ATRT3 Review Team Plenary Call #9

17 April 2019

ICANN

Agenda

1. Welcome, roll call, SOI updates

2. Work party communication channels – each work party now has a Skype group

3. Text for technical writer job description finalized

4. Updates from each work party
   - Board
   - GAC
   - Reviews
   - Community
   - Independent Review Process

5. Review input from staff on future meetings

6. AOB

7. Confirm action items / decisions reached

Work Party Updates

GAC Work Party

- Suggestion on how to divide the initial work among members

- Liu : Included **"*GAC operating Principles*"** as a topic to be assessed.

- Maarten: Suggested we asked (as we did) staff, to see feasibility on the case studies: *"to ask ORG to prepare a factual overview (with references to public record) on how these cases developed over time - as there is public record related to it all POSSIBLE ACTION: ask for "scorecards" with references to public record to ORG?"*

- Jacques: suggested some criteria to our assessment exercise on *accessibility; publicity and intelligibility.*

- Posting on the google doc

Input from Staff on Future Meetings

ICANN

Blackout Dates

2019	July	8-12	MEAC School on Internet Governance 2019 (MEAC-SIG 2019)
2019	July	22-24	Africa DNS Forum 2019
2019	July	23-25	Executive Team Retreat 2019
2019	September	6 – 8	Board retreat (for consideration)
2019	November	2-7	ICANN66 Montreal
2019	November	24-29	IGF 2019 Berlin
2019	December	10-12	ICANN68 Kuala Lumpur Site Inspection (Tentative - NOT CONFIRMED)

APAC Meeting Costs & Considerations

Beijing
Total estimate: $63,000 - $65,000

Visa requirements: Most ATRT3 Review Team members and support staff will require visas, for which processing time can vary**.**

Additional considerations: Due to Internet restrictions some applications and websites may not be accessible. Based on the Meetings Team's experience for the ICANN meeting hosted in Beijing, it may be difficult to guarantee a free and accessible meeting for any participants with physical limitations. The Meetings Team can work with any venues selected to ensure they meet accessibility requirements, but they are not able to confirm this in advance of the meeting.

Hong Kong or Singapore
Total estimate: $52,000 - $54,000

Visa requirements: Most visitors to Singapore or Hong Kong do not require a visa for entry.

Additional considerations: Based on the Meeting Team's experience, some limitations and restrictions may exist in Hong Kong as in Beijing, however these are expected to be less.

Step 1: Select Meeting Date(s)

Important:

Meetings Team deadlines to request meetings:
- 90 days to submit request for a face-to-face meeting
- Notifications/requests less than 90 days are not guaranteed to be supported, will be handled on a case-by-case basis, and require Executive Team approval

Travel deadlines
- 120 days to submit travel request
- Notifications/requests less than 120 days are not guaranteed to be supported, will be handled on a case-by-case basis, and require Executive Team approval

REQUIRED ACTIONS BY REVIEW TEAM:
- Select primary meeting date(s)
- Select alternative meeting date(s)
- Confirm stakeholder agreement on chosen dates

Step 2: Select Destination

Often, dates will determine the destination based on availability of venue space, which is why having primary and alternative selections is so important to the meeting planning process.

Considerations for selecting the location should include:
- Geographically central for most attendees
- Easily accessible and cost effective for international travelers
- Are there visa requirements?
- Suitable, safe and environmentally conducive for a productive meeting
- Economical and cost effective for your budget and attendees
- Availability of hotels and meeting venues

REQUIRED ACTIONS BY REVIEW TEAM:
- Select primary destination
- Select one alternative destination

Step 2: Select Destination – ICANN Offices

Maximum conference room seating available at ICANN offices:

Brussels 20	**Montevideo 20**	**Istanbul 16**
Los Angeles 24	**Singapore 20**	**Washington, D.C. 20**