

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

Accountability and Transparency Review (ATRT3)

Plenary Call #02



13 February 2019

Plenary Call Agenda

1. Welcome, roll-call, Sol
2. Review Team Leadership
3. First Substantive Meeting
4. Face-to-Face Meeting
5. Operating Standards
6. ATRT3 Project Planning, Cost Management, Tracking & Reporting
7. A.O.B.

Welcome, roll-call, Sol

Agenda Item #1

Review Team Leadership

Agenda Item #2

Review Team Leadership

As part of the **call for volunteers for a leadership position** during its introductory meeting, review team has reviewed leadership structure and has agreed to elect **two co-chairs**.

On 25 January 2019, a doodle poll was sent to the ATRT3 review team members for the review team to vote for leadership positions. This doodle poll included the names of all three nominees:

- Cheryl Langdon-Orr | ALAC | A/A/PI
- Patrick Kane | GNSO | NA
- Sebastien Bachollet | ALAC | EUR

Votes were closed on **6 February 2019, 23:59 UTC**

Elected co-chairs are **Cheryl Langdon-Orr** and **Patrick Kane**.

Leadership calls, mailing list and Skype group will be set up.

First Substantive Meeting

Agenda item #3

First Substantive Meeting

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

“The Accountability and Transparency Review Team should issue its final report within one year of convening its first meeting.”

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 to decide which meeting would be the starting clock of the one year review. First meeting was considered an introductory meeting.

Most review teams have preferred to have their first substantive meeting at a face-to-face meeting to discuss critical items such as Terms of Reference, workplan, division of work etc...

Face-to-Face Meeting

Agenda item #4

Face-to-Face Meeting

- Doodle poll: <https://doodle.com/poll/nxnz66xd2rg5zw7w>

Los Angeles (USA)	Istanbul (TK)
25-27 March	1-3 April
26-28 March	2-4 April
27-29 March	3-5 April
1-3 April	
2-4 April	
3-5 April	

- Doodle poll will close on **Thursday 14 February, at 23:59 UTC**
- Do you prefer to start discussions on scope at face-to-face meeting or on upcoming plenary calls?

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/>
Extended until 20 February 2019, 23:59 UTC

