

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

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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

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Dial-out [Receive a call from the meeting]

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Dial-in to the Audio Conference via Phone

Using Microphone (Computer/Device)

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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 #03



20 February 2019

# Plenary Call Agenda

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1. Welcome, roll-call, Sol
2. Face-to-Face Meeting #1 (First Substantive Meeting)
  1. Terms of Reference
  2. Work Plan and Timeline
  3. Working Methodologies
3. ICANN64: Informal Meeting opportunity
4. A.O.B.
5. Confirm Decisions Reached, Action Items, Time and Date of Next Meeting

# Welcome, roll-call, Sol

Agenda Item #1

# Face-to-Face Meeting #1 (First Substantive Meeting)

Agenda Item #2

# Face-to-Face Meeting #1

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**Confirmed:** 3-5 April 2019 – Los Angeles

- ICANN will cover airfare, hotel and meals to attend ATRT3 Face-to-Face meetings in accordance with the [ICANN Travel Support Guidelines](#).
- ICANN Travel Support will contact you to assist you in your travel arrangements.
- More information about ICANN Travel Support: [here](#).

# Face-to-Face Meeting #1

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## Terms of Reference

- **Board Resolution**

*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.*

- The review team must submit its approved Terms of Reference and Work Plan to the ICANN Board within 60 days of convening its first meeting
- Detailed templates will also be provided as a starting point for this Review Team to flesh out, approve, and then submit to the ICANN Board, and SO/AC leaders.

# Face-to-Face Meeting #1

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## Terms of Reference

- **Goal**

- Demonstrate how the objective of the review will be accomplished within the available time and specified resources
- Provide a clear articulation of work to be done and a basis for how the success of the project will be determined
- After the ToR has been adopted and submitted to the ICANN Board in response to its resolution to constitute the review, if the ToR needs to be amended, revisions must be submitted to the Board along with rationale



# Face-to-Face Meeting #1

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## Non-exhaustive list of topics to be covered in Terms of Reference

- **Review Identification**
  - Initiation/formation dates, leadership and board designee, workspace URL, mailing list, links to Bylaw text and other essential background
- **Mission, Purpose, and Terms**
  - Background (e.g., past review), Mission (text from Bylaws) and Scope (as agreed by Review Team consensus), definitions of relevant terms
- **Deliverables & Timeframes**
  - List of major milestone dates, list of deliverables
  - Summarized from the Review Team's Work Plan and Project Plan
- **Formation, Liaison, Chair, Participation**
  - Review Team composition, roles and responsibilities of Review Team members, roles and responsibilities of leadership and board liaison, support from ICANN Organization and Independent Experts
- **Decision-Making, Communication & Transparency, Reporting**
  - How the team will operate and reach consensus
  - How communications will be made transparent
  - Review Team member reporting obligations

