

IFRT Plenary Meeting #2

[IFRT Plenary Meeting](#), 17 December 2019

Agenda:

4. Welcome
5. Agenda Bashing
6. Administrative Items
 - Use of Google Drive
7. Rules of Engagement – review
8. Regular meeting schedule – first meeting in January will be 17:00 UTC
Next meetings – January 7, 21st; February 4th, 18th, 25th (tentative)
ICANN67
 - regular IFRT meeting on Monday, block 2 - CSC – IFRT meeting on Wednesday, block 3
9. Scope of Work
10. Work plan
11. Plans for community feedback (community consultation / public comment / open session at ICANN68, etc)
12. AOB

High Level Notes

Administrative Matters:

- Welcome to Danko Jevtovic, Board Liaison just appointed by ICANN Board!
- Instead of accessing a Folder on Google Drive, which requires a Google account, Amy will send out links to each specific document which will allow access to that one document without requiring a Google Account
 - Amy will send the entire document to Kaili, due to access issues, and he can edit/comment off-line
- Team Meeting Schedule: January 7, 21st; February 4th, 18th, 25th (tentative)
ICANN67 meeting
 - Kaili's timezone is the outlier, but he will be on PST for both January meetings and first Feb meetings. We will set for 17:00UTC and discuss rotating time zones come January
- ICANN67: 1 IFRT Plenary meeting is slated for Monday during 2nd block. Meeting between IFRT and CSC is slated for Wednesday during block 3.
 - Related discussion regarding budget. Currently IFR has budget for 1 Face-to-Face (F2F) since the Bylaws allow an on-site visit. Intended for on-site/workshop type meeting. Should it be used for bringing team members to ICANN67 who are not sponsored by the SO/AC?

- Would ICANN67 be best use of travel funds if only holding a meeting for a few hours, vs. an all day workshop?
- James Gannon felt that the IFR Workplan should determine the need for F2F meetings and then ICANN should supply the budget. Amy would bring back to ICANN leadership.

Rules of Engagement:

- 2nd reading of RoE with team, but: ICANN Legal added one sentence to **Roles & Responsibilities/ICANN Organization** which reads:
"#7: Both ICANN Organization and PTI will have a designated point of contact to provide substantive support and participate regularly in the review team activities."
 - No objections, but can not be adopted until next meeting because of this change per the RoE
- Discussion regarding 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.

Scope of Work:

- Introduced document and discussed purpose
- Team needs to draft an "objective" for each scope item, which will later be the foundation for their draft report. Amy wrote 2 sample ones; team will edit and write the remaining objectives.

Work Plan

- Introduced document and discussed purpose
 - Noted that 1 tab is high level work plan, and 2nd tab breaks down the progress that is necessary meeting-by-meeting to give a sense of workload

Community Input to IFR

- Community feedback is required. Different options, but believe using a lightweight approach (not a Public Comment) is sufficient
 - Steve Conte pointed out that holding open sessions at ICANN Meetings for reviews never obtains an audience
 - Steve Conte suggested webinars in multiple time zones, advertise with SO/ACs
 - Peter Koch recommended that team members put this review down on their appointing SO/AC's session at ICANN meetings and leading an update/discussion.
 - Possibility of a survey; pointed out that PTI does an annual Customer Satisfaction Survey which will be an input to the IFR

Decisions:

- Rules of Engagement: The review team determined that Principles of Operation/# 3 was an ethical guideline only and not intended to suggest that the review team member wholly represents the opinion/decisions of their appointing organization.

Action Items:

- Next Plenary call, the IFRT will vote on approving the Rules of Engagement
- Amy to send Google Docs links to:
 - Current draft Rules of Engagement
 - Draft Scope of Work
 - Draft Workplan .
- Amy to bring up budget for travel to ICANN Leadership
 - Done: 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.