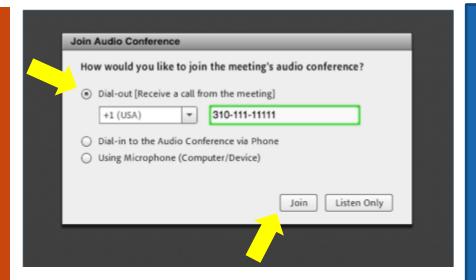# For Best Audio: Join via Telephone Using Dial-Out

Connecting via the audio bridge is always preferable to the AC audio connection.

Upon logging into Adobe Connect, a pop-up window will appear for the AC to call your phone. This preferred method will assure the best audio for the meeting.

Join Audio Conference

How would you like to join the meeting's audio conference?

- ◉ Dial-out [Receive a call from the meeting]

  +1 (USA) ▼   310-111-11111

- ○ Dial-in to the Audio Conference via Phone
- ○ Using Microphone (Computer/Device)

  Join   Listen Only

After 2 background noise occurrences, staff will mute the offending line (either Telephone or Adobe Connect).

After two failed attempts to speak over the audio, participants will be invited to type their comments in the chat or take them to the mailing list.

PLEASE ALWAYS MUTE WHEN NOT SPEAKING!
*6 to mute and *6 to unmute

For any questions, dial out requests, apologies, please email: mssi-secretariat@icann.org

RDS-WHOIS2-RT Plenary Call #19

Plenary Call

9 February 2018

RDS/WHOIS2-RT Plenary Agenda

1. Welcome, roll-call, SoI updates
2. Subgroups Status Update
3. Rec. 11: Common Interface
4. Subgroups Membership Review
5. Work Plan Review
6. Draft Framework for WHOIS1 Implementation Assessment
7. Fact Sheet (as of 31 December 2017)
8. Confirm Decisions Reached and Action Items
9. A.O.B.

Subgroups Status Update

Agenda Item #2

Subgroup Status Update

- Subgroups must now begin the work plan execution phase i.e. conduct analysis with the objective of producing findings by 22 February. Findings will lead to a set of draft recommendations and a subgroup report that will discussed at the Brussels face-to-face meeting (16-17-18 April).

- Rapporteurs to confirm whether additional subgroup members are needed on their team and provide answers (via RT mailing-list) to the following questions, prior to today's plenary call:
  - Has your subgroup identified any needed briefings/resources?
  - How will your subgroup review/analyze relevant documentation? (for example, will you divide review between subgroup members)
  - How will you conduct investigation of identified objectives?(for example, will you need calls or conduct work via email)
  - How will you conduct relevant interviews (as appropriate)?
  - How will your subgroup produce its summary of key findings?

- Additionally, if subgroup may need external resources to conduct a study, this must be flagged as soon as possible.

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	DOCX	
	WHOIS Rec #12-14: Internationalized Domain Names	Dmitry	DOCX	✓
	WHOIS Rec #15-16: Plan & Annual Reports	Lili	DOCX	✓
2	Anything New	Stephanie	DOCX	
3	Law Enforcement Needs	Thomas	DOCX	✓
4	Consumer Trust	Erika	DOCX	✓
5	Safeguard Registrant Data	Alan	DOCX	✓

Subgroups – Questions/Next Steps

Missing answers to questions:

- **WHOIS1 Rec #1 - Strategic Priority**: Cathrin
- **WHOIS1 Rec #4: Compliance**: Susan
- **WHOIS Rec #10: Privacy/Proxy Services**: Volker
- **WHOIS Rec #11: Common Interface**: Volker
- **Anything New**: Stephanie
- **Law Enforcement Needs**: Thomas
- **Consumer Trust**: Erika

