

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

SSR2 Review Team Plenary Call #37

19 July 2018



Agenda

1. Attendance, apologies, admin issues
2. Brief update from Phil on progress with interviews and proposed report-back
3. Minutes – discussion, proposal – Phil to draft ‘model minutes’ from this meeting – to be reviewed by RT
4. Induction for new members – progress, feedback so far from new members
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
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
7. Progress report on preparation for face-to-face (F2F) meeting - from staff on attendance, administration, travel, etc.
8. SSR2 revised timeline and budget – discussion - how and when to resolve
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
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

Progress with interviews and proposed report-back

Progress Report

- Team interviews now complete
- 3-4 external interviews suggested TBC
- Writing up feedback as a team-only report
- Identify themes and issues
- RT to review and provide feedback
- Use as working document/reference at F2F
- Many issues can only be dealt with at F2F - a few beforehand
- (Reporting to ICANN and the Board SO/AC Chairs - after the F2F)

Minutes – discussion, proposal

- Critical issue for rest of Review
- Proposal – Phil to ‘model’

Induction for new members

- Progress, feedback so far from new members
- Suggestions, assistance?

Recommencing Review work

- Discuss suggestions for preparation of:
 - a summary of status of work completed?
 - status of workplan?
 - outstanding RT tasklists?
 - staff tasks?
- SSR2 scope – suggestions re: possible preparation for team

Initial discussion about F2F

- Draft objectives for meeting (attachment)
- “What are we going to do for three whole days?”
- Issues for resolution over next couple of weeks – eg. ground rules, remote attendance, observers, communication of outcomes
- Preparation/homework over next few weeks

Attachment - Draft objectives for DC F2F

1. Get to know one another, create relationship
2. Set context – where does RT find itself
3. Deal with history and understand multiple perspectives (individuals, groups, team, staff, Board, constituencies, etc.)
4. Identify and agree lessons learned
5. Agree ground rules for team interactions
6. Discuss and agree commitment of time by volunteers
7. Review and agree roles and protocols for staff access and support
8. Understand and develop strategies for building confidence of stakeholders
9. Revisit, revise as needed and agree building blocks – scope, range of methodologies to be applied, coordination, internal review processes, external testing/review, formal consultation processes
10. Revisit leadership roles needed and agree structure and people
11. Settle team communication and engagement (meetings, minutes, protocols, etc.)
12. Use all available leftover time to progress Review tasks

Progress report on preparation for face-to-face (F2F) meeting

From staff on attendance, administration, travel, etc.

Progress Report

- 22 – 24 August @ ICANN office (address details in Outlook invite)
 - 801 17th Street, NW, Suite 400
Washington, DC 20006, USA
- **Please book your flights as soon as possible**
- To date, records show all review team members attending in-person
- ICANN constituency travel will provide hotel reservation confirmations when available
- Remote participation details to be confirmed
- Please contact staff with any concerns or questions
 - ssr2-staff@icann.org
- Staff is liaising with leadership on cost estimates

SSR2 revised timeline and budget

Discussion - how and when to resolve

Next F2F at ICANN63 Barcelona

- Discussion and decision - F2F RT meeting before main session, deadline July 20
- Discussion on open engagement session – deadline mid-September

ICANN63

- Requests for pre-meetings happening in Barcelona prior to the official ICANN63 meeting dates (20-26 October 2018) must be submitted by **20 July** 2018
- No meeting can be scheduled post official end date of ICANN63 (i.e. 26 October 2018).
- Deadline for requests for engagement sessions during the meeting expected to be early to mid-September.

Note:

There are timeframe requirements for global event requests:

- 120 days to submit request for a face-to-face meeting
- 90 days to submit travel request

Meeting team's process for planning meeting was circulated to review team leadership.

Next teleconference meetings – results of Poll – recommendation

- Schedule all meetings up to F2F only
- 3 meetings – approximately August 2nd, 9th and 16th
- Resolve ongoing schedules in light of F2F outcomes

Doodle Poll Results – Tied Top 4 Results* (UTC)

Tuesday

- Weekly – 13:00

Thursday

- Bi-weekly – 20:00
- Weekly – 13:00
- Weekly – 20:00

*factoring in Norm's input on-list post closure of poll as he could not participate due to travel.