Accountability & Transparency Review Team 2 (ATRT 2)
Face-to-Face Meeting 06
Thursday, 19 September 2013 – Friday, 20 September 2013
DRAFT PRELIMINARY REPORT

Review Team Members
Alan Greenberg
Avri Doria
Brian Cute
David Conrad
Lawrence Strickling
Lise Fuhr
Olivier Crépin-Leblond
Stephen Conroy
Steve Crocker
Xinsheng Zhang

Remotely
Carlos Raúl Gutierrez
Fiona Asonga
Demi Getschko
Heather Dryden
Michael Yakushev

Invited Participants
Feng Guo
Fiona Alexander
Paul Diaz

ICANN Staff
Alice Jansen
Denise Michel
Larisa Gurnick
Marika Konings (remote)
Margie Milam (remote)

Apologies
Jørgen Abild Andersen

Invited Participants (remote)
Christina Laybourn (One World Trust)
Emily Taylor (InterConnect Communications)
Mark McFadden (InterConnect Communications)

Recording and transcript may be found on the wiki at:
https://community.icann.org/display/ATRT2/Washington+DC+-+19-20+September+2013

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

1. Agenda & Preliminary Report

The Review Team resolved to adopt the proposed agenda and agreed to defer the adoption of the preliminary reports.

2. Declaration of Interests & Conflict of Interest Policy

The Review Team called for any updates. None were raised.

3. Meeting Modus Operandi

The ATRT2 Chair described the dynamic of this meeting as different from previous sessions and requested that the Team not engage in long discussion about views, issues or opinions. Only significant issues should be voiced. Omissions will be flagged.

4. Accountability & Transparency Benchmarks & Metrics

Christina Laybourn walked the Team through One World Trust's work plan. Criteria will be tailored to ICANN's unique structure and objective. Metrics will be measuring practical accountability achievements. The research will principally involve: 1) documentary review of ICANN accountability policies and practices as well as external commentary on ICANN's accountability standards accompanied by interviews; 2) an analysis of international standards and expectations of accountability for international not-for-profit organizations. One World Trust will be taking its own accountability framework as a starting point. Accountability will be defined and evaluated. Stakeholders' engagement in organization's processes, complaints and redress as well as accountability strategy will be factored in. Accountability practices will be compared with three other international organizations in order to identify good practice and learning. One World Trust would welcome the opportunity to interview ATRT2 members and suggested that one or two Members be nominated. The report is expected to be finalized by mid/end of December 2013.

5. Independent Expert

Mark McFadden provided the Review Team with a progress update. ICC reported an extensive analysis of archives (mailing lists, comment processes, reports etc.). ICC has been collecting data from participants and stakeholders on a wide range of topics related to PDP. ICC is also investigating other global or regional policy process built from the stakeholder community to compare to an ICANN PDP. The independent expert is looking into bylaws, operating procedures, rules of engagement within the organization. Initial research indicates that transparency of information is remarkable. Time challenges to interview stakeholders were observed. An online version of the survey was made available.

The GAC relationship to the PDP was raised in every interview. Global non-participation, time commitment, cultural mismatches and language barriers were also key issues that were brought up. Interviewees have commented on the quality and effectiveness of ICANN policy staff. No criticism of the process' transparency was observed. A report will be sent in early October. ICC is also looking into making data available to ICANN and future ATRTs.

The Review Team Chair flagged his intent to hold a call with ICC to discuss deliverables.

6. Building the Draft Report & Templates

Only a small Team of Members will draft the body of report to ensure it has a singular tone and consistent presentation style. Only grammar spot-checking will be conducted on templates: having different style and voice in the templates is reflective of a group effort. Template owners should ensure their work is in shape to hand over to report drafters. The Review Team will need to clearly communicate that the draft report is work in progress and that gaps will be filled and discrepancies resolved. Work can be iterated beyond October.

Review Team Members resolved to build their templates using the outline and model Lawrence Strickling proposed in his template. Recommendations will be grouped. Tone of the report should not be academic but rather highlight communication tools.

7. Accountability & Transparency Review Team 1 (ATRT1) – WS1

Olivier Crépin-Leblond walked the Team through observations and matched potential recommendations to templates. Staff indicated where information could be found (see index) and took note of any follow-up requests. Lawrence Strickling reminded Members that templates should contain facts to underpin their analysis as well as consider feedback and comments provided by staff.

8. Security, Stability & Resiliency of the DNS Review (SSR) – WS2

Meetings with Patrick Jones contributed to clarifying outstanding issues. Templates will be prepared. David Conrad walked through the assessment of SSR recommendations implementation and flagged those which required additional work. Staff gave the Review Team supplementary background information.

9. WHOIS Policy Review (WHOIS) – WS3

Alan Greenberg walked the Review Team through the initial set of conclusions. Margie Milam joined the meeting to provide supplementary clarifications and updates along the way. Alan Greenberg requested that staff provide the additional information in writing.

10. New Issues – WS 4

Fiona Asonga took the Review Team through the matrix of recommendations emerging from the new issues effort. Staff took note of follow-up actions.

11. Timeline

The Review Team resolved to adopt the following calendar of deliverables:

Friday, 27 September	ICC Conclusions
Sunday, 29 September	Assignments due – completed assessments and draft recommendations
Tuesday, 1 October - 13:00 UTC (4 hours)	ATRT 2 Full Team Call to review assessments and draft recommendations
Friday, 4 October	Draft Report circulated to ATRT 2 for review
Sunday, 6 October	ATRT 2 comments, edits provided to the ATRT2 list
Monday, 7 October	Draft Report provided to staff for translation with edits included
Friday, 11 October	Corrections in redline mode provided to staff for translation
Friday, 18 October	Publication of Draft Report

12. Chatham House Rule

The Review Team invoked the Chatham House Rule to discuss feedback received on the confidential list.