SSR2 Coordination Call

MSSI Support Staff / Co-Chairs

25 August 2017

Draft Agenda

- ⊙ Discuss how staff can support new SSR2 Review Team member confirmed by the GNSO

- ⊙ Discuss next steps on:
  - ○ Finalizing 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 29 August

- ⊙ AOB

Next steps: Gap Analysis Contractor & Tech Writer

- ⊙ **SSR1 gap analysis contractor: Outstanding action item**
  - ○ Review Team to submit consolidated input and edits on the RFP overview document and confirm their approval for ICANN organization to initiate a process to engage a contractor, based on qualifications, scope of work, timeline, deliverables and other essential components included in the RFP overview document modified by the Review Team (the cost not to exceed $50,000)

- ⊙ **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 29 Plenary Call

- ◉ Updated SOIs & note apologies/absences

- ◉ ICANN SSR
  - ○ Status of subgroup work (Boban)
  - ○ Workshop in LA
  - ○ Challenges, actions needed

- ◉ Gap analysis contractor: Finalize RFP overview document and confirm approval for ICANN organization to initiate a process to engage a contractor

- ◉ Non-Disclosure Agreements (NDAs) (Kerry-Ann & James)

- ◉ AOB

AOB