

Continuous Improvement Program Project - Meeting Report

1. Meeting Agenda - 07 February 2024	
<ol style="list-style-type: none"> 1. Existing continuous improvement activities of each Organizational Structure — CIP-CCG Representatives (25 minutes) 2. Five Draft Principles: Continuous Improvement Program Framework for ICANN Structures — Evin Erdoğan and Sherwood Moore, ICANN org (20 minutes) <ol style="list-style-type: none"> a. Overview of draft CIP Principles, Criteria, and INDicators for their rationale 3. Logistics for next CIP-CCG meeting focused on the draft Principles and Criteria for the CIP Framework — Evin Erdoğan, ICANN org (10 minutes) 4. Updates to ToR, timeline and work plan — Evin Erdoğan, ICANN org (3 minutes) 5. AOB and next steps — ICANN org (2 minutes) 	
2. Attendees	
CIP-CCG Members:	Alan Greenberg, Alejandra Reynoso, Amrita Choudhury, Benjamin Akinmoyeje, Bill Jouris, Bram Fudzulani, Carlos Aguirre, Cheryl Langdon-Orr, Chokri Ben Romdhane, Christelle Vaval, Erum Welling, Lori Schulman, Marco Martinelli, Natalia Filina, Naveed Bin Rais, Nenad Orlic, Owen Smigelski, Santanu Acharya, Sean Copeland, Sebastien Bachollet, Segun Akano, Tommi Karttaavi, Tracy Hackshaw
ICANN Organization:	Alice Jansen, Alp Eken, Berry Cobb, Evin Erdoğan, Jean-Baptiste Deroulez, Jessica Puccio, Sherwood Moore, Yvette Guigneaux
Apologies:	Chris Disspain, Irina Danelia, Justine Chew, Manju Chen, Naveed Bin Rais, Sean Copeland, Tijani Ben Jemaa, Wisdom Donkor
3. Discussions	
Topic 1	<ul style="list-style-type: none"> • Representatives and alternates from NARALO, NPOC, BC, ISPCP, RySG, IPC, SSAC, ccNSO, NCUC, and RrSG completed presentations on their group's existing continuous improvement activities. It was noted that these existing continuous improvement activities would inform the draft Continuous Improvement Program framework.

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Topic 2	<ul style="list-style-type: none">● ICANN org presented a Principles-Criteria-Indicators based approach for an ICANN Continuous Improvement Program again (in addition to the 17 Jan presentation), and provided a new example for the group's consideration.● ICANN org presented five draft principles for CIP-CCG discussion and development, based on the existing ICANN Bylaws Organizational Review objectives.● Alejandra Reynoso (ccNSO) suggested that two of the draft principles may be combined into one principle.● Lori Schulman (IPC) and Sebastien Bachollet (EURALO) suggested that a more precise term, i.e. "consistency" or "commonality" be used instead of "uniformity", as the goal is not for uniformity in the community but for commonality between the unique structures.
Topic 3	<ul style="list-style-type: none">● ICANN org presented on anticipated logistics for the upcoming CIP-CCG meeting during the ICANN79 Community Forum. Cheryl Langdon-Orr (ALAC) suggested that brainstorming sessions and certain future CIP-CCG meetings be 90 minutes in duration, to allow more time for discussions.
Topic 4	<ul style="list-style-type: none">● Sebatien Bachollet (EURALO) provided several suggested updates to the TOR to reflect revised timeline for Pilot Holistic Review and for more specific terminology.
Topic 5	<ul style="list-style-type: none">● It was emphasized that the data collected through these existing continuous improvement activities will inform the draft Continuous Improvement Program framework, including the upcoming discussion during ICANN79 on CIP principles and criteria.● ICANN org will distribute information on the CIP-CCG list in advance of the 6 March CIP-CCG meeting, in preparation for the ICANN79 discussion on CIP principles.
4. Decisions Reached	

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1	Community volunteers determined there is no need for a rapporteur from the CIP-CCG. ICANN org to amend the TOR accordingly.		
5. Next Steps			
	Action Item	Assignee	Due Date
1	Update language related to CIP Principles to remove “uniformity” verbiage and replace it with a more universal concept of “commonality” or “consistency”.	Evin Erdogdu	06 Mar 2024
2	Remove adverbs from draft Principles, e.g. “efficiently” from Principle 1. Keep all Principles as objective as possible, without the necessity of commonly accepted definitions of terms.	Evin Erdogdu , Sherwood Moore	06 Mar 2024
3	ICANN org to distribute “homework” for the CIP-CCG over the list related to the upcoming ICANN79 meeting, including instructions for the brainstorm session and resources for collaboration in the CIP-CCG Google Drive.	Evin Erdogdu, Jessica Puccio	26 Feb 204
4	ICANN org to amend the TOR to reflect revised timeline for Pilot Holistic Review and for more specific terminology.	Evin Erdogdu	23 Feb 2024
5	Community volunteers determined there is no need for a rapporteur from the CIP-CCG. ICANN org to amend the TOR accordingly.	Evin Erdogdu	23 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