

**PILOT HOLISTIC REVIEW Terms of Reference (ToR) TEAM**  
**Coordination Group Meeting Report**

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**Coordination Call #3 | Thursday, 31 March 2022 – 20:00 UTC**

<b>ToR Coordination Group:</b> Avri Doria, Cheryl Langdon-Orr, Pat Kane	<b>ICANN Org:</b> Giovanni Seppia, Larisa Gurnick, Pamela Smith, Jason Kean, Wendy Profit
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These high-level notes aim to help Coordination Group members navigate through the content of the call. They are not meant to be a substitute for the recording or transcript, which are posted on the wiki.

The Coordination Group addressed the following topics during this session:

**AGENDA:**

1. Agenda for the next meeting
2. Logistics
  - a. Scheduling of next General Pilot Holistic Review ToR Team Plenary meeting
  - b. Potential Pilot Holistic Review ToR Team meeting at ICANN 74
  - c. Addition of 30 minutes to weekly Pilot Holistic Review ToR Team meetings
  - d. Transition Zoom meeting into webinar format to allow for silent observers
3. Next steps and wrap up

**DECISIONS REACHED:**

Scheduling of next General Pilot Holistic Review ToR Team Plenary meeting

- The Coordination Group agrees to schedule the next general meeting for 7 April 2022, at 18:30 UTC.

Potential Pilot Holistic Review ToR Team meeting at ICANN 74

- Because the ICANN 74 meeting is focused on Policy, the Coordination Group decided it could be more appropriate to engage with the community via a webinar outside of ICANN 74, and we will review this matter at the next meeting with the ToR team.

Addition of 30 minutes to weekly Pilot Holistic Review ToR Team Plenary meetings

- The Coordination group agreed to add 30 minutes to weekly meetings moving forward.

Transition Zoom meeting into webinar format to allow for silent observers

- The Coordination group agreed to keep the existing format until a need arises to switch to a different format resulting from observer participation.

Categorize comments in ToR document by color coding

- The Coordination Group agrees it would be helpful for ICANN org to categorize comments made in the ToR document by color coding them to help guide and focus discussions.

**Agenda for next meeting on 7 April 2022, to be lead by Avri Doria:**

- Review comments in ToR from previous meeting and those recently added
- Start work on the deliverables section of the ToR
- Update on Logistics/New Action Items/Next Steps/AOB

**ACTION ITEMS:**

1. Send out invite for 7 April meeting - ICANN org - Done
2. Update Pilot Holistic Review ToR Team meeting invitations to reflect addition of 30 minutes - ICANN org - In progress
3. Categorize comments in ToR document by color coding them to help guide and focus discussions - ICANN org - In progress