

UA EAI WG Meeting

06 December 2022

Attendees

Mark Svancarek

Nicholas Fiumarelli

Jim DeLaHunt – Canada

Sushanta Sinha

Nitin Walia

Yin May Oo

Hanan Khatib

Seda Akbulut

Prince Andrew Livingstone Zutah

Agenda

1. Welcome and roll call
2. Planning ahead for ICANN76
3. Update the flowchart for the self-certification guide
4. Determine and summarize what actions are required for each self-certification item (***At a high level which things can be automated and which things are to be done manually.***)
5. Identify the vendor's roles, and WG's roles are for the EAI self certification
 1. Go through the manual test run first, and see which parts are scriptable or automatable, and determine the amount of work, and calculate which tasks require manual work time.
 2. Update the [Statement of Work \(SOW\)](#) for E1.1 and E1.2
6. **Go through the EAI [self-certification guide](#) and resolve the notes**
7. Complete the [score generator spreadsheet](#) (to be done offline)
8. Email provider stories - User acceptance tests
 - a) **Mailing to the participants**
 - b) A how-to-quick guide for IT and procurement managers.
 - c) Do early providers need a vendor, or can they self test the guide and scoring tool?
 - *Mark-Microsoft India*
 - *Nitin-XGen*
 - *THNIC (.th) + (Coremail's email product)*
 - *ISC (QQmail)*
 - *Theekshana (Sri Lanka two IDN ccTLDs-EAI testbed is in initial phase-Zimbra)*
 - ***Sushanta - IIFON (Indian Mail service provider)***
 - *Can Arnt suggest any other providers?*

Meeting Recording

Meeting Notes

Mark began the meeting by recalling the agenda list, the items to focus were the ICANN76 sessions, the flowchart from Jim, and agenda item #4.

1) Planning ahead for ICANN76

Seda shared the tentative list of ICANN76 sessions related to EAI WG. She said that the community update sessions are done at the prep-week, before the main week of ICANN76. In the community update session, each working group will be sharing updates on the progress of their work since the last ICANN meeting. For this, all working group chairs or vice chairs are expected to be sharing updates with the community. EAI Working Group would be joining this session as well. The self-certification guide and reports about technical engagement with developers on github and other platforms can be mentioned in that session. Jim confirmed that ICANN76 would be in the second week of March, prep-week would be a week prior to that.

Seda suggested that in addition to the prep week community update session, there could be a panel discussion where the EAI self-certification guide is demonstrated, and then the early EAI adopters (listed in the agenda #8) that we hope will test their services, share their experience and provide feedback on the guide. The community will be consulted to understand how to promote the guide more broadly.

