

# UA EAI Working Group Meeting

## 24 September 2019

### Attendees

1. Cheryl Langdon-Orr
2. Dmitry
3. Jay Paudyal
4. Mohamad Farizul
5. Mark Svancarek
6. Nitin Walia
7. Ruslana
8. Jiankang Yao
9. Sarmad Hussain

### Agenda

#### - Before the Meeting

- Bookmark the EAI WG wiki page  
<<https://community.icann.org/display/TUA/UA-EAI+WG>>
- Review the notes from last meeting (on wiki page)
- Review this years EAI Evaluation of Major Email Software and Services  
<<https://community.icann.org/download/attachments/115638935/UASG021B%20Report%20Draft%20version.pdf?version=1&modificationDate=1567515497000&api=v2>>
- Review UASG Scope of Measurement spreadsheet  
<[https://docs.google.com/document/d/1-mRhBNetSKkQ3dc\\_ivQRU0YsrbBVkir9eB1nWwM0rSk/edit?pli=1](https://docs.google.com/document/d/1-mRhBNetSKkQ3dc_ivQRU0YsrbBVkir9eB1nWwM0rSk/edit?pli=1)>

#### - During the Meeting

1. Roll Call
2. Call for WG Vice-Chair
3. Track Progress against Outcomes so far
4. Assign owners and identify contacts
5. Suggest homework and agenda topics for next meeting

#### - Outcomes in the Charter

The EAI working group aims to develop the following, in consultation and collaboration with the other working groups. The EAI working group will also prioritize the scope of this work.

1. Review the levels/phases of EAI support already developed and refine these as needed
2. Develop an inventory of proprietary and open source tools and applications for EAI along with their contacts
3. Develop an inventory of email service providers along with their contacts
4. Develop technical requirements for implementing EAI and baseline metrics for measuring EAI support

5. Undertake review of email technology and services to determine the degree of their support for EAI, in conjunction with measurements working group
6. Review, update and develop technical documentation and make its translations available
7. Review, update and develop technical best practices and standards for the security and usability of EAI (e.g. dealing with homoglyphs, script mixing, variant characters, right-to-left scripts, etc.)
8. Prioritize and outreach to these tool and service providers' contacts to support EAI and maintain the status of the engagement with them to encourage them to support EAI in their tools and services (e.g. encourage one service provider to support EAI per year)
9. Develop training materials for EAI deployment for email administrators, email tools and application developers and web-developers (e.g. including advice for managing ASCII and non-ASCII usernames in one mailbox)
10. Develop and undertake training dissemination to promote EAI support and its deployment, by organizing webinars, training courses on ICANN learn, face-to-face training and other effective mechanisms
11. Develop communication materials (blog, case studies, etc.) to acknowledge the support of EAI by various proprietary and open source email tools and services, in collaboration with the communications working group
12. Recognize email software and service providers who are EAI compliant

## Meeting Notes

### Membership of WG

The group discussed whether there was sufficient membership in the WG from the standards organizations. W3C member was identified. The WG will seek members as needed.

### Review of EAI Documents

The chair reminded all members to review the UASG documents on EAI, especially UASG021A and UASG21B. A conversion error in the document needs to be fixed.

### Nominations for WGs

The chair encouraged community members to step forward for vice chair.

### Progress on Outcomes from the Charter (from Mark Svancarek)

1. We need to locate the definitions of EAI phases and levels.
  - a. I have looked in UASG014, 012, and 019. I see repeated use of “EA-Ready” but no distinction of what we have internally called “phase 1 readiness” (e.g. Microsoft/Gmail) and Phase 2 readiness (e.g. Xgen/Coremail).
  - b. It’s possible that we never used these concepts in a public-facing document. If that’s the case, we should do so now.
  - c. But let’s not use “phase 1 and phase 2”, since that was really just a Microsoft - specific concept which was adopted more broadly in UASG.
  - d. **Need volunteer to search docs and propose draft language.**

2. **Let's ask Arnt and/or John L and others** if they would be willing to finish out the list of tools.
  - a. Inventory should include spam filters. First on list would be EOP (Microsoft Office 365) and Spamjadoo (used by Xgen).
  - b. Consider whether "Mail auth and spam filters" section of UASG012 are applicable.
  - c. Consider if UASG024 should be updated to include email tools.
3. **Ask Don if he has an old contacts list**, even though we expect that it will be (mostly) obsolete.
  - a. Ensure that our management of the contacts list is controlled by ICANN personal data management policies (which I assume are compliant with applicable data protection laws).
4. Build from supporting docs attached to UASG019 and review test documents with UASG021A and UASG021B.
  - a. **Need volunteers (more than one to do a good job, I think) to create draft.**
5. This effort is in continuation of UASG021B.
6. The WG agreed to limit translation to only the significant documents finalized by UASG. **Cheryl will volunteer** to help identify the list of documents to translate for consideration by WG, with the recommendation finalized by the UASG leadership.
7. Limit our best practices advice to local parts, as domain name parts will be covered elsewhere. Focus this to at least identify the issues to be raised with mailbox providers.
  - a. First draft of these practices can be collected from UASG 012, 014, and 019.
  - b. **Need a volunteer to create first draft.**
8. Ensure that Comms team has this work on their budget/priority list and since they will create messaging and perform actual communication.
  - a. **Need a volunteer to track the collaboration with Comms team.**
9. We require a fulsome discussion in WG regarding the inventory and scope of these training materials. One such training currently being considered for ICANN Learn platform. This requires identifying the inventory and the scope of training.
  - a. I think this may be an area where there is real enthusiasm.
  - b. Depends partially but not entirely on #7 above.
  - c. Training should include actual examples of "full-stacks" (i.e. a full component list with set-up instructions and test cases which can be used as a turn-key solution).
- 10-12. To be discussed more fully when #1 - #9 are assigned and underway.

## Action Items

No.	Action Item	Owner
1	Fix typographic errors in links in UASG012B	Sarmad Hussain
2	Review whether Phase 1 and Phase 2 for EAI is defined in UASG documents	Mark Svancarek and Sarmad Hussain

3	Develop a more comprehensive list of email and associated tools in the <a href="#">scope matrix</a>	All
4	Maintain a list of contacts for email tools and services – check if there was an earlier list	Sarmad Hussain
5	Identify documents to translate for EAI WG	Cheryl Langdon-Orr
6	Identify the list of issues which mailbox name administrators should be aware of	TBD
7	Work with Comms WG to develop messaging for email tool and service providers to support EAI for outreach	TBD
8	Identify the inventory and scope of training materials for EAI	TBD