

# IFRT Plenary Meeting #10

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[IFRT PLENARY MEETING](#), 28 APRIL 2020

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

## Agenda:

1. Welcome
2. Agenda Bashing
3. Administrative Items
  - a. Passwords
  - b. Meeting times now at 18:00 UTC
4. [IANA Naming Functions Contract review](#)
5. Questions for the CSC
6. Seek consensus on how to move work forward
7. Next Meetings:
  - a. 12 May | 18:00 UTC
  - b. Joint meeting with CSC
  - c. Does the IFRT want to have a meeting during ICANN68

## High Level Notes

### ADMINISTRATIVE

- **Zoom Security:** Will add password that is embedded in URL; only need to type it in if phoning in directly
  - Understood that the passcode will show in the [IFRT@icann.org](mailto:IFRT@icann.org) and the [ifrt-observers@icann.org](mailto:ifrt-observers@icann.org) email archives
  - Waiting Room discussed but requires admin work and leads to delays in joining
- The IFR's first Observer has joined the observer email list

### IFRT'S WORK

- [Non Disclosure Document for the IANA Naming Function Review](#) is specific to the IFR and other NDAs with ICANN will not suffice. Document is on the wiki. Team members who want access to non-public documents (which are noted in the contract spreadsheet) to contact Amy.

- Team agreed with ICANN Legal's suggestion that instead of written attestations regarding ICANN or PTI meeting certain contract sections, that verbal affirmatives were enough if recorded.
  - Kim Davies was absent; will make these verbal affirmations on 12 May call
  - James will get similar verbals from GNSO Council regarding contract sections of PTI behavior that impact them
- Team acknowledged that end of June is a critical deadline to finish their research and begin drafting the initial report. Sliding past June will increase the magnitude of delays as July/August are typically not productive months for the community's availability.
- Decision on what constitutes the Community Outreach required for the review and determined that the following outreach opportunities would capture the most pertinent information from the largest amount of reachable IANA services customers:
  - Public Comment on team's draft Initial Report
  - PTI's Annual Customer Survey
  - Interview with the CSC

Further Outreach would cause large delays in the review without reaching additional IANA services customers or obtaining new information.

\*IANA Services = Delivery of the IANA Services, including developing enhancements, reporting performance, and continuous improvement activities. Comprised of the naming, numbering and protocol parameter functions.

## Decisions:

- Zoom meetings will now have a passcode
- Team meetings moved from 17:00 to 18:00 due to daylight savings impact on the Southern Hemisphere's time zones
- No ICANN68 IFRT meeting will be scheduled. The IFRT will carry on with their regular cadence
- Team agreed to verbal attestations from ICANN, PTI, GNSO Councils, etc. in regards to attesting that sections of the IANA contract have been met
- Decision on what constitutes the Community Outreach required for the review and determined that the following outreach opportunities would capture the most pertinent information from the largest amount of reachable IANA services customers:
  - Public Comment on team's draft Initial Report
  - PTI's Annual Customer Survey
  - Interview with the CSC

Further Outreach would cause large delays in the review without reaching additional IANA services customers or obtaining new information.

## Action Items:

- For Team Members: please complete your research by end of May, targeting draft work on the Initial Report by end of June
- Amy to move CSC interview to 26 May meeting, and on 12 May meeting ask PTI to present on PTI's Annual Customer Survey