

A Review Mechanism for the MEAC Strategy Annual Implementation Plans

Regular Reports

ICANN Staff will provide the group with a quarterly (once every 3 months) strategic review document informing working group members about implementation work within the three focus areas and for each fiscal year as per the approved MEAC strategic plan. The document needs to include information about the actions, activities, timeline, target stakeholder group, progress level, start date and end date of each of the devised objectives. Once ICANN Staff provides the document via the mailing list, group members are required to read it, acknowledge receipt and either approve the document or point out any concerns, ask questions or provide recommendations as regards the implementation. ICANN Staff will then respond to those points and thereafter, the review process will reach a conclusion awaiting the next update.

Meetings

Along with delivering each document, virtual meetings are to be held when convenient to get updates from the ICANN Staff about the implementation and further discuss the document. It is preferred to have those meetings during official ICANN meetings whenever possible to facilitate face-to-face interaction and expose the working group's work to other interested participants. ICANN Staff will propose dates and times to accommodate the maximum number of members to discuss progress and any other noteworthy updates. Transcripts and minutes of each meeting will be prepared by ICANN Staff as usual and shared with the group for further input and discussion. Those meetings are meant to improve the review mechanism and reflect on issues that were reflected in the quarterly review documents.