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) Face-to-Face Meeting #01

Day 2 | 4 April 2019

ICANN

Welcome

Agenda Item #1

Time: 09:00 – 09:10

Presenters: Co-Chairs

Welcome

- Day 1 takeaways

- Day 2 objectives
    - Reach consensus on Work Plan
    - Progress on Terms of Reference
    - Identify tasks to be performed by review team members and allocate responsibilities

- Day 2 agenda

Day 2 – Program

09:00 - 09:10 – Welcome

09:10 - 10:30 – Working Session Intended To Review/Finalize Objectives in the Terms of Reference and Scope

10:30-10:45 – Break

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

12:30-13:30 – Lunch

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

Working session intended to review Terms of Reference and Scope

Agenda Item #2

Time: 09:10 – 10:30

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	Consensus Reached (Y/N)?
Mission & Scope (incl. Scope, Objectives, Definitions)	
Deliverables and Timeframes	
Considerations with Regard to Review Team Recommendations	

Section III: Formation, Leadership, Other Organizations	Consensus Reached (Y/N)?
Roles and Responsibility of Review Team Members	
Roles and Responsibilities of Review Team Leadership	
Changes to Review Team Membership, Dissolution of Review Team	
Dependencies on Other Organizations	

Exercise #5

Section IV: Decision-Making and Methodologies	Consensus Reached (Y/N)?
Decision-Making Methodologies	
Accountability and Transparency	
Reporting	
Subgroups	
Outreach	
Observers	
Independent Experts	

Break

Time: 10:30-10:45

What's Next?

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

Working session intended to review Terms of Reference and Scope

Agenda Item #3

Time: 10:45 – 12:30

Presenters: Review Team

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

Work plan and timeline working session

Agenda Item #4

Time: 13:30 – 15:30

Presenters: Review Team

Work plan and timeline working session

Objectives:

- Identify and define subteam tasks, and assign subteams members
- Mirror the work plan milestones into the Terms of Reference

- Following scope discussions:
  - Define number of subteams needed
  - Assign subteam members & rapporteurs
  - Estimate time needed to assess the objective
  - Identify questions the subgroup will attempt to answer when assessing this objective

- Identify **work force** (members, questions, work load), **timeline** (milestones), and **resources** (materials, studies etc…)

- Identify need for mailing lists and calls schedule set up.

Work plan and timeline working session

Suggested first pass for each subgroup:

| Work Force Identification	
Members	•
Rapporteur	
Scope Objectives	•
Comments on Scope, further details	
Questions that will need to be answered in assessing whether the objective has been reached	•
Estimate of comparative complexity of assessment (1=low, 5=high)	
Estimate of comparative workload (1=low, 5=high)	
Important Background Links:	

Work plan and timeline working session

Subgroup assignment:

Expressions of Interest	Sebastien	Cheryl	Daniel	Vanda	Demi	Liu	Jacques	Pat	Michael	Wolfgang	Osvaldo	Adetola	Erica	Ramet	Jaap	KC	Geoff	Maarten
Objective X																		
Objective X																		
Objective X																		
Objective X																		
Objective X																		
Objective X																		
Objective X																		
Objective X																		
Assignments for each member:																		

