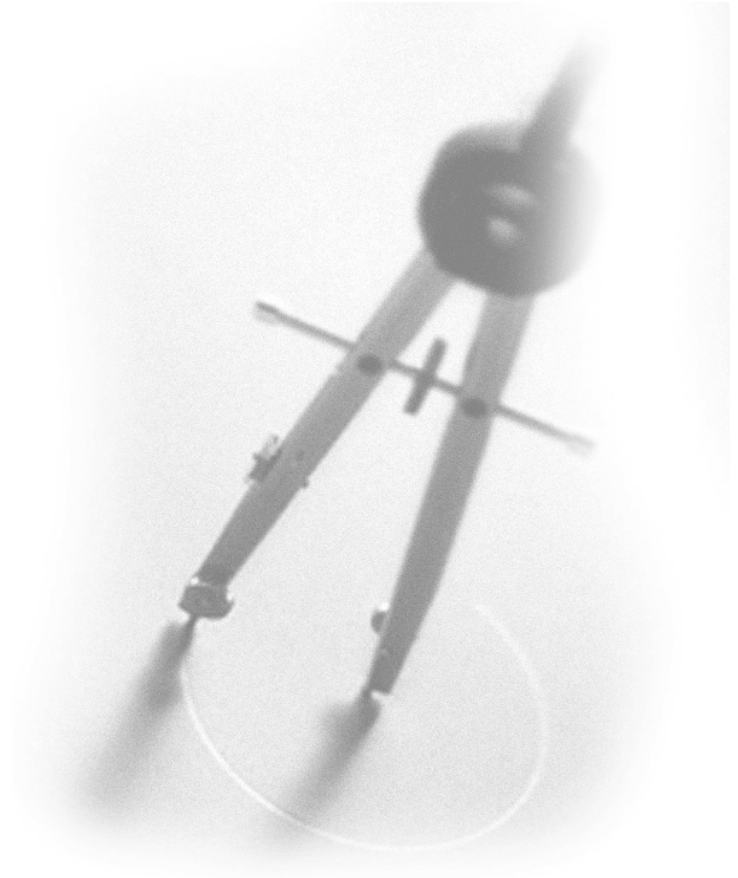


Washington Face-to-face Meeting

ICANN SSR2 Review Team

August 2018



Some additions to groundrules

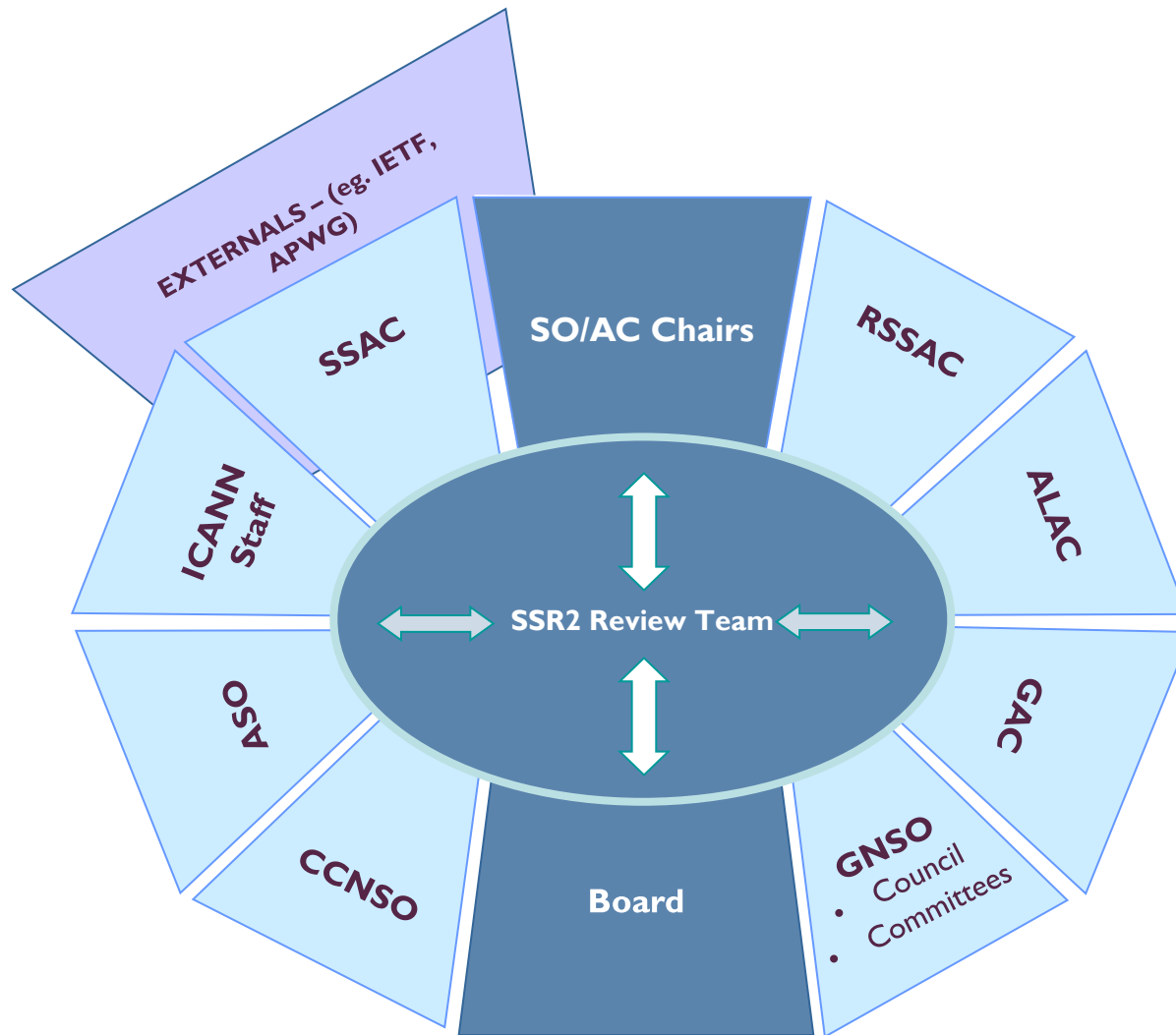
1. Team members are expected:
 - To bring the perspective of their SO/AC (constituency) to the team
 - Act as an independent contributor to the work of the team
 - Establish communication with their nominating SO/AC (constituency) as appropriate to their specific needs and interests
2. Where team members disagree with or have a concern about team processes, conduct, decisions – this should be raised within the team and given a chance to be resolved before dissatisfaction is expressed externally
3. The team needs to develop a communication plan with agreed key messages that should be the basis of external communication
4. Where team members are discussing Review issues externally, it should be made clear if a comment made is the team view or an individual one

