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.

After 2 background noise occurrences, staff will mute the offending line (either Telephone or Adobe Connect).

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)
Face-to-Face Meeting #01

Day 1 | 3 April 2019
Opening Remarks

Agenda Item #1

Time: 09:00 – 09:05

Presenter: Theresa Swinehart
Welcome

Agenda Item #2

Time: 09:05 – 09:30

Presenters: Co-Chairs and ICANN org
Roll-Call, Sol Updates, Administrative Items

• Roll-call

• Any Statement of Interests Updates?

• Housekeeping
  • Raise your hand if you wish to be added to the queue

• Session is recorded:
  - Always use your microphone
  - State your name before speaking
  - Limit use of your laptop

• Parking Lot: use dedicated paper board to suggest an item/idea for discussion

• Breaks:
  - Corridor area for coffee breaks and lunch
  - Badges

• Fire Exits in case of emergency (see next slide)
Roll-Call, Sol Updates, Administrative Items

- Two fire exits located on this floor, and represented on map by a red cross.

- If you are heading north when exiting the meeting room, the closest fire exit will be immediately on the left hand side after you pass office 369.
Day 1 – Morning Program

09:00 - 09:05 – Opening Remarks
09:05 - 09:30 – Welcome
09:30 - 09:50 – Specific Reviews and Process Flows
09:50 - 10:15 – Review Suggested Work Plan and Timeline
10:15 – 10:30 – Introduce Outreach Plan

10:30-10:45 – Break

10:45 - 12:30 – Working Session Intended To Review/Finalize Objectives in the Terms of Reference and Scope section

12:30-13:30 – Lunch
Day 1 – Afternoon Program

13:30 - 15:30 – Working Session Intended To Review/Finalize Objectives in the Terms of Reference and Scope section

15:30-15:45 – Break

15:45 - 17:15 – Working Session Intended To Review Terms of Reference
17:15 – 17:30 – Review day 2 agenda and provide closing remarks

19:00-21:30 – Dinner (offsite)
Opening Remarks & Day 1 Objectives

• **Meeting Objectives:**
  • Ensure team understanding of the Specific Review processes
  • Agree upon this review’s scope, objectives, Work Plan, and Terms of Reference
  • Identify tasks to be performed by review team members and allocate responsibilities
  • Define roadmap to publish draft report for public comment

• **Day 1 Objectives**
  • Understand Specific Review Processes
  • Review Work Plan and upcoming review milestones
  • Reach consensus on review team scope and objectives
Specific Reviews and Process Flows

Agenda Item #3

**Time:** 09:30 – 09:50

**Presenter:** ICANN org
Background

Section 4.6
- Accountability and Transparency Review (ATRT)
- Security, Stability, and Resiliency Review (SSR)
- Competition, Consumer Trust and Consumer Choice Review (CCT)
- Registration Directory Service Review (RDS)
7 Phases for Specific Reviews

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

6/7. Implementation and Ongoing Support of the recommendations
Specific Reviews – Process Flow

1 Pre-Planning
Targeted timeframe: 2 months

- Appoints a project lead

2 Initialization & Selection
Targeted timeframe: 6 months

- ICANN Board passes resolution to initiate review & directs community to establish a Review Team (RT) (with support from MSSI)

Legend

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICANN organization</td>
<td>Supporting Organizations and Advisory Committees</td>
</tr>
<tr>
<td>SO/AC</td>
<td>ICANN Board</td>
</tr>
<tr>
<td>BOARD</td>
<td>ICANN community</td>
</tr>
<tr>
<td>COMMUNITY</td>
<td>RT</td>
</tr>
<tr>
<td>RT</td>
<td>OEC</td>
</tr>
<tr>
<td>OEC</td>
<td>Organizational Effectiveness Committee</td>
</tr>
</tbody>
</table>

Glossary

AC - Advisory Committee
MSSI - Multistakeholder Strategy and Strategic Initiatives
RFP - Request for Proposal
SO - Supporting Organization

1 All targeted timeframes based on Bylaw-mandated 5-year cycle
2 Begins 5-year countdown until next review must begin
Specific Reviews – Process Flow

2 Initialization & Selection cont’d

- Community submits applications
- Application
- Community

- Evaluates applications and selects RT
- SO/AC

- Announces selection of RT
- ORGANIZATION

Review Team Selection Process

- ORGANIZATION
  - Compile & categorize
  - EACH SO/AC
    - Nominates candidates from pool of applicants by internal processes
  - SO/AC LEADERS
    - Appoints candidates, taking into consideration diversity and skills
  - RT
    - Review Team is formed

