

RDS-WHOIS2 RT Leadership Call #16

31 January 2018



Agenda

- ⊙ Terms of Reference and work plan
- ⊙ Subgroups Progress
- ⊙ WHOIS1 Recommendation Briefings
- ⊙ Face-to-Face Meeting
- ⊙ Review of Milestones/Review Team Progress
- ⊙ Outreach Plan
- ⊙ Scheduling
- ⊙ A.O.B.

Terms of Reference and Work Plan

- Request sent to Board Caucus Group
- Informal input received from Chris on 19 January (plenary call)
- How do you envision engaging the Review Team on deciding what edits need to be made?
- Need for RT to identify objectives (if any) to be addressed after progress on GDPR compliance models.
- Leadership to confirm new due date for ToR submission to Board.

Subgroups – First Pass Planning Document Status

| # | Subgroup | Rapporteur | Status | Update Given |
|---|--|------------|----------------------|--------------|
| 1 | WHOIS1 Rec #1 - Strategic Priority | Cathrin | DOCX | ✓ |
| | WHOIS1 Rec #2: Single WHOIS Policy | Carlton | DOCX | ✓ |
| | WHOIS1 Rec #3: Outreach | Alan | DOCX | ✓ |
| | WHOIS1 Rec #4: Compliance ☉ | Susan | DOCX | ✓ |
| | WHOIS Rec #5-9: Data Accuracy | Lili | DOCX | ✓ |
| | WHOIS Rec #10: Privacy/Proxy Services | Volker | DOCX | ✓ |
| | WHOIS Rec #11: Common Interface | Volker | 🚫 | |
| | WHOIS Rec #12-14: Internationalized Domain Names | Dmitry | DOCX | ✓ |
| | WHOIS Rec #15-16: Plan & Annual Reports | Lili | DOCX | ✓ |
| 2 | Anything New | Stephanie | 🚫 | |
| 3 | Law Enforcement Needs | Thomas | DOCX | ✓ |
| 4 | Consumer Trust | Erika | DOCX | ✓ |
| 5 | Safeguard Registrant Data | Alan | DOCX | ✓ |

Subgroups – Required Actions

- ⦿ No papers for two topics and no Team greenlight on a number of plans
- ⦿ Suggestion: Leaders to individually each reach out to the rapporteur of the subgroups of which each is a member.
- ⦿ Suggestion: have rapporteurs for each subgroup confirm their respective subgroup(s) 's work statements on the next plenary call.
- ⦿ Suggestion: rapporteurs to set “internal deadline” – depending on their workload – for reading assignments to be complete.
- ⦿ Leaders to review subgroup membership to determine if assignments should be adjusted before moving into next phase.
- ⦿ Note: proposed subgroup report structure that we circulated a few months ago - <https://community.icann.org/download/attachments/71604702/Proposed%20Subgroup%20Report%20Structure%20.docx?version=2&modificationDate=1510149120000&api=v2>. This could be a useful tool for the discussion on next steps.

