

# Continuous Improvement Program Project - Meeting Report

<b>1. Meeting Agenda - 07 February 2024</b>	
<ol style="list-style-type: none"> <li>1. <b>Existing continuous improvement activities of each Organizational Structure</b> — CIP-CCG Representatives (45 minutes)</li> <li>2. <b>Topics/questions for discussion at next CIP-CCG meeting focused on the draft CIP Framework</b> — CIP-CCG Representatives (10 minutes)</li> <li>3. <b>Updates to ToR, timeline and work plan</b> — Evin Erdoğan, ICANN org (3 minutes)</li> <li>4. <b>AOB and next steps</b> — ICANN org (2 minutes)</li> </ol>	
<b>2. Attendees</b>	
<b>CIP-CCG Members:</b>	Amrita Choudhury, Benjamin Akinmoyeje, Bill Jouris, Caleb Ogundele, Carlos Aguirre, Cheryl Langdon-Orr, Chokri Ben Romdhane, Chris Disspain, Christelle Vaval, Irina Danelia, Jeffrey Bedser, Manju Chen, Marco Martinelli, Natalia Filina, Naveed Bin Rais, Nenad Orlic, Owen Smigelski, Santanu Acharya, Sebastien Bachollet, Tijani Ben Jemaa, Tracy Hackshaw, Wisdom Donkor
<b>ICANN Organization:</b>	Alperen Eken, Berry Cobb, Evin Erdogdu, Jessica Puccio, Larisa Gurnick, Sherwood Moore, Yvette Gugneaux
<b>Apologies:</b>	Lori Schulman, Tommi Karttaavi, Justine Chew
<b>3. Discussions</b>	
Topic 1	<ul style="list-style-type: none"> <li>• CIP-CCG representatives and alternates who were not in attendance during the Inaugural meeting on 17 January had the opportunity to introduce themselves.</li> <li>• CIP-CCG representatives provided a thorough and extensive overview of their existing continuous improvement activities. It was determined the group would continue their presentation and discussion during the next meeting on 21 February.</li> </ul>

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Topic 2	<ul style="list-style-type: none"><li>• Most ICANN community groups have an existing working group or process dedicated to continuous improvement (14 out of the 21 groups represented in the CIP-CCG reported thus far).</li><li>• Several ICANN community groups have new or existing continuous improvement activities stemming from prior Organizational Reviews (ex. ALAC, SSAC, RSSAC).</li><li>• One group recently conducted a survey of its members specifically devoted to the continuous improvement of their structure (GNSO Council's CCOICI), and will discuss the results of the survey during the ICANN79 Community Forum.</li><li>• Several groups noted challenges/opportunities in gathering consistent performance metrics in their structure, as well as promoting awareness of ICANN issues, including policy issues (ex. ALAC, ccNSO, GNSO Council).</li><li>• The GAC representative noted its acute challenge of membership turnover and related knowledge transfer, as its membership completely rotates on a regular basis. It has established several activities to provide capacity building and continuity, to orient government representatives to the complex work of ICANN and the evolving geopolitical context.</li><li>• The GNSO Council representative noted the challenge they are attempting to address, of determining how to proceed when a group is unable to reach consensus on certain recommendations and/or decisions.</li><li>• Several groups noted the significance of both global ICANN and regional ICANN engagement and representation (ex: ALAC, RALOs, ccNSO).</li></ul>
Topic 3	<ul style="list-style-type: none"><li>• In light of time, did not cover during the call but ICANN org will distribute related information over the CIP-CCG list.</li></ul>

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Topic 4	<ul style="list-style-type: none"> <li>In light of time, did not cover during the call but ICANN org will distribute related information over the CIP-CCG list.</li> </ul>		
Topic 5	<ul style="list-style-type: none"> <li>Irina Daniela (ccNSO) promoted an upcoming ccNSO continuous improvement virtual open space session among the CIP-CCG, encouraging their attendance on 14 February.</li> </ul>		
<b>4. Decisions Reached</b>			
	N/A		
<b>5. Next Steps</b>			
	Action Item	Assignee	Due Date
1	Share meeting report and action items for CIP-CCG.	Evin Erdogan	8 Feb 2024
2	Circulate meeting resources including continuous improvement tools currently employed by CIP-CCG volunteers, and upcoming agenda.	Evin Erdogan	8 Feb 2024
3	Next CIP-CCG meeting on 21 February 2024 to continue community presentations on existing continuous improvement activities of each structure (starting from NARALO on the collaborative inventory doc).	Community Volunteers	21 Feb 2024
4	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