ATRT3 Meeting RT#07
Face-to-Face Meeting #1
03-04-05 April 2019

Meeting Venue:

ICANN Office
12025 Waterfront Dr. #300
Los Angeles, CA 90094

Map: https://goo.gl/maps/xmh5QYn7nP12

Meeting Room: Postel A

Reading list & session archives:
https://community.icann.org/x/P482Bg

Sessions are being archived and follow the ICANN Expected Standards of Behavior: http://www.icann.org/en/news/in-focus/accountability/expected-standards

Questions? Contact staff at ATRT3-Staff@icann.org

Day 1 – Wednesday, 03 April | 09:00 – 17:30 PDT | 16:00 – 00:30 UTC (timezone converter)

1. Opening remarks (09:00-09:05) *Theresa Swinehart*

2. Welcome (09:05-09:30) C*o-chairs* & *ICANN org*
   - Roll-call
   - Call for Statement of Interests updates
   - Housekeeping
   - Opening remarks, day 1 agenda and objectives

3. Specific Reviews and Process Flows (09:30-09:50) *ICANN org*

4. Review suggested work plan and timeline (09:50-10:15) *Co-chairs*

5. Introduce Outreach plan (10:15-10:30) *ICANN org*

Break 10:30-10:45

6. Working session intended to review/finalize objectives in the Terms of Reference and Scope section (10:45-12:30) *Review Team*

Review Team Lunch 12:30-13:30

7. Working session intended to review/finalize objectives in the Terms of Reference and Scope section (13:30-15:30) *Review Team*

Break 15:30-15:45

8. Working session intended to review Terms of Reference (15:45-17:15) *Review Team*

Note to review team: Timings are approximate, content is subject to updates.

9. Review day 2 agenda and provide closing remarks (17:15-17:30) *Co-chairs*

Review Team Dinner (19:00-21:30)

Day 2 – Thursday, 04 April | 09:00 – 17:30 PDT | 16:00 – 00:30 UTC ([timezone converter](#))

1. Welcome (09:00-09:10) *Co-chairs*
   - Day 1 takeaways
   - Day 2 agenda and objectives

2. Working session intended to review Terms of Reference and Scope (09:10 – 10:30) *Review Team*

Break 10:30-10:45

3. Working session intended to review Terms of Reference and Scope (10:45 – 12:30) *Review Team*

Review Team Lunch 12:30-13:30

4. Work plan and timeline working session (13:30-15:30) *Co-chairs*
   - Identify and define subteams tasks, and assign subteams members.
   - Mirror the work plan milestones into the Terms of Reference

Break 15:30-15:45

5. Working session intended to finalize Terms of Reference and Scope (15:45-17:15) *Review Team*

6. Day 2 wrap-up (17:15-17:30) *Co-chairs*
   - Closing remarks
   - Review day 3 agenda

Day 3 – Friday, 05 April | 09:00 – 17:30 PDT | 16:00 – 00:30 UTC ([timezone converter](#))

1. Welcome (09:00-09:15) *Co-chairs*
   - Day 2 takeaways
   - Day 3 agenda and objectives

2. Determine response to the ICANN Board request (09:15-10:30) *Review Team*

Break 10:30-10:45

3. Parking lot for any item that requires further discussion (10:45-12:30)

Review Team Lunch 12:30-13:30

4. Parking lot for any item that requires further discussion (13:30-15:30)

Break 15:30-15:45

5. Confirm calls schedule (15:45-16:45) *Co-chairs*
   - Confirm plenary calls
   - Identify sub-teams call needs (as appropriate)
   - Identify future face-to-face meetings

Note to review team: Timings are approximate, content is subject to updates.

6. Face-to-face meeting #1 wrap-up (16:45-17:15) *Co-chairs & ICANN org*
   - Roadmap to draft report: set deadlines, penholders etc.
   - Confirm decisions reached & action items

7. A.O.B. and closing remarks (17:15-17:30) *Co-chairs*