

**SSR2 RT Plenary Call Report**  
**Plenary Call #41**  
**30 August 2018 – 14:00 – 15:00 UTC**

**Review Team Members:**

Alain Aina, Ramkrishna Pariyar, Noorul Ameen, Jabhera Matogoro, Kaveh Ranjbar, Laurin Weissinger, Rao Naveed Bin Rais, Eric Osterweil, Norm Ritchie, Denise Michel, Žarko Kecić, Kerry-Ann Barrett, Boban Krsic, Scott McCormick

**Observers**

None

**ICANN Org**

Jennifer Bryce, Alice Jansen, Negar Farzinnia, Steve Conte, Brenda Brewer

**Apologies**

Russ Housley, Noorul Ameen

These high-level notes are designed to help SSR2 Review Team members navigate through the content of the call. They are not meant to be a substitute for the recording or transcript, which are posted on the wiki at: <https://community.icann.org/x/OgZpBQ>

The SSR2 Review Team undertook the following during this session:

**1. Welcome, roll call**

Roll call and apologies. See recorded attendance above.

**Staff to provide update on Barcelona**

Staff confirmed that they have communicated the team's request to meet face-to-face on the 21<sup>st</sup> and 24<sup>th</sup> of October in Barcelona to the meetings team. Lead meeting team staff are currently on PTO, returning next week. Staff will provide an update as soon as possible regarding expected timing of meeting confirmations to support the team in making expeditious travel arrangements. Staff confirmed they are looking into arranging backup rooms that can be cancelled in the event that the team is able to secure meeting rooms within the ICANN venue on the requested days.

Action item: MSSI-Secretariat to circulate placeholder calendar invites for October 21 and October 24.

Action item: ICANN org to explore the possibility of holding meetings at alternative venue as a backup that can be cancelled if a venue room can be identified instead.

**2. Finalize ToR and Scope**

Laurin noted he's been directly emailing team members with comments to the draft to ensure their inputs are represented. Team discussed some of the items that had been raised during the editing process, agreeing that the tracked changes on the latest draft circulated to the list should be accepted and the document finalized. Eric polled the team on if a 24-hour last-call for feedback should happen. Seven team members expressed preference for finalizing the document on the call; three noted objection to doing so, preferring to have a 24-hour last call via email. Eric asked the team to share any final edits or concerns on the call. Based on the majority vote, the team agreed that the terms of reference could be considered final.

Decision Reached: Team finalized Terms of Reference document - agreed to accept tracked changes in last version circulated to the list and call it final.

**3. Draft communiqué - team to share feedback**

Team shared initial feedback on content and tone of the document circulated to the list on Wednesday 29 August and agreed to share comments and finalize the document on the email list.

Action item: Review team members to send suggested edits and comments to the mailing-list by Tuesday COB. Denise to hold the pen and to issue revised draft.

**4. Agree approach to workplan**

Eric asked the team if the agreement approach to finalizing the terms of reference (via majority vote) was acceptable and asked the team to raise any concerns with this approach. None raised.

Eric shared the leadership’s proposal for the team to work through subteam work one-by-one at plenary level in the following order: SSR1, ICANN SSR, DNS SSR, Future Challenges. Team members indicated general agreement to the approach, with some discussion around the order of the sequence of topics, and the prospect of adding new topics at some point if necessary. Team generally agreed that if new topics come up they should be discussed as potential additions.

Decision reached: Team agrees to the approach of inlining former subteams to plenary level. Team will start with SSR1 and will assess which subgroup to address next, with agreement that if new topics come up they will be discussed.

**5. Outreach/comms plan - establish approach and penholder**

Staff provided an overview of the outreach plan template that was shared with the leadership team and has been used by other review teams successfully in the past. Eric suggested the team should digest the template and think about the outreach and communications plan during the week, particularly the need for a broader structured plan. Eric suggested this item be discussed on-list and may be added to future plenary call agendas.

Action item: Move outreach template to the list and discuss further.

**6. SSR1 recommendations - staff to provide update from leadership discussion 28 August**

Item was not dicussed due to time constraints.

**7. AOB**

None.

Consensus reached on decisions/action items: Yes