

IFRT Meeting #1 Notes

IFRT Kickoff Meeting 03 December 2019 17:00 - 18:30 UTC

Agenda:

1. Agenda Bashing
2. Introductions
3. Proposed Rules of Engagement
4. Proposed Regular meetings
 - a. Twice a week
5. Mandate
 - a. Special attention to sections 18.3 & 18.4
6. ICANN/PTI Contract
7. IANA Naming Function Contract / Amendment 1/ SLA
8. AOB

Action Items:

High Level Notes:

- Agenda Bashing & Introductions
 - Agenda approved: No Proposed changes
 - Tomslin has been appointed by the GNSO council as Co-Chair
- Proposed Rules of Engagement
 - Rules of Engagement have been presented and are based on the normal procedures used in other reviews and will be adopted as our operational model during our next call.
 - Principles of Operations are very helpful and provide an ethical commitment for members to best represent their committees.
- Proposed Regular meetings
 - Meetings will occur every two weeks. The first two meetings will take place at the same time zone 17:00 UTC- 18:30 UTC. The following meetings will be shifted to accommodate team members in other time zones.

- IFR team to decide if weekly meetings will be needed once the team begins drafting the initial and draft reports.
- The Rules of Engagement, Work Plan and Scope of Work documents will lay out the expected workload for the IFR.
- The schedule of meetings through ICANN 67 will be helpful for the team to prepare and understand workload based on the work plan.
- Mandate
 - Special attention to sections 18.3 & 18.4
 - Sections 18.3 & 18.4 of the ICANN BYLAWS explain the scope of the IFR review, inputs we will be receiving and the substantive information in our mandate.
 - The IFR team should have an in-depth knowledge of sections 18.3 & 18.4 and will conduct a detailed review of both sections, as they provides clarity on the narrow scope of work for the review.
 - Kim Davies and his team will provide any educational material needed by the IFR team on the IANA Functions.
 - The IFR team to decide later down the road if subgroups will be beneficial for restricted work such as non-published reports ie. the SOC 2 report or to conduct a onsite tour of the LA office.