# Face-to-Face Meeting #1

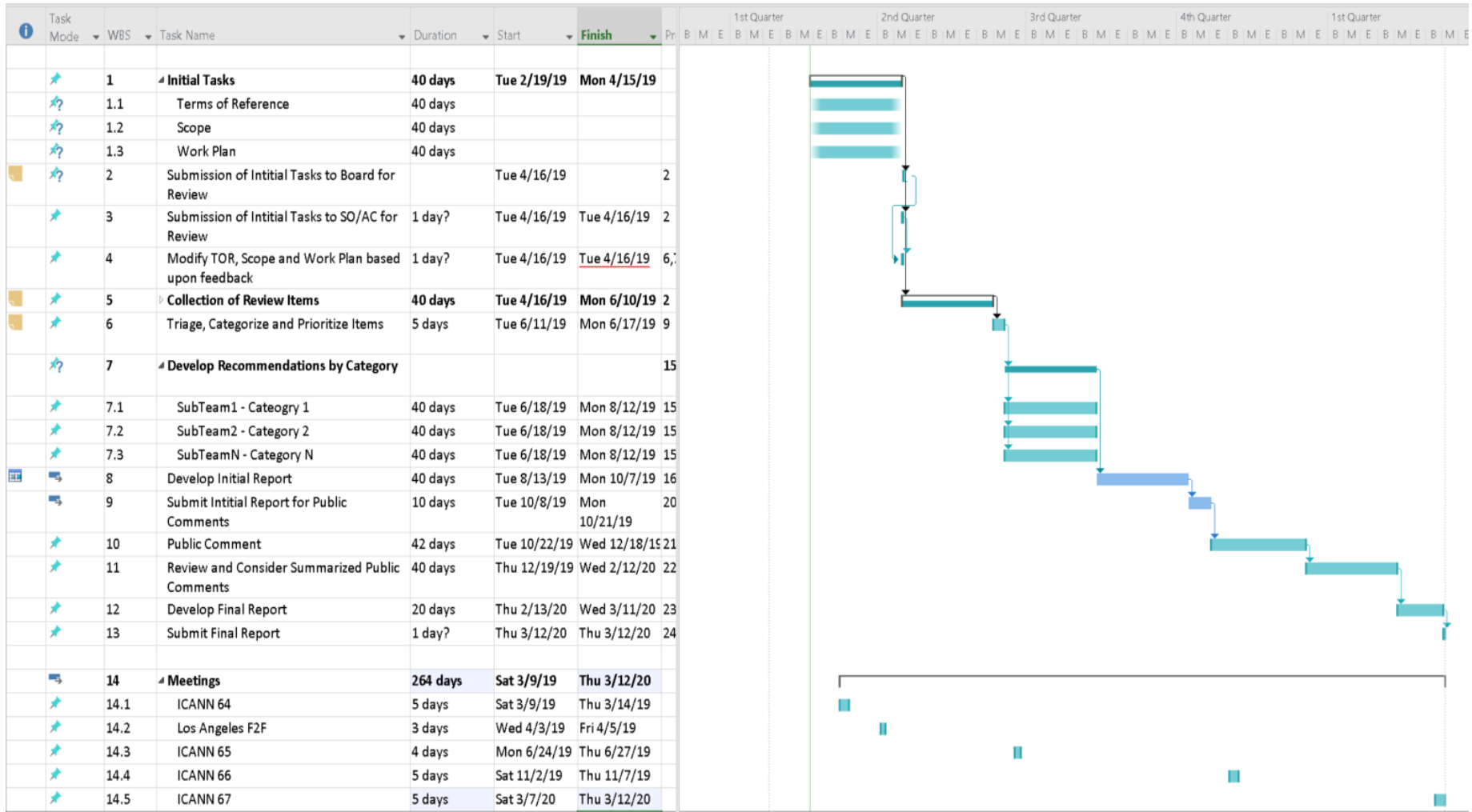
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## Workplan

- **Goal**
  - Develop a work plan based on the agreed upon scope and budget with consideration of available resources and overall review timing
- **Target dates shall be included in a work plan for the following deliverables:**
  - Analysis of implementation activities from prior review.
  - Determination of desired number and times of face-to-face meetings, with consideration of cost estimates.
  - Identification of need for any external research and an explanation of relevance.
  - Publication of interim findings.
  - Publication of a draft report for Public Comment.
  - Public comment period for draft report.
  - Submission of final report to the Board.

# Face-to-Face Meeting #1

- Representative ATRT3 Timeline



# Working Methodologies

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- Decision-making – subject to the requirements in the Bylaws and the guidelines provided in Operating Standards.
- Accountability and transparency requirements, subject to the guidelines provided in Operating Standards.
- Reporting procedures.
- Dependencies on other reviews, if applicable.
- Methodology.

# ICANN64

Agenda item #3

# ICANN64: Informal Meeting Opportunity

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**ICANN64:** 9-15 March 2019

- At least 8 members attending ICANN64.
- Window for informal meeting/drink/coffee between Review Team and ICANN org seem to be best on **11 or 12 March**.

**A.O.B.**

Agenda item #7

# A.O.B.

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# Confirm Decisions Reached & Action Items

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**Plenary Call #4:**  
**27 February 2019 – 21:00 UTC**