

UA EAI WG Meeting

31 March 2020

Attendees

Abdalmonem Galila
Cheryl Langdon-Orr
Harish Chowdhary
Jim DeLaHunt
Katarina Gevorgyan
Mark Datysgeld
Mark Svancarek
Sushanta Sinha
T Santosh
Pitinan Kooarmornpatana

Agenda

1. Review of previous [meeting notes](#)
2. The call for proposal for Email Tools Inventory and Related Definitions <https://community.icann.org/display/TUA/UA+Statements+of+Work>.
3. Review the FY20 and planning for FY21 for UA-EAI WG
4. Continuation of [Best practices for email admins \[docs.google.com\]](#)
5. AOB

Meeting Notes

It was shared that the meeting note from previous meeting was available for review and share any feedback.

The WG members were informed that the call for proposal for Email Tools Inventory and Related Definitions was [published](#). Members were asked to help advertise or to submit the proposal, if interested. It was clarified that the inventory prioritizing mechanism is expected to be included in the proposal.

The FY20 action plan status matrix was reviewed and concluded as follow:

- E1.1 – The EAI Training for EAI was completed.
- E1.2 – The EAI Training for Software Providers and E1.3 – The EAI Training for Managers and Policy Makers would remain relevant for the next fiscal year. These would help set some standard practice for the industry. It would be done in FY21. Rescoping and prioritizing to maximize impact during the time of social distancing should considered for FY21. It was raised that other online platform should also be considered to reach target audience outside ICANN sphere.

- E2 – The EAI Evaluation was completed. The report [UASG021A](#) the criterial for EAI Evaluation and [UASG021B](#) the pilot evaluation were published. The next one in the series for testing the wider range of EAI software were undergoing.
- E3.1 – Inventory of Software with EAI status was in progress.
- E3.2 – Contact list of developer remained relevant to be added in FY21 plan.
- E4 – Experience Free EAI account was relevant. It was important to ensure people can find EAI free account providers in their local community, if any. This item would be merged into E3.
- The matrix would be circulated on the mailing list for further feedback. It was planned to be finalized in the next meeting.
- Related to E4, an auto-reply email service could be setup to test EAI by automatically respond something fun e.g. joke of the day.

The WG continued working on the Best Practice for Email Administrators. The recommendation regarding symbols was discussed and following principles were added:

- Inclusion principle (ref to [LGR procedure](#))
- Avoid symbols that create security issue specific to your implementation
 - Mathematical marks e.g. # \$ % = “ * < , >
 - Non-ASCII symbols
- Administrators are expected to know limitation of their implementation
 - Short-term find the work around
 - long- term report the bug report and fix the issue
- Administrators should understand what normalization rules your infrastructure is using.

Spam filter consideration would be discussed in the next meeting.

Action items

No.	Action Item	Owner
1.	<i>Review the FY20 -FY21 Prioritization Matrix for UA EAI WG</i>	ALL
2.	<i>Review Best practices for email admins document for discussion</i>	ALL