- $$$

3 Planning
Targeted timeframe: 4 months

- Project Plan? Team Structure? Finalized Topics? Timeline? Budget Owner?
- ICANN Bylaws
- Work Plan

- Receives reports
- BOARD

- Plans approach to review
- RT

- Deliver approved terms of reference and work plan
- RT

Potential Risk Point: Review begins with wrong scope or scope is unclear, leading to possibility of duplicative or conflicting work

- Communicates project budget envelope to RT (derived from Budget Process)
- Coordinates statements, declarations of interest, and non-disclosures
Specific Reviews – Process Flow

4 Conducting the Review
Targeted timeframe: 12 months

- ORGANIZATION
  Coordinates collection and analysis of data

- COMMUNITY
  Consultation

- RT
  Collects & analyzes data

- RT
  Determine if 3rd party expertise is needed
  - Yes, 3rd party expertise is needed
    - Provides input into scope, selection, criteria, milestones, and timeline
  - No, 3rd party expertise is not needed

- ORGANIZATION
  Creates RFP and secures external resource

- SO/AC LEADERS
  Monitors status through periodic updates

- OEC
  Publishes Quarterly Fact Sheets and Provides progress reports for OEC and SO/AC Leaders

Potential Risk Points:
- If qualified Review Team not convened or Review takes longer than expected
- RT requests for resources exceed budget for available resources
Specific Reviews – Process Flow

4 Conducting the Review cont’d

- **RT**: Formulate findings based on research, observations, & input (Subprocess for confidential disclosure framework under development).
- **ORGANIZATION**: Consults with ICANN organization Subject Matter Experts (SMEs) regarding initial findings (Feasibility, validity, potential conflict with existing policies or recommendations).
- **RT**: Formulate findings based on community & SMEs inputs, issues, briefings, etc.
- **RT**: Checks against terms of reference.
- **RT**: Drafts Report.

Potential Risk Point: If report contains confidential information.
Specific Reviews – Process Flow

First Comment Period

- **COMMUNITY**
  - Public Comment
  - Reviews Public Comment Report & feedback from SMEs and modifies report

- **ORGANIZATION**
  - Manages Public Comment process and summarizes inputs and coordinates consultation with community

Supplemental Comment Periods (Optional, based on feedback)

- **BOARD**
  - Reviews reports and provides feedback including feasibility assessments

- **ORGANIZATION**
  - Finalizes RT report and prioritizes recommendations

Potential Risk Point: Report includes items that don’t take into account input received

Review Team disbands but identifies 1-2 RT members to remain available for clarification through to implementation

Fact Sheet, Progress Report
Specific Reviews – Process Flow

5 Board Consideration
Targeted timeframe: 6 months

Final RT Report
- Acknowledges receipt of Final RT Report and directs ICANN organization to post for Final Public Comment

Final Comment Period
- Manages Public Comment process

Final Report
- Reviews all reports

Board APPROVES the recommendation(s) and directs ICANN organization to implement

Board REJECTS the recommendation(s) and provides rationale


Provide clarifications and input to Action Plan

Potential Risk Point: Community is dissatisfied with Board Rejection

Action Plan
- Produces Action Plan

Public Comment Report
- Manages Public Comment process

COMMUNITY

ORGANIZATION

BOARD
Specific Reviews – Process Flow

6 Implementation
Targeted timeframe: 18 months

- Resources? Budget? Timeline?
- Implementation Plan
- COMMUNITY
- ORGANIZATION
- BOARD
- ORGANIZATION
- COMMUNITY

Determines detailed implementation timeline, budget, & resources and drafts Implementation Plan

Begin Implementation of recommendations

Assesses implementation progress quarterly and reports out on implementation status quarterly and annually\(^3\)

Implementation Reports

Quarterly
Quarterly
Quarterly
Annually

Incremental issues identified with implementation?