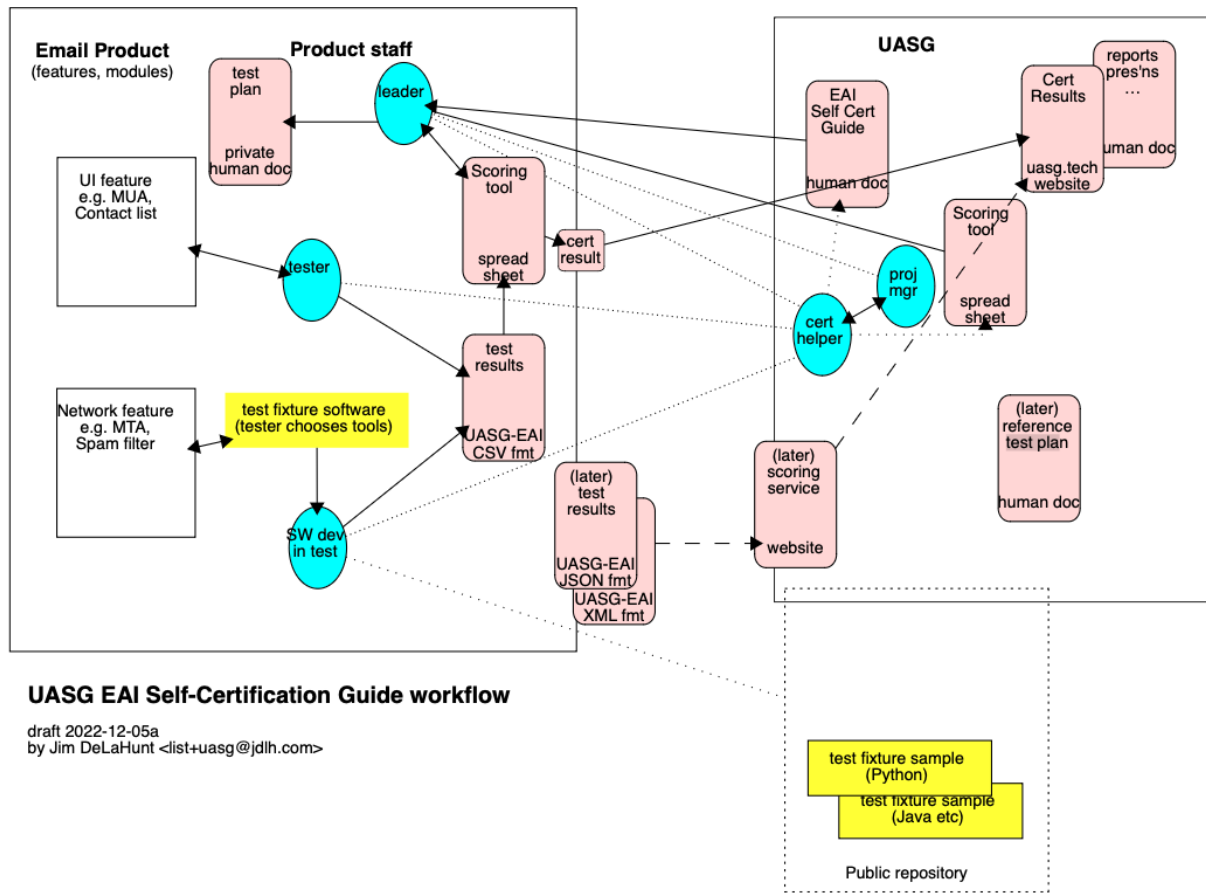
Seda said that Dr. Data has suggested a 90 min discussion on this EAI session and we can have a demo on Tech Day with the same panelists and ccNSO. Seda asked if we have sufficient time to publish the guide and for adopters to test their services. Mark concluded that it is feasible if adopters are willing and can start without any delay.

Sushanta volunteered to do a self-certification test with the IIFON organization in India. Seda noted this under the agenda item #8.

2) Updates on the Flowchart

Jim updated his work on the flowchart:

The left side is on the product being tested and the team doing testing. The right side is UASG. He explained who is doing what.



Blue ovals: people performing the roles (vendor)

- The leader of testing is a person who would check with the test plan document and scoring tool website.
- The tester is to use the test results file in csv format and use the UI feature for checking.
- The software tester (SW dev in test- Software developer in test) on the below side is to use the Network feature module and update the test results csv file. This software person will communicate with the cert-helper.
- The cert-helper shall be a UASG person who needs to answer when people doing self-certification have questions. (UASG person, or Arnt for this role).
- The project manager is to help with testing, documentation, troubleshooting, coordination and communication.

Pink rectangles: documents or websites (something static in general)

- At the middle-bottom part of diagram, the two overlapped rectangles are the test results with html or json or csv format, would flow into scoring tool
- On the UASG side, the non-connected floating rectangle is the reference test plan, for any document that has been made and shared.

White rectangles: Pieces of Modules of software, UI features

- Human would operate that

Yellow rectangles: Software Modules, Public repository (eg. Github)

- The bottom right item 'Public repository' refers to the Github repository.
- Various test modules could be published and as the dotted line connects, the software tester could use some of the codes.

Jim explained that the scoring tool in the middle of the UASG side could be the result of the certification with more details. When a cert result is produced it could be sent to UASG and on the top right corner pink blocks, the certificate could be posted on the website or added to reports.

Jim said the current workflow diagram is not final yet and needs to be refined.

