1. Welcome and introduction of members: Margie Milam
2. Review Team leadership: Margie Milam
3. Background and administrative information: Charla Shambley
4. Mapping out the review: Eleeza Agopian
5. Next steps: Margie Milam
6. Any other business: All
1. Welcome and introduction of members
Margie Milam
### Review Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Constituency/ Independent Expert</th>
<th>Name</th>
<th>Constituency/ Independent Expert</th>
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</thead>
<tbody>
<tr>
<td>Calvin Browne</td>
<td>GNSO</td>
<td>Megan Richards</td>
<td>GAC</td>
</tr>
<tr>
<td>Jordyn Buchanan</td>
<td>GNSO</td>
<td>Dejan Djukic</td>
<td>ccNSO</td>
</tr>
<tr>
<td>Carlos Raul Gutierrez</td>
<td>GNSO</td>
<td>Gaogalelwe G.P. Mosweu</td>
<td>ccNSO</td>
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<tr>
<td>Waudo Siganga</td>
<td>GNSO</td>
<td>Drew Bagley</td>
<td>Independent expert</td>
</tr>
<tr>
<td>David Taylor</td>
<td>GNSO</td>
<td>Stanley Besen</td>
<td>Independent expert</td>
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<tr>
<td>Jonathan Zuck</td>
<td>GNSO</td>
<td>N. Ravi Shankar</td>
<td>Independent expert</td>
</tr>
<tr>
<td>Kaili Kan</td>
<td>ALAC</td>
<td>Fabro Steibel</td>
<td>Independent expert</td>
</tr>
<tr>
<td>Carlton Samuels</td>
<td>ALAC</td>
<td>Jamie Hedlund</td>
<td>CEO’s representative</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Laureen Kapin</td>
<td>GAC Chair’s representative</td>
</tr>
</tbody>
</table>
ICANN staff supporting the RT

- Margie Milam, Senior Director, Strategic Initiatives
- Karen Lentz, Director, Operations and Policy Research
- Karen Mulberry, Director, Strategic Initiatives
- Eleeza Agopian, Lead Researcher, Operations and Policy Research
- Charla Shambley, Program Manager, Strategic Initiatives
- Pamela Smith, Coordinator, Strategic Initiatives
2. Review Team leadership
Margie Milam
Guiding Values

Values

Efficient – making prudent use of volunteer time and ICANN budget;
Effective – resulting in prioritized recommendations that are clear, implementable and measurable utilizing a SMART framework for setting objectives for measureable outcomes;
Timely – established and known time boundaries for activities to facilitate participation and expectations.

SMART Framework

Specific – target a specific area for improvement.
Measurable – quantify or at least suggest an indicator of progress.
Attainable – assuring that an end can be achieved.
Relevant – is the right goal at the right time for you.
Time-related – specify when the result(s) can be achieved.
Review Team Members

Scope and Responsibilities

• Review background materials, including Board requests
• Establish a mechanism to consult with: Staff, the Board, the community
• Develop Terms of Reference
• Establish a work plan that outlines the areas under review and specific criteria to be considered in line with the AoC mandate
• Execute the investigation according to the plan, based on best practices for fact-based research, analysis and conclusions
• Gather input/represent communities they come from
• Develop a draft report, with prioritized recommendations
• Post the final draft report and its recommendations for Public Comment and socialize through various channels
• Provide input on the implementation plans, including prioritizing the Review team’s recommendations so that ICANN resources and financial support can be allocated accordingly by the Board and plans developed by Staff
• Designate Review Team members available to consult and represent the review team in implementation discussions
• Review Teams will select their own leadership keeping in mind that the Chair / Vice-Chairs must have the expertise to effectively lead the group so that it functions properly, the ability to communicate, subject matter expertise, time management skills and budget/financial management capabilities.