Subgroup Status Update

- **Rec #2: Single WHOIS Policy**
  - Has your subgroup identified any needed briefings/resources?
    - No
  - How will your subgroup review/analyze relevant documentation? (for example, will you divide review between subgroup members)
    - Each member will review the recommendation, the implementation record and statements from senior ICANN officers and make a determination as to whether the recommendation was fully implemented and if not, where are the gaps.
  - How will you conduct investigation of identified objectives?(for example, will you need calls or conduct work via email)
    - Work will be conducted via email but we will be open to a request from any team member to use alternate means, including a call.
  - How will you conduct relevant interviews (as appropriate)?
    - We are not anticipating any at the minute.
  - How will your subgroup produce its summary of key findings?
    - Rapporteur will collate the findings of each member in a single document and present it for advice and consent to the other members of the team before the f2f at Brussels.

Subgroup Status Update

- **Rec #3: Outreach**
  - Has your subgroup identified any needed briefings/resources?
    - No
  - How will your subgroup review/analyze relevant documentation? (for example, will you divide review between subgroup members)
    - Each member will review all of the documents (largely web-based) and will independently review for consistency and completeness. The Subgroup will then meet to integrate findings.
  - How will you conduct investigation of identified objectives?(for example, will you need calls or conduct work via email)
    - We will need one or more calls once independent work is done.
  - How will you conduct relevant interviews (as appropriate)?
    - Not needed at this point.
  - How will your subgroup produce its summary of key findings?
    - As above, will meet (teleconference) to attempt to unify findings. Based on those, we will decide whether any additional recommendations are required. Results of analysis and possible further recommendations will be compiled by one subgroup member and reviewed by the others prior to the April meeting in Brussels.

Subgroup Status Update

- **Rec #5-9: Data Accuracy**
    - Has your subgroup identified any needed briefings/resources?
        - Besides the written detailed implementation reports for the Recommendations of the first WHOIS-RT from ICANN Org, no further briefing is needed at this point.
    - How will your subgroup review/analyze relevant documentation? (for example, will you divide review between subgroup members)
        - Based on the first-pass planning document, subgroup members are encouraged to pick up at least one of the questions, which will be needed to answer in assessing whether the objective has been reached, and then conduct the review for this specific question. This Subgroup will integrate findings by the end of March.
    - How will you conduct investigation of identified objectives?(for example, will you need calls or conduct work via email)
        - I'd suggest to conduct work via email. Upon subgroup member's request, ad-hoc call could be arranged if needed.
    - How will you conduct relevant interviews (as appropriate)?
        - Questionnaires will be prepared separately for ICANN's contractual compliance team and WHOIS Accuracy Reporting System (ARS) project team by the end of Feb to facilitate the interview.

Subgroup Status Update

- **Rec #5-9: Data Accuracy**

    – How will your subgroup produce its summary of key findings?
        - The rapporteur is supposed to collect the key findings from each subgroup member by the end of March, and then integrate them into a single document. The summary would be extract from the key findings and reviewed by subgroup members prior to the April meeting in Brussels.

Subgroup Status Update

- **Rec #12-14: IDNs**
  - Has your subgroup identified any needed briefings/resources?
    - We need the intermediate results on Implementation Status of Translation and Transliteration of Contact Information (according to briefing, the effective date is February 2018).
  - How will your subgroup review/analyze relevant documentation? (for example, will you divide review between subgroup members)
    - Each member will review all of the documents (largely web-based) and will independently review for matching the recs #12-14. The Subgroup will then integrate results (mostly in email-based form) to provide an intermediate report.
  - How will you conduct investigation of identified objectives?(for example, will you need calls or conduct work via email)
    - We will need one or more calls once independent work is done.
  - How will you conduct relevant interviews (as appropriate)?
    - Not needed at this point.
  - How will your subgroup produce its summary of key findings?
    - After providing an intermediate report, we will either discuss it via email or have a teleconference to unify our results. Based on those, we will decide whether any additional recommendations are required. Results of analysis and possible further recommendations will be compiled by one subgroup member and reviewed by the others prior to the April meeting in Brussels..

