ATRT3 Review Team Plenary Call Report
Plenary Call #10
24 April 2019 – 11:00 –12:30 UTC

Review Team Members	Observers
Adetola Sogbesan, Daniel Nanghaka, Erica Varlese, Jaap Akkerhuis, Jacques Blanc, Liu Yue, Maarten Botterman, Michael Karanicolas, Osvaldo Novoa, Pat Kane, Ramet Khalili, Sébastien Bachollet, Vanda Scartezini, Wolfgang Kleinwaechter	Avri Doria, Alice Jansen, Herb Waye, Jim Prendergast, Sophie Hey, Taylor Bentley, Yang Hunyu, Mera
	ICANN Org
Apologies	Jennifer Bryce, Brenda Brewer, Negar Farzinnia
Cheryl Langdon-Orr, Demi Getschko	

These high-level notes are designed to help ATRT3 Review Team members navigate through the content of the call. They are not meant to be a substitute for the recording or transcript, which are posted on the wiki at: https://community.icann.org/x/2xpIBg.

The ATRT3 Review Team undertook the following during this session:

1. Welcome, roll call, SOI updates
See attendance recorded above. No SOI updates provided.

2. Work party communication channels – confirm if current channels are working effectively for everyone, anything need changed?
Sébastien commented that training may be useful on some of the tools that the review team is using to ensure most efficient use of resources. Other team members raised difficulties they are experiencing with coordinating discussions on Skype and Google docs. Team members shared how they are using the different tools and opinions on how each of the tools should be used.

Action item: Staff to see what training is available for regularly scheduled meetings for Skype and Google docs, schedule this for one of the plenary sessions.

Action item: Review team members to think about specific concerns or questions ahead of training (staff to create a space up for RT to put this information in).

Action item: Jennifer to set up seperate Google docs for Board and GAC work groups.

3. Updates from each work party
Work party leads provided an overview of work progress to date:
- **Board –** Sébastien noted some additions made to the Google doc since last week and suggested team members look these over.
- **GAC –** Vanda shared a draft work plan (see slides 2 and 3 here).

- **Reviews –** Daniel talked the team through the work party's progress and questions captured [here](#).
- **Community –** Erica noted that the team is refining the scope and requests and encouraged work party members to look at the questions in the [Google doc](#) and add any thoughts.
- **Independent Review Process –** Jennifer noted a [page](#) has been created on the wiki which will be populated with background information. Pat noted the chair of IRP-IOT will give a presentation to the team in early May.

Jennifer asked team members to share any requests explicitly with staff so that they may be tracked on the wiki [resource requests page](#).

4. Questions for engagement/outreach in Marrakech - determine a deadline for work parties to share questions to plenary

Review team discussed feasible dates for finalizing questions to ask SO/ACs in Marrakech.

Decision reached: Team agreed to prepare questions for SO/ACs/Board/other review teams for discussion in mid-May, and agreed to a June 5 deadline for all questions to be finalized.

5. Tracking information requests - consider best way to do this transparently

Sébastien asked that staff provide clarity on the location of requests and documents.

Action item: Staff to send a consolidated email of links to wiki pages of locations of all documents including the requests.

6. Review any new input available from staff on future meetings

Jennifer encouraged team members to complete the [Doodle poll](#) of availability, and provided some additional information from ICANN Meetings Team regarding support for a face-to-face meeting around IGF. Jennifer provided information regarding the review team's visa requirements for ICANN office locations and advised that cost estimates will be provided shortly.

Action item: Staff to clarify the availability of potential space for a face-to-face meeting before or after IGF, as it is not clear if the information provided to the review team refers to during, or before/after IGF.

7. Confirm next call scheduled for Wednesday 1 May – ICANN offices closed, support is available

Decision reached: Team agreed that leadership team meeting on Monday 29 Apriil will go ahead but team will skip the call on 1 May. All calls will remain on the same planned rotation despite skipping the 1 May call.

8. A.O.B

None raised.

9. Confirm action items / decisions reached

Action items / decisions reached read for the record.

Consensus reached on decisions/action items: Yes