ATRT3 Project Planning, Cost Management, Tracking & Reporting

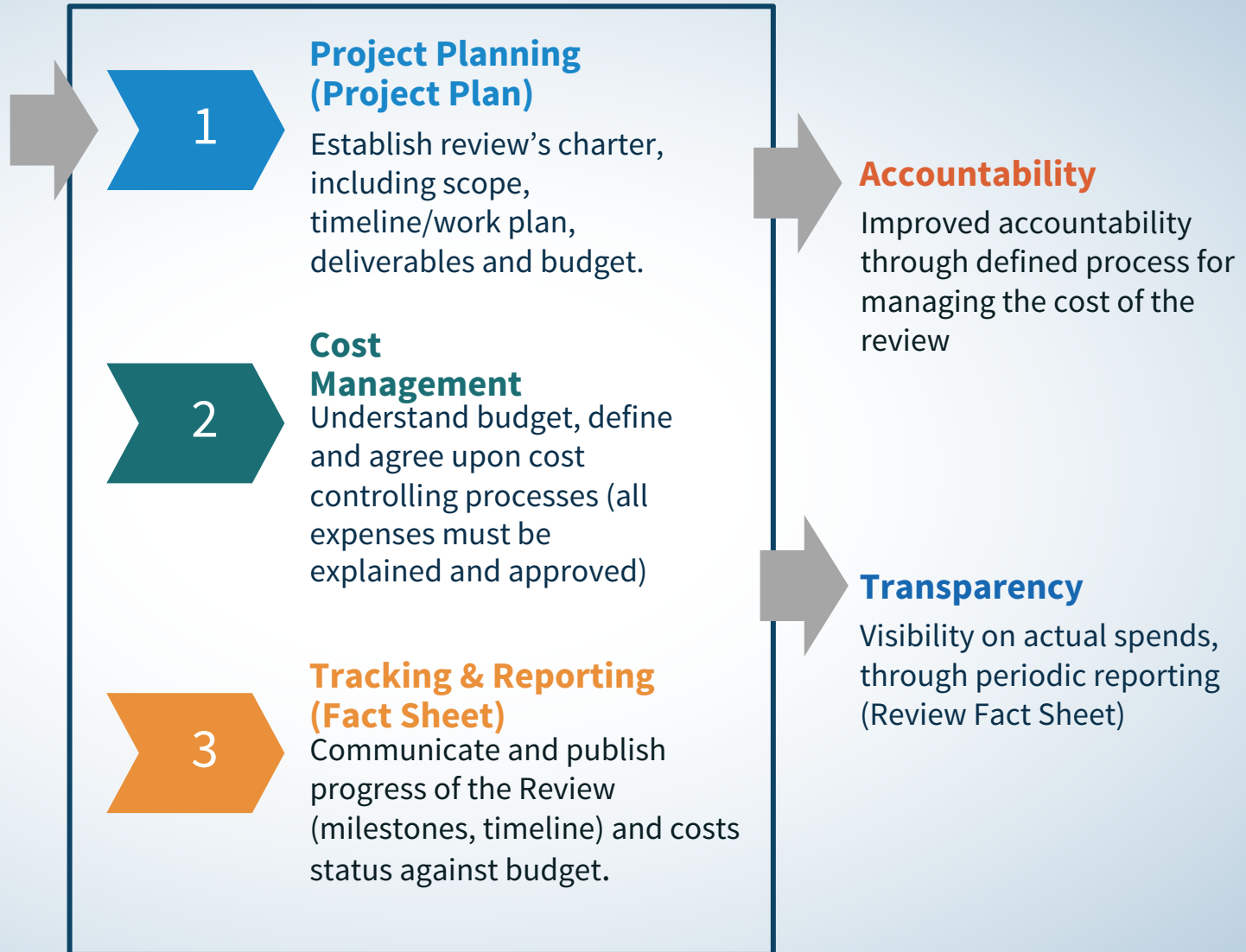
Agenda item #6

- **Xavier Calvez, CFO**
- **Charla Shambley, Manager (MSSI-Operations)**

Review Governance Support Team

Assemble a **Review Governance Support Team:**

- RT liaison
- MSSl project /operations liaison
- Finance liaison

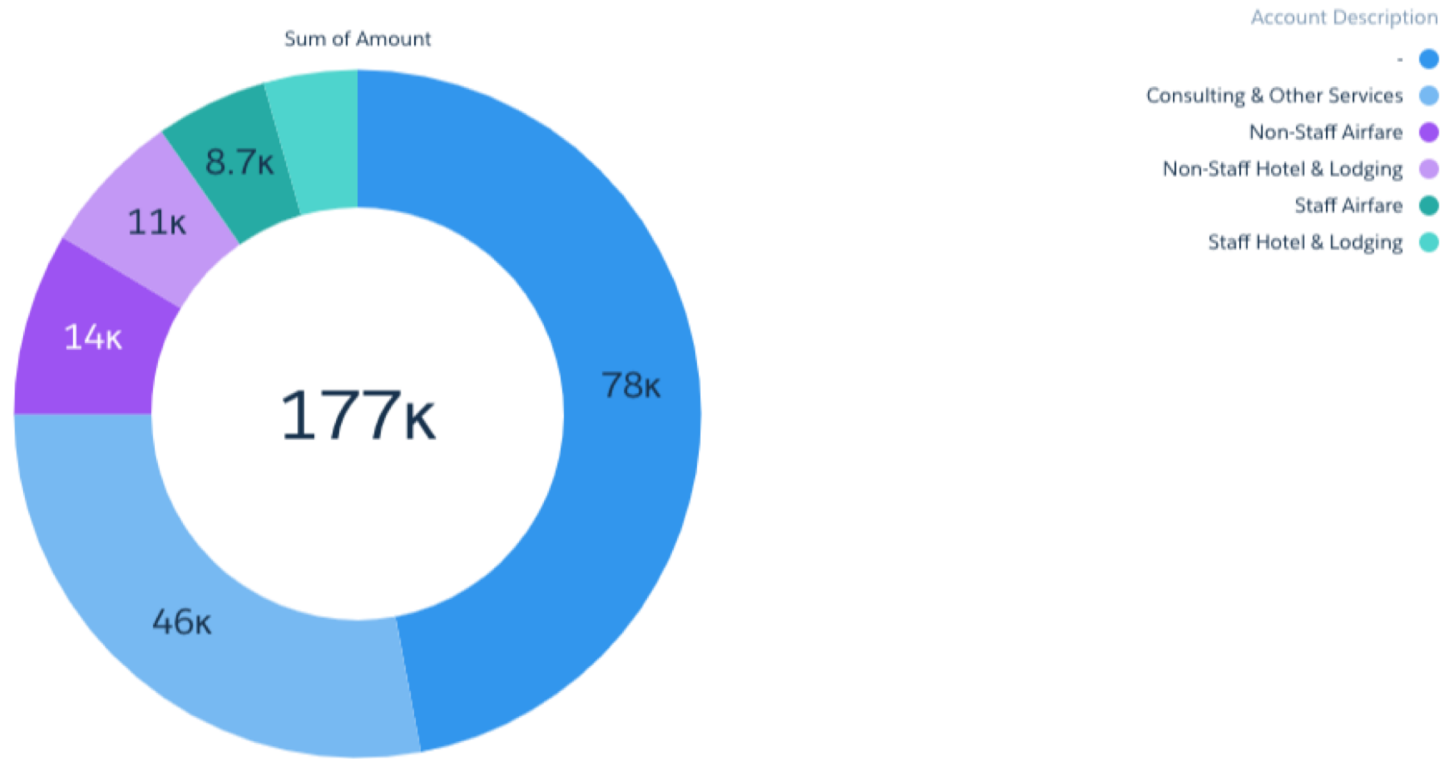


ATRT3 Budget

- Developed based on past experience, size of RT and other relevant assumptions
- \$330,000 set aside for the review - start to finish (regardless of fiscal years)
 - Professional Services estimated at \$100,000
 - Travel & face-to-face meeting related expenses estimated at \$230,000, of which \$40-50,000 has been estimated for the first face-to-face meeting
- Each expenditure to be explained and approved, with assistance from Support Team
- If actual work demands more resources, the process is to submit a request to the Board.

