SSR2 RT Plenary Call Report
Plenary Call #37
19 July 2018 – 20:00 – 21:00 UTC

Review Team Members: Alain Aina, Denise Michel, Eric Osterweil, Kaveh Ranjbar, Kerry-Ann Barrett, Laurin Weissinger, Noorul Ameen, Norm Ritchie, Ram Krishna Pariyar **Apologies** Boban Krsic, Scott McCormick, Amin Hasbini, Naveed Bin Rais, Geoff Huston, Jabhera Matogoro, Jennifer Bryce	**Observers** George Sadowsky **Guests** Phil Khoury (Facilitator) **ICANN Org** Alice Jansen, Negar Farzinnia, Yvette Guigneaux, Steve Conte

Meeting materials may be found on the wiki at: https://community.icann.org/x/iohHBQ

The SSR2 Review Team undertook the following during this session:

1. **Attendance, apologies, admin issues**

Roll call and apologies. See recorded attendance above.

2. **Brief update from Phil on progress with interviews and proposed report-back**

All 1:1 interviews with review team members are complete. Phil is in the process of writing up a summary of issues raised, which he will share with the review team by Monday 23 July. This report should be for the review team only and feedback/suggestions will be sought.

After completion of the face-to-face meeting in DC, Phil has been asked to prepare a report for the ICANN Board and SO/AC Chairs, summarizing the issues raised and the progress made. Team members will also have an opportunity to input to this report prior to its circulation.

There was some discussion about what Phil's deliverables are and Phil agreed to provide.

Action item: Phil to provide a summary of deliverables established in his contract.

3. **Minutes – discussion, proposal – Phil to draft 'model minutes' from this meeting – to be reviewed by RT**

Phil proposed that, throughout the review restart period, so that everyone is fully aware of team discussions, the review team should be operating with more fulsome minutes than the ICANN standard template currently in use allows. This additional commentary should be the responsibility of team members or the facilitator at this stage – staff should continue to provide the essential information as currently done.

Action item: ICANN org to send draft meeting minutes to Phil. Phil to edit to include more detail where necessary – as indicated by red text.

4. **Induction for new members – progress, feedback so far from new members**

Based on feedback Phil has received from new members, the material available on the team wiki is not easy to follow, he suggested it would be helpful to build a narrative of the review work that has been done to date, and how the work progressed, including any challenges.

Action item: Phil to circulate a request for individual volunteers to produce a brief, slide deck/dot point narrative of methodology used to determine scope of work, division of work/subgroups (incl. progress).

It was suggested that the SSR1 Implementation material was well advanced and could be used to inform new members.

Action item: ICANN org to pull together a SSR1 implementation package (briefing materials, SSR1 implementation related questions) for posting on the ICANN wiki.

5. **Recommencing Review work**
   a. **Discuss suggestion for preparation of a summary of status of work completed, status of workplan, outstanding RT tasklists, staff tasks**
   b. **SSR2 scope – suggestions re: possible preparation for team**

Phil flagged these items for team members to think about – and for discussion during meetings before the face-to-face. He invited any suggestions for ways to do this preparation which would be helpful for the review team to complete ahead of the face-to-face meeting in DC. Review team members commented that there is a need to have a discussion about scope during the face-to-face meeting to ensure all review team members are aligned.

Action item: Phil calls for suggestions on how to recommence review work (see list on slide 8) in preparation for the DC meeting.

6. **Initial discussion about (F2F)**
   a. **Draft objectives for meeting (attachment)**
   b. **"What are we going to do for three whole days?"**
   c. **Issues for resolution over next couple of weeks – eg. ground rules, remote attendance, observers, communication of outcomes**
   d. **Preparation/homework over next few weeks**

Draft objectives for the face-to-face meeting have been circulated to the list for review team feedback. A couple of comments in support made at the meeting. A proposed agenda will be circulated at a later date for further input.

Action item: RT members to provide feedback on draft set of objectives for DC face-to-face meeting.

7. **Progress report on preparation for face-to-face (F2F) meeting - from staff on attendance, administration, travel, etc**

Staff provided a high-level progress report on logistics of the meeting. Noted that at this stage all members are showing as intending to come to the meeting.

Action item: ICANN org to continue reminding review team members directly that they should book flights ASAP.

Action item: ICANN org to provide Phil with information on meeting room layout/size etc.

8. **SSR2 revised timeline and budget - discussion - how and when to resolve**

Phil reported that a number of members have expressed concern over the timeline and budget for the Review, given the delays. He proposed that budget and timeline discussion can only be properly addressed once the team has confirmed the scope and outstanding work to be completed. This should be addressed as part of the face-to-face meeting. Staff provided an overview of the process for requesting additional budget from the ICANN Board.

Action item: Include budget discussion in the DC meeting objectives.

Action item: ICANN org to find out what the current FY budget is for the review.

9. **Next F2F at ICANN63 Barcelona**
   a. **Discussion and decision - F2F RT meeting before main session, deadline July 20**
   b. **Discussion on open engagement session – deadline mid-September**

Team discussed necessity to have face-to-face meetings as frequently as practically possible – in order to accelerate the work of the review given the time already spent.

Decision reached: Team agreed to request a face-to-face meeting in Barcelona prior to ICANN63.

Action item: ICANN org to submit a request for a two-day face-to-face meeting prior to ICANN63.

Action item: ICANN org to provide an overview of restrictions associated with scheduling during ICANN meetings.

Phil noted that the team should determine before mid-September whether they wish to have an engagement session in Barcelona.

10. **Next teleconference meetings – results of Poll – recommendation**
    a. **Schedule all meetings up to F2F only**
    b. **3 meetings – approximately August 2nd, 9th and 16th**
    c. **Resolve ongoing schedules in light of F2F outcomes**

Phil proposed that the team have three teleconference meetings before the face-to-face meeting on/around the dates suggested in agenda item "10b". Team agreed that a longer-term schedule should be established after the face-to-face meeting.

Action item: ICANN org/Phil to put forward proposed times in the next couple of days for next 3 meetings.

Consensus reached on decisions/action items: Yes