

# UA Measurement WG Meeting

## 15 November 2023

### Attendees

Nabil Benamar  
Imran Hossen  
Jim DeLaHunt  
Frank Anati  
Joel Okomoli  
Kunle Olorundare  
Seda Akbulut

### Meeting Agenda:

1. Welcome and Roll Call
2. Developing a [5-year action plan](#) for Measurement WG to achieve the [UASG's 5-year strategic plan](#)
3. Drafting the SOW Rating email software using EAI Self-Certification Guide (phase 1) - Continue from the Project plan section. <https://docs.google.com/document/d/1kz4ZcEG1t-XTnpxpXgZMGG9iOoysYVJw/edit>
4. AOB

### [Meeting recording](#)

### Meeting Notes

The meeting started with welcoming the participants and sharing the agenda items. As [Jim's comment on the ua-discuss list](#) about the 5-year plan are not addressed and responded yet by the UASG Coordination WG members, he suggested skipping the agenda item#2 about 5-year planning for this week. All agreed.

### **Agenda#3: SOW Rating email software using EAI Self-Certification Guide**

The group started to review the SOW from the beginning, to remember it and with fresh eyes.

In the Purpose section, Jim suggested “product” wording which is better than “packages” in this case. It was agreed to change the wording to “software products”.

Description of Work section:

Jim shared that the description of work is misleading because it implies the vendor develops a new test plan, but in fact the EAI Self Certification Guide itself is the test plan. Hence the first step has been updated as follows:

“The vendor makes a plan for how to evaluate the designated email products according to the EAI Self Certification Guide.”

Jim noticed that the description of work is missing a step and added one more step in agreement with the rest of the working group members.

“The vendor shall determine and report the certification level of the designated email products.”

Nabil said that the “suggested products” wording in this phase is confusing and needed to be changed. Jim and Nabil agreed that it needs to be “designated products”. Necessary changes have been made throughout the document.

The project plan section was intended to give further details, but it stands like a separate section. So, Jim suggested a transition paragraph between the description of work and project plan. He added the following:

“Here are some further details on each of the parts.

The work will evaluate these email products: Gmail, Microsoft Outlook on Windows, and Zoho2 (desktop only). The vendor may also include the product Microsoft Outlook on macOS, because of the commonality between Outlook on Windows and on macOS.”

Then the group continued on diving into the details of the work steps and provided steps for each item in relation to the description of work.

Seda asked when would be a good time for the community to review the plan and approve the vendor to go ahead. This way it will be easier to intervene and make corrections before it is too late. Jim suggested adding the step4 under “developing a test plan”. Nabil suggested adding the Measurement WG email

address for the vendor to share it with the group. Seda offered support in forwarding the plan to the WG in case the vendor is not a member of the WG.

“4. Submit a draft plan to the Measurement WG (ua-measurement@icann.org) and to info@uasg.tech for review, and consider review comments for including as changes to the plan.”

Jim suggested adding the following step.

“1.5 Decide which email addresses to be used as test cases.”

Seda asked whether the WG has any preference on the languages and scripts to be used in the testing. Jim said we don't have to include the languages here because that sort of guidance is already included in the EAI Self-Certification Guide. Seda added additional information to 1.5 about the categories of email addresses (including domain names with new TLDs, long TLDs, IDNs, and email addresses with Unicode@IDN and Unicode@ASCII-domain-name)

Project plan 1.5: “Decide which email addresses to be used during the testing.”

For the step 2 “Conduct the certification testing”, Jim said that there is no need to add an additional community review step at this stage for reviewing the results because the vendor would complete the work already.

The 2<sup>nd</sup> section was concluded as follows:

## “2) Conduct the certification testing

1. Perform the certification testing, according to the test plan mentioned above.
2. For each product evaluated, fill out the EAI selfcert score generator, and report the certification level which it shows.
3. Evaluate whether the certification level from the score generator fairly reflects the product's EAI support. If it does not, report that as a problem with the guide.
4. Have the vendor write a short description of the EAI support suitable as a product review.”

The group edited the SOW until the following section and added a placeholder in yellow for the next meeting to continue from. Until the next meeting, all Measurement WG members are invited to suggest edits on the document.

### 3) Reporting bugs to email providers (**we are here**)

The meeting ended.

**The next meeting** will continue to work on the SOW. Seda suggested edits and divided number#2 “Conduct the certification testing” into two sections to make it in line with the master plan in the description of work. In case there is a progress on the 5-year plan by the UASG Coordination WG, we will also include this in our agenda itemç

**Next meeting:** Wednesday, 29 November 2023 at 15:00 UTC

#### Action items

No.	Action Item	Owner
1		
2		
3		