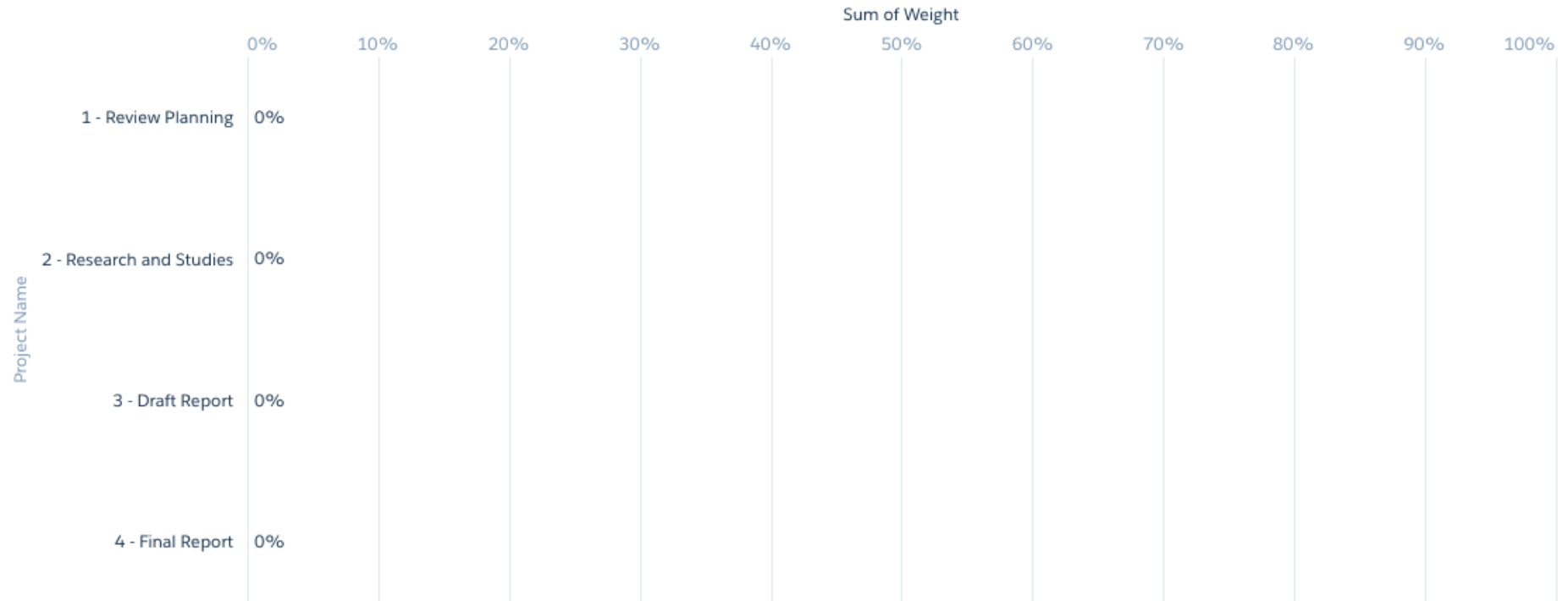
ATRT3 Fact Sheet Data Captured - Example

ATRT3 - Actual Expenses - SAMPLE



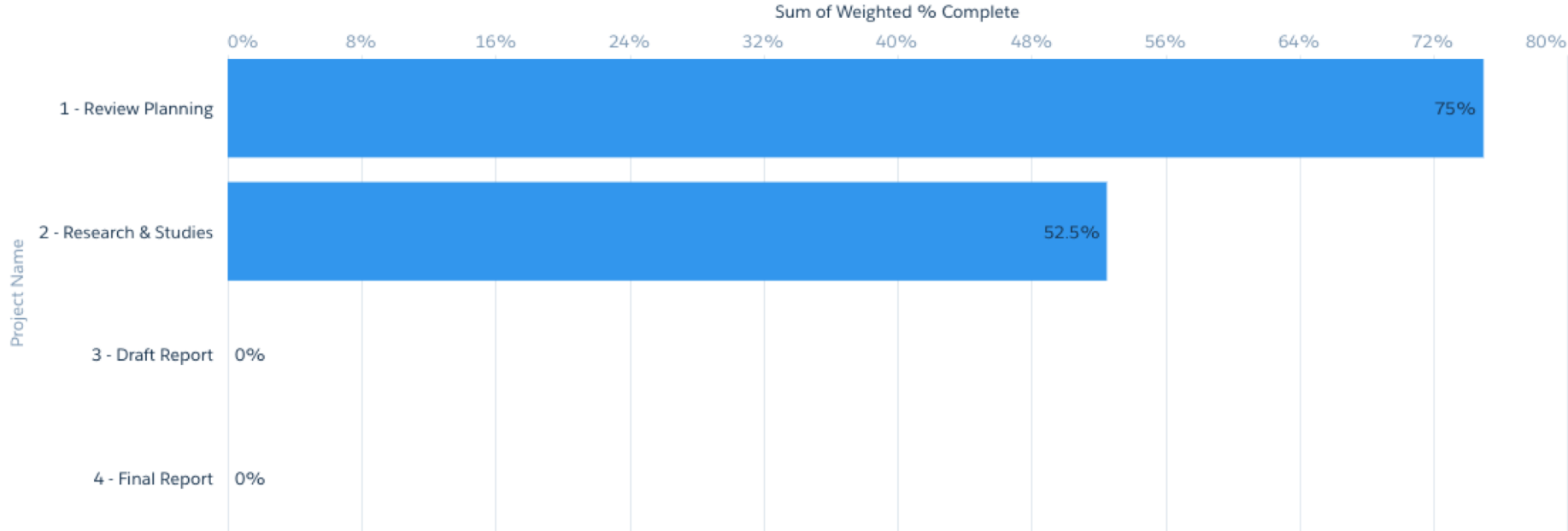
ATRT3 Fact Sheet Data Captured - Example

