

ATRT3 Review Team

Meeting Agenda – Singapore F2F

Meeting Location: Fairmont / Swissôtel The Stamford (Indiana Meeting Room – Level 4 of the Fairmont side of the hotel)

Hotel: Swissôtel The Stamford, 2 Stamford Rd, Singapore 178882 (tel +65 6338 8585)

Travel Support Emergency Contact:

- ICANN Travel Support (U.S.): +1 310 578 8610
- FCM travel (Dublin): +353 1 6053989 (business hours); +353 1 5710115 (after hours)

Remote Participation (Zoom): <https://icann.zoom.us/j/638594986>

Note: Agenda items and times are subject to change

Reading list for the meeting:

- ICANN Budget and Strategic Plan
 - Budget: <https://www.icann.org/resources/pages/governance/current-en>
 - Strategic Plan: <https://www.icann.org/resources/pages/strategic-engagement-2013-10-10-en>
- [Nominating Committee Review recommendations](#)
- [Accountability Indicators assessment report](#)
- Status Report on ITI and ODI initiatives (in progress, no documentation yet)
- [Status report on quality/continuous improvement at ICANN](#)
- Board decision on CCT review recommendations:
 - [Board resolution](#)
 - [Implementation plan for public comment](#)

Face-to-Face Meeting Day 1 – Sunday, 20 October 2019

07:00 – 18:00 SGT | 23:00 (-1) – 10:00 UTC ([timezone converter](#))

07:00 – 08:00 (23:00 – 00:00 UTC): Breakfast (Clove, Level 2, Swissôtel The Stamford)

1. 08:00 - 09:45 (00:00 - 01:45 UTC)

- Settling in and review of agenda for the next 3 days
- Review list of documents we will be using.
- Complete conclusions for remaining ATRT2 recommendations

09:45 - 10:00 (01:45 - 02:00 UTC) Break

2. 10:00 - 12:00 (02:00 - 04:00 UTC)

- Complete Conclusions for remaining ATRT2 recommendations
- Complete Accountability Indicators report
- Review ICANN Budget and Strategic Plan vs Reviews recommendations

12:00 - 13:30 (04:00 - 05:30 UTC) Lunch (Asian Market Café, Level 2, Fairmont)

3. 13:30 - 15:30 (05:30 - 07:30 UTC)

- Review list of items requiring suggestions or recommendations
- Prioritize list of suggestions and recommendations
- Identify any overarching themes/recommendations

15:30 - 15:45 (07:30 - 07:45 UTC) Break

4. 15:45 - 18:00 (07:45 - 10:00 UTC)

- Review requirements for recommendations
- Produce first simple recommendation per requirements

19:00 - 21:00 (11:00 - 13:00 UTC) Team dinner (Prego, Level 1, Fairmont)

Face-to-Face Meeting Day 2 – Monday, 21 October 2019

07:00 – 18:00 SGT | 23:00 (-1) – 10:00 UTC ([timezone converter](#))

(meeting may extend beyond 18:00 SGT)

07:00 – 08:00 (23:00 – 00:00 UTC): Breakfast (Clove, Level 2, Swissôtel The Stamford)

1. 08:00 - 09:45 (00:00 - 01:45 UTC)

- Complete list of suggestions

09:45 - 10:00 (01:45 - 02:00 UTC): Break

2. 10:00 - 12:00 (02:00 -04:00 UTC)

- Work on recommendations per the priority list

12:00 -13:30 (04:00 -05:30 UTC) Lunch (Clove, Level 2, Swissôtel The Stamford)

3. 13:30 – 15:30 (05:30 – 07:30 UTC)

- Work on recommendations per the priority list

15:30-15:45 (07:30 -07:45 UTC) Break

15:45-18:00 (07:45 -10:00 UTC)

4. 15:45 – 18:00 (07:45 – 10:00 UTC)

- Complete work on recommendations per the priority list (meeting may extend beyond 18:00)

Face-to-Face Meeting Day 3 - Tuesday, 22 October 2019

07:00 – 18:00 SGT | 23:00 (-1) – 10:00 UTC ([timezone converter](#))

07:00 – 08:00 (23:00 – 00:00 UTC): Breakfast (Clove, Level 2, Swissôtel The Stamford)

1. 08:00 – 09:45 (00:00 – 01:45 UTC)

- Complete work on recommendations per the priority list
- Review list of recommendations and suggestions

09:45 – 10:00 (01:45 – 02:00 UTC) Break

2. 10:00 – 12:00 (02:00 – 04:00 UTC)

- Review draft executive summary of report

12:00 - 13:30 (04:00 - 05:30 UTC) Lunch (Asian Market Café, Level 2, Fairmont)

3. 13:30-15:30 (05:30 -07:30 UTC)

- Messaging coming out of the face-to-face meeting
- Preparing ATRT3 presentation and strategy for ICANN66 Montreal

15:30-15:45 (07:30 -07:45 UTC) Break

4. 15:45-18:00 (07:45 -10:00 UTC)

- Update the work plan