CCT Review Team

1st Teleconference | 13 January 2016

Agenda

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

Name	Constituency/ Independent Expert	Name	Constituency/ Independent Expert
Calvin Browne	GNSO	Megan Richards	GAC
Jordyn Buchanan	GNSO	Dejan Djukic	ccNSO
Carlos Raul Gutierrez	GNSO	Gaogalelwe G.P. Mosweu	ccNSO
Waudo Siganga	GNSO	Drew Bagley	Independent expert
David Taylor	GNSO	Stanley Besen	Independent expert
Jonathan Zuck	GNSO	N. Ravi Shankar	Independent expert
Kaili Kan	ALAC	Fabro Steibel	Independent expert
Carlton Samuels	ALAC	Jamie Hedlund	CEO's representative
		Laureen Kapin	GAC Chair's representative

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 Team Leadership

Scope and Responsibilities

- 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).
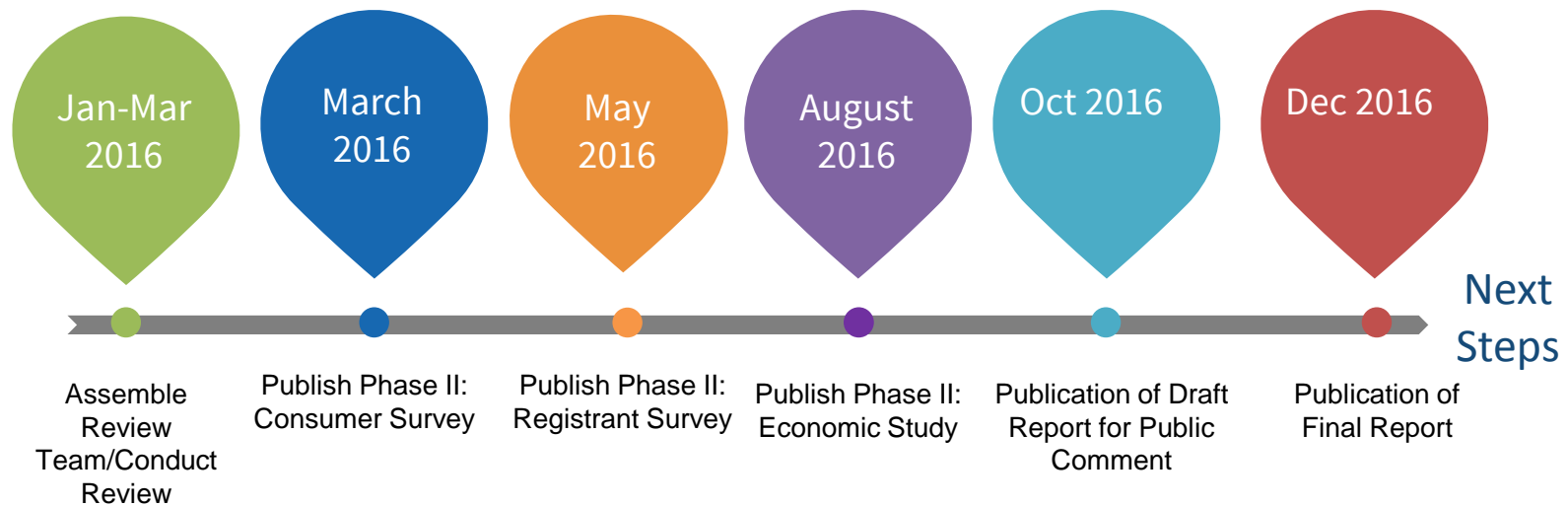
Role of the Chair / Vice-Chair

- 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

ICANN

CCT Review Projected Timeline – 2015-2016

Jan-Mar 2016	March 2016	May 2016	August 2016	Oct 2016	Dec 2016
Assemble Review Team/Conduct Review	Publish Phase II: Consumer Survey	Publish Phase II: Registrant Survey	Publish Phase II: Economic Study	Publication of Draft Report for Public Comment	Publication of Final Report

Next Steps

Notes:

- 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).

