

Key outcomes from UASG Coordination Group Face-to-Face meeting

Washington DC, 14 & 15 January

- The UASG will shift from operating as a group of volunteers contributing to the work of the UASG into one of providing governance and advise for the UA Coordination staff.
 - This will put more burden on the staff and there will be a need to bring in additional professional staff and contractors.
 - Don & Ram to review the Charter and propose revisions and establishing the working processes. ETA TBD
- There has been little advancement on the tasks identified during the last face-to-face meeting in Dublin. The notable exceptions are:
 - Progress has been made on the Introduction to UA document
 - Progress has been made on the Definition of Universal Acceptance. This was reviewed during the meeting and a subsequent draft will be crafted
 - New Quick Guides have been produced for the five topics of Accept, Validate, Store, Process and Display.
 - The Definition of UA and New Quick Guides will be combined to produce a single document. This document will be produced and translated.
 - Progress has been made on guidelines for establishing UA initiatives in regional and countries.
- Plans for Marrakesh have been set:
 - There will be a half-day workshop on the Sunday
 - 20 Minutes - Update on UASG, Re-Organisation, Achievements, focus - Ram
 - 50 Minutes EAI
 - 20 Minutes - Report from Coremail on their experiences, frustrations and lessons learned – Marvin Wu
 - 30 Minutes - Live demonstration of EAI across multiple platforms: Microsoft 365, Gmail, Coremail – Mark Svancarek, Marvin Wu
 - Gwen to prep media
 - 20 Minutes - Update on ICANN IT's pursuit of UA Readiness – Ashwin
 - 10 Minutes – Update on APNIC (tbc) on UA Readiness
 - 30 Minutes – Registry/Registrar UA Review – Dennis/Rich
 - 40 Minutes Report on UA Initiatives:
 - 10 minutes - In China
 - 10 Minutes - In India
 - 10 Minutes – Thailand
 - 10 Minutes - Eco
 - 180 Minutes – Reading of Introduction to UA – Continued
 - There will be a public meeting during the week
 - Launch of Quick Guides
 - Request for Comments - Introduction



Universal Acceptance

- We will seek presentation time in the following communities:
 - Tech Day
 - SSAC
 - ccNSO
 - GAC
- Document Review
 - Complete reviews of the following documents were undertaken:
 - Quick Guides for Acceptance, Validation, Storage, Processing and Display
 - Definition of Universal Acceptance
 - Confusingly Similar characters
 - Progress occurred on the document: Introduction to Universal Acceptance
 - Additional reading session will occur for this document both before the Marrakesh meeting and at the Marrakesh meeting.
 - The authors of these documents will take the feedback, make revisions, and circulate for additional comments. ETA: 31 January 2016.
 - Documents will also be reviewed for consistency of language. (Mark/Gwen – When authors have made revisions.)
 - Target is to publish the Quick Guides as a single document in time for production and distribution in Marrakesh.
- Finances
 - Budget for 2016/17 remains as reported last week
 - For clarity, the automated test tool to be similar to W3C & Accessibility Issues automated evaluation tools.
 - A report showing current FY15/16 Budget, projected EoY position, and FY16/17 extensions to be produced by the end of the January by Don.
- Logging of complaints
 - There was extensive discussion about the UASG creating a registry of UA related complaints.
 - It was decided not to pursue such a registry because it was felt that the registrar, ISP or errant web site would be better places.
 - The UASG would solicit from its community (Registrars, Registries, ISPs, others) a precis of the nature of UA related complaints and the UASG would expand its existing knowledge base/FAQ to use in responding to similar complaints.
 - The UASG has already built on the work of Donuts and created a short communication to errant websites. This has been produced in more than 7 languages.
- Communications
 - Christian and Gwen to produce a “Help Wanted” document identifying the desired characteristics of an PR/Communications company and general overview of the tasks that are wanted. Up to 3 finalist will be selected from companies meeting all requirements. This will then be put out for tender and a PR company chosen. ETA: 28 February.
 - Ideas noted during the meeting:

- Characteristics: familiar with CIO audience and how to reach it, able to cover the global, able to support multiple languages and scripts
 - Activities: Produce media releases and get them published, produce case studies and get them distributed, identify how they will reach our desired audience (or touch points), identify and execute a social media strategy
- White Paper
 - Don & Ram to pursue White Paper to the point of issuing an RFP.
- Other
 - Mark and Lars to discuss EAI skillset at ECO's email event in April.
 - Expected Standards of Behavior to be circulated to UA-Discuss list with a 7-day comment period.

Summary of Actions:

What	Who	When
Review the Charter and propose revisions and establishing the working processes.	Don & Ram	TBD
Organise logistics for Marakesh	Don	15/2/16
Make adjustments to Quick Guides and Introduction to UA	Mark, Luisa, Dennis	31/1/16
Review documents for consistency of Language	Mark, Gwen	14/2/16
Compile, format, print and publish Quick Guides	Don	28/2/16
Produce projection of End of FY financials with extension for FY 16/17	Don	31/1/16
Produce Help Wanted document for PR/Communications services	Gwen, Christian	28/2/15
White Paper	Don, Ram	15/2/16
Review EAI skills from Microsoft attending ECO's April Event	Mark, Lars	31/1/16
Published Expected Standards of Behaviour	Don	15/1/16

Document with 1 week response time		
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Universal Acceptance