

# UA EAI Working Group Meeting

05 December 2023

## Attendees

Mark Svancarek  
Anil Kumar Jain  
Jim DeLaHunt  
Kunle Olorundare

Letsatsi Lekhooa  
Hanan Khatib  
Arnt Gulbrandsen  
Yin May Oo

## Meeting Agenda:

1. Welcome and roll call
2. Developing a [5-year action plan](#) for EAI WG to achieve the [UASG's 5-year strategic plan](#) [to be discussed offline on mailing list]
3. Review the new **version3** of [SOW for FY24 Action Item E2.1](#) Make it easier to experiment with a self-hosted working EAI systems **(without COI issues)**
  - a. (Older version [SOW for FY24 Action Item E2.1](#) )
  - b. [EAI Self-Certification Score Generator](#) to go along with the SOW  
(completed spreadsheet)
4. How could the WG help for the upcoming UA-Day
5. AOB

**Meeting recording:** [Link](#); password 8?cGH\$HRPz

## Meeting Notes

Yin May presented the updated agenda and let Mark lead the floor.

### **Agenda#2: Developing 5-year action plan for EAI WG to achieve the UASG's 5-year strategic plan**

Mark started the discussion by recalling the action items listed in the previous meeting. The items were divided into two parts; EAI Self-certification Program related items, and other items. Mark went through the list.

Mark said E7 could be discarded, but kept in the list. E8 would be for the updates including from the community, like a wiki page.

One place holder (Ex3) for 'Promoting the notable products' was noted 'related to E10', which was not in the list, therefore, Mark corrected it as 'related to wiki'.

Mark commented that 3 years of planning would be alright in the list as 5 years would be too far away. Mark quoted the phrase "plans are useless but planning is essential", and proceed with the listing action items in the 5-year plan.

Mark asked the WG about the self-hosting email server if it were still a priority. Jim suggested prioritizing action items related to the Self-certification Program. Mark marked E2.1, E2.2, E2.3, E3.1, E3.2 and E5 as "not part of the self-certification program". In this meeting, the planning is focused on the parts which are part of the Self-certification Program.

Mark listed Ex1, Ex2, Ex3 as "part of the self-certification program", and Ex4 to be decided after collaboration with the UA-Measurement WG. Jim recalled Kunle's suggestion of having a logo or some way of acknowledging mechanism. We need to have an actual graphic and people need to know how to use it when they meet the criteria. Mark added Ex5 for this task. Ex1 was rearranged into Designing and developing, the rules for using it, and managing it.

Jim said the most valuable action to do in the 5-year is to promote the self-certification program and create a market segment for buyers and sellers of EAI compatible email products. WG would discover more tasks along the process. Jim narrated the program flow:

Someone would like to certify an email product and they came to find out about this program. They would need to know what would be the benefits of this program, and what are the steps to achieve those. After they perform the self-certification by going through the guide, they might come up with a result that they would like to submit. And then it would be in some kind of registry to archive the scores and market their products using their self-certification results. They may want to put the gold badge on their website, but the whole part of what to do after certifying is not in our list.

Mark captured this in the 'Timeline' part of Ex1. Once a product is certified successfully with a Silver/ Gold/ or Platinum certification, they would be awarded a logo to put on their website, and it would be in the list of the program as well. The sequence of events for the self-certification program would be catered.

Resources: Items related to creating resources,

Jim asked about after completion of the self-certification, after getting help for fixing the bugs, would they want to publish or keep it. And, how to verify those claims. Jim pointed out that there is a possibility that one could fill out the results without actually checking. Mark said UASG could confirm the scores were generated correctly, and publish them and manage their products to get better. Mark noted that this would be the life-cycle of the self-certification program, and renumbered the self-certification program related tasks to E2.1, E2.2, E2.3, E2.4, E2.5 respectively. Mark suggested wrapping up the meeting as it was time.

Please see the completed list of 5-year action planning in the [spreadsheet](#).

Before the meeting ends, Anil said an appreciation message to the UA-EAI WG. Anil said the WG is working well on commenting on the draft of the UASG 5-year Strategic Plan and developing the 5-year Action Plan for WG. Anil reminded that there is a need for UA day planning as well, and the last day of event proposal submission is 15 January 2023. The materials for the UA Day event such as slides and tech-related information are on the UASG.tech website. Anil expressed that WG could spread the word and allow more people to join and celebrate the UA Day, and suggested WG keep in touch with the timeline and to help with preparations for the UA day.

Jim suggested Anil and UASG take a look at his comments on the general structure of the 5-year Strategic Plan of UASG while waiting for the other responses. Jim would like to discuss more on this if UASG could work on this together. Anil said UASG is in the process of deciding to announce the country of the global UA Day.

### **Agenda#3: SOW for self-hosted working EAI System**

Yin May would share the updated SOW document edited by Arnt and Sarmad through the mailing list.

### **AOB (The next meeting)**

Mark confirmed that the meeting would be held at the same time next week.

**Next meeting:** Tuesday, 12 December 2023, 15:00 UTC

### **Action items:**

<b>No.</b>	<b>Action Item</b>	<b>Owner</b>
1	Inform the WG for the new meeting time	Yin May
2	Come up with ideas of tasks, their descriptions and priorities offline (through mailing list)	WG
3	Share the SOW through the mailing list	Yin May
4	Review the updated SOW from the mailing list	WG