• The designated Review Team leadership (Chair/Vice-Chair’s) will have responsibilities for managing the work of the review team but will also be responsible for determining consensus (see GNSO types of consensus as noted in Section 3.6 of the GNSO Guidelines for examples).
Role of the Chair / Vice-Chair

- Remain neutral when serving as Chair/Vice Chair
- Identify when speaking as an advocate
- Maintain standards and focus on the aims of the Review Team as established in its Terms of Reference
- Drive toward delivery of key milestones according to the Work Plan
- Ensure effective communication between members and with broader community, board and staff
- Run the meeting and sets the agenda
- Ensure that all meeting attendees get accurate, timely and clear information
- Determine and identify the level of consensus within the team
- Provide clarity on team decisions
- Ensure decisions are acted upon
- Build and develop teamwork
- Manage the team’s budget and financial reporting
3. Background and administrative information
Charla Shambley
Review Team members will kick off the review with a face-to-face meeting in Los Angeles in February 2016. Additional face-to-face meetings will be scheduled in addition to ICANN55 (March) and ICANN56 (June).
Accountability

ICANN has a proven commitment to accountability and transparency in all of its practices. Indeed, ICANN considers these principles to be fundamental safeguards in ensuring that its international, bottom-up and multi-stakeholder operating model remains effective.

The mechanisms through which ICANN archives accountability and transparency are built into every level of its organization and mandate - beginning with its Bylaws and Affirmation of Commitments.

ICANN Accountability Mechanisms

<table>
<thead>
<tr>
<th>Accountability Mechanisms</th>
<th>Organizational Review</th>
<th>AoC Reviews</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reconsideration</td>
<td>AI-Large</td>
<td>Accountability and Transparency-(ATRT)</td>
</tr>
<tr>
<td>Ombudsman</td>
<td>ASO</td>
<td>Security, Stability and Resiliency of the DNS-(SSR)</td>
</tr>
<tr>
<td>Independent Review Process</td>
<td>ccNSO</td>
<td>WHOIS Policy</td>
</tr>
<tr>
<td>Other Mechanisms [1]</td>
<td>Nominating Committee</td>
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<td>RSSAC</td>
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<td></td>
<td>SSAC</td>
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<tr>
<td></td>
<td>Board of Directors [2]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Technical Liaison Group [2]</td>
<td></td>
</tr>
</tbody>
</table>
4. Mapping out the review
Eleeza Agopian
Section 9.3 of the Affirmation of Commitments states:

“If and when new gTLDs...have been in operation for one year, ICANN will organize a review that will examine the extent to which the introduction or expansion of gTLDs has promoted competition, consumer trust and consumer choice, as well as effectiveness of (a) the application and evaluation process, and (b) safeguards put in place to mitigate issues involved in the introduction or expansion.”
Suggested Briefing Sessions

1. New gTLD Program History, Development and Implementation
   Previous rounds, policy recommendations, Applicant Guidebook

2. Application Processing and Contracting
   Application window opens, prioritization, evaluation, contracting issues

3. Post-Contracting
   PDT, new gTLD start-up, RPMs, compliance

4. New gTLD Program Reviews
   PIRR, GNSO Discussion Group, upcoming PDP, Root Stability Study, DNS Abuse Study, TMCH review, IAG-CCT prep work and how the CCT review fits into the bigger picture

5. ICANN 55: GNSO Background
   Discussion about the 2009 PDP with past GNSO chairs Bruce Tonkin and Avri Doria

6. Other topics?
   ???
Dec. 2012: GNSO & ALAC WG metrics

2014: IAG-CCT deliberations

March 2014:
Conduct survey and economic study

Feb. 2015: Board adopts 66 metrics for collection

March 2015: Staff begins data collection

CCT-RT discusses remaining metrics
Terms of Reference

- Review Draft ToR from ATRT2

- Small group of volunteers to help draft this document. Staff can assist in creating a first draft.

- Target completion/adooption dates: F2F in LA?

- Terms for definition:
  - Competition
  - Consumer Trust
  - Consumer Choice

- Other relevant elements:
  - Methodology: Communications and tools
  - Decision making/reaching consensus, including metrics and targets, baseline periods, etc.
  - Community engagement
Work Plan

- Key milestones
- Deadlines
- Division of labor:
  - Exploring metrics by subject (competition/choice/trust); by source (surveys, internal data, etc.)
- Small group of volunteers to help draft this document?
5. Next steps
Margie Milam
Future Meetings

- First Face-to-face in Los Angeles:
  - Second choice (10 votes): February 8-9, 2016
  - All other date options received single digit votes.
  - Dial-in and Adobe Connect for those unable to travel

- Future teleconferences
  - Rotate time zones
  - Fixed dates – weekly, biweekly?

- ICANN 55
  - All day F2F meetings 9-10 March
6. Any other business