BRENDA BREWER:	Thank you. Hello, everyone. Welcome to SSR2 Review Plenary Call number 53 on December 6, 2018 at 15:00 UTC. Attending the call today, we have Russ, Laurin, Alain, Noorul, Norm, Kaveh, Scott, Kerry Ann, and Ram. We have no observers at this time. We do have apologies from Denise, Eric, Boban, and Jennifer. And from attending from ICANN Org is Negar, Charla and Brenda. Today's call is being recorded, [and that's why I'll] remind you to state your name before speaking. And Russ, I'll turn the call over to you. Thank you. May I add that Naveed is also joining us now.
RUSS HOUSLEY:	Thank you. The first time, just to get some updates on the upcoming face-to-face sessions, I think Negar [will do] this part.
NEGAR FARZINNIA:	Thank you, Russ. We've actually asked one of our colleagues, Charla Shambley, to join us to provide the update. We just received information from the Meetings team on the cost of various venues in Vancouver and Los Angeles. You can see the slide in the Adobe room. And for those that don't have visibility into it, we're actually e-mailing it out to the review team as well so everyone can see it. With that, let me turn it over to Charla to give you guys an update.
CHARLA SHAMBLEY:	Hi, all. It's Charla. I met many of you in Barcelona, and Negar asked me to join the call to go ahead and give a quick update on the venues that

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the Meetings team presented to us last night. So I did send the slide out, and as Negar mentioned, she'll be sending it out to the review team later.

So, quickly, if you look at the chart, the first line is a DoubleTree. That's the venue in Los Angeles. It's right around the corner from the office, which is very convenient. The slide shows that the approximate total cost would be almost $14,000 US. Again, [it's very convenient to] the office, but we would need to use the venue for the meeting. I believe that there is another group that's meeting in the office, so although it's convenient to the office, we wouldn't be meeting there. We'd actually be in the DoubleTree.

I sorted the remainder of the venues in Vancouver by U.S. dollar price, so the second to the far right column, you can see the total there, starting with the Pinnacle Hotel Harbourfront, it's almost $9000. While it's the cheapest, I don't really recommend that one. There is a minimum food and beverage requirement of $5000 CA. I don't anticipate that we would have $5000 in food and beverage, so I think that that price would likely go up.

My recommendation would be the Westin, it's the next row down. It's convenient to the airport, [narrowly] almost $12,000. It does include complementary Wi-Fi in the bedrooms, which I'm assuming that you all would appreciate. It's a four-star hotel.

And then from there, you can see that the prices continue to go up. I do want to point out that many of the hotels are, I guess, like a group of hotels and so they have complementary Wi-Fi in the bedrooms, but it

would only be for club members. That would be an additional cost for us to add the Wi-Fi to the bedrooms each day, so I want to at least have that in the back of your head when you're looking at these prices.

And I think with that, I can pop a Google Maps link so you can see where they're located in Vancouver. If that's a concern, I'll go ahead and add that in the chat pod. I think that's about it. You can see the other comments provided by the Meetings team on each of these venues, but they do go up to $18,753 for the stay for a five-star hotel. So with that, I will turn it over to any questions.

RUSS HOUSLEY: [inaudible] –

NEGAR FARZINNIA: Charla, could I ask a question to help the review team?

RUSS HOUSLEY: Go ahead, Negar.

BRENDA BREWER: Russ, apologies, I just wanted to highlight a question about the timeline for when we would like to have answers sent back by. I don't think we expect the review team to make a decision on this call, obviously, but Charla, would it be reasonable if the review team could send answers back by their next plenary call next week Thursday?

CHARLA SHAMBLEY: I would have to check with the Meetings team. I know that we're already within our 90-day window that they prefer to get a response back from us, because they do have to contract with the venue, send out welcome letters, and obviously, I don't know if visa issues are an issue for anyone on the review team going to Canada, but obviously, all of this planning does take time. So the sooner the better. If we could get before next Thursday, I'm sure they would appreciate it. If not, I understand. It does take time to coordinate all of these things.