ICANN executives and Board assess next course of action

Potential Risk Point: At impasse resolution, can’t resolve issues

7 Ongoing
Targeted timeframe: 12 months

- Standard operating procedures
  - Monitor
  - Maintain
  - Measure

Continuous maintenance

3 Pursuant to Section 4.5 of Bylaws.
Review suggested Work Plan and timeline

Agenda Item #4

Time: 09:50 – 10:15

Presenter: Co-Chairs
## Current Work Plan & Deliverables

<table>
<thead>
<tr>
<th>DATE *</th>
<th>DELIVERABLE*</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-4-5 April 2019</td>
<td>First Substantive Meeting</td>
</tr>
<tr>
<td>By 3 June 2019</td>
<td>Adopt its Terms of Reference and Work Plan</td>
</tr>
<tr>
<td>By 15 July 2019</td>
<td>Investigation of Objectives</td>
</tr>
<tr>
<td>By 9 September 2019</td>
<td>Submit subgroup reports</td>
</tr>
<tr>
<td>By 21 October 2019</td>
<td>Submit Initial Report for Public Comment</td>
</tr>
<tr>
<td>By 12 March 2020</td>
<td>Approve final findings and recommendations for submission to ICANN Board</td>
</tr>
</tbody>
</table>

*Per timeline discussed on plenary call #4*

**Any adjustments needed?**

Draft Work Plan including all deliverables added to reading list, and dedicated session on Day 2 at 13:30.
Timeline (as per Plenary Call #04)

Outreach plan will help the review team identify when they should reach out to the community to request input and/or share an update on completion of its milestones.

Review Team will:

- Conduct outreach to the ICANN community and beyond to support its mandate and in keeping with the global reach of ICANN’s mission.
- Ensure the public has access to, and can provide input on, the Team’s work. Set opportunities for interested community members to interact with the review team.

<table>
<thead>
<tr>
<th>Task</th>
<th>Task Name</th>
<th>Duration</th>
<th>Start Date</th>
<th>Finish Date</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Initial Tasks</td>
<td>44 days</td>
<td>Wed 4/3/19</td>
<td>Mon 6/3/19</td>
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<tr>
<td>1.1</td>
<td>Terms of Reference</td>
<td>44 days</td>
<td>Wed 4/3/19</td>
<td>Mon 6/3/19</td>
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<tr>
<td>1.2</td>
<td>Work Plan</td>
<td>44 days</td>
<td>Wed 4/3/19</td>
<td>Mon 6/3/19</td>
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<tr>
<td>1.3</td>
<td>Updated Timeline</td>
<td>44 days</td>
<td>Wed 4/3/19</td>
<td>Mon 6/3/19</td>
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<tr>
<td>2</td>
<td>Submission of Initial Tasks to Board for Review</td>
<td>1 day?</td>
<td>Tue 6/4/19</td>
<td>Tue 6/4/19</td>
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<tr>
<td>3</td>
<td>Submission of Initial Tasks to SO/AC for Review</td>
<td>5 days</td>
<td>Thu 6/27/19</td>
<td>Wed 7/3/19</td>
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<tr>
<td>4</td>
<td>Modify TDR, Scope and Work Plan based upon feedback</td>
<td>72 days</td>
<td>Sat 4/6/19</td>
<td>Mon 7/15/19</td>
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<tr>
