

DRAFT SESSION PLAN – SSR2 F2F Washington August 22-24 – For team consideration, comment

DAY ONE – AUGUST 22

Time	Session	Description	Process / support / tools
9:00 am – 9:30 am	Introductions	Housekeeping, building safety, absences, basic groundrules, etc. Review session plan and objectives	Staff, facilitator
9:30 am – 10:30 am	Relationships	Process to make each aware of who is in the room, backgrounds, knowledge of ICANN, of SS&R, of technical issues, personal objectives – ‘unlearn’ previous assumptions	Facilitator (no recording)
Break			
11:00 am – 12:30 pm	Relationships	Continue session, move to skills, knowledge, resources, preferred ways of working	Facilitator (no recording, potential use of TMS diagnostic - TBC)
Lunch			
1:15 pm – 2:30 pm	History	Discussion session, groundrules, identify different groups/audiences and how they may have seen the events leading to the pause, what is the evidence? What are the communications/relationship lessons?	Facilitator – diagram the different audiences, test and record impressions
Break			
3:00 pm – 4:30 pm	Lessons learned	Discussion session, review findings from previous discussions, what are lessons learned? What needs to change for team to succeed? What needs to be dealt with tomorrow?	Facilitator recording lessons, draw issues for overnight reflection, early finish

DAY TWO – AUGUST 23

Time	Session	Description	
9:00 am – 9:15 am	Welcome and Recap	Review Day One, comments, feedback, any issues of reflection overnight or from dinner	Facilitator, whiteboard
9:15 am – 10:30 am	Lessons learned	Review discussions, identify agreed lessons, identify behaviours, groundrules for team interaction, protocols for interacting with ICANN org staff, MSI staff, leadership needs	Facilitator whiteboard
Break			
11:00 am – 12:30 pm	External relationships	Continue session, apply lessons learned to relationships with externals (eg. Board, SO/AC Chairs, SSAC, ICANN org, etc), discuss possibilities for Terms of Reference document	Facilitator (potential use of CFW planning tool - TBC)
Lunch			
1:15 pm – 2:30 pm	The Review	Discussion session, clarity about Review task, overall scope, scope of each sub-stream of work, desirable approach to each stream of work, points of difference and how to resolve	Facilitator, RT members (need slides for framework)
Break			
3:00 pm – 4:30 pm	Review tasks	Discussion session, review findings from previous discussions, what work needs to be re-scoped or defined or continued. Identify communications issues for external stakeholders, identify issues for overall project approach and support	Facilitator and RT volunteers recording issues, identifying tasks, research tasks, ideas
4:30 pm – 5:00 pm	Progress check	Review of matters to be discussed, progress check, identify what is incomplete, prioritise action for Day Three.	Facilitator

DAY THREE – AUGUST 24

Time	Session	Description	
9:00 am – 9:15 am	Welcome and Recap	Review Day Two, comments, feedback, any issues of reflection overnight, discuss and prioritise day’s proceedings, housekeeping, travel logistics	Facilitator, whiteboard
9:15 am – 10:30 am	Leadership	Review discussions on leadership, agree criteria, nominations and appointment	Facilitator, whiteboard
	Project operation	Review discussions on project approach, summarise and resolve, agree actions for budget, process, agree protocols with MSI staff	
Break			
11:00 am – 12:30 pm	Review tasks	Review discussions, record agreements for key tasks, allocate responsibilities, action items	Facilitator, team leadership
Lunch			
1:15 pm – 3:00 pm	Review scheduling	Set out high level calendar, identify key major milestones, discuss where time can be made up, identify key resources and support, communication needed.	Team leadership, facilitator,
3:00 pm – 3:30 pm	F2F Summary	Review progress, achievements, gaps, final observations, high-fives, hugs, tears, etc.	Team leadership, facilitator, early finish

Attachment A – Draft objectives for F2F previously circulated

1. Get to know one another, create relationship
2. Deal with history and understand multiple perspectives (individuals, groups, team, staff, Board, constituencies, etc)
3. Identify and agree lessons learned
4. Agree ground rules for team interactions
5. Discuss and agree commitment of time by volunteers
6. Review and agree roles and protocols for staff access and support
7. Understand and develop strategies for building confidence of stakeholders
8. Revisit, revise as needed and agree building blocks – scope, range of methodologies to be applied, coordination, internal review processes
9. Revisit leadership roles needed and agree structure and people
10. Settle team communication and engagement (meetings, minutes, protocols, etc)
11. Use all available leftover time to progress Review tasks