Subgroup Status Update

- **Rec #15-16: Plan & Annual Reports**
  - Has your subgroup identified any needed briefings/resources?
    - 1) The written detailed implementation reports for the Recommendations of the first WHOIS-RT from ICANN Org
    - 2) The summary of the key findings of other subgroups on Topic 1 (Rec #1, Rec #2, Rec #3, Rec #4, Rec #5-9, Rec #10, Rec #11, Rec #12-14).
  - How will your subgroup review/analyze relevant documentation? (for example, will you divide review between subgroup members)
    - All subgroup members are expected to review all of the relating documents (see wiki page) for assessment. This Subgroup will integrate findings once key findings of other subgroups on Topic 1 are ready.
  - How will you conduct investigation of identified objectives?(for example, will you need calls or conduct work via email)
    - Coordinating the views of subgroup members via email would be enough.
  - How will you conduct relevant interviews (as appropriate)?
    - Not needed at this point.
  - How will your subgroup produce its summary of key findings?
    - The rapporteur is supposed to collect the key findings from other subgroups, and then consolidate them into the summary. Ideally, the summary could be prepared prior to the April meeting in Brussels.

Subgroup Status Update

- **Safeguard Registrant Data**
  - Has your subgroup identified any needed briefings/resources?
    - No
  - How will your subgroup review/analyze relevant documentation? (for example, will you divide review between subgroup members)
    - Rapporteur will draft a strawman response to be reviewed and modified by team members.
  - How will you conduct investigation of identified objectives?(for example, will you need calls or conduct work via email)
    - This is a relatively easy task prior to GDPR. Post-initiial GDPR, we can predict that the answers will be different, but it is less clear if the response will be measurably more complex. Both e-mail and teleconferences will be used.
  - How will you conduct relevant interviews (as appropriate)?
    - Not needed at this point.
  - How will your subgroup produce its summary of key findings?
    - Noted above.

Rec. 11: Common Interface

Agenda Item #3

Subgroups Membership Review

Agenda item #4

Expressions of Interest	Alan Greenberg	Carlton Samuels	Cathrin Bauer-Bulst	Chris Disspain	Dmitry Belyavsky	Erika Mann	Lili Sun	Stephanie Perrin	Susan Kawaguchi	Thomas L. Walden, Jr.	Volker Greimann	Total Assigned	Subgroup Leader/Rapporteur
Topic 1 – WHOIS RT1 Recommendations													
Rec #1: Strategic Priority		2	1									3	Cathrin
Rec #2: Single WHOIS Policy		1							2			3	Carlton
Rec #3: Outreach	1											3	Alan
Rec #4 & Topic 6: Compliance									1			5	Susan
Rec #5-9: Data Accuracy					2		1					3	Lili
Rec #10: Privacy/Proxy Services								1			1	3	Volker
Rec #11: Common Interface											2	3	Volker
Rec #12-14: IDNs					1							3	Dmitry
Rec #15-16: Plan & Annual Reports							2					3	Lili
Topic 2 – Anything New								2				3	Stephanie
Topic 3 – Law Enforcement Needs										1		3	Thomas
Topic 4 – Consumer Trust						1						4	Erika
Topic 5 – Safeguard Registrant Data	1											4	Alan
Assignments for each member	6	4	5	3	4	4	3	4	5	3	4		

UPDATED 24 November

Red highlighted cells are identified topic leaders

Yellow highlighted cells are members Assigned the topic

11 team members

14 subgroups needing rapporteurs/leaders

Numbers (1) and (2) indicate first and second preferences for rapporteur/leader role

Orange highlighted cells are subgroups still in need of rapporteur/leader decision

