Accountability & Transparency Review Team 2 (ATRT 2)
Face-to-Face Meeting O2 – Beijing
Friday, 5 April – Wednesday, 10 April 2013
PRELIMINARY REPORT

Review Team Members
Alan Greenberg (Vice-Chair)
Avri Doria (Vice-Chair)
Brian Cute (Chair)
David Conrad
Fiona Asonga
Jorgen Andersen
Heather Dryden
Lawrence Strickling
Lise Fuhr (Vice-Chair)
Michael Yakushev
Stephen Conroy
Olivier Crépin-Leblond
Steve Crocker
Xinsheng Zhang

Apologies
Carlos Raúl Gutierrez
Heather Dryden

ICANN Staff
Alice Jansen
Denise Michel
Larisa Gurnick
Patrick Jones
Samantha Eisner

Remotely
Demi Getschko

Invited participants
Feng Guo
Fiona Alexander

Recordings and transcripts are available on the public wiki at:
https://community.icann.org/display/ATRT2/Beijing+5-11+April+2013

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

1) Preliminary Reports & Agenda

Following the Review Team Chair's opening remarks, the Review Team resolved to adopt the following:
- agenda prepared for the Beijing face-to-face meeting;
- preliminary report of their first conference call;
- preliminary report of the Los Angeles meeting.

The Chair and Vice-Chairs will review the preliminary report of the ATRT 2's second conference call prepared by Staff and will submit it to the Team for approval.

2) Conflict of Interest Policy & Declaration of Interests

The Review Team submitted the ATRT 1 Conflict of Interest Policy and Statement of Interests template to ICANN legal for any updates deemed appropriate. The Team reviewed edits suggested by ICANN legal and consolidated a final version in light of clarifications provided by Samantha Eisner – Senior Counsel. The Review Team resolved to adopt the ATRT 2 Conflict of Interest policy and Declaration of Interests. The Review Team Chair prompted Members to return their signed and completed copy while emphasizing that these would be published.

3) Terms of Reference

The Terms of Reference lay out the Review Team's mandate and mission, methodology and modus operandi as well as the principles and approach they will embrace throughout their mandate (consensus etc.) The ATRT 2 Chair walked the Review Team through the suggested revisions made to the ATRT 1 Terms of Reference document. Review Team Members discussed the proposed amendments, reached agreement on language as well as concepts and proceeded to refining the document. The Chair and Vice-Chairs will wordsmith and format the document with a view to circulating a clean version to the Team. Additional refinement is required (ICANN description, etc.): Review Team discussion is needed.

4) Review Team Alumni

The ATRT 2 met with delegations of ATRT 1 and WHOIS RT Alumni present in Beijing and had a brief exchange with David Cake, SSR RT alumni. A set of questions designed to structure discussions was created to facilitate discussions. Discussions with Review Team Alumni gave the Team an insight into areas to explore, challenges to face, elements to consider as well as a preview of the work to be conducted within work streams. Emphasis was set on the implementation of recommendations. Collecting further data from Review Team alumni will fold into work streams' purviews. Members committed to follow-up calls and reiterated their intent to schedule a call with SSR alumni post Beijing.

5) Work Methodology

The Team divided its work into phases. The first phase will comprise the data-gathering process, which will require continuous outreach sessions with the ICANN Community and stakeholders as well as collaboration with ICANN staff and Board. Once the data collected, the Review Team will transition into the analysis phase: data will be diligently

processed and reviewed with a view to teasing out conclusions and facts that will lead to draft recommendations. Community input will be solicited throughout the process. When consolidating the Terms of Reference, Members agreed that the *identification of reliable indicators of progress with respect to accountability and transparency is important to assess effectiveness and whether continual improvement is occurring*. Metrics to measure against will be determined with the goal of assisting *stakeholders and others in determining how ICANN is progressing in its efforts to be more transparent and accountable*.

The Review Team reiterated their intent to validate the implementability of their recommendations and to define completion timeframes that would allow a timely and efficient implementation.

6) **Calendar**

The Review Team reviewed its calendar and reached the following decisions:
- The Team will meet in early May 2013 in Los Angeles to interact with ICANN staff, based on a set of questions, and will begin gathering data. Interactions with Review Team Alumni will be scheduled.
- In Durban (14-18 July 2013) the Review Team will meet with ICANN SO/ACs, constituencies, stakeholders, Working Group Chairs, the GAC, the ICANN Board as well as with the ICANN Community to collect feedback. A structured set of questions will be prepared in anticipation of these sessions and shared in advance.
- On the week of August 19th 2013 (doodle poll to be circulated), the Review Team will convene in Australia to analyze elements received during the data-gathering phase. Penholders will be requested to stay an extra day in order to draft conclusions reached during the analysis phase.
- The Review Team will issue the draft report for public comment in October 2013 and solicit input from the Community and stakeholders at the ICANN meeting in Buenos Aires (17-21 November 2013).
- Post Buenos Aires, the Review Team will review the comments received on its draft recommendations and refine the report with the goal of producing the final recommendations by 31 December 2013.

7) **Implementation**

Patrick Jones gave the Team an update on the implementation of the SSR Review Team recommendations.

The Review Team brainstormed on a set of questions to circulate to ICANN staff members and others (Board, GAC and NomCom members) responsible for ATRT 1 implementation. The list will also be used for individuals responsible for the implementation of SSR and WHOIS recommendations. The ATRT 2 agreed to dedicate a great portion of its upcoming face-to-face meeting in LA to interacting with staff

members. A follow-up call will also be held prior to the Los Angeles meeting in order to synchronize expectations.

8) Work Streams & Roadmap

The Review Team refined the composition of work streams. The Chair highlighted that work streams are an open invitation: Members are invited to raise their hand should they wish to join an additional work stream. Work stream email lists were set up to facilitate communications; Archives are public in line with ATRT 2 principles.
The Review Team reviewed the issues document drafted in Los Angeles and mapped out the AoC subsections into the issues document. Further work will be conducted on this.

9) Outreach in Beijing

The Governmental Advisory Committee (GAC) representatives on the ATRT 2 and Review Team Chair walked the GAC through the approach embraced by the Review Team, welcomed the GAC's feedback on the process and invited them to submit responses to the questions out for public comment.
The Review Team additionally met with the Non-Commercial Stakeholder Group (NCSG) to provide them with an overview of the ATRT 2 mandate and activities. The ATRT 2 thanked the NCSG for its comments and encouraged the group to participate in the public forum.
The Review Team held a session with the ICANN Community during which it walked the audience through a comprehensive outline of the Review Team mandate, composition, principles, timeline and activities. The Review Team opened the floor and received feedback from the in-person and remote audience. The Community was highly encouraged to respond to the questions out for public comment and to submit any additional feedback.

10) Outreach & Public Interest

The Review Team reiterated its intent to involve the Community as much as possible throughout its mandate. The Team resolved to meet with ICANN SO/ACs, constituencies, stakeholders, Working Group Chairs, the GAC, the ICANN Board as well as with the ICANN Community in Durban and restated that outreach should also be conducted at IGF, ITU events.
Jørgen Abild Andersen stressed that more outreach work ought to be initiated in the Governmental sphere. This triggered a discussion on the objectives, potential format, impact and consequences this effort could lead to and entail. The Chair acknowledged the outreach work conducted by the ICANN leadership and staff and reminded of the scope of work of the Review Team.
While acknowledging the requests received for a definition of *public interest*, the Review Team agreed to defer this discussion to a subsequent meeting.