IDN Implementation Guidelines (IDNG) Working Group (WG)

Notes from Meeting on 04 Nov. 2015

<u>Meeting Attendees</u>

WG members (in alphabetical order):

1. Christian Dawson
2. Dennis Tan Tanka
3. Edmon Chung
4. Mats Dufberg
5. Ram Mohan
6. Satish Babu
7. Wael Nasr

Staff:
8. Alireza Saleh
9. Sarmad Hussain

<u>Regrets</u>

1. Chris Dillon
2. Kal Feher

<u>Meeting Notes</u>

1. **Openness of WG proceedings.** Members discussed and agreed to record the proceedings and make them publicly available.

   Proceedings and discussions of the WG will be publically available.

2. **Co-chairs of the WG.** Comments and volunteers were invited. Wael volunteered for being a co-chair. Ram noted that his role is primarily in the context of SSAC and an expert in IDN matters.

   Mats Dufberg, Edmon Chung and Wael Nasr are nominated as co-chairs.

3. **Additional staff role.** Sarmad was asked by members to participate in the WG as a full member and not just provide staff support. Members discussed if additional staff from SO/ACs could also be invited to join due to policy implications of this work and concluded that this may be taken up later, if needed. At this time IDN Program staff will continue to provide the support.

4. **Time Plan.** Members suggested that catching up with original plan may not be possible as that will entail developing the initial issues document, taking it through public comment and then developing recommendation, all before ICANN 55. Thus, the group agreed to tentatively aim to develop the first document, stock-taking the various issues and topics and have it available for public comment by ICANN 55 Morocco. Then, by ICANN 56 develop create a draft guidelines

and recommendations and release it for public comments. Finally, finalize the suggested recommendations by ICANN 57 based on public feedback.

The group concluded the following timelines:

Report documenting the various Issues and topics:	*Mid February 2016*
Report documenting the guidelines and recommendation:	*Mid June 2016*
Final report:	*Mid October 2016*

5. **Meeting schedule.** It was suggested to find time at which all members can join. A doodle poll will be generated again for Tuesday and Monday in two weeks time (17/18 Nov.) and include a few earlier times which may allow others to join as well.

   Doodle poll on for Tuesday 17 Nov. and Wednesday 18 Nov. will be shared. The group will be meeting fortnightly.

6. **Document sharing.** Staff will create a public wiki space for the group to share and collectively edit documents. Staff also reported idngwg@icann.org is created as a publicly archived email list for the IDN Guidelines WG. A test mail was sent out to confirm that all are subscribed to the email list.

   Create publicly available wiki space for document sharing and publicly archived mailing list.

7. **How to collect the topics for the Guidelines.** Multiple mechanisms were discussed. Each member could be asked to email a few one-line topic summaries they think should be included. Summary of topics in the previous guidelines could be circulated. Relevant discussions form ccNSO and gNSO should be shared. It was suggested to email topics (short – one sentence each) to the list and to include as many (small or larger) items. These will be accumulated and discussed in the next meeting.

   All to contribute relevant list of topics to the email list by the end of next week for starting the discussion during next call.

Action Items

S.No.	Action	Owner
1	Doodle poll on for Tuesday 17 Nov. and Wednesday 18 Nov. will be shared. The group will be meeting fortnightly	Sarmad Hussain
2	Create publicly available wiki space for document sharing and publicly archived mailing list	Alireza Saleh
3	All to contribute relevant list of topics to the email list by the end of next week for starting the discussion during next call	All WG members