Continuous Improvement Program Project - Meeting Report

1. Meeting Agenda - DD Month 2024
1. **Introduction and overview of meeting logistics and goals —** Larisa Gurnick, Evin Erdoğdu, and Jessica Puccio, ICANN org (10 minutes)   2. **Jamboards and CIP-CCG Discussion: Draft Principles and Criteria: Continuous Improvement Program Framework** — CIP-CCG volunteers (30 minutes)   3. **Recap of discussions —** CIP-CCG volunteers (10 minutes)   4. **Virtual Discussion and Recap —** CIP-CCG remote volunteers (up to an additional 30 minutes)   5. **AOB and next steps** — ICANN org (5 minutes)

2. Attendees	
CIP-CCG Members:	Alan Greenberg, Amrita Choudhury, Benjamin Akinmoyeje, Bill Jouris, Caleb Olumuyiwa Ogundele, Carlos Aguirre, Cheryl Langdon-Orr, Chokri Ben Romdhane, Chris Disspain, Christelle Vaval, Erum Welling, Irina Danelia, Justine Chew, Lori Schulman, Manju Chen, Marco Martinelli, Natalia Filina, Naveed Bin Rais, Santanu Acharya, Sean Copeland, Sebastien Bachollet, Tajani Ben Jemaa, Tommi Karttaavi, Tracy Hackshaw
ICANN Organization:	Alice Jansen, Alp Eken, Dana Kuebler, Evin Erdogdu, Jessica Puccio, Laena Rahim, Larisa Gurnick, Sherwood Moore, Yvette Guigneaux
Apologies:	Jeff Bedser, Owen Smigelski

3. Discussions	
Topic 1	● ICANN org provided introduction for the hybrid meeting, including context for the current Principles (5) to be discussed. ICANN org provided logistics for the group to be assigned to a team to discuss each principle.
Topic 2	● The CIP-CCG volunteers spent about 30 minutes discussing their understanding and level of consensus regarding their assigned principle, and potentially relevant criteria for their structure.
Topic 3	● The CIP-CCG volunteers reported back (taking longer than the 10 minutes allotted), and had a robust discussion on their viewpoints

	surrounding the principles, both from an ICANN Community perspective and from an individual structure/stakeholder group perspective. ● Principle 1 team noted that Specific, Measurable, Achievable, Relevant, and Time-Bound (SMART) criteria and indicators can inform the CIP framework. ● Principle 3 team noted that the additional nouns describing the subgroups of the ICANN Community are superfluous and can be removed after the catch-all phrase, "ICANN Community". ● Principle 4 to distinguish between external and internal accountability, and criteria will specify further for each structure. ● Principle 5 team noted the importance of collaborating effectively with the ICANN org and Board, in terms of continuous improvement. ● CIP-CCG volunteers stated general agreement on the five draft principles.
Topic 4	● There was a discussion point centered on whether the CIP-CCG representatives had already coordinated with their groups on the progress of the CIP-CCG and whether they had gathered any input. Some noted they had already liaised with their group to inform this 6 March discussion, while others had not coordinated in advance. ● ICANN org emphasized the ongoing action item for the CIP-CCG to 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.
Topic 5	● In the second quarter of the 2024 calendar year (April), the ICANN org Reviews team will create a draft slide deck for the representatives to take to their groups to update them on the meetings and criteria applicable to their structures, and to gather

	their group's feedback for the framework in progress. The CIP-CCG will also revisit the work plan for the remainder of the year.

4. Decisions Reached

	● CIP-CCG volunteers stated general agreement on the five draft principles.

5. Next Steps

	Action Item	Assignee	Due Date
1	After the ICANN79 meeting, the Reviews team will compile the data from the hybrid session and the Jamboards, and draft the agenda for the post-ICANN79 Community Coordination Group meeting.	Evin Erdogdu / Jessica Puccio	15 March 2024
2	In April, the second quarter of the 2024 calendar year, the ICANN org Reviews team will create a draft slide deck for the representatives to take to their groups to update them on the meetings and criteria applicable to their structures, and to gather their group's feedback for the framework in progress. The CIP-CCG will also revisit the work plan for the remainder of the year.	Evin Erdogdu / Jessica Puccio	20 April 2024
3	Principle 1 team noted that Specific, Measurable, Achievable, Relevant, and Time-Bound (SMART) criteria and indicators can inform the CIP framework. ICANN org to adjust language accordingly.	Evin Erdogdu	15 March 2024
4	Principle 3 team noted that the additional nouns describing the	Evin Erdogdu	15 March 2024

	subgroups of the ICANN Community are superfluous and can be removed after the catch-all phrase, "ICANN Community". ICANN org to adjust language accordingly.		
5	Principle 4 to distinguish between external and internal accountability, and criteria will specify further for each structure. ICANN org to adjust language accordingly.	Evin Erdogdu	15 March 2024
6	ICANN org to write a blog providing an update on the work of the CIP-CCG.	Evin Erdogdu	25 March 2024