

Continuous Improvement Program Project - Meeting Report

1. Meeting Agenda - 26 June 2024	
<ol style="list-style-type: none"> 1. Adjustment to the CIP Principles — ICANN org and Representatives (15 minutes) 2. Phase 3 (5 June - 21 July): Community feedback on the draft CIP Framework in progress, sharing of best practices for input from groups — CIP-CCG Representatives (35 minutes) 3. AOB and next steps — ICANN org (10 minutes) 	
2. Attendees	
CIP-CCG Members:	Alan Greenberg, Amrita Choudhury, Bram Fudzulani, Bukola Oronti, Carlos Dionisio Aguirre, Cheryl Langdon-Orr, Erum Welling, Harold Arcos, Irina Danelia, Jeffrey Bedser, Justine Chew, Manju Chen, Rao Naveed Bin Rais, Sébastien Bachollet, Tijani Ben Jemaa, Tracy Hackshaw
ICANN Organization:	Alperen Eken, Berry Cobb, Evin Erdogdu, Jean-Baptiste Deroulez, Jessica Puccio, Yvette Guigneaux
Apologies:	Chris Disspain, Christelle Vaval, Damon Ashcraft, Natalia Filina, Nenad Orlic
3. Discussions	
Topic 1	<ul style="list-style-type: none"> • The CIP-CCG discussed recent comments and suggestions in the redline document regarding the 5 Principles. Tijani Ben-Jemaa (NomCom) suggested simplifying Principle 4 to remove the reference to “stakeholders”, as “substructures” may encapsulate the reference. Several CIP-CCG members including Erum Welling (RSSAC) and Irina Daniela (ccNSO) suggested that the reference “stakeholders” was relevant and distinct, and certain Organizational structures may have stakeholders but may not have formal substructures. • Manju Chen (GNSO Council) shared an observation on the terminology of “members”; that from a GNSO Council perspective and at the Council level they are referred to as Council members.

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	<p>Similarly, ALAC leadership are referred to as ALAC members. Members can be considered part of the stakeholders of the Organizational structure and their leadership.</p> <ul style="list-style-type: none">• The reference to “stakeholders” in Principle 4 to remain, as it is relevant to several structures including RSSAC and ccNSO.• Tijani noted that there was a change or typo (as it was not redlined) to Principle 2, that the reference to “operations” should instead be “operations” (as it was articulated previously). ICANN org noted the action item to adjust “operations” to “structures” in Principle 2 (as it is a typo).• Owen Smigelski (RrSG) noted previously that he would relay feedback from his group on the 5 Principles.• Naveed Bin Raise (RSSAC) noted that the RSSAC has already identified indicators and process improvements related to their criteria/indicators work, and asked when it would be relevant to implement. The CIP-CCG and ICANN org affirmed that the RSSAC is able to make that determination for continuous improvement at any time, and the goal of the CIP is indeed to prompt and evaluate the continuous improvement activities of all structures on a regular basis.• ICANN org will summarize CIP-CCG thoughts on Principle #4 and the CIP-CCG will finalize through the mailman list by 4 July 2024.
Topic 2	<ul style="list-style-type: none">• Several members raised the inquiry into utilizing Jamboards for collaboration with their groups on Phase 3 of the CIP-CCG, as the tool will be phased out by October 2024. ICANN org is to ensure preserved Jamboards that the CIP-CCG have worked on thus far are uploaded and saved to the External CIP-CCG Drive for future reference and documentation. ICANN org also provided several alternatives to the CIP-CCG Volunteers, including Whiteboards in Zoom and their dedicated Google Doc workspace in the CIP-CCG Drive.

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	<ul style="list-style-type: none"> ● Harold Arcos (LACRALO) noted the creation of a subteam in LACRALO dedicated to the work of the CIP-CCG and ongoing CIP. ● CIP-CCG representatives presented that most groups are actively working on principles/criteria/indicators and suggested that the current deadline for Phase 3 (24 Jul) in the CIP-CCG work plan could be extended, as they may need more time for this more substantive work with their groups. ● ICANN org noted that the timeline can be modified for this work, and that August is currently dedicated to the CIP-CCG finalizing input from all groups and development of the framework. As a reminder, the CIP-CCG will be able to revisit the entire draft framework, including these principles, criteria, and indicators, in advance of the Public Comment proceeding later this year. ● The different organizational structures and substructures have different cultures and operations with relation to their work. ● CIP-CCG representatives will continue to engage with their groups for consensus on suggested 3-5 criteria relevant to their structure and indicators to measure them.
<p style="text-align: center;">Topic 3</p>	<ul style="list-style-type: none"> ● Under AOB, ICANN org provided the update that the survey development will utilize ICANN org resources instead of third party vendor/services, as a part of a recent, broader effort to evaluate costs and activities for ICANN, focusing on resource management, ensuring operational efficiency, and achieving financial sustainability. The update was well received by the CIP-CCG. ● There will be ICANN org updates and CIP-CCG opportunities for collaboration in subsequent CIP-CCG meetings, with relation to the CIP survey development.
<p>4. Decisions Reached</p>	
<p style="text-align: center;">1</p>	<p style="text-align: center;">Keep “stakeholders” in Principle 4, as it is relevant to several structures including RSSAC and ccNSO.</p>

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2	Adjust “operations” to “structures” in Principle 2 (typo).		
5. Scheduled Meetings for Next 2 Months			
<ul style="list-style-type: none"> ● Wednesday, 10 July 2024 @ 20 UTC ● Wednesday, 24 July 2024 @ 14 UTC ● Wednesday, 7 August 2024 @ 20 UTC ● Wednesday, 21 August 2024 @ 14 UTC 			
6. Next Steps			
	Action Item	Assignee	Due Date
1	Include a list of upcoming meetings in the call summary report.	Evin Erdogan	27 Jun 2024
2	Ensure preserved Jamboards are uploaded to the External Drive.	Jessica Puccio	27 Jun 2024
3	Review the Redline Principles document and update Principle #2 back to Structures and keep Principle #3 as Operations.	Evin Erdogan	27 Jun 2024
4	Summarize thoughts on Principle #4 and finalize through the mailman list.	Evin Erdogan / CIP-CCG Volunteers	4 Jul 2024
5	CIP-CCG Representatives to engage with their groups for consensus on suggested 3-5 criteria relevant to their structure and indicators to measure them.	CIP-CCG Volunteers	24 Jul 2024