

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

Coordination Call #6 | Thursday, 28 April 2022 – 21:20 UTC

ToR Coordination Group: Avri Doria, Cheryl Langdon-Orr, Pat Kane	ICANN Org: Giovanni Seppia, Larisa Gurnick, Pamela Smith, Jason Kean, Wendy Profit, Sam Eisner
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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. Logistics
2. Agenda for the next meeting
3. Next steps and wrap up

DECISIONS REACHED:

Closing out of Comments

- The Coordination Group agreed to acknowledge and close out the ToR document comments that have been addressed during the 5 May Plenary Meeting.

ToR Definitions

- The Coordination Group agreed to focus the 5 May Plenary Meeting on the definition of ToR terminology.

Revision of ToR Objective C

- The Coordination Group agreed that ICANN org SMEs should work on the revision of objective C based on comments from the ToR Team.

Roadmap Review

- The Coordination Group agreed to revisit the Pilot Holistic Review Roadmap during the beginning of the 5 May Plenary Meeting. The purpose is to illustrate the time available for substantive work to inform scope of work considerations by the ToR Team.

Agenda for next meeting on 5 May 2022, to be led by Pat Kane:

- Welcome and Attendance - 5 minutes
- Review of Comments - 5 minutes

- Review of Action Items - 5 minutes
- Review of Pilot Holistic Review Roadmap - 5 minutes
- Definitions - 35 minutes
 - Good practices
 - Survey
 - Continuous Improvement Program
 - Other
- Socialization Discussion - 25 minutes
- Update on Logistics/New Action Items/Next Steps/AOB – 10 minutes

ACTION ITEMS:

1. Acknowledge and close out ToR document comments that have been addressed during the 5 May Plenary Meeting- ICANN org - in progress
2. Create Google doc to facilitate defining ToR terminology and send to Pilot Holistic Review ToR Team - ICANN org - done
3. Revise ToR objective C based on comments from the ToR Team to clearly articulate its intended purpose - ICANN org - in progress