

ATRT3
Plenary Call #02
13 February 2019 – 21:00 – 22:30 UTC

Review Team Members:

Cheryl Langdon-Orr, Jacques Blanc, Pat Kane, Vanda Scartezini, Adetola Sogbesan, Jaap Akkerhuis, Osvaldo Novoa, Maarten Botterman, Erika Varlese, Daniel Nanghaka, Michael Karanicolas, Ramet Khalili, Wolfgang Kleinwaechter, Geoff Huston, Demi Getschko, Geoff Huston

Apologies :

Sebastien Bachollet, Liu Yue

Observers:

Chokri Ben Romdhane, Yang Hunyug, Jim Prendergast, Avri Doria

ICANN Org:

Jean-Baptiste Deroulez, Negar Farzinnia, Brenda Brewer, Herb Waye, Larisa Gurnick, Lars Hoffmann, Charla Shambley, Xavier Calvez

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/3pkWBg>.

The ATRT3 undertook the following during this session:

1. **Welcome, roll-call, Sol**

There were no updates to Statements of Interest.

2. **Review Team Leadership**

ICANN org presented the results of the [doodle poll](#) sent to ATRT3 members on 25 January 2019, following the review team decision to elect two co-chairs.

Decision Reached: Cheryl Langdon-Orr, and Patrick Kane elected as co-chairs.

3. **First Substantive Meeting**

Review team reached agreement to define the first face-to-face meeting as their first substantive meeting.

Patrick Kane had a question on text from Board Resolution (“...to confirm that the team’s scope and timeline are consistent with the requirements of the ICANN Bylaws and ICANN Community Expectations”): are there specific citations in the Bylaws that this refers to, and what, if any, definition do we have of ICANN Community expectations. ICANN org replied that the review team should be mindful of the scope items that they select and the amount of work they are undertaking to effectively manage their work in the one year limit. This refers to [ICANN Bylaws section 4.6\(b\)\(ii\)](#).

Action item: First Substantive Meeting: Share quote from ICANN Bylaws, in reply to Patrick's question.
Decision Reached: First face-to-face meeting will be considered the first substantive meeting of the review.

4. Face-to-Face Meeting

ICANN org encouraged the review team to discuss at their first face-to-face meeting the schedule of their face-to-face meetings throughout the year.

Michael Karanicolas asked whether face-to-face meetings can also take place at face-to-face meetings, to which ICANN org replied that while this is an option it is not recommended due to all the ongoing work happening simultaneously during ICANN meetings.

Action item: Inform review team about "Face-to-Face meeting #1" doodle poll results

5. Operating Standards

Patrick Kane asked "when do we expect the last version of the Operating Standards approved by the Board?". ICANN org replied that they estimate to adopt this document in early May 2019, but that is subject to the public comments received and the public session at ICANN64.

Maarten Botterman advised that the review team uses the current version as guiding document, but makes it explicit if the review team experiences issues using it.

Decision Reached: Follow the Operating Standards as guiding document, and provide feedback when review team identify issues.

6. ATRT3 Project Planning, Cost Management, Tracking & Reporting

Charla Shambley presented the new reporting tool using Salesforce, that will be used to report ATRT3 expenses and progress.

Wolfgang Kleinwaechter asked "what consulting services are needed for ATRT3". ICANN org replied that this will be identified at a larger stage by the review team, it covers any extra help needed to help the review team conduct the review.

Patrick Kane asked "how do the percentages completed get reported and then recorded?".

ICANN org replied that ICANN org and ATRT3 financial liaison will get feedback on the milestones and progress made to date, and agree on completion of milestones. These reports will be published on a monthly basis on the ATRT3 wiki: <https://community.icann.org/x/73-wAw>.

Xavier Calvez presented the ATRT3 Budget

7. A.O.B.

Next meeting is scheduled on 20 February at 11:00 UTC.

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