

# UA EAI Working Group Meeting

## 09 January 2024

### Attendees

Mark Svancarek

Nitin Walia

Anna Bagdasaryan

Athanase Bahizire

Biassa Palaquiéme

Jim DeLaHunt

John Levine

Kunle Olorundare

Letsatsi Lekhooa

Arnt Gulbrandsen

Yin May Oo

### Meeting Agenda:

1. Welcome and roll call
2. 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)
3. 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]
4. How could the WG help for the upcoming UA-Day
5. AOB

Meeting recording: [Link](#); password SaW4#vfp8d

### Meeting Notes

#### Agenda#2: Review the new version3 of SOW for FY24 Action Item E2.1

Mark recapped on finalizing the SOW document for FY24 Action Item E2.1, and explained that this SOW would focus on the open source solutions. And for testing the commercial tools, we may need some legal guidance. Also for the results of testing the products against the self-certification guide, verifying each of their results and posting them on the list was a new item, and the WG would need more information on what can or cannot do with product brand names and logos.

■  
Mark started going through the document and discussed the previous comments.

In the 'Purpose' section, Mark introduced the word 'testbed' for the self-hosting system to run on. The Note explaining the terms 'contractor', 'experimenter', 'testing site', and 'user' was moved to the section 'Description of Work'.

The 'Structure of Bid' and 'Description of Work' sections were reviewed with no major changes.

In the 'Deliverables' section, the numbering of the items were rearranged. Jim questioned if bullet 3, the list of packages was necessary. Arnt explained that was for not leaving out any necessary packages like spam-filter, and agreed with Mark on removing unnecessary items.

John added that he agreed with all the edits, however, if the instructions were too strict and specific, it might appear difficult for people to follow. There are several different DNS servers and the vendor would need to pick one to work with. John said he was not trying to make the SOW less specific, just to note that there would be a possibility of complaints.

Mark asked WG if webmail is a required functionality of the expected solutions. Arnt asked for IMAP clients which support EAI, and Mark and John answered Microsoft Outlook and Thunderbird. John said requiring a webmail is reasonable.

The bullets and numbering under the 'Deliverables' were readjusted.

In the 'Proposal Submission' section, Jim followed up Seda's suggestion of moving a paragraph about the bid to 'Structure of the Bid' section.

Jim has made some formatting changes on the 'Proposal Submission' section'.

Letsatsi Lekhooa suggested in the chat that the numbering should be consistent.

WG has thoroughly reviewed the SOW and finalized the version, and comments were resolved. After that, it would be sent to the ICANN reviewing team, and announce the call for vendors.

Nitin asked about suggested instructions of the packages as part of deliverables. This would be the minimum infrastructure of the email hosting with EAI support. Arnt added the required instruction to item 5 of 'Deliverables' section.

WG agreed that the draft of the SOW is finalized.

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

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

**Next meeting:** Tuesday, 16 January 2024, 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	Forward the drafted SOW for reviewing	Yin May
3	5-year action plan to be revised and concluded	WG