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	9:20 am
Update from ICC re: PDP effectiveness review	Mark McFadden	9:30 am	10:00 am
Coffee break		**10:00 am**	**10:15 am**
SSR recommendations		10:15 am	11:45 am
Lunch		**11:45 am**	**12:45 pm**
WHOIS recommendations		12:45 pm	2: 15 pm
Work Stream 1 recommendations		2:15 pm	3:15 pm
Coffee break		**3:15 pm**	**3:30 pm**
Work Stream 1, continued		3:30 pm	4:30 pm
Review of report format		4:30 pm	5:30 pm

Day 2: Friday, 20 September

Description	From	To
Work Stream 4: Appointment of Review Teams	8:30 am	9:00 am
Work Stream 4: Getting the Review Team started with a complete implementation report	9:00 am	9:30 am
Work Stream 4: Review Budget Transparency and Accountability	9:30 am	10:00 am
Work Stream 4: Incorporation of review teams input into ICANN strategic plan and Institutionalization of progress	10:00 am	10:30 am
Coffee Break	**10:30 am**	**10:45 am**
Work Stream 4: Finance Accountability and Transparency	10:45 am	11:15 am
Work Stream 4: Volunteer engagement	11:15 am	11:45 am
Lunch	**11:45 am**	**12:45pm**
Work Stream 4: Publication of yearly statistical reports on transparency	1:00 pm	1:30 pm
Work Stream 4: Employee Hotline (Whistleblower Policy)	1:30 pm	2:00 pm
Work Stream 1, continued (if needed)	2:00pm	2:45 pm
Coffee break	**2:45 pm**	**3:00 pm**
Review of report format (continued)	3:00 pm	3:30 pm
Review of assignments – templates, report drafting	3:30 pm	4:30 pm
Wrap up	4:30 pm	5:00 pm