

**ATRT3**  
**Plenary Call #01**  
**22 January 2019 – 13:00 – 14:30 UTC**

**Review Team Members:**

Patrick Kane, Sebastien Bachollet, Vanda Scartezini, Yui Liu, Daniel Khauka Nanghaka, Maarten Botterman, Alina, Ramet Khalili, Jacques Blanc, Cheryl Langdon-Orr, Erica Varlese, Demi Getschko, Osvaldo Novoa, Michael Karanicolas, Jaap Ackerhuis, Tola Sogbesan

**Apologies:**

Geoff Huston, Wolfgang Kleinwächter, KC Claffy

**Observers:**

Jim Prendergast, John Fanning, Nadira Alaraj, Saba, Alina, Hanyu

**ICANN Org:**

Jean-Baptiste Deroulez, Larisa Gurnick, Theresa Swinehart, Negar Farzinnia, Brenda Brewer

These high-level notes are designed to help review team members navigate through the content of the call and are not meant to be a substitute for the recording or transcript, which are posted on the wiki at: <https://community.icann.org/x/d40WBg>.

The ATRT3 undertook the following during this session:

**1. Welcome and Opening Remarks**

Theresa Swinehart welcomed the review team, and invited the review team to not hesitate to liaise with the supporting team for any facilitation needs.

**2. Review Team Members**

Review team members introduced themselves and shares their hopes for this review. ICANN org shared the review team members responsibilities, as described in the operating standards, and the tools available to the review team to carry their work.

**3. ICANN Organization Support Team**

The ICANN Organization support team was introduced, together with their responsibilities, as stated in the operating standards.

**4. Specific Review Processes**

ICANN org presented the 7 phases of the Specific Reviews process:

1. Pre-Planning, where the organization prepares to support the Review
2. Initialization and selection of the Review Team
3. Planning, where the Review Team develops its approach to the Review

4. Conducting the review, includes analysis, assessment and recommendation development
5. Board consideration, where the Final Report and accompanying action plan is accepted or rejected
6. Implementation and ongoing support of the recommendations

## **5. Operating Standards**

ICANN org presented the Operating Standards and their role, and reminded all that the updated version is currently open for public comments: <https://www.icann.org/public-comments/reviews-standards-2018-12-17-en/>.

Larisa Gurnick mentioned that the Operating Standards are planned to be adopted by the Board after ICANN64, and clarified that they are available as a guidance resource for all support and review activities.

## **6. ATRT3: Bylaws and Board Resolution**

Bylaws and Board Resolution on ATRT3 were reviewed by the review team. On “(v) *The Accountability and Transparency Review Team should issue its final report within one year of convening its first meeting.*” section, ICANN org invited the review team to decide what the first substantive meeting is: face-to-face meeting, plenary meeting; adding that other review teams have noted that their clock should start from their first substantive meeting, we will let you decide what meeting would be the starting clock of your one year review.

Action item: Add to next plenary call agenda discussion on "first substantive meeting"

## **7. Review Team Leadership Structure, Responsibilities**

ICANN org presented the leadership structure used in other review teams, and responsibilities (as per Operating Standards) for the review team’s input;

Cheryl Langdon-Orr volunteered for a leadership position, so does Patrick Kane, she also recommended not to allow two weeks for electing leaders, considering this discussion took place already on an informal list while the ATRT3 mailing list was being set up.

Sebastien Bachollet announced that he volunteered for a leadership position.

Cheryl Langdon-Orr mentioned that Wolfgang Kleinwachter, KC Claffy and Geoff Huston were part of the informal mailing list but did not express any interest for a leadership position.

Action item: Circulate an email to the review team regarding call for leadership position, with name of three candidates (Patrick Kane, Cheryl Langdon-Orr, Sebastien Bachollet) for voting.

## **8. Observers**

ICANN org presented the role of observers and how they can follow the work of the review team.

## 9. Next Steps

ICANN org presented the current next steps for ATRT3 as part of the Planning Phase:

- 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 ongoing work related to the scope of the ATRT3
- Develop **Terms of Reference, workplan and schedule**
- Determine **the outreach plan**
- Prepare **division of work** (subgroups), **checklists and tools**

ICANN org presented their analysis of the most popular times for future plenary calls based on the time zone provided in review team members questionnaires: 11:00 UTC (94%); 14:00 UTC (89%); 19:00 UTC (89%); 21:00 UTC (89%). Review team members in attendance opted for a plenary call rotation either at 11:00 UTC or 21:00 UTC, either on a Tuesday, Wednesday or Thursday.

Action item: Circulate a doodle poll with Tuesday/Wednesday/Thursday with the following time options: 11:00UTC - 21:00 UTC.

## 10. Planning for Face-to-Face Meetings

ICANN org presented the six successful steps for face-to-face meetings:

1. Select Meeting Dates
2. Select Destination
3. Determine Agenda Requirements
4. MSSl: Submit Global Event Request Form
5. MSSl: Submit Travel Request
6. MSSl/Meetings Team Coordination

Cheryl Langdon-Orr noted that Kobe is already under the 90 days deadline to schedule a meeting, but suggested that members already scheduled to travel to Kobe could meet, pending a venue would be available.

## 11. A.O.B.

Sebastien Bachollet asked whether ASO will appoint any review team member, to which ICANN org replied that ASO does not intend to appoint a member on the review team.

Consensus reached on decisions/action items: **YES**