

UA EAI WG Meeting

19 November 2019

Attendees

Abdalmonem Galila
Cheryl Langdon-Orr
Ejikeme Egbuogu
Mark Svancarek
Priyatosh Jana
Sasa Kovacevic
Pitinan Kooarmornpatana
Sarmad Hussain

Agenda

- 1) Review of the various work items on Slide 25 of the [ICANN66 presentation](#), for each item:
 - a) Agree on priority
 - b) Review budget in action plan
 - c) Collect volunteers if applicable
 - d) Plan to outsource the work if there are no volunteers
- 2) Any Other Business

Meeting Notes

The WG was informed that, from the various UA sessions at ICANN66, EAI WG seems to be falling behind other groups. Though the EAI WG was formed later than other groups, it needs to speed up for executing the budget and getting the work done.

The WG discussed work item priorities. It was shared that from the UA Ambassador point of view, the EAI environment and the technology stack as well as its technical documents are needed to conduct training. The technology stack is not listed in the planned work items at the moment, the WG considered adding it to the list.

In addition, when reaching out to the government to support EAI, the UA Ambassadors faced an issue that the government always asks 'how much does it cost' and 'what needs to be changed'. Therefore, the WG should prioritize the opensource technology stack to address the cost concern and the WG should also reach out to the major email software companies and email service providers to support EAI. The WG should also reach out to big tech company e.g. Alibaba, AliExpress, Amazon and ensure these services accept EAI for registration to encourage other services to accept EAI.

It was discussed that development work can be done in parallel. The WG could potentially outsource by reaching out to At-large structure within ICANN for identifying non-commercial or academia bodies. It was mentioned that the WG should create the result soon. Working with academia means the process could be slower.

The WG discussed that the following work can be done in parallel:

- (1) (Work item #5) Using the measurement metric (UASG021B) to test additional 5-6 top tools and publish the result. This is because when a tool mentions it supports EAI, it is not always clear to what extent. Conducting the test will identify what works and what does not. The ones that pass the evaluation then can be used to build a recommended stack. The ones that fail the evaluation can be the target of remediation work.
- (2) (Work item #8) Working with UA Comms WG to develop the remediation message for the software developers and service providers. ICANN reached out to PHP Mailer earlier and the response was that EAI is not its priority. This is an example that is why the remediation message needed to be tailored strategically.
- (3) (Work item #7) Best practice for the local part of the email address. The WG agreed that this work needs to be done by the WG internally. The WG will start a subgroup for this task.

The WG was informed that ICANN is developing the training a stack. It was found that only identifying the tool is not enough, there are processes involved e.g. how to register your internationalized domain name in the zone file and other relevant steps so that an email is not redirected to a spam folder. Therefore, the training stack should also document the process. This will be shared once it is ready.

The WG discussed whether the inventory list (Work item #2 inventory of tools and #3 inventory for services) is required to be completed before starting the top-tool test and it was concluded that the test can be started right away. The list of top 5-6 tools is available from online sources. The complete inventory list can be developed in parallel. It was also agreed that Work item #1, Review the level/phases of EAI, could be included in item#2 and #3 as a comprehensive introduction.

The call for volunteer for #7 was raised and Mark, Abdalmonem, Sarmad and Pitinan volunteered. Others are invited to join.

The template for Scope of Work (SoW) was shared. The WG was informed that the Measurement WG had already done one SoW and another one is being reviewed. Measurement WG spent a lot of time during its calls developing the SoW then handed it over to ICANN for contracting and moved on other the next project. Once the vendor submits the work, the WG will review and finalize it. It took 3-4 meetings for developing a SoW.

The WG chair will draft two SoW Google Documents: one for work item #1, #2, and #3; and another one for work item #5. The drafts will be shared on the list to get members' input. The WG will discuss the draft SoW documents in the next meeting.

It was discussed that definitions and inventory information are partially available now, it only needs to be reviewed to update by combining a few documents to make a comprehensive report. The inventory list might be different from the Measurement WG's inventory as it will be categorized deeper by email component types. Therefore, the inventory for EAI will be developed separately while keeping the Measurement WG informed.

A question was raised on why the revision is needed. It was clarified that many of the information is available but not formally documented e.g. the definition of phasing of EAI is used in presentations, but it

is never been documented. It was also raised that many of the tasks can be done by the WG members or ICANN org instead of outsourcing. The WG agreed that the first step is to define the scope of work, then the work arrangement can be decided.

Action items

No.	Action Item	Owner
1	Start a Google Document for scope of work of reviewing the definition and creating the tool and service provider inventory (work item #1, #2, and #3)	Mark S.
2	Start a Google Document for scope of work of testing additional 5-6 top tools by using measurement metric (UASG021B) (work item #5)	Mark S.
3	Form a subgroup for developing the best practices for mailbox names over email (Work item #7)	Mark S.
4	Share the training material for setting up the EAI stack	Sarmad Hussain