

NCAP Discussion Group

Meeting #101

4 January 2023 at 20:00 – 21:00 UTC

Meeting wiki: <https://community.icann.org/x/wGBDQ>

Discussion Group Members Matthew Thomas, James Galvin, Anne Aikman-Scalèse, Barry Leiba, Jeff Schmidt, Rod Rasmussen, Warren Kumari, Suzanne Woolf, Thomas Barrett	Observers None
Apologies Jeff Neuman, Julie Hammer	ICANN Org Jennifer Bryce, Matt Larson, Steve Sheng, Kathy Schnitt, Kinga Kowalczyk
	Contractor Support Casey Deccio, Heather Flanagan

These high-level notes are designed to help NCAP Discussion Group members navigate through the content of the call. They are not meant to be a substitute for the recording or transcript accessed via this link:

https://icann.zoom.us/rec/share/ae7ozSHf26IGjA_dRx5CJkkIjgwPpMEUj22asMtl_7LPJhVImSzPZVuZ5UUKTgRV.TE-kKq2tGqpHT1KA

1. Welcome, roll call - Matt

See attendance record above. No updated SOIs reported.

2. Timeline update

Jennifer presented the NCAP timeline and key dates to be working towards in the coming weeks. The workplan is posted to the wiki [here](#).

Casey noted that the Root Cause Analysis is stable and can be re-circulated to the Discussion Group for reading and a final consensus call can be scheduled.

Jennifer noted that the NCAP Discussion Group will host a Prep Week webinar on Wednesday 1 March @ 17:00 UTC. Discussion Group members should have this invite in their calendars already.

3. Board questions

Matt and Heather presented a proposal for the structure of the final NCAP Study 2 package that will be presented to the Board, keeping the answers to the [Board questions](#) as a separate document but presented together with the Study 2 Report and appendices (Root Cause Analysis; Perspective Study; Case Study), and a master cover letter.

Anne raised a concern that, as currently drafted, she believes the answers to the Board questions are too vague and as such, not useful (see Anne's 3 January [email](#)). Jim agreed with Anne that the Board questions do not stand alone and made some suggestions as to how the documents can be more closely

linked to the Study 2 Report. Both asked for some clarity as to how the Co-Chairs intend to address these concerns. The group had some discussion about how to proceed.

As a next step, Matt, Suzanne, and Heather will meet and discuss how the concerns raised during the meeting and on the mailing-list can be addressed ahead of next week's call, so that the revised Board questions document can be circulated, and a consensus call scheduled.

AOB

None raised.

4. Summary of action items and decisions

Action item: Jennifer to work with the Co-Chairs to schedule the consensus call on the Root Cause Analysis Report.

Action item: Co-Chairs to meet with Heather to determine how the comments from Discussion Group members can be addressed in the Board questions document and Study 2 Report, with the aim of circulating a revised Board questions document to the Discussion Group ahead of the 11 January NCAP Discussion Group meeting.