Subgroup Membership Review

- **Subgroup 1 - WHOIS1 Recommendations**

    - **Rec #1 - Strategic Priority**: Carlton Samuels, **Cathrin Bauer-Bulst**, Volker Greimann
    - **Rec #2: Single WHOIS Policy**: **Carlton Samuels**, Cathrin Bauer-Bulst, Thomas Walden
    - **Rec #3: Outreach**: **Alan Greenberg**, Carlton Samuels, Erika Mann
    - **Rec #4: Compliance**: Carlton Samuels, Chris Disspain, Erika Mann, **Susan Kawaguchi**, Thomas Walden
    - **Rec #5-9**: Data Accuracy: Cathrin Bauer-Bulst, Dmitry Belyavsky, **Lili Sun**
    - **Rec #10**: Privacy/Proxy Services: Cathrin Bauer-Bulst, Stephanie Perrin, **Volker Greimann**
    - **Rec #11**: Common Interface: Alan Greenberg, Susan Kawaguchi, **Volker Greimann**
    - **Rec #12-14**: IDNs: Alan Greenberg, Dmitry Belyavsky, Lili Sun
    - **Rec #15-16**: Plan & Annual Report(red star)Members: Alan Greenberg, Chris Disspain, Lili Sun

- **Subgroup 2** - Anything New: Alan Greenberg, **Stephanie Perrin**, Susan Kawaguchi
- **Subgroup 3** - Law Enforcement Needs: Cathrin Bauer-Bulst, Chris Disspain, **Thomas Walden**
- **Subgroup 4** - Consumer Trust: Carlton Samuels, Dmitry Belyavsky, **Erika Mann**, Stephanie Perrin, Susan Kawaguchi
- **Subgroup 5** - Safeguard Registrant Data: **Alan Greenberg**, Dmitry Belyavsky Stephanie Perrin, Volker Greimann

Work Plan Review

Agenda item #5

Work Plan Review

- Identify how Work Plan Milestones will be achieved prior to the face-to-face meeting.

Work Plan Review

At Risk	Task Name	Start Date	End Date	Assigned To	Duration (days)	% Complete
	Conduct Review				233	6%
Subteams						
	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%

Draft framework for WHOIS1 implementation assessment

Agenda item #6

Draft Framework for WHOIS1 Implementation Assessment

- Develop a framework/guiding document to measure and assess the effectiveness of recommendations, and applying that approach to all areas of WHOIS originally assessed by the prior Review Team (as applicable)

Fact Sheet (as of 31 Dec. 2017)

Agenda item #7

Fact Sheet (as of 31 Dec. 2017)

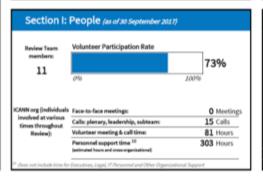## Registration Directory Service (RDS-WHOIS2) Review
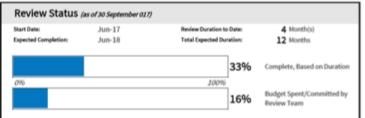Fact Sheet as of: 30-Sep-2017

Overview:
The Board shall cause a periodic review to assess the effectiveness of the then current gTLD registry directory service and whether its implementation meets the legitimate needs of law enforcement, promoting consumer trust and safeguarding registrant data ("Directory Service Review").

The review team for the Directory Service Review ("Directory Service Review Team") will consider the Organisation for Economic Co-operation and Development ("OECD") Guidelines on the Protection of Privacy and Transborder Flows of Personal Data as defined by the OECD in 1980 and amended in 2013 and as may be amended from time to time.
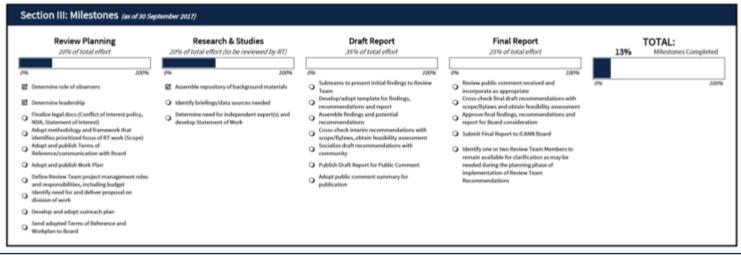
The Directory Service Review Team shall assess the extent to which prior Directory Service Review recommendations have been implemented and the extent to which implementation of such recommendations has resulted in the intended effect.

