# Continuous Improvement Program Project - Meeting Report

| 1. Meeting Agenda - 20 MAR 2024 |
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1. **Recap of ICANN79 hybrid meeting —** Evin Erdoğdu and Larisa Gurnick, ICANN org and Representatives (20 minutes)
2. **Mapping existing CI and Jamboard content onto the Continuous Improvement Program Framework —** Evin Erdoğdu and Jean-Baptiste Deroulez, ICANN org (30 minutes)
3. **AOB and next steps — Evin Erdoğdu, ICANN org (5 minutes)**

| 2. Attendees | |
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| **CIP-CCG Members:** | Alan Greenberg, Amrita Choudhury, Benjamin Akinmoyeje, Bill Jouris, Bram Fudzulani, Caleb Ogundele, Carlos Dionisio Aguirre, Cheryl Langdon-Orr, Christelle Vaval, Erum Welling, Jeffrey Bedser, Marco Martinelli, Natalia Filina, Owen Smigelski, Rao Naveed Bin Rais, Sean Copeland, Sébastien Bachollet, Tommi Karttaavi, Tracy Hackshaw |
| **ICANN Organization:** | Alice Jansen, Alp Eken, Berry Cobb, Evin Erdogdu, Jean-Baptiste Deroulez, Jessica Puccio, Larisa Gurnick, Yvette Guigneaux |
| **Apologies:** | Irina Danelia, Justine Chew, Lori Schulman, Manju Chen, Santanu Acharya, Tijani Ben Jemaa, Wisdom Donkor |

| 3. Discussions | |
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| Topic 1 | • ICANN org presented a recap of the ICANN79 hybrid session - the first hybrid session of the CIP-CCG and its fourth meeting overall during the calendar year 2024. |
| | • CIP-CCG volunteers shared pros and cons of the first hybrid meeting and logistics. There was general consensus it was a really constructive and productive meeting. |
| | • Sebastien Bachollet noted another Reviews session during ICANN79 on the potential ATRT4 deferral and timing, and Pilot Holistic Review. ICANN org shared a link to the session in the chat |

|  | for the group's reference. Sebastien also noted that other tools such as WhatsApp could be used to help connect the virtual participants to the in-person discussions. |
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|  | ● ICANN org noted that Zoom breakout rooms were not available during the ICANN Meeting, but described the process to use Jamboards instead, including advance communication of logistics and additional feedback provided by the virtual participants during the meeting. |
|  | ● Cheryl Langdon-Orr observed the utility of the Jamboards, and encouraged ICANN org staff supporting the CIP-CCG to utilize them more frequently both for in-person/hybrid and regular virtual meetings requiring discussion. |
| Topic 2 | ● ICANN org presented on the mapping of the CIP-CCG volunteers' previously reported, existing continuous improvement activities for their structure and/or stakeholder group, as well as the Jamboard feedback from ICANN79. |
|  | ● ICANN org created subfolders and individual workspaces for the |
|  | ● Erum Welling asked about the footnote regarding "accountability" in draft Principle 4. ICANN org shared the footnote in the chat: "See related Work Stream 2 – Recommendations to Increase SO/AC Accountability." Cheryl Langdon-Orr described the application to the CIP-CCG. |
| Topic 3 | ● The group discussed the recent Daylight Savings Time shift (10 March 2024) impact to calendars and determined that ICANN org would confirm with APAC-based CIP-CCG volunteers whether an adjustment to one of the standing, rotating meeting times would be suitable. |
|  | ● The meeting concluded early (about 30 minutes). |

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| 4. Decisions Reached | | | |
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| 5. Next Steps | | | |
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| | Action Item | Assignee | Due Date |
| 1 | Send calendar invitations and correspondence with a link to the Wiki page as a reminder. | Jessica Puccio | ongoing |
| 2 | Confirm with APAC-based CIP-CCG volunteers whether an adjustment to one of the standing, rotating meeting times would be suitable. | Jessica Puccio / Yvette Guigneaux | 28 March 2024 |
| 3 | Incorporate more Jamboards into CIP-CCG meetings, both hybrid and virtual, that require discussion. | Evin Erdogdu / Jessica Puccio | Ongoing |
| 4 | Distribute ICANN blog on the hybrid ICANN79 CIP-CCG meeting on the CIP-CCG list, when published. | Evin Erdogdu / Larisa Gurnick | 28 March 2024 |
| 5 | Tag each CIP-CCG rep and alternate in their respective EXT-CIP-CCG Google Drive subfolder for access to edit the document with draft Principles and Criteria relevant to their structure and/or stakeholder group. | Jessica Puccio / Evin Erdogdu | 22 March 2024 |