

# How At-Large content is organised

- Content is created from At-Large activities. At-Large activities include those from
  - At-Large Working Groups (WGs)
  - Regional At-Large Organisations (RALOs)
  - At-Large Advisory Committee (ALAC)
  - ALAC Liaisons to other ACs/SOs (eg ccNSO, SSAC)

# How At-Large content is generated/organised/distributed

- Wiki - The wiki is the primary home for At-Large to share information and collaborate with each other about At-Large activities. Also used as document repository to store PDFs of ALAC statements, presentations/slides, meeting transcripts and MP3 of meeting recordings  
*Platform:* [Atlassian Confluence](#)
- Email lists - used by At-Large members to disseminate and discuss At-Large activities. Separate email lists for (nearly) each At-Large activity. *Platform :* [Mailman](#)
- Teleconferences - used by all At-Large for its meetings. Platforms: [Adobe Connect](#), [LUCID](#)
- F2F meetings - ICANN public meetings. Uses ICANN website, teleconferences, wiki
- At-Large website - public-facing website to inform about At-Large to the wider ICANN community and general public. *Platform :* [Drupal](#)
- At-Large Calendar - shows At-Large meetings, teleconferences schedule.  
*Platform :* [Google Calendar](#)
- (continued)

# How At-Large content is generated/organised/distributed

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- Event Time Announcer - used to display meeting times in multiple time zones  
*Platform : [Time and Date](#)*
- Online Voting - used for At-Large elections, RALO and ALAC votes. *Platform: [BigPulse](#)*
- Instant Messaging - online chat between At-Large members to discuss At-Large related issues.  
*Platform : [Skype](#)*
- Social Media - used to disseminate At-Large announcements and (in future) other At-Large content (capacity building). *Platforms: [Facebook](#), [Twitter](#), [YouTube](#)*
- Telephone Bridge - used by At-Large to connect to and participate in the meeting via telephone.  
*Platform : [Adigo](#)*

## At-Large wiki (<https://community.icann.org/category/atlarge>)

At-Large content is organised into what Confluence calls "Spaces". These are areas containing related wiki pages and other content.

Space Directory: <https://community.icann.org/spacedirectory/view.action>

The At-Large wiki has the following spaces (as of June 2013) :

- ALAC - contains the following pages
  - ALAC
  - ALAC Executive Committee
  - ALAC Read-Only Document Store
  - At-Large Policy Development
  
- At-Large Workspaces - Workspaces are content created by At-Large WGs. Contains the following pages:
  - At-Large Accountability and Transparency Review Team Workspace
  - At-Large Board Candidate Evaluation Committee
  - At-Large Board Selection Design Team 2010
  - ....
  
- Regional At-Large Organisations
  - AFRALO, APRALO, EURALO, LACRALO, NARALO
  
- Archived .....

# At-Large Working Groups content

At-Large Working Groups (WGs) uses the following tools

- wiki
- calendar
- Event Time Announcer
- email lists
- teleconference tools
- telephone bridge

# At-Large Working Groups content - Wiki

The wiki holds the information about a WG and its activities.

WG are listed as child pages under the <https://community.icann.org/display/atlarge/At-Large+Working+Groups> page which is under the ALAC space.

Information about a WG on the wiki typically includes:

- Description of the WG - on the same wiki page for the WG
- Members - usually in a table, showing region, member name and position in the WG - also on the same wiki page for the WG
- Meetings and Events - a child page under the WG page with links to childpages for each meeting held (meeting page), named after the date of the meeting (Day Month Year).

(continued)

# At-Large Working Groups content (Wiki, Meetings and Events)

(continued) Information about a WG on the wiki typically includes :

- Meetings and Events - a child page under the WG page with links to childpages for each meeting held (meeting page), named after the date of the meeting (Day Month Year). Each Meeting Page contains the following information
  - Name of meeting (WG name plus date and time of meeting)
  - Date of Meeting (eg Tuesday 9 July 2013)
  - Time of meeting (e.g 17:00 - 18:00 UTC with a link to <http://www.timeanddate.com/worldclock/fixedform.html>)
  - Meeting Number
  - Link to "[How can I participate in this meeting](#)"
  - Action Items - a link titled "EN" to a child page "Action Items EN" ; may have separate child pages for other languages (e.g link "ES" to child page "Action Items ES")
  - Summary Minutes - a link titled "EN" to child page ; may have separate child pages for other languages (e.g link "ES" to child page "Summary Minutes ES")
  - (continued)

# At-Large Working Groups content (Wiki, Meetings and Events)

- (continued) Each Meeting Page contains the following information:
  - Recording - link to MP3s attached to wiki page - if there was meeting interpretation, links to separate MP3 for each interpreted language.
  - Adobe Connect Chat Transcript (some WGs shorten it to "AC Chat Transcript") - link titled "EN" to child page
  - Transcription: link titled "EN" to PDF attachment (WG meetings before 2013 linked to child page)
  - Adobe Connect Meeting Room - link to Adobe Connect Meeting Room - each WG has its own meeting room with a unique URL
  - Participants: list of names of persons attending the meeting. If there is interpretation, list is broken down by the language channels
  - (continued)



# At-Large Working Groups content (Wiki, Meetings and Events)

- (continued) Each Meeting Page contains the following information:
  - Apologies: list of names of persons that sent apologies that they couldn't attend the meeting
  - Staff - list of names of At-Large Staff members that attended the call
  - Agenda - ordered list on the same wiki page. Each list item has the agenda item title, followed by estimated time in brackets and presenter for the agenda item. Agenda items can have sub-agenda items and links to documents, presentations under consideration.

## **At-Large Working Groups content (Wiki)**

(continued) Information about a WG on the wiki typically includes :

- Monthly Reports - child page under WG page
- Documents - child page under WG page
- Resources - child page under WG page
- Workspace - this is the content created/maintained by the WG - some are child pages under the WG page and some are put under the At-Large Workspaces

## At-Large Working Groups content (calendar)

When an Meeting Page is created, At-Large Staff updates the At-Large calendar with

- When: date and time of meeting in UTC (e.g Monday July 1, 7pm - 8pm)
- Where: varies, often the time of the meeting in UTC, sometimes the adiago conference number to join via telephone bridge and/or the Adobe Connect room url
- Description: varies, either a link to the meetings and events wiki page, or the text of the meeting notice sent on the email list (which contains links to agenda, Adobe Connect room, wiki workspace)

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## **At-Large Working Groups content (Event Time Announcer, Mailing Lists, Teleconferences, Telephone Bridge)**

- Event Time Announcer is used in meeting notices sent on mailing lists and on wiki meeting pages to show the meeting time in their time zone.
- Mailing list is used by WG members to discuss issues pertinent to the WG and by staff to send meeting notices and reminders for upcoming WG calls. Archives of WGs are usually publicly viewable by anyone.
- Teleconferences - used by WGs in the meeting to share content, to administer the meeting (e.g establish speaking order) and for members to chat. Staff also notes Action Items. The text chat and Action Items are copied to the child pages of the Meeting Page after the meeting.
- Telephone Bridge - the audio from the bridge is saved as a MP3 file and uploaded to the wiki on the Meeting Page. Instructions on how to use the bridge (e.g mute, unmute) are on the adigo wiki page and repeated in the Adobe Connect chat.

## Issues noted regarding content of At-Large WGs

- Inconsistency regarding workspaces - some are child pages under the WG page and some are put under the At-Large Workspaces "Space"
- Difficult to determine what was the latest activity of the WG
- Unclear rationale for use of separate "Documents" and "Resources", especially for those WGs with workspaces
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