UA EAI Working Group Meeting
02 April 2024

Attendees

Mark Svancarek	Jim DeLaHunt
Abdalmonem Galila	John Lavine
Nitin Walia	Letsatsi Lekhooa
Athanase Bahizire	Willie Meck (Papua New Guinea)
	Yin May Oo

Meeting Agenda:

1. Welcome and roll call
2. Detail planning on EAI Self-Certification Program: Plan Document
3. Plan of each WG is shared : Link
   a. Add timeline and link the action item to the goals
   b. Detail plans for each year is to be added
4. AOB
   a. Suggestions for today:
      i. Come up with a simple improvement to EAI-certification website content, and ask it to be implemented.
      ii. Progress on SOW for EAI service free software
      iii. What will we do when the first reported self-certification result comes in?
   b. Suggestion of change:
      i. Program Instructions
         1. A first draft of the EAI-Readiness Self-Certification Guide is available for your review and feedback.
      ii. Change to: The EAI-Readiness Self-Certification Guide is available for your use.

Meeting recording: Link; password T35*7TaZ*x

Meeting Notes

Mark recapped that the last week's meeting was mostly on governance issues. The focus for this week would be agenda#2. Jim suggested a few topics to discuss and they were added to the agenda under AOB.

Agenda#2: Discussion on EAI Self-Certification Program

Mark asked about the updates from releasing the SOW and inviting proposals. Yin May had no updates on this, and Arnt or Seda would follow up with this matter. John shared that he would be working on this, and suggested an additional SOW for automating test results. Mark said that would be a useful tool for the people with other backgrounds, and WG should think of a procedure for it. John said this was what he expected to have and doable, since annotating the test results manually would be too much for a person. John clarified that it does not necessarily mean the automated test should be only his way, and there could be other possibilities.

Jim proposed some improvements on the tab of UASG's EAI certification page <https://uasg.tech/eai-certification/> and proposed the following change to the description of "The EAI-Readiness Self-Certification Guide is available for your use." in the place of the text "A first draft of".
Mark confirmed this request of change is requested by the EAI WG.

The website is mentioned in the document, section 2.1, task 1. Jim suggested making improvements to the page every week, as a stress test of the website admin process. Jim said the last time the website updating process took months and it would not be good to add improvements. Jim would like to know a faster and easier way to make changes. Jim and Mark confirmed with Yin May if the document in the link is the most updated version, and it is.

Jim also asked what is the document management process for this Self-certification Guide. Jim said WG needs to know who can make changes to this document and why. And also, requested to make the working URL consistent.

Yin May requested WG to wait for the update for about a week. WG expect the changes to be real-time.

Jim made some changes to the E2.1 part of the document. Mark said the document may not have the perfect format, but looks complete. Addressing E2.1 would be the first step to solve.

Mark said E2.2's task 1 is what was mentioned by John earlier, and consider implementing a new SOW for automating the tests.

Mark reviewed other tasks in E2.1, and said this task item looks like content creation. This would be the first step for an entrepreneur or business owner to look into. Mark also reminded that keeping things too serialized may not be the most efficient. So far, the WG has planned to make two more SOW's: one is to create the automated testing results and the other is to create additional materials. WG would review the existing website and propose changes.

The input for the materials would come from Arnt on questions asked by EAI enthusiasts. Mark said the short term goals would be Task 1, 2 and 3. Stage two would be Task 5, 6 and 7.

Mark went on to review E2.2, which is about processing the EAI test results to score generation. Jim suggested thinking of a way to make the scoring sheet available to certifiers. The score generator sheet was not actually linked with the guide to be used together. They should be presented together to help people understand better. Mark recalled that Harsha may have used it. Jim said the Measurement-WG would be hiring vendors to test the email service providers, and they may use this guide and the score generator sheet as well. Jim added suggestions under the section E2.2.

Mark said part of the chicken and egg problem is generating EAI scores. The tasks of E2.1 and E2.2 would be processed in parallel.

Athanase said the links to the self-certification score generation should be more visible, otherwise, it looks like no one has viewed or paid attention to it. Jim said E2.2's Task 3 is about this, and links it together with the guide document.

Reviewing E2.3, Mark said ICANN's policies might affect the decisions. Whether the involvement of promoting email service's EAI score be affected or not, we can only find out. EAI WG would need formal advice on this.

Jim said both E2.3 and E2.4, talk about the after process of getting the test result and score result. However, the tasks of E2.3 are about result publications, and moved to E2.4. Mark said the formatting would be fixed. Jim suggested some edits under E2.3. Jim said E2.3 to be the score submission process, including internal repository of the participants. The newly edited tasks were added under E2.3.

The challenging part of E2.4 would be publishing the results. To publish a list of EAI-certification results may not be handled by ICANN or UASG, and it could be a third party.

Athanase said the steps after getting the scoring result are not clear, whether to publish the results or keep them confidential and improve their systems. Mark agreed, and also added submission tracking in the process.

Mark allowed the members to keep brainstorming and edit the document. The reviewing would be continued at the next meeting.

AOB:
WG welcomed Willie Meck who joined the meeting from Papua New Guinea.

Mark would be joining the next call and apologized for ending the meeting abruptly.

Meeting adjourned.

Next meeting: Tuesday, **23** April 2024, **14:00 UTC**

Action items:

No.	Action Item	Owner
1	Inform the WG for the new meeting time	Yin May
2	Review the page https://uasg.tech/eai-certification/ , and continue developing the planning document for the EAI self-certification program.	WG
3	Edit and format the planning document offline	WG, Mark
4	Update from EAI system proposals	Seda, Arnt
5	Feedback on updating the EAI sub tab by Jim and Mark's suggestion	Yin May, Seda