Accountability & Transparency Review Team 2 (ATRT 2)
Face-to-Face Meeting O1 – Los Angeles
Thursday, 14 March – Friday, 15 March 2013
PRELIMINARY REPORT

Review Team Members
Alan Greenberg (Vice-Chair)
Avri Doria (Vice-Chair)
Brian Cute (Chair)
Carlos Raúl Gutierrez
David Conrad
Demi Getschko
Fiona Asonga
Jørgen Abild Andersen
Heather Dryden
Lawrence Strickling
Lise Fuhr (Vice-Chair)
Michael Yakushev
Olivier Crépin-Leblond
Steve Crocker
Xinsheng Zhang

Remotely
Stephen Conroy

Invited participants
Feng Guo
Fiona Alexander

ICANN Supporting Staff
Alice Jansen
Charla Shambley
Denise Michel

ICANN
Amy Stathos
Brian Peck
Chris Gift
Fadi Chehadé
Jamie Hedlund
Lynn Lipinksi
Maguy Serad
Margie Milam
Steve Sheng

The Accountability and Transparency Review Team 2 (ATRT2) undertook the following during this session:

1) Silent observers

The Review Team resolved to open their conference calls and meetings to silent observers. Staff published the link to the ATRT 2 adobe connect as well as a separate stream link.

2) Transparency

The Review Team emphasized their desire to embrace a transparent approach and will ensure its modus operandi complies with the standards it set. It furthermore

stated its commitment to involve the ICANN Community and other Communities as much as possible in its discussions and deliberations (public comment periods etc.). The Review Team reiterated its engagement to have email archives open to the public. Members discussed the content the public wiki should include. A portion of the Team stressed that firm documents – solely – should be posted on the wiki, the Community being able to access drafts via the email-list archives. Others noted that drafts could be posted on the public wiki while flagging the "in progress" status of the documents. Further discussion is needed.

The ATRT 1 alumni put forward the Chatham House Rule for the Team's consideration and illustrated this proposal with ATRT 1 examples. The Team will consider this option.

3) Leadership

The ATRT 2 resolved to adopt the Chair/Vice-Chairs leadership structure in light of doodle poll results. The Team decided that it could benefit from multiple Vice-Chairs with a view to facilitating workload distribution and coordination. In order to harmonize expectations, the Team referred to a document the SSR Review Team adopted that states what the Chair and Vice-Chair roles entail (see: https://community.icann.org/pages/viewpage.action?pageId=20119568).
Members interested in leadership positions were invited to step forward and to state their interest. Brian Cute and Avri Doria volunteered to shoulder the Chair role while Lise Fuhr and Alan Greenberg voiced their interest in the Vice-Chair positions. The Team Members proceeded to the election and signaled - via a show of hands - their preference. Brian Cute was elected Chair of the Review Team. Lise Fuhr and Alan Greenberg were designated Review Team Vice-Chairs. The election completed, the Team requested that Avri Doria take on the role of Vice-Chair, a request that Avri Doria accepted.

4) Mandate & Scope

The Review Team Members shared opening remarks and flagged issues they believe should be addressed as part of their mandate. The Team reviewed paragraph 9.1 of the Affirmation of Commitments and refined the initial list of issues with a view to comprehending their mandate, scope and reaching consensus on Terms of Reference.

The Review Team left the Los Angeles meeting with a compilation of issues to address. It is color-coded consistent with the priority the Team set for each item. With a view to adopting a final document at their subsequent meeting, the Team agreed to cross reference content in light of paragraph 9.1 of the Affirmation of Commitments and to refine language and content consistently (if needed).

The Review Team further agreed to establish a work division and allocation based on this list.

In agreement with their commitment to involve the ICANN Community in the review effort, Review Team Members resolved to submit a set of proposed questions to the ICANN Community. This initiative will enable the Team to gather information to be

factored in when drafting the scope. Two vectors will be used to reach out to the ICANN Community: 1) Beijing session with the Community; 2) public comment period. Lawrence Strickling volunteered to circulate a draft proposal to the Team for comment.

5) Terms of Reference & Methodology

The ATRT Chair walked the Review Team through the ATRT 1 Terms of Reference and Methodology document, which comprises the ATRT 1 fundamentals. The Team expressed general approval and appreciation for the ATRT 1 charter and resolved to adopt a similar Terms of Reference & Methodology document. The objective is to establish a roadmap that will guide the Review Team throughout its activities and to define a methodology and modus operandi to embrace throughout its mandate. In depth discussion will be held to determine adjustments (if any) needed.

6) Calendar & Activities

The Review Team flagged 31 December 2013 as their completion date and mapped out its deliverables and public comment deadlines in light of its completion date. It resolved to hold 90-minute fortnightly calls with the caveat that frequency and modalities may be adjusted depending on needs. The rotation principle applies, Thursday being the conference call day.
The Review resolved to meet at ICANN meetings in Beijing (7-11 April 2013), Durban (14-18 July 2013) and Buenos Aires (17-21 November 2013) and raised the possibility of meeting at an ITU or IGF event in May or October 2013 depending on needs.
Staff was tasked to circulate a revised calendar.

7) ICANN

ICANN President and CEO, Fadi Chehadé, welcomed the ATRT 2 and offered opening remarks. The Review Team was given a staff update on the implementation of the ATRT 1 recommendations as well as the WHOIS recommendations. Due to time constraints, the presentation on SSR recommendations is deferred to Beijing.

8) ATRT 2 Candidates & Review Team Alumni

The ATRT 2 expressed the wish to engage in a dialogue with the ATRT 2 candidates who were not selected to participate in the review. Modalities of this interaction will be determined (calls or face-to-face etc). The Chair and Vice-Chairs volunteered to take this on and stressed that the Team was welcome to participate in these sessions.
The Team additionally stated its intent to meet with AoC Review Team Alumni in order to collect their comments on the implementation of the recommendations their respective Teams issued.

9) Conflict of Interest Policy & Statement of Interest

The Review Team resolved to adopt a conflict of interest policy (CoI). Team Members will be requested to sign the CoI and to complete a Statement of Interest (SoI). The Chair stressed that once the SoIs signed, the Team will have a point of order - at each subsequent meeting and conference call - to call for any updates to Statements of Interest.
The ATRT 2 requested that ICANN Legal review the content of the ATRT 1 CoI and SoI template in order to determine whether it complies with standard requirements in the current environment.