<td>5</td>
<td>Investigation of Objectives</td>
<td>72 days</td>
<td>Thu 7/16/19</td>
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</tr>
<tr>
<td>5.1</td>
<td>Work Party 1 - ATRT1 and 2 items remaining undone. Why?</td>
<td>72 days</td>
<td>Tue 9/9/19</td>
<td></td>
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<tr>
<td>5.2</td>
<td>Work Party 2 - Success of recommendations implemented for</td>
<td>72 days</td>
<td>Tue 9/9/19</td>
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<td>5.3</td>
<td>Work Party 3 - Situations where by-laws weren’t followed. Why?</td>
<td>72 days</td>
<td>Tue 9/9/19</td>
<td></td>
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<tr>
<td>5.4</td>
<td>Work Party 4 - Situations not covered by by-laws. Should they be?</td>
<td>72 days</td>
<td>Tue 9/9/19</td>
<td></td>
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<tr>
<td>5.5</td>
<td>Work Party 5 - situations contemplated by the projected evolution of ICANN.</td>
<td>72 days</td>
<td>Tue 9/9/19</td>
<td></td>
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<tr>
<td>6</td>
<td>Develop Recommendations by Category</td>
<td>10 days</td>
<td>Thu 2/13/20</td>
<td>Thu 3/12/20</td>
</tr>
<tr>
<td>6.1</td>
<td>SubTeam1 - Category 1</td>
<td>40 days</td>
<td>Thu 10/8/19</td>
<td>Mon 10/21/19</td>
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<td>SubTeam2 - Category 2</td>
<td>40 days</td>
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<td>Mon 10/21/19</td>
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<td>6.3</td>
<td>SubTeamN - Category N</td>
<td>40 days</td>
<td>Thu 10/8/19</td>
<td>Mon 10/21/19</td>
</tr>
<tr>
<td>7</td>
<td>Develop Initial Report</td>
<td>20 days</td>
<td>Thu 9/10/19</td>
<td>Mon 10/7/19</td>
</tr>
<tr>
<td>8</td>
<td>Submit Initial Report for Public Comments</td>
<td>10 days</td>
<td>Thu 10/8/19</td>
<td>Mon 10/21/19</td>
</tr>
<tr>
<td>9</td>
<td>Public Comment</td>
<td>40 days</td>
<td>Thu 12/19/19</td>
<td>Wed 2/12/20</td>
</tr>
<tr>
<td>10</td>
<td>Review and Consider Summarized Public Comments</td>
<td>40 days</td>
<td>Thu 12/19/19</td>
<td>Wed 2/12/20</td>
</tr>
<tr>
<td>11</td>
<td>Develop Final Report</td>
<td>20 days</td>
<td>Thu 2/13/20</td>
<td>Thu 3/12/20</td>
</tr>
<tr>
<td>12</td>
<td>Submit Final Report</td>
<td>1 day?</td>
<td>Thu 3/12/20</td>
<td>Thu 3/12/20</td>
</tr>
<tr>
<td>13</td>
<td>Meetings</td>
<td>264 days</td>
<td>Sat 3/9/19</td>
<td>Thu 3/12/20</td>
</tr>
<tr>
<td>13.1</td>
<td>ICANN 64</td>
<td>5 days</td>
<td>Sat 3/9/19</td>
<td>Thu 3/14/19</td>
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<tr>
<td>13.2</td>
<td>Los Angeles F2F</td>
<td>3 days</td>
<td>Wed 4/3/19</td>
<td>Fri 4/5/19</td>
</tr>
<tr>
<td>13.3</td>
<td>ICANN 65</td>
<td>4 days</td>
<td>Mon 6/24/19</td>
<td>Thu 6/27/19</td>
</tr>
<tr>
<td>13.4</td>
<td>ICANN 66</td>
<td>5 days</td>
<td>Sat 11/2/19</td>
<td>Thu 11/7/19</td>
</tr>
<tr>
<td>13.5</td>
<td>ICANN 67</td>
<td>5 days</td>
<td>Sat 3/7/20</td>
<td>Thu 3/12/20</td>
</tr>
</tbody>
</table>
Introduce Outreach Plan

