**RSSAC Admin Teleconference**
Tuesday, 14 November 2023 17:00 UTC
Zoom link: https://icann.zoom.us/j/95853251698?pwd=Vk5kWTZOTC9zWEg0SWZqa29MUUlFZz09

## Action Items

1. Draft Agenda for RSSAC December Meeting
   a. RSSAC Caucus Membership Committee Selection
      AI: OS to circulate a call for volunteers note on the RSSAC list.
   b. RSSAC annual work plan review
   c. RSSAC FAQ review
      AI: AM to check with the RSSAC Caucus to see if RSSAC FAQ needs to be updated.
   d. ICANN Community Excellence Award - Selection Panel Appointments
2. Work Items
   a. RSSAC000v8 teleconference - Wed., 15 Nov. at 15 UTC
   b. RSS Messaging teleconference - Thu., 16 Nov. at 15 UTC updated document
      AI: AM and KR to draft a note to introduce the updated document to RSSAC.
      AI: OS to reach out to Jamie Hedlund and Elena Plexida to extend an optional invitation to the RSS Messaging meeting on Thursday, 16 Nov.
   c. Public Comment: Draft Report of the Root Zone DNSSEC Algorithm Rollover Study
      AI: OS to share with the RSSAC that Admin Committee intends to submit a comment to indicate that RSSAC has reviewed the report and it does not have any comments.
3. RSSAC2 Review - Letter from Board OEC Chair Katrina Sataki
4. Annual RSSAC Caucus Member Recognition - Guidelines
5. Upcoming RSSAC/RSSAC Caucus work - 2023 Potential work items list
   AI: SS and OS to work on last year's list and create an updated version for RSSAC Admin team's review.
6. AOB
   a. 2024 will be the 40th anniversary of the RSS and DNS?
      AI: KR to check with WH to confirm 2024 is the 40th anniversary of the RSS and DNS and, if this is the case, whether USC ISI plans any ways to recognize this anniversary.
   b. Third Accountability and Transparency Review (ATRT3) Implementation

        i.    Rec. 3.6: Formation of a [Continuous Improvement Program](#) Community Coordination Group (CIP-CCG)

       ii.    Rec. 5: Draft Process to Retire Non-Policy Recommendations

c. Enhanced ICANN [Engagement Calendar](#)

d. Strategic Plan Environmental Scan [Webinar](#) - Thu., 16 Nov. 15 UTC

e. Summary of Action Items