NEGAR FARZINNIA: Thank you so much.

CHARLA SHAMBLEY: Would Tuesday be a possibility? Especially as we're heading into the holidays.

NEGAR FARZINNIA: Well, let's turn it over back to Russ, and hopefully, Russ, you'll be able to help us determine timeline as part of your discussion next. Back to you, Russ.

RUSS HOUSLEY: So I'm trying to understand whether this table tells us whether we're going to Vancouver or L.A.

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CHARLA SHAMBLEY: That's up for discussion. I can certainly ask the Meetings team, because we only have the one DoubleTree option near the office. There is another hotel that's a little bit farther away from the office, again, not an issue since we won't be needing it, but I can ask the Meetings team if you would like to see another option in L.A.

RUSS HOUSLEY: Naveed is typing about [lead time] necessary. I'm interpreting his comments to mean that Canadians usually give the visa but it takes more time sometimes compared to the U.S. Is that correct, Naveed? Did I interpret your comment correctly? Okay, great.

CHARLA SHAMBLEY: Interesting, I thought Canada was easier to navigate [inaudible]

RUSS HOUSLEY: What he's saying is they grant it, but they sometimes take longer. So, that increases the pressure to make the decision about which city pretty rapidly. I don't see a huge price difference between the DoubleTree and the first couple choices [inaudible]. So seems to me we ought to be able to – and basically, what I heard was the [inaudible] together, cheaper venues in Vancouver.

LAURIN WEISSINGER: Sorry. Go ahead. Okay, I will go ahead then. Sorry, I'm not sure if my hand showed. I'm wondering regarding the visa issue. We had our last face-to-face in Washington, and as far as I know, most U.S. visas are

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valid for quite a while. So isn't it the case that essentially, everybody who was in Washington would have one already? I might be completely mistaken, but this is just like a question for the group.

KERRY-ANN BARRETT: Hello. I was wondering the same thing. For me, I would need a Canadian visa, I don't know how long it would take between now and January or whenever we're planning to have the meetings to get it. But we did have a large number of persons participating in D.C. And it depends on what they get. Usually, they do get a short-term visa of like a year, but we could probably confirm with those who may need visas still.

LAURIN WEISSINGER: This is exactly my point, because I'm not aware that visas are shorter than a year, ever, at least not normally. So maybe if time is an issue, it makes sense to pivot to L.A. if everyone who has received one already still has it. I don't mind either way, so for me it's no problem, but just to maximize attendance.

KERRY-ANN BARRETT: I would agree, Russ, for us to consider, because if all the persons who needed U.S. visas, they would have to go through the Canadian process, I know for a fact the Canadians, the embassies are usually a little bit slower because they don't usually expedite unless it's like a funeral or a medical emergency. So probably, we could ask staff to give a quick e-mail just for anyone who doesn't have a valid U.S. visa to confirm ASAP.

And it might be easier to go to L.A., and especially since I guess just in terms of convenience to get it done quickly.

LAURIN WEISSINGER: Looking at the chat, Naveed is saying his is valid. Alain is saying U.S. would be easier if I understand correctly. So I have the feeling it would be easier in the U.S. But this is just from the call, so I think we should definitely check.

RUSS HOUSLEY: But Kaveh's saying the opposite, he could go to Canada but not the U.S.

LAURIN WEISSINGER: This showed up [inaudible]. So I would say – should we just e-mail around and see how many people would have issues per country? But then make a decision as soon as possible to give those that have an issue as much lead time as possible.

RUSS HOUSLEY: Isn't that what the Doodle poll we already did showed?

KC CLAFFY: That was more about timing, I thought. [Or did it just] have locations on it? It didn't have Vancouver though, did it? Okay, go ahead, Kerry.

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KERRY-ANN BARRETT:	No, I was going to say the same thing, KC. Russ, it was a little bit different than asking specifically. If it is that we're either/or right now, we would just have to be checking in terms of visa validity. People are giving preferences. Maybe they had intended to reapply for the Canadian or reapply for the U.S., but I think it's now that we're kind of down to visa or not and maybe just leaning towards L.A. could be better to just confirm visa, not necessarily location anymore. That [supports KC,] that the last Doodle was about location.