Agenda Item #5

Time: 10:15 – 10:30

Presenter: ICANN org
Outreach Plan

Outreach plan will help the review team identify when should the review team reach out to the community to request input and/or share an update on completion of its milestones.

Review Team will:

- Conduct outreach to the ICANN community and beyond to support its mandate and in keeping with the global reach of ICANN’s mission.

- Ensure the public has access to, and can provide input on, the Team’s work. Set opportunities for interested community members to interact with the review team.
## Outreach Plan

### 1. Adopted terms of reference & work plan

<table>
<thead>
<tr>
<th>Objective(s):</th>
<th>Provide community with details on adopted terms of reference and work plan.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actions needed:</td>
<td>• Draft communication to be reviewed and approved by review team leadership</td>
</tr>
</tbody>
</table>
| Communication tools: | • Blog post on ICANN.org  
• Wiki posts  
• Update to Review Status Update Page  
• Review team members’ update to their constituency  
• Notification to SO/ACs through email channel  
• Social media  
• ICANN65  
  o Organize engagement session  
  o Send a note to SO/ACs, Board Caucus Group, constituency and stakeholder groups to suggest face-to-face update  
  o ICANN org to prepare slides for leadership to approve and populate, as needed.  
  o Video Update |
# Outreach Plan

## 2. Initial Findings

<table>
<thead>
<tr>
<th>Objective(s):</th>
<th>Present results of analysis and set of initial findings</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Actions needed:</strong></td>
<td>Organize remote engagement sessions with ICANN SO/ACs, constituency and stakeholder groups</td>
</tr>
<tr>
<td></td>
<td>Send a note to SO/ACs, Board Caucus Group, constituency and stakeholder groups to suggest face-to-face update</td>
</tr>
<tr>
<td></td>
<td>Rapporteurs to deliver overview of findings to ICANN org for slides</td>
</tr>
<tr>
<td></td>
<td>Leadership to approve slides ICANN org prepared</td>
</tr>
<tr>
<td><strong>Communication tools:</strong></td>
<td>Engagement session with ICANN community</td>
</tr>
<tr>
<td></td>
<td>Engagement sessions with SO/ACs, constituency and stakeholder groups</td>
</tr>
<tr>
<td></td>
<td>Engagement session with Board Caucus Group</td>
</tr>
<tr>
<td></td>
<td>Wiki posts</td>
</tr>
<tr>
<td></td>
<td>Review Status Update Page</td>
</tr>
<tr>
<td></td>
<td>RT members’ update to their constituency</td>
</tr>
<tr>
<td></td>
<td>Notification to SO/ACs through email channel</td>
</tr>
<tr>
<td></td>
<td>Social media</td>
</tr>
</tbody>
</table>
### Outreach Plan

#### 3. Draft Recommendations

**Objective(s):**
- Seek community input on draft recommendations
- Seek input and guidance from the Board Caucus Group and ICANN Subject Matter Experts (SMEs) on implementability of draft recommendations

**Actions needed:**
- ICANN66
  - Organize engagement session
  - Send a note to SO/ACs, Board Caucus Group, constituency and stakeholder groups to suggest face-to-face update,
  - ICANN org to prepare slides for leadership to approve and populate, as needed.
- Issue draft report for public comment
- Organize two webinars, to accommodate all time zones.

**Communication tools:**
- ICANN66
  - Engagement session with ICANN community
  - Engagement sessions with SO/ACs, constituency and stakeholder groups
  - Engagement session with Board Caucus Group
  - Discussion with ICANN SMEs
- Public Comment Proceeding
  - ICANN announcement
  - Wiki post
  - Update to Review Status Update Page
- Video update
- RT members’ update to their membership
- Notification to SO/ACs through email channel
- Social media
## Outreach Plan

### 4. Draft final recommendations

<table>
<thead>
<tr>
<th>Objective(s):</th>
<th>Request input and guidance from the community on implementability of draft final recommendations, prior to submission to the ICANN Board</th>
</tr>
</thead>
</table>
| Actions needed: | • ICANN67  
  o Organize engagement session  
  o Send a note to SO/ACs, Board Caucus Group, constituency and stakeholder groups to suggest face-to-face update  
  o ICANN org to prepare slides for leadership to approve/populate, as needed |
| Communication tools: | • ICANN67  
  o Engagement session with ICANN community  
  o Engagement sessions with SO/ACs, constituency and stakeholder groups  
  o Engagement session with Board Caucus Group  
  o Discussion with ICANN SMEs  
  • Wiki post  
  • Update to Review Status Update Page  
  • RT members’ update to their membership  
  • Notification to SO/ACs through email channel |
Break

Time: 10:30-10:45

What’s Next?

10:45-12:30 – Working session intended to review/finalize objectives in the Terms of Reference and Scope section
Working session intended to review/finalize Objectives in the Terms of Reference and Scope section

Agenda Item #6

**Time:** 10:45 – 12:30

**Presenters:** Review Team
Workshop Exercises

1. Identify any remaining elements or gaps in the details of scope
2. Alignment Check on Scope
3. Prioritization of Scope Elements
4. Begin mapping out work plan elements
5. Track progress on completing the ToR
The process of group decision-making

“Opening”
Identify ideas

“Exploring”
Explore ideas

“Closing”
Align on Decisions

Ideas, thoughts, comments, questions
Tips for Success

ONE IDEA
PER
POST-IT
NOTE

PLEASE PRINT
CLEARLY

USE A SHARPIE
PEN

KEEP
GROUPS TO
3-4 PEOPLE
PER STATION

TRUST
THE PROCESS
Exercise #1

Identify any remaining elements or gaps in the details of scope

- Step 1. Individually explore the stations around the room, and using post-it notes add any element you think might be missing from the scope.

- Step 2. We will then go around the different stations, and volunteers will read out any new information and discuss as a group.

- For remote participants, exercises are available here:
  https://docs.google.com/document/d/1HAUweyRZ7Gy4GBOaoWLIAJuINBq58ycl1sD93zCk35c/edit?usp=sharing
Exercise #2

Alignment Check on Scope

- Step 1. Individually go to each station and make a check mark where you feel you are on the alignment spectrum for the objective and also for the details on the scope captured in the framework.