Mark asked about the communication between the leader and the scoring tool on the right. Jim said the tester should operate the spreadsheet and update the test results.

Mark suggested the numbering of the blocks

1. EAI Self Certification Guide
2. Test plan (leader creates their own version of scoring tool and test plan)
3. Testing
 - a. UI display/input testing
 - b. Software/ protocol testing
4. Test result
5. The scoring tool
6. The Cert-result
7. The Cert-result on UASG side and certain interaction

Jim will rearrange the boxes in order from top to bottom.

Mark asked about the difference between cert-helper and project manager. Jim explained as listed in the *Blue Ovals* session. They also discussed whether the result file format in either json or csv is fine. Mark said the diagram still captured the concept, however, refining the workflow would be a good idea.

Nitin said the name 'scoring tool' in the chart is confusing.

Jim and Mark discussed that we should set expectations that they should have their own scoring tool and certify them. For conflicts, there should be a loop with a cert helper to resolve the conflict. Jim said as soon as we have the scoring tool, it should be shared with the leader.

Nitin said the leader will make the decisions to select what are the UA criteria they would like to test before using the scoring tool. Mark expressed that he is not sure to set boundaries of what are essential tests and what are optionals at the system level. The changes in the scoring tool should be limited; Nitin agreed.

Jim questioned whether we need to remove SELF, and Nitin answered that we are not validating their results, it should remain as SELF. Mark agreed with Nitin.

Jim said instead of pointing the cert-result to the UASG side directly, it should go to the cert-helper first. After the cert-helper uses the cert-result csv file into the scoring tool, the result of that is what gets published on the UASG website. Nitin suggested that before publishing the final result, it could be shared to the leader first. Jim and Mark agreed.

The presentation of the workflow diagram and suggestions was concluded; Jim will update the flowchart based on the discussion.

4. Determine and summarize what actions are required for each self-certification item

Jim suggested resolving all the notes in the entire self-certification guide. Mark and Seda pointed out that this is agenda #6 for now. Mark agreed with Jim that instead of agenda #4, discussing on agenda #6 would be better.

Jim said someone should finish the agenda #4 offline, which is to 'determine and summarize what actions are required for each self-certification item.' Mark asked Seda to add 'which things are to be automated and which things are to be done manually'. Jim said, for example, to test MTA criteria, coding is necessary since it is protocol level. Mark said user interface related criteria such as checking the display or typing in strings could be hard to automate, and human evaluation is required.

Jim suggested Mark checking with Microsoft (India) on their participation timeframe.

Jim and Nitin said once the self-certification guide is ready, Nitin will start to test-run the guide. Jim appreciated that Nitin and his team volunteered, and requested feedback on using the self-certification guide and invited suggestions.

Nitin asked about UA Local initiatives and communicating with THNIC and Coremail's participation on this through China LI.

It was discussed to email the volunteers to ask for their participation. Seda asked for a draft email that she can forward to the early adopters. The group agreed to share the most possibly clean version of self-certification guide with them before the new year holidays.

Next week's priorities are:

- Go through the EAI [self-certification guide](#) and resolve the notes, complete the guide
- Reviewing the revised flowchart diagram
- Determine and summarize what actions are required for each self-certification item (Starting from MUA table no7)

Overall to-do list in the short run can be summarized as:

- Complete the flowchart (Jim)
- Clean the Self certification Guide
- Complete the spreadsheet (Mark Sv.)
- Identify early adopters and mailing them
- Plan testing stages UAT

Next Meeting: Tuesday 13th Dec 2022 at 15:30 UTC

Action items

No.	Action Item	Owner
1	Revise the flowchart based on the discussion today, rearrange the boxes in order from top to bottom.	Jim
2	Get response from Microsoft (India) about participation timeframe	Mark
3	Go through the self certification guide and self-certify email services	Sushanta for IIFON, Nitin for NIXI, Mark's India team for Microsoft, and others listed in #8
4	Identify early adopters and mailing them	Nitin
5	Complete the spreadsheet	Mark Sv
6	Lookup the self-certification test and add suggestions	Nitin