

IFRT Plenary Meeting #3

[IFRT Plenary Meeting](#), 07 January 2020

Review Team Members: *If you have corrections, please email Amy at amy.creamer@icann.org*

Agenda:

1. Welcome
2. Agenda Bashing
3. Administrative Items
 - introduce Steve Kim as Amy's new back-up
 - extending meetings to 90 minutes
 - Update from Amy regarding budget
4. Rules of Engagement – for approval
5. Scope of Work
6. Work plan (time permitting)
7. "IANA Basics" webinar by Kim Davies
8. Next Meetings:

January 21st, 17:00 UTC

February 4th, 17:00 UTC

February 18th (time TBD)

February 25th (time TBD)

9. AOB

High Level Notes

Administrative Matters:

- Isabelle Colas has been re-assigned; introduced Steven Kim as the Project Manager back-up to Amy Creamer
- RT agreed to increasing plenary meetings from 60min to 90min
- Amy reported back on Budget availability. No action from RT at this time.
 - Budgets are set for each Review, and the budget for this review was set back during the IANA Stewardship Transition. If the team believes more F2F meetings are required, the

team can utilize the budget request process. Will give more details if review team believes more travel is necessary.

Rules of Engagement:

- 3rd reading of [RoE](#) with team
- Peter re-iterated need to document the following note regarding the Rules of Engagement: Principles of Operation # 3 which reads:
“Members are expected to communicate the views of the communities that have selected them to the IFRT, but also communicate back the information and deliberations from the IFRT to their respective communities.”
 - The Review Team agreed, in a discussion lead by Peter Koch, that this statement is an ethical guideline and not a statement that the Review Member is the authorized speaker to speak in the name of their appointing organization. Each Appointing Organization has a process for decision making which will be followed if necessary in relation to the IFR.
- Rick had concerns with Principles of Operation #2 not expliciting stating what was required for a successful Team vote, but instead uses the negative to explain what must not be done. The separate Scope of Work document however does document voting requirements in more detail and it was determined that the RoE did not need an amendment.

Scope of Work:

- 1st reading of [Scope of work](#); went through Section II: Mission, Purpose and Deliverables: the Scope Section and the Required Inputs Section only.
- Team participated in discussions and re-wording of all “Objectives” to each Bylaw scope requirement. The Objectives reflect the RT’s understanding of what work is required and how to achieve it.

Holding an “IANA Training”:

- Determined that Kim Davies will hold the training on 24 January, and it will be recorded for those who cannot make it.

Decisions:

- [Rules of Engagement](#): Approved by the Review Team.

Action Items:

- Next Plenary call, the IFRT will continue reading through Scope of Work, but team is asked to review in the meantime
- Review Team asked to review the draft [Work Plan](#)
- Invitation to be sent out by staff support team to Kim Davies' IANA Training on 24 Jan