- Step 2. We will then go through each station and discuss the results and hone in on where gaps are the group will need to close on

- For remote participants, exercises are available here: https://docs.google.com/document/d/1HAUweyRZ7Gy4GBOaoWLIAJuINBq58ycl1sD93zCk35c/edit?usp=sharing
Lunch

Time: 12:30-13:30

What’s Next?

13:30 - 15:30 – *Working session intended to review/finalize Objectives in the Terms of Reference and Scope section*
Exercise #3

Prioritization of Scope Elements

- Step 1. RT members will rank individually each scope element by adding a check mark under the estimated priority.

- Step 2. The RT will then as a group discuss the results of the rankings, and explore where lack of agreement occurs.

- Step 3. If needed, the RT will run the individual ranking exercise again to see if the results change based on the discussion.

- For remote participants, exercises are available here: https://docs.google.com/document/d/1HAUweyRZ7Gy4GBOaoWLIAJuINBq58ycl1sD93zCk35c/edit?usp=sharing
Working session intended to review/finalize Objectives in the Terms of Reference and Scope section

Agenda Item #7

Time: 13:30 – 15:30

Presenters: Review Team
Exercise #4

Begin mapping out work plan elements

- Step 1. RT members to form temporary subgroups of 3-4 people. Focusing on the top 4 or 5 objectives based on the results of exercise 3, RT members will select a station to focus on and fill in the framework of work plan elements, based on the scope aligned on in exercises 1 and 2.

- Step 2. The RT will then as a full group review each station, with a volunteer sharing the findings of their group, and all will have an opportunity to provide input and see if there are any gaps, or questions, or experience, or other ideas that would be brought forth.

- Time permitting we will repeat this exercise for the remaining scope elements.

- For remote participants, exercises are available here: https://docs.google.com/document/d/1HAUweyRZ7Gy4GBOaoWLlAJuINBq58ycl1sD93zCk35c/edit?usp=sharing
Break

Time: 15:30-15:45

What’s Next?

15:45-17:15 – Working session intended to review/finalize objectives in the Terms of Reference
17:15-17:30 – Review day 2 agenda and provide closing remarks
Working session intended to review/finalize Objectives in the Terms of Reference and Scope section

Agenda Item #8

**Time:** 15:45 – 17:15

**Presenters:** Review Team
Exercise #5

Progress check on completing the ToR

- Step 1. Project ToR document

- Step 2. RT will review the status of ToR elements and through a group discussion determine where the RT is on alignment and consensus of the elements of the ToR

- This exercise can be repeated at the end of Day 2
## Exercise #5

### Section II: Mission, Purpose, and Deliverables

<table>
<thead>
<tr>
<th>Mission &amp; Scope (incl. Scope, Objectives, Definitions)</th>
<th>Consensus Reached (Y/N)?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deliverables and Timeframes</td>
<td></td>
</tr>
<tr>
<td>Considerations with Regard to Review Team Recommendations</td>
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### Section III: Formation, Leadership, Other Organizations

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<tr>
<th>Roles and Responsibility of Review Team Members</th>
<th>Consensus Reached (Y/N)?</th>
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<td>Changes to Review Team Membership, Dissolution of Review Team</td>
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<td>Dependencies on Other Organizations</td>
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### Section IV: Decision-Making and Methodologies

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<tr>
<th>Decision-Making Methodologies*</th>
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<tr>
<td>Accountability and Transparency</td>
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<td>Reporting</td>
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<td>Independent Experts</td>
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**Action Item RT#04**: Review team to identify whether there is a numerical number that we believe that each number should be defined by. What the review team believe consensus should be from a numerical standpoint.
Review day 2 agenda and provide closing remarks

Agenda Item #9

Time: 17:15 – 17:30

Presenters: Co-Chairs
Day 1 Wrap-Up

- Confirm Action Items and Decisions Reached
- Confirm consensus reached on scope items (if any)
- Confirm approved ToR updates (if any)
Day 2 Agenda

09:00 - 09:10 – Welcome
09:10 - 10:30 – Working session intended to review Terms of Reference and Scope

10:30 - 10:45 – Break

10:45 - 12:30 – Working session intended to review Terms of Reference and Scope

12:30 - 13:30 – Lunch Break

13:30 - 15:30 – Work plan and timeline working session

15:30 - 15:45 – Break

15:45 - 17:15 – Working session intended to finalize Terms of Reference and Scope

17:15 – 17:30 – Day 2 wrap-up