

## Second IANA Naming Function Review Team (IFR2)

### Meeting #2

5 December 2023 at 18:00 – 19:00 UTC

Meeting wiki: <https://community.icann.org/x/W4HPE>

<b>Review Team Members and Liaisons</b> Alan Barrett, Ashley Heineman, Brett Carr, Carlton Samuels, Edowaye Makanjuola, Jonathan Robinson, Lyman Chapin, Marillia Hirano, Peter Koch, Rajiv Prasad, Rick Wilhelm, Steve Conte	<b>Observers</b>
<b>Apologies</b> Raffik Dammak	<b>ICANN Org</b> Jennifer Bryce, Brenda Brewer, Reda Josifi

These high-level notes are designed to help people to navigate through the content of the call. They are not meant to be a substitute for the meeting recording, which can be accessed directly via this [link](#), or on the wiki page linked above.

#### Action Items:

- 1.) For Jennifer B. to work with Brenda to schedule next call for 60 minutes on the 9<sup>th</sup> of January.
- 2.) For the ICANN team to share the Terms of Reference from the first IFR. For the review team to call out the specific areas and questions for discussion so that an agreement can be reached on the next call.
- 3.) For the ICANN team to make sure that the URL on the wiki is separate from the first IFR wiki.
- 4.) For the ICANN team to work together with Co-Chairs on an agenda for the next meeting and share it in advance.
- 5.) For ICANN team to start working with Co-Chairs on getting the briefings lined up. They will start with a briefing at the next meeting.
- 6.) For the ICANN team to come up with suggested meeting plan for January, February, and early March to share with the team—that way the review team members can check their calendars and send their apologies in advance.
- 7.) For the ICANN team to work with the co-chairs to look into the possibility of allowing meeting access to observers.
- 8.) For the ICANN team to go back and see if there was a blog published to announce the first IFR and if so, republish a similar blog for IFR2.

#### Decisions Reached:

- 1.) Based on the poll that was circulated, the review team prefers to meet on Tuesdays, every other week. The team will proceed with rotating the meeting times (11:00 UTC, 18:00 UTC, and 01:00 UTC). This approach will be reassessed if it does not suit the review team members' schedules.

### Agenda Item 1: SOI Updates

No updates were offered.

### Agenda Item 2: Confirm Regular Call Slot and Cadence

The review team decided that they would like to meet every other Tuesday on a rotating time schedule (11:00 UTC, 18:00 UTC, and 01:00 UTC).

### Agenda Item 3: IFR2 Draft Terms of Reference Document Review

<b>Discussion Topic:</b>	<b>Summary of key discussion points / comments:</b>
'Background of the Review' section:	<ul style="list-style-type: none"><li>• Lyman asked about the meaning of the text, “IFR2 meetings and working procedures will be open to the public and conducted in a transparent manner to the fullest extent possible.” He encouraged RT members to reach a collective understanding e.g. will the meetings be open to the public and will we post a URL link so that observers can join?</li><li>• Team discussed Lyman’s question and agreed the following actions:<ul style="list-style-type: none"><li>○ For the ICANN team to go back and see if there was a blog written announcing the first IFR review and to republish a similar blog announcing IFR2.</li><li>○ For ICANN staff to work with Co-Chairs on how to best include observers in our meetings.</li></ul></li><li>• ICANN org staff to provide information about what language was in the first IFR Terms of Reference regarding observers.</li></ul>
Rick	<ul style="list-style-type: none"><li>• Not in favor of making any changes to the meeting being open to the public if the same wording is used in IFR1 Terms of Reference document.</li></ul> <p><b>Action:</b> Go back and see if there was a blog written to announce the first IFR and republish a similar blog to the public.</p>
Liman	<p><b>Positive Experience having observers in meetings.</b></p> <ul style="list-style-type: none"><li>• Observers have brought in a breadth of experience/valuable information to past networks.</li><li>• Suggests making a statement on what an observer is down the line.</li><li>• Suggests posting meeting URLs publicly.</li></ul>

**Scope of Work:**

- Recommendation to invite colleagues from legal to talk about the public comments that were received during the preceding.

**Timeline:**

- The workplan will not be ready by the end of December due to the holidays.

**Agenda Item 4: Agree Next Steps and Meeting Topic(s)**

- Jennifer to work with Brenda to schedule next call—9<sup>th</sup> of January.
- Terms of Reference-make sure that the review team gets to see the Terms of Reference from the first IFR, call out specific areas and questions that we had for discussion so that we can get the discussion going and come to an agreement on the next call as to any wording changes that the review team may propose.
- Wiki-making sure that the URL is separate from the first IFR wiki.
- Co-chairs and ICANN support staff to make progress in getting briefings lined up. The agenda will be then proposed to the review team.

**Agenda Item 5: AOB**

- No AOB was discussed.