RUSS HOUSLEY:	What we want to know is who could make it in Canada – or Vancouver – and who could make it in L.A., and then we would pick the location that would get the greatest attendance.

KERRY-ANN BARRETT:	Based on visa process and time.

RUSS HOUSLEY:	Yes. Okay. Negar, can you put together that Doodle poll for us so we can sort it out by next week?

NEGAR FARZINNIA:	Sure. We can certainly do that.

RUSS HOUSLEY:	Thank you. Okay. The next agenda item is to make sure that everyone on the review team has heard from Constituency Travel.

NAVEED BIN RAIS: Can I say something, Russ? Can you hear me?

RUSS HOUSLEY: Sure. Go ahead, Naveed.

NAVEED BIN RAIS: I'm just wondering if we delayed for next one week, it would be even worse for people like us who require Canadian visa. Most of us are having U.S. visa already, so even if we decide one week before that we are going to U.S., we might make it there. But for the Canadian visa, there is some process involved, and we need to keep in mind that there are Christmas vacations coming up, so most of the embassies will be delayed by some extent during that time, during this Christmas period and the winter break. So it might not be easy for people like us to get the Canadian visa in time. That's what I'm wondering.

So if we need to decide for Canada, I would say we need to do it ASAP, like within two days or something. So that's what I think about the issue, especially because the winter vacation and the Christmas holidays are coming up.

RUSS HOUSLEY: So if we get the Doodle poll out, can people answer it by Monday?

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KERRY-ANN BARRETT: It could be a 24-hour request or 36 hours, because I think that would give everybody enough window to just be awake and just say yes, no. I don't know if staff could make it a very simple question. Probably just U.S. visa, Canadian visa, need to apply. And then by then, we would know who has as majority of what visa that may not require an application, because I think that's what we're trying to capture given that all the countries would have different application timeframes.

NEGAR FARZINNIA: Yeah, Kerry Ann, we can definitely send a Doodle poll out to collect preference for either Los Angeles or Vancouver as well as who will need visa for which location. And assuming the review team is able to accommodate the deadline, we can put the deadline for end of UTC on Monday so that everyone can have their feedback in over the weekend or Monday at the latest and we can move forward. Or actually, we can even put it by end of this week, it doesn't have to be Monday. If everyone can accommodate, we can put it by end of UTC on Friday tomorrow. So, Russ, let us know how you would like to proceed in terms of deadlines for the Doodle poll results.

RUSS HOUSLEY: Yeah, I think if we can get it done over the weekend, that would be great so that we have the leaders call on Monday, we can review the results, and just by having a couple eyes on it, make the call.

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NEGAR FARZINNIA:	Sounds great. We'll put the deadline for end of the weekend, end of UTC on Sunday.
RUSS HOUSLEY:	Yes. Perfect. Okay, is there anyone on the team that has not heard from ICANN Travel regarding Kobe?
KC CLAFFY:	I think I have not, but I'll go check.
RUSS HOUSLEY:	If you want travel assistance, you need to reply by tomorrow, that's why I'm pushing.
KC CLAFFY:	Hello?
RUSS HOUSLEY:	Okay, so people said they were checking, that's kind of why I said I was pausing. Alright, so please let us know immediately if you have not heard from them. And in January, we were planning to have the first plenary call on January 10th. That way, the week right after New Year's, people can focus on getting other things done, and then we'll have a call on the 10th. Alright. Laurin, can I turn the next agenda item over to you on the SSR1 preamble text?

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LAURIN WEISSINGER: Yes, absolutely. So the SSR1 preamble text has been kind of – well, it has a final edit. I have sent around the PDF version to the whole list on Tuesday, even in nighttime. Might have been morning for you. And essentially, there were no further edits. The stuff that was in there was editorial. I did address those.