ATRT3 - RT Milestones



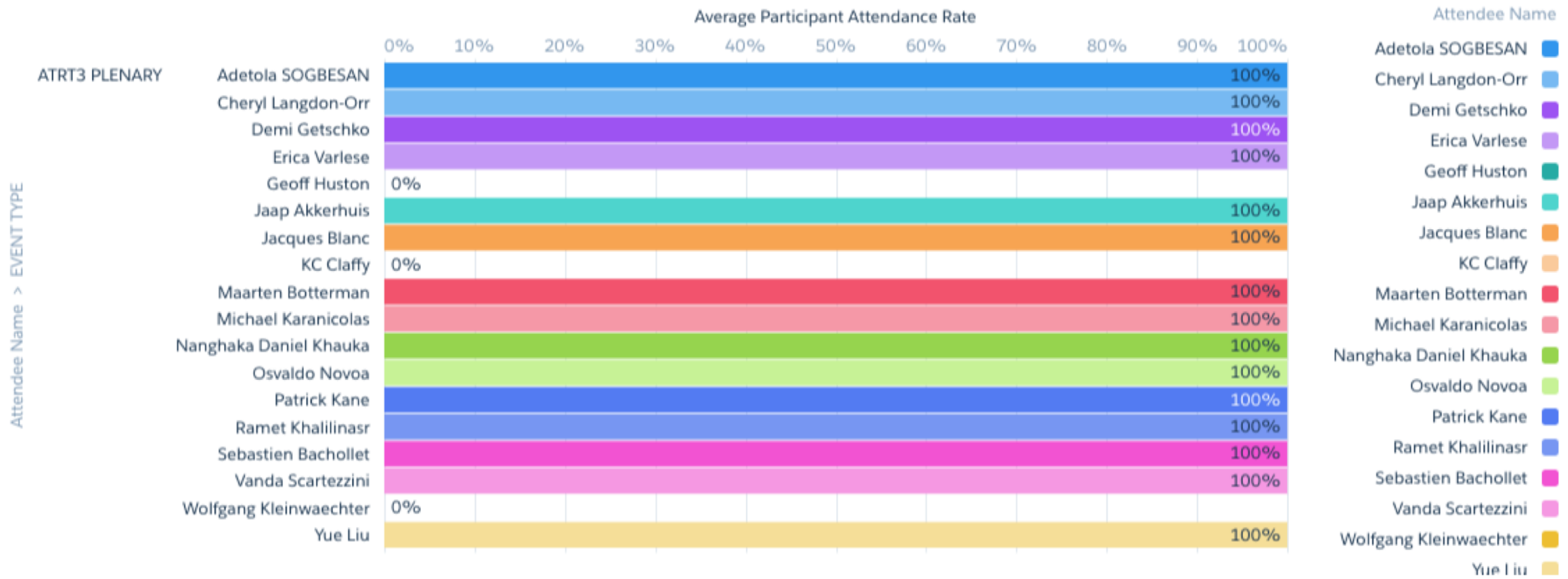
ATRT3 Fact Sheet Data Captured – Example (SSR2 Review)

