RDS-WHOIS2-RT
Plenary Call #5

17 August 2017

ICANN

RDS/WHOIS2-RT Leadership Agenda

1. Welcome, roll-call
2. Leadership Responsibilities
3. FtoF meeting #1 – *October 2-3 2017*
4. Implementation briefings
5. Terms of Reference
   a) Decision Making
   b) Team member replacement/removal
   c) Dependencies
6. Scope Discussion
7. GDPR Briefing
8. A.O.B
9. Confirm Decisions and Action Items

Leadership Responsibilities

Agenda Item #2

Leadership Responsibilities

- **"Roles and Responsibilities of RT Leadership" as per** *Terms of Reference*

- Remain neutral when serving as Chair or Vice Chair.
- Identify when speaking as an advocate.
- Maintain standards and focus on the aims of the Review Team as established in this 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 ICANN Organization.
- Set the agenda and run the meetings.
- 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 team work .
- Manage the team's budget and financial reporting to maintain accountability and transparency.

Face-to-Face Meeting: October 2-3, 2017

Agenda Item #3

Face-to-Face Meeting #1 – October 2-3, 2017

- ⦿ **Meeting Location:**
  ICANN Brussels Office, Rond-Point Robert Schuman 6, 1040 Brussels

- ⦿ **Hotel**:
  Aloft, Place Jean Rey, 1040 Brussels (6-min walking distance)

- ⦿ **Schedule**:
  9:00 - 17:30, with 45min lunch break
  - ○ Potential start time 08:30 on day 2

- ⦿ **Review Team Dinner**: October 2

- ⦿ **Informal Dinners:** October 1, 3

- ⦿ **Draft Agenda** is being prepared

Implementation Briefings

Agenda Item #4

Implementation Briefings - Your Go-To-Person

Negar Farzinnia
Briefings Coordinator &
Implementation Manager

Use rds-whois2-staff@icann.org for any questions

Briefings
- Manages task forces compiling information for briefings
- Coordinates with Subject Matter Experts (SMEs) from other departments to ensure proper and timely follow-up on your requests
- Delivers briefings and/or invites SMEs to your calls/meetings, as needed
- Provides guidance on how to produce SMART* recommendation(compliance with SMART goals etc.)
- Manages schedule of briefings

