UA EAI Working Group Meeting
20 June 2023

Attendees

Mark Svancarek	Sushanta Sinha
Abdalmonem Galila	Lavish Mawuena Mensah
Jim DeLaHunt	Gaurav Prakash
Harsha Wijayawardhana	Arnt Gulbrandsen
Anil Kumar Jain	Seda Akbulut
	Yin May Oo

Meeting Agenda:

1. Welcome and roll call
2. Discuss which action items are done internally and which are to be done outsourced?

   Actions to complete the self-certification guide [E1]
   - Scoring spreadsheet and the instructions on how to use it [E1.1.a]
   - Landing page to explain the EAI self-certification program
     - Be clear about the value, benefits vs the cost
     - Description of the silver, gold, platinum
     - Add the products which have tested till now on this page, that will motivate others to run test and get their product name on this page
   - Clean up the guide
   - Settle on the badges (Scoring Labels)

3. Creating a UASG policy for promoting certification results
   a. How do we expect that vendors will promote their certification results on their own website and materials?
   b. What is UASG's "roster of EAI ready software"? Where is it? Who makes changes to it?
   c. How will UASG decide whether or not to add self-certified products to our roster if vendors request it? Who decides? How do we route the request?

    d. What do we do about users who perform certification of products which they do not make? (Some of our ICANN76 testers might be in this situation.)

4. AOB

Meeting recording: [Recording Link](#) ; password <an#@4.1xE!>

Meeting Notes

Draft of FY24: Published for public comment
Seda presented the [Draft of FY24 Action Plan](#) on the [UASG.tech](#) landing page. It has been open for receiving the community input from 14 June to 28 June.

Mark asked if there were any changes to any of the previous action plans due to the commenting process before. Seda answered that she had only seen the last action plan commenting period, in which there were some comments to make changes but those change requests were not referring to the action plan. So we didn't make a change in the plan. But if there are any requests to make a change on the action plan, the UASG Coordination WG can take these into consideration. There is an avenue to make such changes if approved by Coordination WG. The UA Coordination working group would review all the feedback and community input, and then make a decision if there would be any necessary changes. The feedback would be incorporated and shared as the final version of the action plan.

Cleaning up the Guide
Seda shared the link to [EAI Self Certification Guide.](#)
Mark, Jim, and participants agreed on working on this after laying out other tasks which are not directly related to the guide.

Settling on the badges (Scoring Labels)

Mark said we would just pick the badges unless there is some expertise in this area. We would need to decide the sizes, the text to appear on the badge, and such. The badges have to be something that people actually want to use.

Scoring spreadsheet

Mark asked if the current format of the [Scoring spreadsheet (Score Generator)](#) is agreeable to move forward. In addition to the formatting, WG should agree on how the scores would be calculated for systems or components of systems.

Jim suggested going through FY24 items and preparing the SOW for items which could be outsourced. This score generator maps to E1.1.a of the action plan. This would become the reference for E1.1.b, the complete tool to generate scores.

Abdalmonem pointed out that MUA.6 from the Score Generator sheet to synchronize with the guide and its result would be at Silver level. Mark agreed and promised to edit. Seda added a comment about this on MUA.6 cell in the sheet as "This requires a change in the guide. (it may possibly change to silver)".

For promoting Certification results (Agenda item 3)

Jim said this topic is not reflected in the action plan items, however, this is related to the self-certification guide. According to the wording of the self-certification guide, if an entity follows the guide and submitted the test results, they would get some appreciation for being EAI ready to a certain level. Their results would be evaluated, and they would be added to the roaster of EAI ready software. The key point of this agenda item is to discuss within the UASG about what is in the roster of EAI ready software and reward recognition in a way.

Jim's questions:
1) In the scenario of a successful self-certification guide, when some email vendor comes with the test results and requests evaluation, who would be responsible for these and updating the landing page for recognition with Silver, Gold, Platinum badges? We might need a third party to evaluate the test results.

2) For a company to display their names and EAI readiness badges, do we need any consent from each software or online platform, and how would we handle this? We need to decide who should conduct the test for scoring, third party or the org itself. For instance, an email-provider claims Gold for themselves. A third party should not claim this on behalf of another organization.

Mark said these are necessary to settle for the self-certification guide [E1] Making decisions on the badges would be part of the self-certification program. E1.1. to be reworded to have the program cover settling the badges. Jim said he will write a comment on the draft FY24 action plan webform about this.

Discussion based on the FY24 Action Plan
Mark asked where the agenda action items are mapped on the actual action plan. As the agenda items are here for a long time, he steered the conversation to get back to the plan.
- Agenda no#3 relates to E3.
- E4 is having someone who helps people on using guide.
- For E1.1.a, we don't need to pay for it.
- For E1.1.b, we need to hire someone to do the work.
- Items unrelated to the Self-certification guide: E2, E3, E4, E5, E6.

Mark nominated:
Mark asked what the first two items to go next. Jim nominated E2.1 to do first. Then E2.2 needs to be done in parallel. Jim suggested talking about these first and preparing SOWs to get assistance from vendors. After that, WG could focus on internal tasks in parallel such as E1. Mark agreed with Jim's proposal to prepare E2.1 SOW before other things. Mark also nominated E1 and E1.1. Seda shared that she would nominate E1 and E1.1a as these are staying for a long time.

Conclusion: E1 and E1.1.a will be going on in parallel with E2.1.

Mark asked when to start working on E3.1.
Jim answered that E3.1 and E3.2 are related to each other. Their stories would be motivation to work on EAI readiness and share hope for globally inclusive email addresses. Jim thinks local initiatives would be helpful on this matter.

Jim talked about users' success stories: if there are any users of non-Latin email addresses who could successfully send and receive the emails.

Harsha shared that Sri Lanka was familiar with the ASCII email address at first. The interest on native-script-email-address was not high. Harsha worked with Sinhala language support groups and circulated newsletters which increased awareness. Many related questions were answered throughout the process, such as how other people can read Sinhala email addresses, how to type Latin or Sinhala addresses.

Conclusion: Harsha would be sharing his experience for E3.1.

Next weeks' schedule:
- Abdalmonem would be away next week.
- Moving forward, Yin May would be hosting the calls for EAI WG.
- The following week, Tuesday July 4th would be a holiday due to Independence Day, so the meeting could be skipped or scheduled for another day.

Proposed agenda for the next meeting
- SOW for E2.1
- Clean up the guide

Before the next meeting, Jim would be asking the members of WG to review the comments on the self-certification. So this way, E1 would be worked offline.

Next meeting: Tuesday, 27 June 2023 and 14:30 UTC

Action items

No.	Action Item	Owner
1	Resolve and finalize the Score Generator Sheet [E1.1.a]	Mark
2	Ask EAI WG to respond to the comments on the guide via email	Jim
3	Share the experience of promoting Sinhalese email addresses	Harsha
4	Make decision on Score Label Badges	EAI WG
5	Add input on the FY24 Draft Action Plan to reword E1.1 for having the program cover settling the badges	Jim