PILOT HOLISTIC REVIEW Terms of Reference (ToR) TEAM
General Holistic Review ToR Team Meeting Report
Plenary Call #9 | Thursday, 19 May 2022 – 20:00 UTC

Former ATRT3 members: Cheryl Langdon-Orr, Sebastién Bachollet, Vanda Scartezini, Osvaldo Novoa, Daniel Nanghaka	**ICANN Board:** Avri Doria, Maarten Botterman, Katrina Sataki, Matthew Shears, Becky Burr

ICANN Org: Jason Kean, Pamela Smith, Giovanni Seppia, Sam Eisner, Endy Profit, Xavier Calvez **Ombudsman:** Herb Waye	**Apologies:** Pat Kane, Larisa Gurnick
	Related documents/links: Pilot Holistic Review ToR

These high-level notes aim to help the Pilot Holistic Review ToR Team members navigate through the content of the call. They are not meant to be a substitute for the recording or transcript, which will be posted on the wiki.

AGENDA:

Meeting Lead: Cheryl Langdon-Orr

- Welcome and Attendance - 5 minutes
- Review of Comments - 5 minutes
- Review of Action Items - 5 minutes
- Deliverables Section (pg. 6) - 20 minutes
- Introductory Section (pg.2) - 25 minutes
- Definitions - 20 minutes
- Update on Logistics/New Action Items/Next Steps/AOB – 10 minutes

DECISIONS REACHED:

Assessment of Pilot Holistic Review
- The group agreed that the language outlining the process for the assessment of the Pilot Holistic Review should be revised to ensure it accurately reflects the Pilot Review team's participation in the assessment.

Objective - Deliverable table

- The group agreed that the proposed approach for mapping the revised deliverables onto the revised objectives was clear and resolved many of the Pilot Holistic Review ToR team's questions and comments in that section.

ToR definitions
- The group agreed that the defined terms in the separate definitions document should be moved into the ToR and that the ToR team members should work over the next week to finalize the outstanding definitions.

Further ToR revisions
- The group agreed that the ToR should be further revised so that the document is consistent with the current approach outlined in the objectives and deliverables.

ACTION ITEMS:
1. Revise the language outlining the process for the assessment of the Pilot Holistic Review so it accurately reflects the Pilot Review team's participation in the assessment - ICANN org - done
2. Completed definitions to be moved into definitions section of ToR document - ICANN org - done
3. ToR team members to work over next week to finalize definitions for survey and continuous improvement - ToR team members - in progress
4. Revise ToR document to be consistent with revised objectives and deliverables - ICANN org - done