There were two issues – or three – were people had kind of bigger suggestions. I then commented, I requested further comments after trying to include these suggestions. I haven't heard back by the deadline, so I simply assume they were happy.

Just to reiterate, this text went through multiple discussions, two multiple-day comment periods, and right now, it appears that we have reached rough consensus on this document, and as it was noted in the e-mail, if someone has objections, we would welcome them to be kind of raised and noted as kind of additional text so it is clear. I believe that is all that was in the e-mail and that I can say about this. Correct me if I'm wrong, Russ.

RUSS HOUSLEY: No, that's my understanding, and I just want to know if there's going to be anyone proposing dissenting opinions that are going to get written up. I'd like to know that know so we can plan for it. Hearing none, we've also called for them on the e-mail, so I haven't heard anything there either. Okay. Thank you.

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I have asked the work stream leaders for the ICANN SSR, the DNS SSR, what we also call internal and external [inaudible] and the future challenges to put together similar preambles so that we all understand where we are and where we're going with those work streams, and the leaders have agreed to do so by the call next Thursday. So my expectation is that we will have a discussion of those on the call next Thursday and you should see them in your e-mail before that.

My hope is that by doing the preamble text before the body, and if we at least are all agreeing on the scope and the methodology that we use for those work streams, I expect they are not going to be greatly different than the SSR1, but let's have it in front of us and make sure that we are all pointed in the same direction. Are there any questions about that?

KERRY-ANN BARRETT: Russ, just one question. Just checking [once] because each of us would be kind of writing and [proposing] different styles kind of just along the instructions that you gave. Is it that the leadership, when they meet, will then kind of streamline them so they kind of look the same and sound the same? Just checking before it goes out to the wider team, because I just think [if the text will] circulate in different writing styles, it may cause confusion and a lot more comments on style rather than just the format, which is what I think we're aiming to accomplish. And that's why it will have like a first review by the leadership team and then the wider team after.

RUSS HOUSLEY: I'm fine with that. If you want the leadership team to review it first, could you please get it to us by noon on Monday?

KERRY-ANN BARRETT: Okay.

RUSS HOUSLEY: Thank you. Okay, I'm not hearing any questions. Beyond that, I see no hands and I see nothing in the chat. Okay, so in terms of continuing to build the report text, we have the discussion of each of the SSR1 recommendations, we captured several – we built a table and then we had a discussion in Barcelona about each one of them, we captured some observations.

I would like the people who did those research to write the text for the report that'll go in behind the preamble, the block of text for each of the SSR1 recommendations so that we can start building the report. We don't have the first one of those done yet to make that template, but I think that people – I don't think they have to all look exactly the same as long as they cover the material that has been collected in the table. If we could start putting those together, that would be really helpful.

I'm not sure what – okay, Negar, you have a hand up.

NEGAR FARZINNIA: Yes, Russ. Sorry, I just wanted to capture the correct action item. Who is responsible for doing this writeup for each of the recommendations?

RUSS HOUSLEY: The person who had the action to do the research and fill in the table. In some cases, there's more than one person who signed up to the particular recommendation, and so I assume they will collaborate on the text as well.

NEGAR FARZINNIA: Okay. Thank you for clarification.

RUSS HOUSLEY: Yeah. So if we could start putting those together, I don't have any thoughts about the mechanism of that, whether we should have a Google doc per recommendation and then later pull them together, or whether we should all work on one big Google doc. I don't have a thought about that. If someone has a preference, please voice it.

Naveed has provided a preference for one Google doc. Maybe the thing to do then is just start adding it to the preamble text document, and that way, we'll have one place where they all go. I think the whole team has write permission to that. Is that correct, Laurin?

LAURIN WEISSINGER: It should be correct. However, I would propose as this is now a general thing and we have a shared Google Drive, if staff could be so kind to essentially create a new Google doc, because currently, this is my personal account, if you will. I think it makes more sense to have it on the team Drive.

RUSS HOUSLEY: Okay.