SMART: Specific, Measurable, Achievable, Realistic, Timebound.
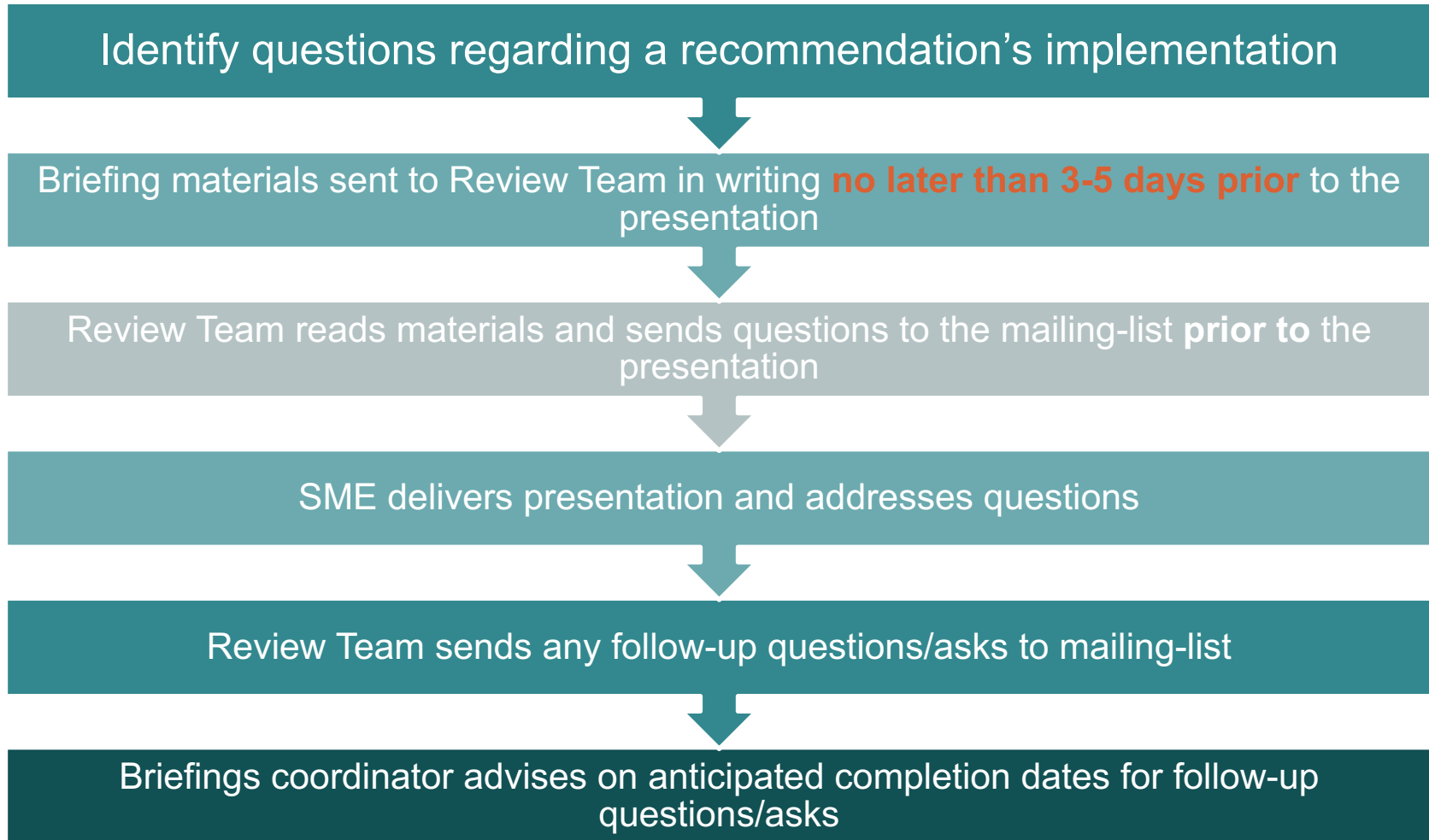
Implementation Briefings

- Many ICANN SMEs are responsible for implementation of various recommendations
  - ➤ Cross departmental effort to collect information (GDD, OCTO, compliance, etc.)
- Review Team using Tools & Templates and setting quality standards
  - ➤ Consistency of quality throughout documents is key

Time-consuming effort

- Establishing calendar of briefings accordingly
- Tracking tool

Implementation reports available on your background materials page:
https://community.icann.org/display/WHO/Background+Materials

Implementation Briefings - Suggested Process

Identify questions regarding a recommendation's implementation

Briefing materials sent to Review Team in writing **no later than 3-5 days prior** to the presentation

Review Team reads materials and sends questions to the mailing-list **prior to** the presentation

SME delivers presentation and addresses questions

Review Team sends any follow-up questions/asks to mailing-list

Briefings coordinator advises on anticipated completion dates for follow-up questions/asks

Tentative Timeline of Briefings

- Review Team to submit preliminary questions (based on the implementation and WHOIS-related material provided to date) by end of August 2017

- Briefings are tentatively scheduled to begin middle of September 2017

- Exact briefing dates will be coordinated between the Review Team and ICANN org SMEs to ensure full participation by all

Terms of Reference

Agenda Item #5

Terms of Reference

- Decision Making

- Team member replacement/removal

- Dependencies

Scope Discussion

Agenda Item #6

GDPR Briefing

Agenda Item #7

A.O.B.

Agenda Item #8

Confirm Decisions Reached and Action Items

Agenda Item #9