SSR2 - RT Milestones



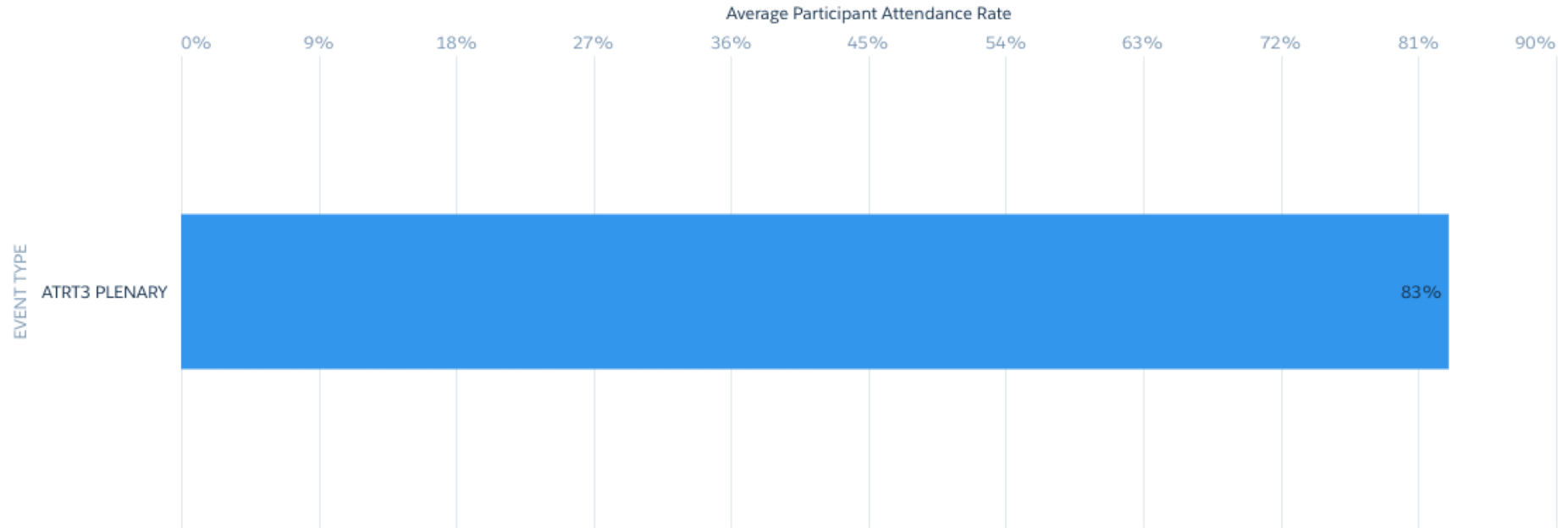
ATRT3 Fact Sheet Data Captured – Example

ATRT3 - RT Overall Attendance Rates



ATRT3 Fact Sheet Data Captured - Example

ATRT3 - RT Overall Attendance Rates



-Viewing as Jessica Castillo

A.O.B.

Agenda item #7

A.O.B.

Confirm Decisions Reached & Action Items

Planning for Face-to-Face Meetings

Appendix A

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

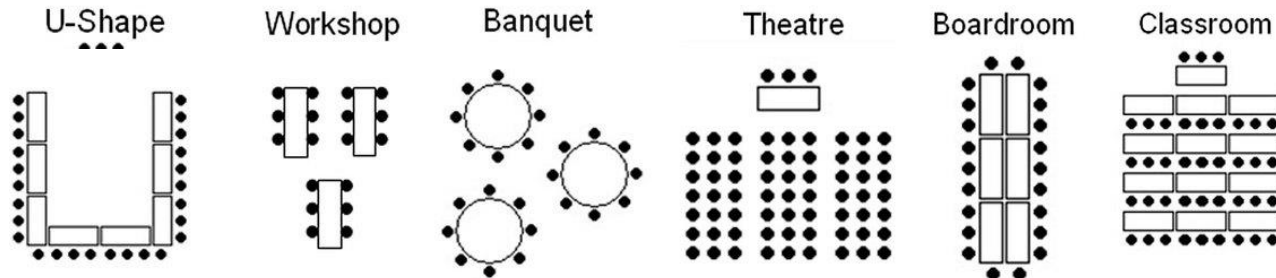
**Washington,
D.C.**
20

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 ¹
Remote Participation Services (presentation laptop, Adobe Connect, stream audio, record audio) & Internet	\$1,700/day	\$500/day
Interpretation ²	\$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.