

# RDS-WHOIS2-RT Meeting #9

## Face-to-Face Meeting #1

### 2-3 October 2017

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#### Venue:

ICANN office  
Rond-Point Robert Schuman 6  
1040 Brussels, Belgium

Tel.: +32 2 894 7400

Map: <https://goo.gl/maps/kyzrdCSeWrq>

Meeting Room: Board Meeting Room

Questions? Contact staff at [rds-whois2-staff@icann.org](mailto:rds-whois2-staff@icann.org)

#### Reading list

#### Session archives:

#### Remote participation

- RDS-WHOIS2-RT Members: refer to calendar invite for details.
- Observers: In-person (limited number of seats) or remotely. See [here](#) for details.

Feedback can be relayed to the RDS-WHOIS2-RT at any time via: [input-to-rds-whois2-rt@icann.org](mailto:input-to-rds-whois2-rt@icann.org) (publicly archived).

Sessions are being archived and follow the ICANN Expected Standards of Behavior: <http://www.icann.org/en/news/in-focus/accountability/expected-standards>

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**Day 1 – Monday, 2 October | 09:00 – 17:30 CET | 07:00 – 15:30 UTC**  
([timezone converter](#))

#### ***Review Team Breakfast served at 08:30 – 09:00***

1. Welcome, and opening remarks (09:00 – 09:10) *Theresa Swinehart*
2. Statement of Interests updates, roll- call and administrative items (09:10-09:15)
3. Specific Reviews and process flows (09:15-9:45) *Alice Jansen*
4. Inventory of existing and past RDS and WHOIS related initiatives (09:45-10:15) *Lisa Phifer*

#### **Break 10:15-10:30**

5. WHOIS1 Implementation Briefings (10:30-12:00) *Trang Nguyen & Chris Disspain (TBC)*
  - Overview of WHOIS1 Review Team recommendations

#### **Review Team Lunch 12:00-12:45**

6. WHOIS1 Implementation Briefings-continued (13:00-15:15)\* *Negar Farzinnia/Trang Nguyen*
  - Briefings on the remainder of the recommendations

\*subject to change

- Address Review Team questions on WHOIS1 Implementation

### **Break 15:15-15:30**

7. Review Team Scope discussion (15:30-17:00) *Review Team Leadership (if needed, facilitated exercise and discussion by Patrick Dodson)*

- Examine RDS Review Bylaws text
- Agreements to date on Scope
- Limited Scope proposal
- Begin to draft prioritized list of S.M.A.R.T. objectives for review
- Next steps to finalize Scope

8. A.O.B (17:15-17:20) *All*

9. Review day 2 agenda and provide closing remarks (17:20-17:30) *Review Team Leadership*

### **Review Team Dinner, including team building exercises 19:00-21:00**

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## **Day 2 – Tuesday, 3 October | 09:00 – 17:30 CET | 07:00 – 15:30 UTC ([timezone converter](#))**

### **Review Team Breakfast 8:30 – 9:00**

1. Finalize and agree on Scope of Review (09:00 – 09:30) *Review Team Leadership (if needed, facilitated exercise and discussion by Patrick Dodson)*

2. Review status of the Terms of Reference Draft (09:30 – 10:15) *Lisa Phifer and Review Team leadership*

### **Break 10:15-10:30**

3. Terms of Reference - continued (10:30 – 12:00) *Review Team Leadership*

- Identify sections needing to be completed
- Develop plan to complete sections and approve ToR for submission to Board

### **Review Team Lunch 12:00-12:45**

4. Introduce Workplan and timeline template (12:45 – 13:00) *Alice Jansen*

5. Workplan and timeline working session (13:00 – 15:15) *Review Team Leadership (if needed, facilitated exercise and discussion by Patrick Dodson)*

### **Break 15:15-15:30**

6. Workplan and timeline working session- continued (15:30 – 16:30) *Review Team Leadership*

- Mirror the workplan milestones into the ToR

7. Confirm Leadership (16:30 – 16:40) *Review Team Leadership*

- Depending on the scope, confirm or elect Review Team leadership

8. Wrap-Up (16:40-17:20) *Review Team Leadership (if needed, facilitated by Patrick Dodson)*

- Review of Action Items and Decisions Reached
- Determine response to the Board request

\*subject to change

- Meeting communiqué
- Notification to ccNSO

9. A.O.B and closing remarks (17:20-17:30) *Review Team Leadership*