

**Accountability & Transparency Review Team 2 (ATRT 2)**  
**Los Angeles Face-to-Face Meeting**  
**Wednesday, 14 August – Saturday, 17 August 2013**  
**PRELIMINARY REPORT**

**Review Team Members**

Alan Greenberg  
Avri Doria  
Brian Cute  
David Conrad  
Carlos Raúl Gutierrez  
Demi Getschko  
Fiona Asonga  
Heather Dryden  
Lise Fuhr  
Jørgen Abild Andersen  
Lawrence Strickling  
Michael Yakushev  
Olivier Crépin-Leblond  
Steve Crocker  
Stephen Conroy  
Xinsheng Zhang

Apologies  
James Bladel  
Roberto Gaetano  
Thomas Rickert

**Invited Participants**

Chuck Gomes – PDP WG Chair  
Fadi Chehadé – ICANN President & CEO  
Feng Guo  
Fiona Alexander  
Jeff Neuman – PDP WG Chair  
Mike O’Connor – PDP WG Chair  
Michele Neylon – PDP WG Chair  
Paul Diaz – PDP WG Chair

**Supporting ICANN Staff**

Alice Jansen  
Charla Shambley  
Denise Michel  
Larisa Gurnick

**ICANN Staff**

Amy Stathos – Deputy General Counsel  
Christina Rodriguez – Manager, ICANN Language Services  
Marika Konings – Senior Director, Policy Development Support  
Nora Abusitta – Vice President, Public Responsibility Programs  
Samantha Eisner – Senior Counsel

Recordings and transcripts may be found on the wiki at:

<https://community.icann.org/display/ATRT2/Los+Angeles+-+14-17+August+2013>

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

**1. Agenda & Preliminary Reports**

The Review Team reviewed the proposed agenda and approved a [revised version](#). The Review Team resolved to adopt the following preliminary report: [Call 09 – 1 August](#).

**2. Policy Development Process (PDP)**

The Review Team discussed the Policy Development Process (PDP) with former and current PDP Working Group (WG) Chairs. This led to exchanges of views on how the process could be improved.

### **3. Work Streams**

The Work Stream Chairs walked the Review Team through their WS activities, preliminary assessments and list of issues flagged as potential areas for recommendations. The Review Team reviewed content in parallel with the [templates](#) submitted to date, made observations and selected issues to focus on while mapping out owners and requests for input from ICANN staff. The Review Team revised the [template document](#) and requested that owners send in their completed template by 30 August 2013. The Review Team stressed its intent to proceed to an implementability sanity check with ICANN staff and encouraged ICANN staff to flag any misunderstandings or inaccuracies in the meantime. Collaboration with ICANN staff will be key on the road to the draft report. An inventory encompassing the initial set of potential recommendations, list of owners and inherent action items is available on the [wiki](#).

### **4. Language Services**

The Review Team held a follow up session with Nora Abusitta and Christina Rodriguez on language services in reaction to an overview provided by staff.

### **5. Reconsideration Process, Decisional Checklist & Whistleblower Program**

Amy Stathos and Samantha Eisner provided the Review Team with supplementary information and updates on the reconsideration process, decisional checklist and whistleblowing policy.

### **6. Strategic Planning**

Denise Michel walked the Review Team through the current and upcoming strategic planning initiatives followed by a Review Team discussion with ICANN President & CEO – Fadi Chehadé.

### **7. Independent Expert**

The Review Team announced the selection of InterConnect Communications (ICC) as the Independent Expert, through an RFP process, to assess the effectiveness of ICANN Generic Names Supporting Organization (GNSO) Policy Development Process (PDP).

### **8. Review Team Activities**

The Review Team discussed the potential scheduling of a Review Team meeting to be held in Washington in September or October 2013. Staff is to circulate a doodle poll to determine Members' availability.

The Review Team resolved to hold standing weekly calls. Time of the calls is to be determined based on a doodle poll.

The Review Team agreed to map out its Buenos Aires activities as follows based on Team Members' requests that the Buenos Aires sessions be as encapsulated in time as possible:

- A webinar with the ICANN Community will be held prior to Buenos Aires to present the draft report;
- The Review Team Face-to-Face Meeting will be held on Monday;
- Sessions with SO/ACs, constituencies, stakeholders will take place on Monday, Tuesday and

Wednesday;

- The Review Team will meet on Wednesday late afternoon for a wrap-up session.

### **9. Skeleton of the Report**

The Review Team pre-determined the skeleton/framework and assigned authors to a number of sections. The report will tentatively encompass the following:

- List of recommendations and narrative (author: Brian Cute)
- Executive summary: where is ICANN now and where it needs to go (factoring in future growth)
- ATRT2 process and observations
- Future of reviews
- Inventory of issues (based on a summary provided by ICANN Staff)

The Review Team agreed on the following principles:

- Recommendations will be drafted in simple English (Author: Avri Doria)
- Body of report will include rationale for recommendations
- Logical grouping & linkage between recommendations.

The Review Team foresees that appendices will include public comments, , external consultant's report, methodology items, participation in meetings, templates (including assessment). The list will be edited, as needed.