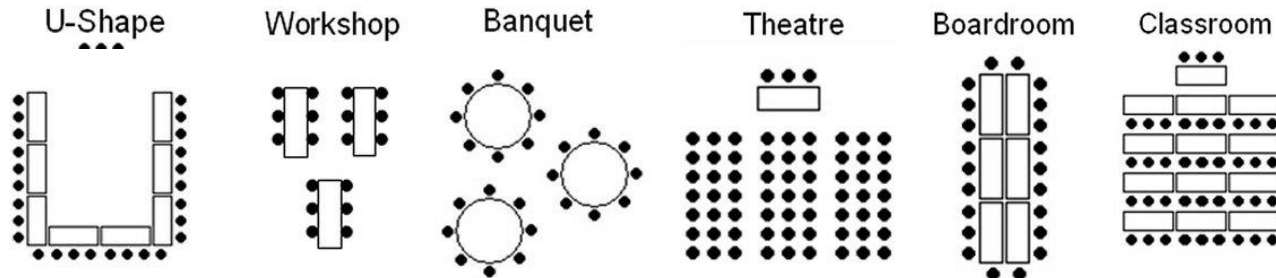
**Washington,  
D.C.**  
20

# Step 3: General Agenda & Requirements

How will the meeting flow and be conducted?

- ⦿ How many people are anticipated to attend?
  - ⦿ Is this a set list of attendees with potential community observers?
  - ⦿ Is this a closed private meeting or open to the public?
  - ⦿ Will you want to have remote participation of attendees?

- ⦿ What type of room setup(s) will be most effective for this meeting?



# Step 3: General Agenda & Requirements (continued)

---

## General Agenda & Requirements :

### ◉ Agenda Overview

- ◉ What is the general idea of the meeting agenda?
- ◉ How many meeting rooms in total will you need?
- ◉ Will you utilize a plenary room for the entire meeting?
- ◉ Will you need to have breakout sessions in different rooms?

### ◉ Budget

- ◉ What is your overall budget allocation for this meeting?

## **REQUIRED ACTIONS:**

- ◉ How many attendees anticipated? (Example: 20-25; 150-175)
- ◉ How many meeting rooms and the setup allocations for each?
- ◉ What is the allocated budget for this meeting?



# Options for All Day Face-to-Face Meeting

Service	ICANN Meeting or Offsite Venue	ICANN Office
Room rental	\$4,000/day	No charge
Catering (breakfast, lunch, beverages, snacks)	\$75/day per person	\$75/day per person
Dinner – one scheduled RT dinner	\$150/pp	\$150/pp
Push-to-talk microphones & Audio Visual	\$2,500/day	\$1,000/day <sup>1</sup>
Remote Participation Services (presentation laptop, Adobe Connect, stream audio, record audio) & Internet	\$1,700/day	\$500/day
Interpretation <sup>2</sup>	\$2,600/day	Not available
Scribes	\$2,500/day	\$2,500/day
Flip chart/easel	\$30	No charge

Costs are estimated.

# Step 4: Submit Global Event Request

---

After determining and completing Steps 1 thru 3, the MSSSI Team will submit a request to the Meetings Team. The request will trigger several notifications and begin the formal process of planning your meeting, including:

- ◉ Meetings Team event planner assigned
- ◉ Notification to the Travel Team
- ◉ Notification to the Security Team
- ◉ Notification to the Meetings Technical Services Team

## **REQUIRED ACTIONS:**

- ◉ MSSSI-Secretariat to submit the request no less than 90 days prior to meeting date

# Step 5: Submit Travel Request

---

The MSSI Team will submit a request to ICANN Travel Support. The request will trigger several notifications and begin the process of arranging for Review Team travel, including:

- ⦿ ICANN Travel Support to send welcome email to new travelers requesting required travel forms
- ⦿ ICANN Travel Support to send welcome email to Review Team members notifying them of approved travel dates

## **REQUIRED ACTIONS:**

- ⦿ MSSI-Secretariat to submit the request no less than 120 days prior to meeting date
- ⦿ Review Team Members to respond to ICANN Travel Support emails in a timely manner

## Step 6: MSSSI and Meetings Team Coordination

The MSSSI and Meetings Teams will coordinate all logistics on behalf of the Review Team to ensure a productive face-to-face meeting.



**MSSSI Staff will distribute a doodle poll with suggested dates and location for a potential first face-to-face meeting.**

# A.O.B.

Agenda item #11



---

# Confirm Decisions Reached & Action Items