Summary of discussions

1. Agreed that team has to learn lessons from history – but this should not be about blame or recrimination – it should be focusing on looking forward
2. Team must revisit scope to:
 - Include new members perspectives
 - Resolve any continuing differences of view
 - Validate or refine for passage of time (new issues/lapsed issues)
 - Reassure external stakeholders of:
 - Respect for boundaries (staying focused)
 - Continued commitment to rigour (not a whitewash)
3. Team is satisfied that it has an appropriately diverse mix of skills – there will always be the need for deeper or different skills that can be added as needed

4. Success for the restart should involve:
 - a. Evidence of restart at ICANN 63 Barcelona – updated scope, workplan + engagement with community
 - b. Progressive periodic communication of progress from October onwards
 - c. Externally visible energy and commitment
 - d. Substantive developed report outline and emerging findings (at minimum) available for engagement at ICANN 64 Kobe
 - e. Completed Draft Report out for consultation before ICANN 65 Marrakech
 - f. Aim for completion by ICANN 65 (June 2019) – no later than ICANN 66 Montreal

Summary of discussions



5. Team to develop agreed communication messages for stakeholders
6. Use Kerry-Ann's suggested matrix as a planning tool
7. Note that comms must be appropriate to stage of project (not starting again to gather input)
8. Distinguish 1-way and 2-way communications needs
9. Communication with SO/ACs is important and should also include request to discuss any future concerns with team

10. Team must validate or refine the 'chunking' of work and relative priorities
11. Team must align on what approach/methodology is needed for each chunk – eg:
 - what is credible/will meet community expectation
 - what is right level of enquiry/testing (reviewers, not designers)
 - what activity, what possible recommendations will add value (concrete enough, measurable)
 - what is scale of task, what resources, expertise needed (volunteers, MSSl staff, other ICANN org, other paid support)
12. Team needs to articulate the reasoning behind the choice of methodology – a need to educate the community about what is doable / reasonable to expect of this Review

Team issues to be dealt with

1. Scope
2. Approach / methodology
3. Skills
4. Contribution by team members – how much time can be committed?
5. Team dynamics - alignment
6. Consensus decision-making
7. Leadership
8. Staff support

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Leadership Nomination

Record discussions? Confirm that preferred model is Chair and 2x deputies? Terminology – Deputies? Vice? “Co-chairs” ?

NOMINATIONS / VOTING if needed

(In spirit of new decision-making model – process is not 100% but satisfactory and fast!)

1. Nominate self or others – indicate Chair or Co-chair or both/either
2. Candidate to accept or decline nomination
3. If positions contested – will go to vote
4. Negar will be the Returns Officer and I will be independent scrutineer! 😊
5. Email to each team member with the nominations for Chair and Co-chairs
6. Vote for 1 x Chair and 2 x Co-chairs and email back to Negar
7. Will announce results just before lunchtime