Subgroups – Next Steps

| WHOIS 1 Review Team Recommendations | | | | | 7% |
|---|-----------|-----------|-------------------|-----|------------|
| Administrative Duties | | | | | 29% |
| Confirm members of the Subteam and determine Rapporteur | 3-Oct-17 | 20-Oct-17 | Topic 1 Subgroups | 17 | 95% |
| Establish mandate, objectives and timeline for the work | 3-Oct-17 | 22-Jan-18 | Topic 1 Subgroups | 111 | 80% |
| Determine topics for investigation and validate against ICANN Bylaws | 3-Oct-17 | 22-Jan-18 | Topic 1 Subgroups | 111 | 0% |
| Identify briefings/data sources needed | 3-Oct-17 | 22-Jan-18 | Topic 1 Subgroups | 111 | 0% |
| Determine requirements for independent expert(s) and – if necessary – develop statement of work | 3-Oct-17 | 22-Jan-18 | Topic 1 Subgroups | 111 | 0% |
| Adopt statement of work and associated work plan | 3-Nov-17 | 22-Jan-18 | Topic 1 Subgroups | 80 | 0% |
| Workplan Execution | | | | | 0% |
| Review, analyze and summarize relevant documentation | 20-Oct-17 | 22-Feb-18 | Topic 1 Subgroups | 125 | 0% |
| Conduct investigation of identified objectives | 3-Nov-17 | 22-Feb-18 | Topic 1 Subgroups | 111 | 0% |
| Conduct relevant interviews as appropriate | 3-Nov-17 | 22-Feb-18 | Topic 1 Subgroups | 111 | 0% |
| Draft summary note of key findings | 1-Dec-17 | 22-Feb-18 | Topic 1 Subgroups | 83 | 0% |
| Prepare Draft Report Section | | | | | 0% |
| Approve findings | 22-Feb-18 | 15-Mar-18 | Topic 1 Subgroups | 21 | 0% |
| Assemble draft recommendations using the designated Review Team template | 22-Feb-18 | 15-Mar-18 | Topic 1 Subgroups | 21 | 0% |
| Cross-check draft recommendations with scope and Bylaws | 22-Feb-18 | 15-Mar-18 | Topic 1 Subgroups | 21 | 0% |
| Produce subgroup report for subgroup members' approval | 15-Mar-18 | 22-Mar-18 | Topic 1 Subgroups | 7 | 0% |
| Adopt & Circulate subgroup report to Review Team | 22-Mar-18 | 5-Apr-18 | Topic 1 Subgroups | 14 | 0% |
| Present subgroup report and proposed recommendations to Review Team | 5-Apr-18 | 19-Apr-18 | Topic 1 Subgroups | 14 | 0% |
| Refine Draft Report Section | | | | | 0% |
| Incorporate edits suggested by the Review Team, as appropriate | 19-Apr-18 | 24-May-18 | Topic 1 Subgroups | 35 | 0% |

Subgroups - WHOIS1 Rec #4: Compliance

- **Meeting with Compliance Management at ICANN – Los Angeles Office**
 - Date: February 2018
 - 17:00 – 18:00 PT
 - Room: Spruce Goose Conference Room
 - Adobe room and bridge available
- Members: **Susan Kawaguchi**, Erika Mann, Carlton Samuels, Chris Disspain, Thomas Walden
- Set of questions prepared in anticipation of meeting

WHOIS1 Recommendation Briefings

- ⦿ ICANN org estimated that it would take approximately **8 weeks to fulfill the request.**
- ⦿ ICANN org suggests having Review Team prioritize topics so materials can be sent, as completed.

Face-to-Face Meeting

- **Face-to-Face Meeting #2** in Brussels on 16, 17, 18 of April – **Alan to confirm.**
- **ICANN62** : 27 February thru 27 March – Deadline to submit request for face-to-face meeting

Review of Milestones/Review Team Progress

- Review and Approval needed from leadership on Fact Sheet milestones.

Outreach Plan

- No comments were received, please confirm approval.
- Blog post will be shared for your review.

| <i>OUTREACH PLAN</i> | |
|--|--|
| 1. Adopted terms of reference & work plan | |
| Objective(s): | Provide community with details on adopted terms of reference and work plan. |
| Actions needed: | <ul style="list-style-type: none">• Draft communication to be reviewed and approved by Review Team leadership |
| Communication tools: | <ul style="list-style-type: none">• Blog post on ICANN.org• Wiki posts• RT members' update to their membership• Notification to SO/ACs through email channel• Social media |

Scheduling

⦿ **Plenary Call #17 Suggested Agenda – Friday 2 February 13:30 UTC**

1. Welcome, roll-call, Sol updates

2. Terms of Reference & Work plan

3. Subgroup status update & next steps

Required action: Review of final subgroup first pass documents, and next steps.

Two subgroups have still not submitted their first pass planning documents:

- *WHOIS Rec #11: Common Interface (Volker)*
- *Anything New (Stephanie)*

4. Confirm request for written implementation briefings

5. Face-to-Face Meeting #2

6. Schedule Subgroups calls (if any)

7. A.O.B.

Scheduling

⦿ **Plenary Call #18 Suggested Agenda – Monday 5 February 14:30 UTC**

1. Welcome, roll-call, Sol updates

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4. A.O.B.

1. Confirm Decisions Reached and Action Items