

SSR2 Coordination Call

MSSI Support Staff / Co-Chairs

18 August 2017



Draft Agenda

- ⦿ Work plan: Co-Chairs to advise which version the Review Team will use
- ⦿ Subgroup working - co-chairs to clarify new process, review of scheduled subgroup calls
- ⦿ Discuss next steps on:
 - Hiring a contractor for SSR1 implementation gap analysis - review team's approval of costs and draft document requested
 - Hiring a technical writer - review team need to develop particulars of scope of work/requirements
- ⦿ Review proposed plenary call agenda Tuesday 22 August
- ⦿ AOB

Subgroup Working

Subtopic	Notes
SSR1 Implementation	No further calls currently scheduled. Topic included in draft plenary agenda 22 August.
DNS SSR	No further calls currently scheduled
ICANN SSR	Bi-weekly through September Monday 17:00 UTC
Future Challenges	Weekly through September Thursday 17:00 UTC
IANA Transition	Schedule TBD

Proposal from Co-Chairs to “sequentially address each of the five sub-team issues on our weekly full-team calls, and we cancel all of the separate, sub-team-specific calls. We will help rapporteurs manage calls and work with them and staff to help ensure that agendas are created and followed.”

Next steps: Gap Analysis Contractor & Tech Writer

- ⦿ **SSR1 gap analysis contractor - Email sent to list 8/17 requested:**
 - Input to draft document
 - Confirmation of Review Team's agreement to allocate a portion of the SSR2 budget toward this work.

- ⦿ **Technical writer – Email sent to list 7/6 requested RT to decide on the particulars of the scope of work:**
 - Does the writer need to grasp the overall concept of ICANN's SSR remit?
 - Does the writer need to have some familiarity with security, the DNS and the internet identifiers that ICANN is responsible for?
 - How does the Review Team want the writer to gather information and content to use throughout the project?
 - How does the Review Team want the writer to organize the materials and content?
 - What organizational skills are required by the Review Team to make the process smoother?
 - How does the Review Team want the writer to handle problems when they arise?
 - How should the writer obtain further clarification on existing content or for content that is missing in order to proceed to complete the assignment?

- ⦿ Email link: <http://mm.icann.org/pipermail/ssr2-coordination/2017-July/000330.html>

Draft Agenda – August 22 Plenary Call

- ⦿ Updated SOIs & note apologies/absences
- ⦿ SSR1 Implementation Subteam: Plenary discussion of obstacles, challenges, next steps
- ⦿ Update on status of Legal documents (James, Kerry-Ann)
- ⦿ Updates from subtopic teams:
 - ICANN SSR (Boban)
 - Confirm Review Team’s approval of proposed ICANN SSR subteam meeting in LA
 - DNS SSR (Geoff)
 - Future Challenges (Kerry-Ann)
 - IANA Transition (James)
- ⦿ Confirm Review Team’s approval to hire a contractor for SSR1 implementation gap analysis
- ⦿ Technical writer: Develop particulars of scope of work/requirements
- ⦿ AOB

AOB