Accountability & Transparency Review Team 2 (ATRT2) Face-to-face meeting in Washington DC – Thursday, 19 September – Friday, 20 September 2013 Proposed Agenda

Day 1: Thursday, 19 September

Time displayed in EST

Description	Additional Participants	From	To
Welcome and opening remarks		8:30 am	8:40 am
Adopt meeting agenda		8:40 am	8:45 am
Adopt preliminary reports		8:45am	8:50 am
Update on Accountability and Transparency Benchmarks and Metrics project	Christina Laybourn, One Word Trust, Larisa Gurnick	8:50 am *(details to be confirmed)*	9:20 am
Update from ICC re: PDP effectiveness review	Mark McFadden	9:30 am *(details to be confirmed)*	10:00 am
Review Inventory of Observations and Potential Recommendations; decide on items that will not result in a recommendation versus those that will		10:00 am	10:30 am
Coffee break		10:30 am	10:45 am
Review of completed analyses and proposed recommendations		10:45 am	12:30 pm
Working Lunch – online demo	Chris Gift	12:30 pm *(details to be confirmed)*	1:30 pm
Review of completed analyses and proposed recommendations		1:30 pm	3:30 pm
Coffee break		3:30 pm	3:45 pm
Review of completed analyses and proposed recommendations		3:45 pm	5:30 pm

Day 2: Friday, 20 September

Description	Additional Participant	From	To
Review of Day 1 progress		8:30 am	8:45 am
Continuation from Day 1, if needed - Review of completed analyses and proposed recommendations		8:45 am	9:45 am
Review of report format, assignment of sections to drafters		9:45 am	10:30 am
Coffee Break		10:30 am	10:45 am
Interaction with staff as needed		10:45 am	12:00 pm
Lunch		12:00 pm	1:00 pm
Interaction with staff as needed/Drafting		1:00 pm	2:45 pm
Coffee break		2:45 pm	3:00 pm
Drafting		3:00 pm	4:30 pm
Wrap up		4:30 pm	5:00 pm

ATRT 2 Member Assigned to complete analysis and documentation	Inventory Item #	Previous RT Recommendation/Summary of New Issue	Will result in a recommendation? Yes/No
Carlos	14	Clarify standard for Reconsideration requests	
Carlos, Avri, Alan	37	Review actions of the Board and staff in ensuring public interest: Volunteer engagement	
David	38	Board handling of **SSR RT** recommendations	
David	39	Assessment of implementation of **SSR RT** recommendations	
Fiona	30	Make improvements to the Review processes: Appointment of Review Teams	
Fiona	31	Make improvements to the Review processes: Getting the Review Team started with a complete implementation report	
Fiona	32	Make improvements to the Review processes: Review Budget Transparency and Accountability	
Fiona	33	Make improvements to the Review processes: Incorporation of review teams input into ICANN strategic plan and Institutionalization of progress	
Fiona	34	Review actions of the Board and staff in ensuring public interest: Finance Accountability and Transparency	
Fiona, Lise	11	Multilingual quality and timeliness	
Jorgen	42	(Part of GAC Rec) Outreach	
Larry	17-21	GAC related recommendations	
Lise	25	Create annual public comment forecast	
Lise	26	Ensure senior staffing arrangements are appropriately multilingual	

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