

# SSR2 Staff / Leadership

8 September 2017



# Agenda

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- ⦿ Revised work plan – Co-Chairs to input
- ⦿ SSR1 gap analysis contractor – next steps
- ⦿ Technical writer – awaiting input on particulars of scope of work/requirements from Co-Chairs
- ⦿ ICANN60 outreach – Co-Chairs to advise point person for outreach sessions; Who will give the presentations?; Some outstanding questions to be addressed ([see google doc: https://docs.google.com/spreadsheets/d/1MQ6RJ3IAjbxPuPI678iD19B-KLQNDP9jkrZrg12N1BI/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1MQ6RJ3IAjbxPuPI678iD19B-KLQNDP9jkrZrg12N1BI/edit?usp=sharing))
- ⦿ SSR1 requests – ICANN to update on timeline for delivery and process overview
- ⦿ Call with Norm – determine topics
- ⦿ Confirm draft plenary call agenda Tuesday 12 September
- ⦿ AOB

# Next steps: Gap Analysis Contractor & Tech Writer

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- ⊙ **SSR1 gap analysis contractor: Outstanding action item for ICANN Org**
  - Provide additional information about soliciting consultants with a budget under \$50k (no RFP needed), and the difference between engaging a consultant and an “independent expert.”
  
- ⊙ **Technical writer – ICANN Org asking for additional guidance on the scope of work and other requirements for the engagement of the technical writer**
  - 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?

# Draft Plenary Agenda Tuesday 12 September

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- ⦿ Updated SOIs & note apologies/absences
- ⦿ Non-Disclosure Agreements (NDAs) (Kerry-Ann & James) (please see recent emails on this topic)
- ⦿ ICANN SSR (Boban et al)
  - Status of Subgroup work
  - Topics for LA meeting
  - Challenges, Actions Needed, Work plan Updates
- ⦿ AOB

# AOB