NEGAR FARZINNIA: Yeah. That's no problem, Laurin. We can take the content from the document that you have now finalized and create a new Google document for everyone to have access to and start working in.

RUSS HOUSLEY: That'd be great. Thank you.

LAURIN WEISSINGER: Thank you.

RUSS HOUSLEY: Okay, so I've noticed that other teams periodically update their workplan as they're going along, and so I was wondering whether we have at this point anything to update in the workplan or whether we should revisit this or how often we should ask that question. Negar, is there anything from other RTs that you can provide in terms of advice for how often the workplan gets updated?

NEGAR FARZINNIA: Certainly. On average, review teams have been known to update it once a month, at least on a monthly basis, because given the number of meetings you'll have in a month, I think that's a good cadence.

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Additionally, I am happy for us to continue to monitor the workplan, and if anything is coming due, we can highlight it for perhaps the leadership first during your Monday call and see how you would like to address it, and then we can raise it on the plenary calls after.

RUSS HOUSLEY: Awesome. I'd appreciate that. And if we could then strive for a public update of the workplan once a month that would show the rest of the community what we're doing.

NEGAR FARZINNIA: Yeah. I think that's a good Candance, because we can monitor it all the time, raise anything that's coming due to leadership, like I said, and then the plenary team call and post an updated version once a month on the Wiki page.

RUSS HOUSLEY: That'd be great. Thank you. Okay, that went more quickly than I expected. So we have reached the Any Other Business part of the agenda if anyone has something to raise. Norm , I see his hand.

NORM RITCHIE: Yeah. Sorry. It's just a question, really, regarding the travel. Are we required to submit the dates for flights now, or just acknowledge the fact that we are going on the trip?

RUSS HOUSLEY:	[My] understanding from the e-mail that I got is we're supposed to request flights [through –] at this time.
NORM RITCHIE:	Okay. Thank you.
RUSS HOUSLEY:	Kerry? Kerry Ann, if you're speaking, we can't hear you. Kerry Ann, we could hear you clearly earlier, but we're not hearing anything now. We don't know what's wrong either, Kerry Ann. Okay, so Kerry Ann has [inaudible] Go ahead, Brenda.
BRENDA BREWER:	I was just going to confirm Kerry Ann's microphone is enabled. Sometimes it works best if you use earbuds or a headset connected to your laptop microphone speaker. So that's just a suggestion. But the microphone is enabled. Thank you. Kerry Ann confirms she has that set up that way, so I don't know what the problem is. I apologize. Russ is using his microphone today and it's working well. Thank you, Kerry Ann.
RUSS HOUSLEY:	So, Kerry Ann's going to send e-mail. Any other business someone wants to raise? Okay. Negar, are you going to do the review of actions and decisions?

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NEGAR FARZINNIA:	Absolutely, Russ. The action items we have in place is for staff to send a Doodle poll to the review team to choose a location between Los Angeles and Vancouver as well as indicate visa needs for the upcoming meeting in January. Deadline for the Doodle poll is to be 23:59 UTC on Sunday, 9th of December.
	Next action item is for Kerry Ann to send a preamble for her work stream to the leadership team by no later than noon at eastern time so that the leadership can review their writeup.
	Next action item, review team members who did research on the SSR1 recommendations are to start writeup of findings. For recommendations that have more than one person researching it, they should collaborate on the writeup.
	Staff is to create a new Google doc with the approved SSR1 preamble and ensure all review team members have access to it so the writeup of findings can begin.
	Staff to monitor the workplan tasks and raise any upcoming tasks requiring attention to the leadership. Following that discussion, the workplan items will be raised during the plenary call. Once a month, an updated workplan will be posted to the Wiki page.
	Any items that we have missed here that we need to capture?
RUSS HOUSLEY:	That's all I saw, and I see no hands. Okay. Thank you all, and we'll talk next week. Thank you.

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NEGAR FARZINNIA: Thanks, everyone. Bye.

LAURIN WEISSINGER: Thanks, everyone. Have a good week. Bye.

[END OF TRANSCRIPTION]