

Continuous Improvement Program Project - Meeting Report

1. Meeting Agenda - 24 JULY 2024	
<ol style="list-style-type: none"> Continued: 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 (45 minutes) Next Steps: ICANN org Survey Developer and Illustration of CIP framework for Public Comment proceeding — Larisa Gurnick, ICANN org (10 minutes) AOB and next steps — ICANN org (5 minutes) 	
2. Attendees	
CIP-CCG Members:	Alan Greenberg, Amrita Choudhury, Benjamin Akinmoyeje, Bill Jouris, Bram Fudzulani, Bukola Oronti, Cheryl Langdon-Orr, Damon Ashcraft, Glen De Saint Gery, Harold Arcos, Irina Danelia, Jeffrey Bedser, Justine Chew, Natalia Filina, Rao Naveed Bin Rais, Nenad Orlic, Santanu Acharya, Sébastien Bachollet, Tijani Ben Jemaa
ICANN Organization:	Alperen Eken, Berry Cobb, Evin Erdogan, Giovanni Seppia, Jessica Puccio, Larisa Gurnick, Yvette Guigneaux
Apologies:	Christelle Vaval, Lori Schulman, Manju Chen, Tracy Hackshaw
3. Discussions	
Topic 1	<ul style="list-style-type: none"> ICANN org presented an overview of the agenda, and noted that the 10 July meeting report is updated to reflect CIP-CCG discussions on the principles, and the redline of the 5 draft principles is open for additional comments where needed. The redline had no further comments. An action item from the last meeting was to devote the 24 July agenda to updates from the community groups on the work related to Phase 3 on criteria and indicators; what has been developed so far, as well as any challenges or ways ICANN org can support the community's work further.

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	<ul style="list-style-type: none">• The new IPC alternate, Glen De Saint Gery, introduced herself to the CIP-CCG as the replacement to the current IPC alternate.• Phase 3, which is aiming to extend until the end of July, entails engagement with the community groups on the substantive work on Criteria and Indicators for the Continuous Improvement Program framework. As discussed during the last meeting, there is some flexibility on this deadline given that the work with the groups is more significant and specific, and the groups have a different cadence to their working schedules. The CIP-CCG determined a 3-5 criteria minimum for each group.• Each of the CIP-CCG representatives on the call provided an update on their work on the criteria and indicators, as well as the consensus process/approach with their groups. Several noted that the discussions are on the agenda for their group's next meeting at the end of July, and they would therefore be able to provide their draft by early August.• Several representatives, including those from APRALO, ALAC, and the NomCom, offered their group's draft on criteria and indicators to serve as an illustrative example for the CCG, in terms of next steps for the Public Comment proceeding on the draft CIP framework, the CIP survey in development and first CIP assessment.• Benjamin Akinmoyeje, CIP-CCG representative to the NCUC, presented his draft criteria and indicators to the CIP-CCG for feedback. Feedback provided included the goal for Indicators to be Specific, Measurable, Achievable, Relevant, and Time-Bound (SMART), with specific dates and data/metrics where possible.
Topic 2	<ul style="list-style-type: none">• ICANN org provided an update to the group on work in progress related to the survey in development for the first CIP assessment, that will utilize the draft CIP framework, and a reminder for CIP-CCG input into the database for survey input.

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	<ul style="list-style-type: none">• ICANN org noted the direct 1:1 follow up with each of the representatives intersessionally between the last CIP-CCG meeting and the current one, to understand the status of their work and offer support where needed. It was noted that all CIP-CCG representatives provided feedback, that all have work underway with their groups and drafts under development. Several volunteers emerged who would like to volunteer their work, with the goal of making it easier for the CIP-CCG to understand as an example of next steps.• ICANN org thanked the CIP-CCG for making progress, and those who volunteered.• CIP-CCG volunteers asked questions about the survey, the framework, what will be publicly published as a report and whether other community groups should comment on another’s work or activities. ICANN org noted an action item to include discussion on how to approach Public Comment and address remaining survey questions to the agenda for the 07 August meeting.• Cheryl Langdon-Orr, ALAC representative to the CIP-CCG, noted that the completed work on criteria and indicators can serve as a “guide” for each community group (using their work on the framework), rather than posted for Public Comment for all groups to comment on (as Naveed Bin Rais, RSSAC representative to the CIP-CCG, and others inquired).• ICANN org took an action item to develop a draft Public Comment proceeding template for CIP-CCG input.
Topic 3	<ul style="list-style-type: none">• ICANN org thanked the volunteers for their continued work and engagement on this important work for ICANN to evolve Organizational Reviews into a Continuous Improvement Program, and recapped action items.

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	<ul style="list-style-type: none"> CIP-CCG representatives were reminded to provide a draft of criteria / indicators in CIP-CCG Google Drive subfolder for their group. 		
4. Scheduled Meetings for Next 2 Months			
<ol style="list-style-type: none"> Wednesday, 7 August 2024 @ 20 UTC Wednesday, 21 August 2024 @ 14 UTC Wednesday, 4 September 2024 @ 20 UTC Wednesday, 18 September 2024 @ 14 UTC 			
5. Next Steps			
	Action Item	Assignee	Due Date
1	Include discussion on how to approach Public Comment and address remaining survey questions to the agenda for the 07 August meeting.	Evin Erdogan	07 Aug 2024
2	Develop draft Public Comment proceeding template for CIP-CCG input.	Evin Erdogan / Larisa Gurnick	07 Aug 2024
3	Provide a draft of criteria / indicators in CIP-CCG Google Drive subfolder for your group.	CIP-CCG Volunteers	07 Aug 2024