RDS-WHOIS2-RT Leadership Call #3

Leadership Call

14 August 2017

ICANN

RDS/WHOIS2-RT Leadership Agenda

1. Interim Leadership Responsibilities: Agenda, Budget... (see ToR)
2. Implementation briefings – Related Subject Matter Experts
3. Statements of Interest
4. FtoF meeting #1 – *October 2-3 2017*
5. Proposed Plenary Agenda #5 for *17 August 11:00 UTC*
    1. Welcome, roll-call
    2. Terms of Reference
    3. Scope Discussion
    4. A.O.B
    5. Confirm decisions and action items
6. A.O.B

Interim 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.

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.)
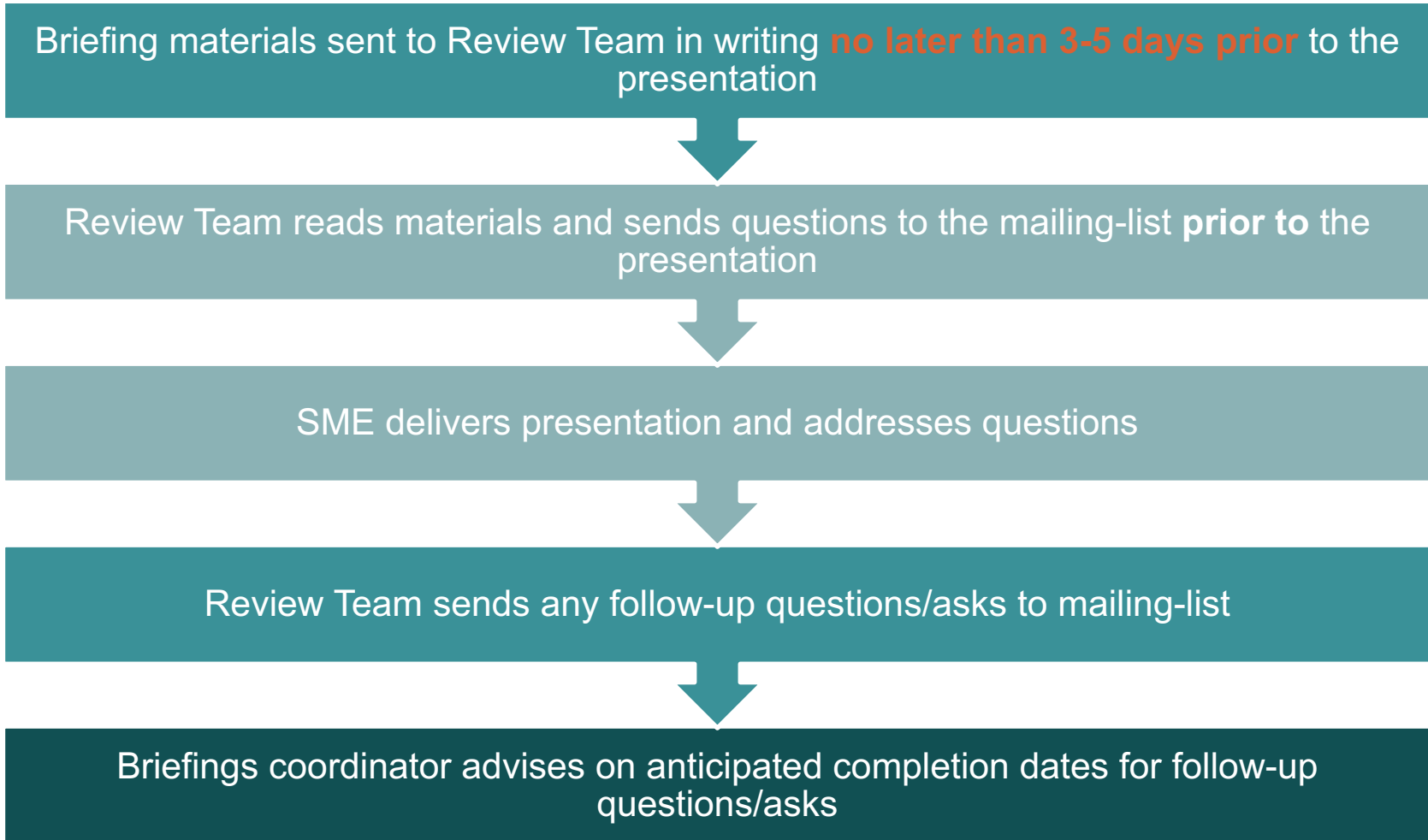- Manages schedule of briefings

Implementation Briefings

- Many SMEs are responsible for implementation of various recommendations
  - ➢ Cross departmental effort to collect information (GDD, OCTO, compliance, etc.)
- 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

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

Statements of Interests

- Absence of SoIs from a portion of the RDS-WHOI2-RT members

- ICANN Org Legal Department working on a tailored SoI for the RDS-WHOIS2-RT.

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

- ⊙ **Meeting** at ICANN Brussels Office, RT staying at Aloft hotel (6min walking distance)

- ⊙ **Schedule**: 9:00 AM - 17:30 PM?, with 45min lunch break?

- ⊙ **Observers**

- ⊙ **Review Team Dinner**: October 2nd .

- ⊙ **Draft Agenda** will be shared with leadership including all identified briefings.

Proposed Plenary Meeting Agenda #5

Plenary Meeting: 17 August 11:00 UTC

1. Welcome, roll-call
2. Terms of Reference
3. Scope Discussion
4. A.O.B
5. Confirm decisions and action items

A.O.B.