UA EAI Working Group Meeting
11 July 2023

Attendees

Mark Svancarek	Hanan Khatib
Abdalmonem	Anil Kumar Jain
John Levine	Tony Wiredo
Tumsifu Pallangyo	Yin May Oo

Meeting Agenda:

1. Welcome and roll call

2. Draft an SOW for FY24 Action Item E2.1 (Make it easier to experiment with a self-hosted working EAI systems)

3. Clean up the EAI Self Certification Guide

4. AOB

Meeting recording: Link; password < !1Uat8$+Z%>

Meeting Notes

Discussion of SOW for FY24 Action Item E2.1

The title of the SOW may be fixed.

Mark led the discussion by highlighting the 'Purpose' section of the document. To hire vendors, the potential vendors are to come up with solutions and submit. The system must host non-Latin domain names, and non-Latin mailbox names. John asked if anyone is planning to submit solutions as a vendor. Mark said Harsha is one, and there could be more from other Local Initiatives (LIs). John commented that the overall idea seemed fine to him.

In the section '**Description of Work**', Mark added an item for the vendor to work with UASG to perform outreach and collect result submissions.

Abdalmonem believes John and Harsha have some staging environment which is an EAI system in store and works well. It would be good to use the known tools to assist email provider submission would save a lot of time.
Abdalmonem suggested providing a list of EAI supporting tools to be used for performing the evaluation.

John had a comment on using the email tool to work with IDNs and Internationalized email addresses: To be able to do a meaningful level of testing, just putting the email address and sending/ receiving is not enough.
Mark expressed similar concern. The testing cases are not consistent enough to be automated. Mark asked Abdalmonem for suggestions.
Abdalmonem has a complete EAI environment; some open-sourced EAI software tools were used. Mark asked if it is possible to check this email environment through the self-certification guide. Abdalmonem suggested using the tool to test the environment first before the vendor does this for testing other email services.

Mark would like to make sure the WG has the correct idea. Abdalmonem explained for example Gmail is submitted to test, the environment would allow it to check hosting EAI mailboxes, and so on.

There are solutions from Harsha and more. Mark and Abdalmonem talk about some local initiatives that could also have solutions for emails with local language mailbox names.

One more point is added to the 'Description of Work' section:
        "Vendor must be familiar with tools and environments provided by UASG"
And then, more vendor expectations such as performing outreach and working together with UASG and sharing experiences of the tools and email systems.

For the information of what would the vendor be provided:
Mark added about reaching out to DNS providers and the environment for testing EAI components. These are to be helped by ICANN and UASG.

John suggested reaching out to DNS service providers is not a deal breaker, however, it would be nice to have. There are a lot of forums going on regarding the DNS and other stuff, so better leave this one for later.

Mark noted that not supervising the vendor could cause only 90% complete projects in the result. For the SOW, the types of solutions are not restricted, as long as the system supports the non-Latin domain names and mailbox names.

Mark added more requirements in the list, while discussing with WG members. Step 5 and step 6 were left to be brainstormed later. The vendor may create their own project plan and propose as well, for now, we would have our steps to make sure the WG knows what we want.

In the section '**Deliverables'**, Mark checked the items and adjusted as necessary. After setting up the goals, 'Timeline' would be determined in the SOW.

Mark noted that the vendor would need to make some report to compile the test results of the email service providers. The vendor could be tech savvy and also a good writer. Mark said he would not expect vendors to create training materials. John said if a person were to do both testing and reporting jobs, that person would need some skills to manage both ways.

Meeting ended. The same topics would be discussed in the next meeting.

Next meeting: Tuesday, 18 July 2023 and 14:30 UTC

Action items

No.	Action Item	Owner
1	Prepare the SOW for vendor	Mark and WG
2	Prepare to accept submission of proposals and evaluate	WG