Wiki Page: RDS-WHOIS2 Wiki Home Page
Contact the RDS-WHOIS2-RT: input-to-rds-whois2-rt@icann.org
Review Questions: reviews@icann.org

Interim RDS-WHOIS2 Co-Chairs:
Cathrin Bauer-Bulst
Alan Greenberg
Susan Kawaguchi

Review Status (as of 30 September 017)

Start Date:	Jun-17	Review Duration to Date:	4 Month(s)
Expected Completion:	Jun-18	Total Expected Duration:	12 Months

33% Complete, Based on Duration
16% Budget Spent/Committed by Review Team

Section I: People (as of 30 September 2017)

Review Team members: 11

Volunteer Participation Rate: 73%

ICANN org (individuals involved at various times throughout Review):

Face-to-face meetings:	0 Meetings
Calls: plenary, leadership, subteam:	15 Calls
Volunteer meeting & call time:	81 Hours
Personnel support time [1] (estimated hours and cross-organizational)	303 Hours

[1] Does not include time for Executives, Legal, IT Personnel and Other Organizational Support

Section II: Financial Resources (as of 30 September 2017)

Direct Review Costs [i]	Approved Budget	Spent to Date [ii]	Committed Services [iii]	Total Spent and Committed to Date	Remaining Budget
Professional Services	$200,000	$0	$0	$0	$200,000
Travel	$340,000	$40,000	$20,000	$60,000	$280,000
ICANN Org Support	$150,000	$0	$50,000	$50,000	$100,000
Total	$690,000	$40,000	$70,000	$110,000	$580,000

[i] Excludes ICANN organization and overhead allocation.
[ii] Based on the most recent month and financials (may not include recent expenditures). Represents expenses incurred since inception of work.
[iii] Professional services includes services from signed contracts to be provided or invoiced; travel includes projected expenses in October for Brussels meeting.

Section III: Milestones (as of 30 September 2017)

Review Planning — 20% of total effort

- ☑ Determine role of observers
- ☑ Determine leadership
- ○ Finalize legal docs (Conflict of Interest policy, NDA, Statement of Interest)
- ○ Adopt methodology and framework that identifies prioritized focus of RT work (Scope)
- ○ Adopt and publish Terms of Reference/communication with Board
- ○ Adopt and publish Work Plan
- ○ Define Review Team project management roles and responsibilities, including budget
- ○ Identify need for and deliver proposal on division of work
- ○ Develop and adopt outreach plan
- ○ Send adopted Terms of Reference and Workplan to Board

Research & Studies — 20% of total effort (to be reviewed by RT)

- ☑ Assemble repository of background materials
- ○ Identify briefings/data sources needed
- ○ Determine need for independent expert(s) and develop Statement of Work

Draft Report — 35% of total effort

- ○ Subteams to present initial findings to Review Team
- ○ Develop/adopt template for findings, recommendations and report
- ○ Assemble findings and potential recommendations
- ○ Cross-check interim recommendations with scope/Bylaws, obtain feasibility assessment
- ○ Socialize draft recommendations with community
- ○ Publish Draft Report for Public Comment
- ○ Adopt public comment summary for publication

Final Report — 25% of total effort

- ○ Review public comment received and incorporate as appropriate
- ○ Cross-check final draft recommendations with scope/bylaws and obtain feasibility assessment
- ○ Approve final findings, recommendations and report for Board consideration
- ○ Submit Final Report to ICANN Board
- ○ Identify one or two Review Team Members to remain available for clarification as may be needed during the planning phase of implementation of Review Team Recommendations

TOTAL: 13% Milestones Completed

Confirm Decisions Reached and Action Items

Agenda item #8

A.O.B.