

# Continuous Improvement Program Project - Meeting Report

<b>1. Meeting Agenda - 17 January 2024</b>	
<ol style="list-style-type: none"> <li>1. <b>CIP-CCG introductions</b> — Representatives, Alternates, ICANN org (40 minutes)</li> <li>2. <b>Background of ATRT3 Recommendation 3.6 and existing resources</b> — Evin Erdoğan, ICANN org (10 minutes)</li> <li>3. <b>Presentation of ICANN org research, overview of Principles-Based Approach to CIP Framework</b> — Sherwood Moore and Larisa Gurnick, ICANN org (15 minutes)</li> <li>4. <b>Terms of Reference for CIP-CCG, timeline and work plan</b> — Evin Erdoğan, ICANN org (20 minutes)</li> <li>5. <b>AOB and next steps</b> — ICANN org (5 minutes)</li> </ol>	
<b>2. Attendees</b>	
<b>CIP-CCG Members:</b>	Alan Greenberg, Amrita Choudhury, Benjamin Akinmoyeje, Bill Jouris, Bram Fudzulani, Caleb Ogundele, Carlos Aguirre, Cheryl Langdon-Orr, Chokri Ben Romdhane, Chris Disspain, Christelle Vaval, Erum Welling, Irina Danelia, Lori Schulman, Naveed Bin Rais, Nenad Orlic, Owen Smigelski, Ricardo Holmquist, Santanu Acharya, Sean Copeland, Sebastien Bachollet, Tijani Ben Jemaa, Tom Barrett, Tommi Karttaavi, Wisdom Donkor
<b>ICANN Organization:</b>	Alice Jansen, Alperen Eken, Evin Erdogdu, Giovanni Seppia, Jason Kean, Jean-Baptiste Deroulez, Jessica Puccio, Larisa Gurnick, Sherwood Moore, Yvette Gugneaux
<b>Apologies:</b>	Justine Chew, Manju Chen
<b>3. Discussions</b>	
Topic 1	<ul style="list-style-type: none"> <li>• Introductions of Community Representatives and Alternates - 21 of 22 Community groups selected to participate in this endeavor</li> </ul>
Topic 2	<ul style="list-style-type: none"> <li>• Presentation of different continuous improvement frameworks laid the groundwork for what the group will investigate further with a recommendation from the RSA team.</li> </ul>

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Topic 3	<ul style="list-style-type: none"> <li>Confirmation that the intent of the CIP-CCG is not to act as a decision group but a coordination group to distribute information back to the community in a transparent fashion.</li> </ul>		
Topic 4	<ul style="list-style-type: none"> <li>Discussion regarding the time commitment of each volunteer is for the next 12 - 18 months; with the expectation that there is an ongoing exchange of best practices and the establishment of a framework that can be put for Public Comment before the end of the year, followed by the addressing of any feedback and a Board evaluation by June 2025.</li> </ul>		
Topic 5	<ul style="list-style-type: none"> <li>Bounded by the By Laws of ATRT3 Rec 3.6, the focus of this project and the work of the CIP-CCG is the continuous improvement of the SOs, ACs and the NomCom (absent one from the unproductive model of a 3rd party Independent Examiner-conducted review, and transform to a more agile approach).</li> </ul>		
<b>4. Decisions Reached</b>			
<b>5. Next Steps</b>			
	Action Item	Assignee	Due Date
1	Send invitations for recurring General Meetings with the Community (bi-weekly).	Jessica Puccio	18 Jan 2024
2	Share meeting minutes/resources and action items for CIP-CCG.	Evin Erdoğan	18 Jan 2024
3	Provide suitable, introductory level guide of continuous improvement methodologies presented.	Sherwood Moore	21 Feb 2024

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4	Determine whether a rapporteur is needed from the CIP-CCG volunteers.	Community Volunteers	7 Feb 2024
5	Bring back information about what their groups are doing as part of their own continuous improvement efforts.	Community Volunteers	7 Feb 2024
6	Regularly engage with their community leadership throughout the calendar year 2024: Identify a potentially relevant working group or recurring community meeting where they can update their community and solicit feedback on this important work of the Community Coordination Group.	Community Volunteers	7 Feb 2024 / ongoing