ATRT3 Plenary Call Report **Plenary Call #45** **29 January 2020 – 11:00 – 12:30 UTC**	

Review Team Members Adetola Sogbesan, Cheryl Langdon-Orr, Daniel Nanghaka, Demi Getschko, Jaap Akkerhuis, Jacques Blanc, Leon Sanchez, Liu Yue, Osvaldo Novoa, Pat Kane, Sebastien Bachollet, Vanda Scartezini	**Observers** Avri Doria, Sophie Hey, Herb Waye, Everton Rodrigues **ICANN Org** Jennifer Bryce, Brenda Brewer, Negar Farzinnia
Apologies Wolfgang Kleinwächter	**Technical Writer** Bernard Turcotte

These high-level notes are designed to help ATRT3 members navigate through the content of the call. They are not meant to be a substitute for the recording or transcript, which are posted to the wiki at: https://community.icann.org/x/1ABhBw.

The ATRT3 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)**
   - **Team to see Pat's <u>email</u> re: Brussels travel arrangements to Brenda**

Brenda reminded the team of Pat's email and noted she will be collating travel information to be shared with the team. Team members asked when they should expect per diem payment as no team members have yet received the payment. Leon, Bernie and Jacques also noted that they have not yet received hotel confirmation from the travel team.

<u>Action item</u>: Staff to follow up with travel support to find out when the per diem for Brussels will be delivered to the review team.

<u>Action item</u>: Staff to follow up with the travel team to ensure that all team members have received hotel confirmation for the Brussels meeting.

3. **Preview Brussels agenda**

Bernie provided an overview of the planned agenda for the Brussels face-to-face meeting. Sebastien asked if there was a possibility for the team to work in the office beyond the 18:00 meeting end time if necessary. Negar noted that staff would provide confirmation of this.

Action item: Staff to confirm if after-hours office access is available and/or where the team may work at the hotel after close of office.

4. **Complete accountability indicators text review**

Bernie walked the team through the accountability indicators text and encouraged team members to share comments on the call and in the document. The Google doc will remain open for comments through the Brussels meeting.

5. **A.O.B**

Cheryl noted for the team's interest that former ATRT3 member Geoff Huston has been awarded as a Member in the General Division of the Order of Australia (AM).

With regard to the Brussels meeting, Cheryl asked if a time had been set up to test audio with remote participants. Jennifer noted that the usual Zoom room will be used but that staff would arrange audio testing from Brussels at the request any remote participants.

6. **Confirm action items / decisions reached**
Action items / decisions reached were read for the record.

Consensus reached on decisions/action items: Yes