

# UA Measurement WG Meeting

## 4 March 2020

### Attendees

Dennis Tan Tanaka  
Dessalegn Yehuala  
Emily Taylor  
Mats Dufberg  
Pitinan Kooarmornpatana  
Sarmad Hussain

### Agenda

1. Annual Report

### Meeting Notes

#### UASG Annual Report

The WG members discussed the structure of the annual report. The drafted report structure consisted of two groups: the efforts done, and the status of UA readiness. Members were invited to review and provide feedback what else to be adjusted or to be captured.

The previous annual report focused on the budget and spending. The members agreed that these are useful to be included in the annual report for transparency. It would also signal the level of commitment of the project. To keep the report concise, the financial information could be summarized as per working groups / initiatives, and can be at the end of the report.

The summary of achievements done during the year could be in the beginning. The first part of the report should include: how far along we are, where we were, and where we are going next. This information should be mapped out visually in the way that it can be continuously compared year on year.

The measures for each stakeholder stated in the UASG FY20 Action Plan were listed in the annual report. The chair suggested that it would be a good time to remind each working group that these are the measures for tracking the progress.

It was raised that the UA Readiness should be addressed in two different levels: the stage of technology and the stage of practice. UASG worked toward making the technology and tools be UA Ready and also create and conduct trainings for system administrators and community to have the UA Ready in practice. It could help UASG strategize the planning. For example if the tools are 80% ready but the practice is 15% then the focus could be put on training.

It was discussed that identifying the target audience could help designing the annual report. Even though the report would be designed for broad audience their might be two main audience groups. First, the influencing organizational group e.g. sponsors, standard bodies; and second, the members who participate in the UASG work.

Coordination with other working groups would be required to complete the annual report. Dessalegn proposed that a simple questionnaire template could help getting status information back from other WGs that can be integrated into the annual report.

It was also added that the potential target audience are relevant stakeholders E.g. the stage of practice could be shared with the policy maker, the technology readiness could be share with the technology developer.

The fiscal year 2020 would end at 30<sup>th</sup> June 2020. The WG aimed to publish the annual report in July or early August. The timeline would be as follow:

Drafting	Rest of March - Jun 2020
Initial Draft	Jun 2020
Final Draft	July 2020
Target Publication	Aug 2020

Dennis and Dessalegn agreed to work on the template for the goal vs actual template to get status from other working groups.

It was noted that when the contain of the report ready, ICANN org could assist in visualizing the data or creating an infographic.

**Next meeting:** After ICANN 67 meeting. The time will only set at 15:00 UTC on Wednesday bi-weekly.

#### Action items

No.	Action Item	Owner
1	<i>Create the template for Plan vs Actual status report for getting progress information from other UASG working groups.</i>	<i>DT, DY</i>