Leadership roles and requirements

1. Organise team meetings (agendas, scheduling, minutes)
2. Chairing team meetings (manage discussion, summarise, clarify)
3. Guide decision processes (how to decide)
4. Primary interface for staff
5. Primary interface with external community
6. Oversee workplan & budget
7. Foster team contribution
8. Counsellor, tea and sympathy, scapegoat-in-chief



a) Skills

- Organisation
- Interpersonal
- Chairing
- Conflict resolution

b) Knowledge of S, S & R

c) Knowledge of ICANN ecosystem, networks, standing

d) Experience of comparable reviews

e) Ability to drive Review action

f) Ability to get most contribution from diverse group

g) Have personal time availability

h) Independent/non-conflicted

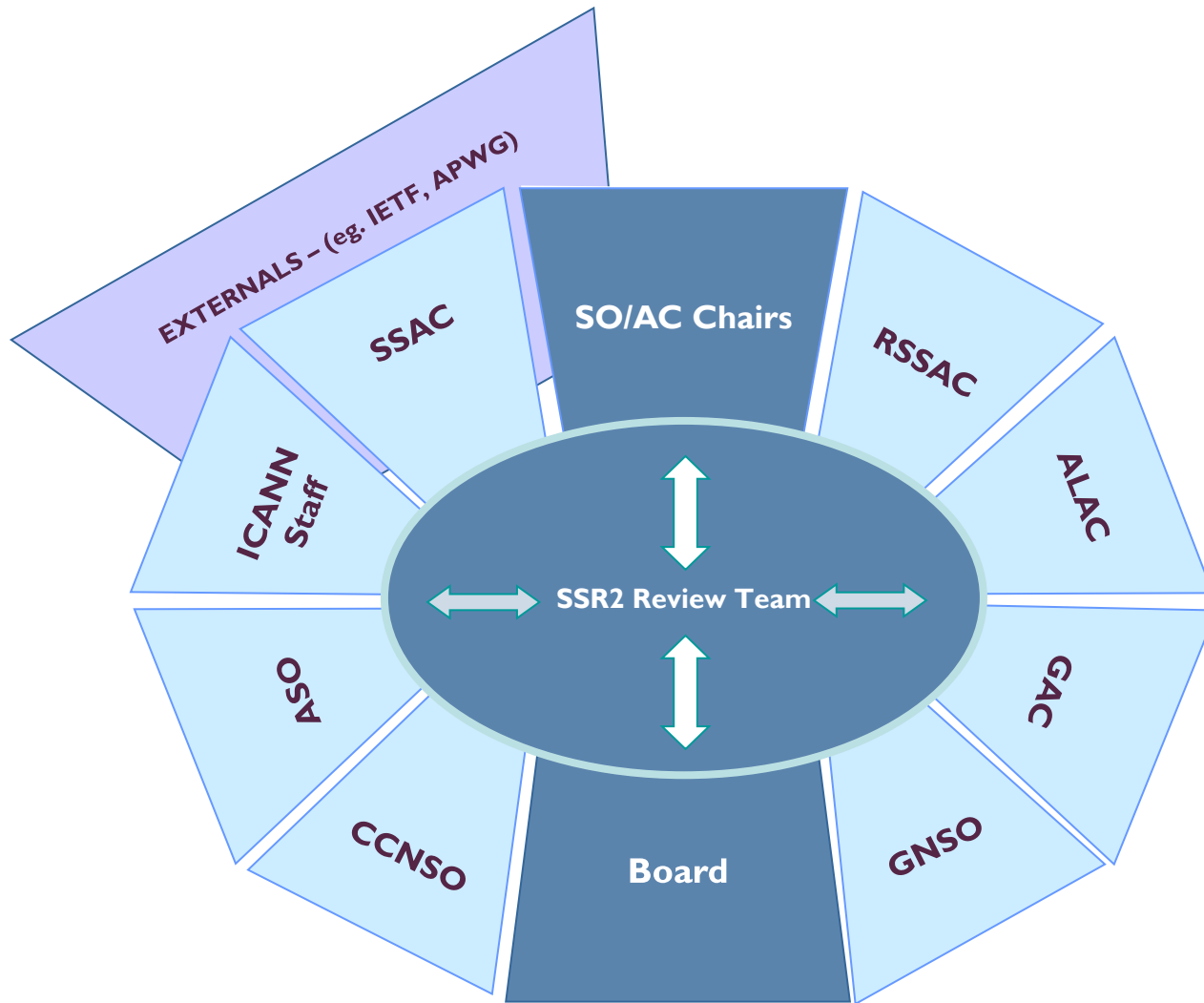
Some basic rules for guidance

- Rule 1 – when team-based work gets off track, start from the beginning, rebuild from basics even when it doesn't seem necessary to you!
- Rule 2 – first make sure you are doing the right thing – then worry about doing it right
- Rule 3 – acknowledge the history – not wallow in it – but do not skate over it
- Rule 4 – recognise difference (skills, cultures, expectations) – but get the job done
- Rule 5 – nothing is more important than the project outcomes – all decisions flow from achieving that
- Rule 6 – in a values-based, public purpose organisation, adhering to values and expected behaviours is part of getting the job done

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Wall chart



- “scope, terms of reference, work plan, skill set and/or resources”
- “process, leadership, goals, scope, and other fundamentals”
- “insufficient alignment within the SSR2-RT on many issues ranging from mission/scope to process/leadership”

1. Will this contribution help to get team going again – on a sound footing?

CONTACT DETAILS

If any further information is required, please do not hesitate to contact:

Phil Khoury
Managing Director
PO Box 307
East Melbourne VIC 8002
Australia

P: +613 9421 3111

phil@crkhoury.com