New Reviews Section on icann.org

4. Mapping out the review

Eleeza Agopian

AoC Mandate

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
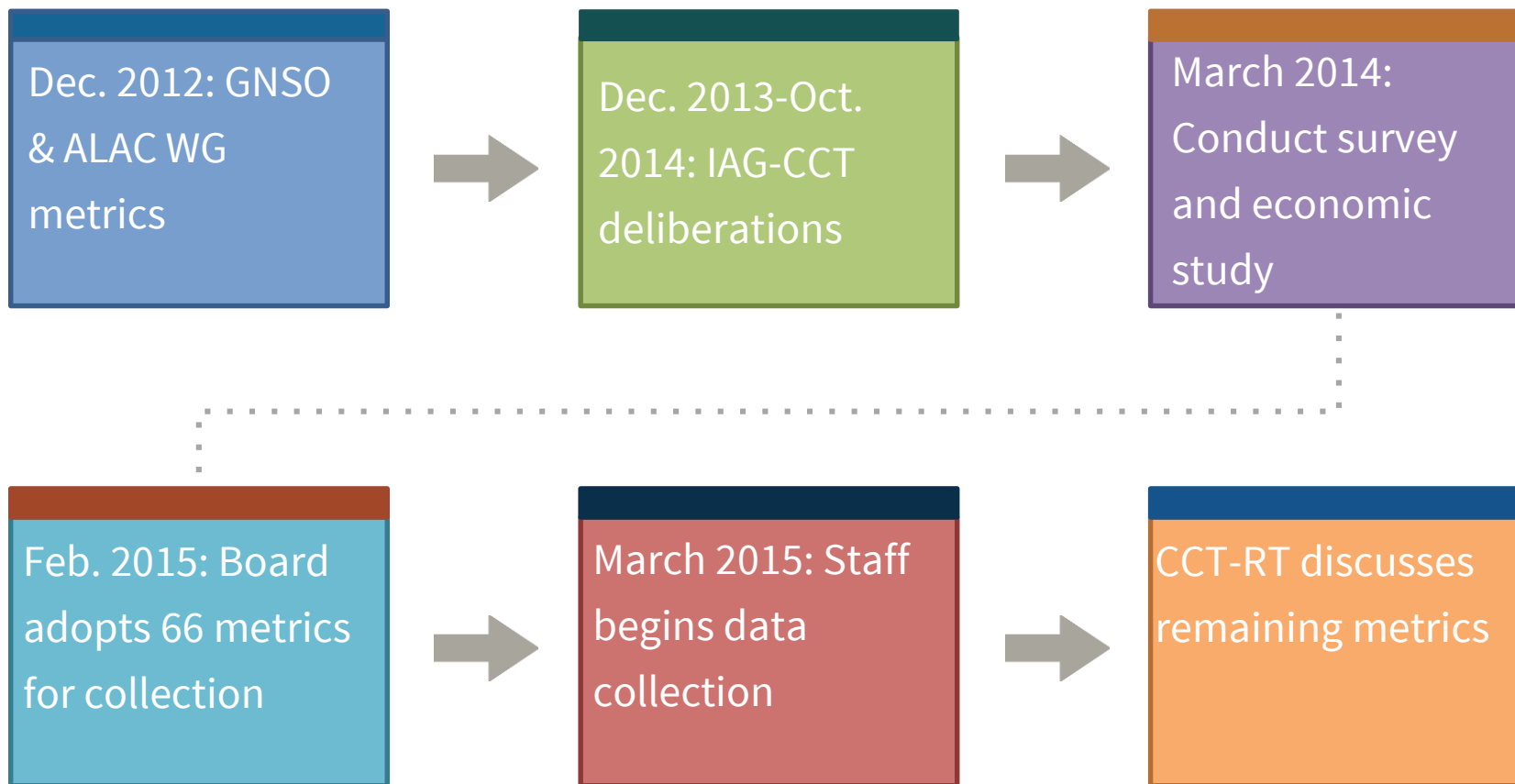
5

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

6

Other topics?
???

IAG-CCT

Dec. 2012: GNSO & ALAC WG metrics

→

Dec. 2013-Oct. 2014: IAG-CCT deliberations

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March 2014: Conduct survey and economic study

Feb. 2015: Board adopts 66 metrics for collection

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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/adoption 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:
  - **First choice** (12 votes): **February 22-23, 2016**
  - **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