

**ATRT3 Review Team Plenary Call Report**  
**Plenary Call #42**  
**18 December 2019 – 11:00 – 12:30 UTC**

**Review Team Members**

Adetola Sogbesan, Cheryl Langdon-Orr, Daniel Nanghaka, Demi Getschko, Jaap Akkerhuis, Jacques Blanc, Liu Yue, Pat Kane, Sebastien Bachollet, Vanda Scartezini, Wolfgang Kleinwaechter, León Sánchez

**Apologies**

Oswaldo Novoa

**Observers**

Everton Rodrigues, Jim Prendergast, Herb Waye, Avri Doria, Sophie Hey, Yang Hunyu

**ICANN Org**

Jennifer Bryce, Brenda Brewer, Negar Farzinnia

**Technical Writer**

Bernard Turcotte

These high-level notes are designed to help ATRT3 Review Team members navigate through the content of the call. They are not meant to be a substitute for the recording or transcript, which will be posted on the wiki at: <https://community.icann.org/x/joAzBw>.

The ATRT3 Review Team undertook the following during this session:

**1. Welcome, roll call, SOI updates**

See attendance recorded above. No SOI updated provided.

**2. Review action items (new and closed)**

**a. Brussels face-to-face meeting: Staff to provide any updates, team to flag any outstanding issues**

- Jennifer noted that team members should now have the information they need for visa purposes. Hotel arrangements are being finalized.

**b. Overview of proposed updates work plan (proposed updates highlighted in the document [here](#))**

- Jennifer walked the team through the proposed updates to the work plan. Sebastien noted he would like to discuss the draft report, and so final approval of work plan will take place on list.

Action item: Jennifer to share the work plan to the list for final review.

**3. Forward planning and logistics for post-holiday schedule (8 January onwards):**

**a. Determine schedule of meeting topics for each call date**

**b. Consider updating plenary/leadership call cadence as necessary as final report is developed**

The team had a brief discussion about call cadence and agreed to keep calls as they are for the time being.

Decision: The team agreed to keep the call schedule as-is from 8 January onwards, and calls can be cancelled as necessary if there are no discussion items.

**4. A.O.B**

Sebastien reiterated the concerns that he raised in his 15 December [email](#), and the team discussed the matter.

Jennifer suggested dates for the team to host a webinar during the public comment period. Staff will send a Doodle to confirm the date. Sebastien and Vanda noted that it would be useful to have a slide deck prepared on a summary of the report for any smaller regional meetings.

Sebastien noted that he had an issue viewing the draft report on an Android device. Bernie noted that staff is aware of the issue and is working to resolve it.

Action item: Staff to send a Doodle on the suggested webinar dates.

Action item: Bernie to prepare slides on a summary of the draft report.

**5. Confirm action items / decisions reached**

Action items / decisions reached were read for the record.

Consensus reached on decisions/action items: Yes