	Task Mode	WBS	Task Name	Duration	Start	Finish	Pr
	✈	1	▲ **Initial Tasks**	**44 days**	Wed 4/3/19	Mon 6/3/19	
	✈	1.1	Terms of Reference	44 days	Wed 4/3/19	Mon 6/3/19	
	✈	1.2	Work Plan	44 days	Wed 4/3/19	Mon 6/3/19	
	✈	1.3	Updated Timeline	44 days	Wed 4/3/19	Mon 6/3/19	
	✈?	2	Submission of Intitial Tasks to Board for Review		Tue 6/4/19		2
	✈	3	Submission of Intitial Tasks to SO/AC for Review	1 day?	Tue 6/4/19	Tue 6/4/19	2
	✈	4	Modify TOR, Scope and Work Plan based upon feedback	5 days	Thu 6/27/19	Wed 7/3/19	6,
	✈	5	▲ **Investigation of Objectives**	**72 days**	Sat 4/6/19	Mon 7/15/19	2
	✈?	5.1	Work Party 1 - ATRT1 and 2 items remaining undone. Why?	72 days			
	✈?	5.2	Work Party 2 - Success of reccomendations implemented for	72 days			
	✈?	5.3	Work Party 3 - Situations where by-laws weren't followed. Why?	72 days			
	✈?	5.4	Work Party 4 - Situations not covered by by-laws. Should they be?	72 days			
	✈?	5.5	Work Party 5 - situations contemplated by the projected evolution of ICANN.	72 days			
	✈?	6	▲ **Develop Recommendations by Category**		Tue 7/16/19		9
	✈	6.1	SubTeam1 - Cateogry 1	40 days	Tue 7/16/19	Mon 9/9/19	
	✈	6.2	SubTeam2 - Category 2	40 days	Tue 7/16/19	Mon 9/9/19	
	✈	6.3	SubTeamN - Category N	40 days	Tue 7/16/19	Mon 9/9/19	
	⬛	7	Develop Initial Report	20 days	Tue 9/10/19	Mon 10/7/19	15
	⬛	8	Submit Intitial Report for Public Comments	10 days	Tue 10/8/19	Mon 10/21/19	19
	✈	9	Public Comment	42 days	Tue 10/22/19	Wed 12/18/19	20
	✈	10	Review and Consider Summarized Public Comments	40 days	Thu 12/19/19	Wed 2/12/20	21
	✈	11	Develop Final Report	20 days	Thu 2/13/20	Wed 3/11/20	22
	✈	12	Submit Final Report	1 day?	Thu 3/12/20	Thu 3/12/20	23
	⬛	13	▲ **Meetings**	**264 days**	Sat 3/9/19	Thu 3/12/20	
	✈	13.1	ICANN 64	5 days	Sat 3/9/19	Thu 3/14/19	
	✈	13.2	Los Angeles F2F	3 days	Wed 4/3/19	Fri 4/5/19	
	✈	13.3	ICANN 65	4 days	Mon 6/24/19	Thu 6/27/19	
	✈	13.4	ICANN 66	5 days	Sat 11/2/19	Thu 11/7/19	
	✈	13.5	ICANN 67	5 days	Sat 3/7/20	Thu 3/12/20	
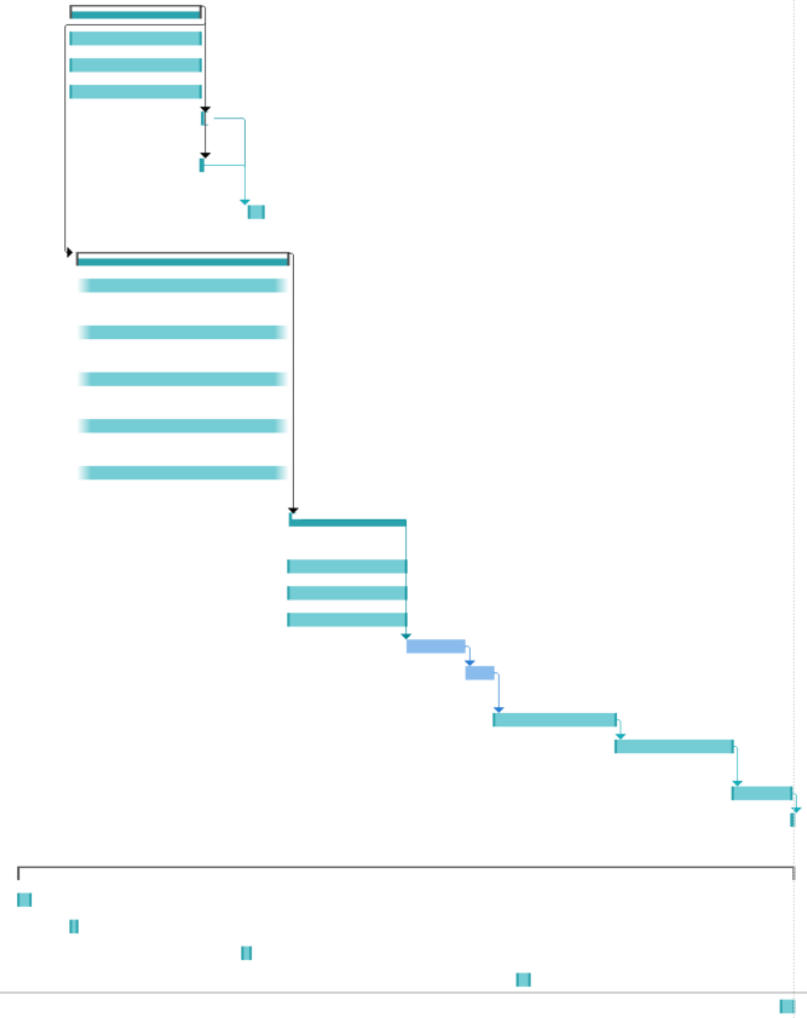
Current Work Plan & Deliverables

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

Per timeline discussed on plenary call #4

See detailed work plan, any adjustments needed?

Updated timeline to be reported under "Deliverables & Timeframes" of ToR

Break

Time: 15:30-15:45

What's Next?

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

17:15-17:30 – Day 2 wrap-up

Working session intended to finalize Terms of Reference and Scope

Agenda Item #5

Time: 15:45 – 17:15

Presenters: Review Team

Exercise #5

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Exercise #5

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Decision-Making Methodologies	
Accountability and Transparency	
Reporting	
Subgroups	
Outreach	
Observers	
Independent Experts	

Day 2 Wrap-Up

Agenda Item #6

Time: 17:15 – 17:30

Presenters: Co-Chairs

Day 2 Wrap-Up

- **Confirm Action Items and Decisions Reached**

- **Confirm consensus reached on scope items (if any)**

- **Confirm approved ToR updates (if any)**

Day 3 Agenda

09:00 - 09:15 – Welcome
09:15 - 10:30 – Determine response to the ICANN Board request

10:30 - 10:45 – Break

10:45 - 12:30 – Parking lot for any item that requires further discussion

12:30 - 13:30 – Lunch Break

13:30 - 15:30 – Parking lot for any item that requires further discussion

15:30 - 15:45 – Break

15:45 - 16:45 – Confirm Calls Schedule
16:45 - 17:15 – Face-to-Face meeting #1 wrap-up
17:15 – 17:30 – A.O.B. and closing remarks