

Tracking Tool

OPEN ACTIONS/REQUESTS

*Anticipated completed date to be provided once reasonable date is determined by appropriate subject-matter expert

Item #	Category	Source of Request	Date of Request	Action Item Request	Action Owner	Anticipated Completion Date*	Progress Notes
362	General	79	7 Aug 2019	Penholders to complete the actions assigned to them (see email here for list of penholders/actions)	Review Team	14 Aug 2019	
361	General	79	7 Aug 2019	Team members to share feedback on the compliance text discussed on the call. See the text in documents here and here .	Review Team	14 Aug 2019	
341	General	63	14 Mar 2019	Review team members to think about lessons learned that can be shared. Team will have a work topic on this area in the future.	Review Team	For discussion at a future date.	

COMPLETED ACTIONS/REQUESTS

**Action item to be approved by Co-Chairs

Item #	Category	Source of Request	Date of Request	Action Item Request	Action Owner	Anticipated Completion Date	Progress Notes	Completed Response	Completion Date
356	General	77	11 Jul 2019	Penholders to move recommendations text from the draft document to the recommendations document for team review.	Review Team	17 Jul 2019		New action items list shared via email	2 Aug 2019
360	General	78	17 Jul 2019	Staff to ask ICANN IT if there are alternative options to Zoom.	ICANN org	25 Jul 2019		Information shared via email .	22 Jul 2019
359	General	78	17 Jul 2019	Staff to circulate a Doodle poll to the team to find out who is planning to be in Montreal on what dates.	ICANN org	18 Jul 2019		Sent via email .	17 Jul 2019
358	Workplan	78	17 Jul 2019	Russ to share the proposed timeline via email for team feedback.	Russ	17 Jul 2019		Sent via email .	17 Jul 2019
343	Outreach	70	19 May 2019	Staff to draft communication regarding review team's progress post Brussels and Marrakech.	ICANN org	10 Jul 2019		Review Team discussed new work plan dates during 17 July plenary call. Communication will be developed as appropriate once new work plan is agreed.	17 Jul 2019
357	General	77	11 Jul 2019	Staff to ask ICANN IT to address the security issues with Zoom on Mac.	ICANN org	19 Jul 2019		Blog from ICANN IT shared via email .	16 Jul 2019
355	General	74	13 Jun 2019	Kerry-Ann and Norm to add references to the strategic plan to their draft recommendations.	Kerry-Ann, Norm	23 Jun 2019		Changes incorporated into recommendations Google doc	1 Jul 2019
354	General	74	13 Jun 2019	Russ will add the names of the penholders to each of the recommendations in the Google doc for ease of reference.	Russ	17 Jun 2019		Changes incorporated into recommendations Google doc	1 Jul 2019
352	General	73	6 Jun 2019	RT members to finish editing the draft recommendations.	Review Team	27 Jun 2019		Changes incorporated into recommendations Google doc	1 Jul 2019
351	General	73	6 Jun 2019	KC to provided suggested rewrite for recommendation 9 by next week.	KC	27 Jun 2019		Changes incorporated into recommendations Google doc	1 Jul 2019
346	General	70	19 May 2019	Staff to send a summary of DNS Symposium activity relevant to the review team's work.	ICANN org	17 Jun 2019		Shared via email .	19 June 2019
353	General	73	6 Jun 2019	Staff will copy the Google document to the SSR2 team drive	ICANN org	7 Jun 2019		New document shared via email .	7 Jun 2019
347	General	Email	29 May 2019	Provide answers to follow-up questions regarding Compliance	ICANN org	27 Jun 2019		Answers provided via email .	7 Jun 2019
350	General	72	30 May 2018	Denise to follow up with Eric and Laurin to confirm they have no updates to the work plan. Once confirmed, leadership team to advise staff to post the updated work plan to the wiki.	Denise / ICANN org	31 May 2019		Shared with leadership for final review via email . v8 Workplan posted to the wiki .	31 May 2019
349	General	72	30 May 2018	Jennifer to work with KC to recover recommendation 'L' text to the document.	Jennifer / KC	31 May 2019		Resolved off list	31 May 2019
348	General	72	30 May 2018	Angie to follow up on email with people assigned to the recommendations that are not included in the v3 recommendations document here.	Angie	6 Jun 2019		Follow-up note sent to team .	30 May 2019
345	General	71	23 May 2019	Jennifer to re-send the two Google document links to the team with a reminder of the work request.	Jennifer	23 May 2019		Email sent to list.	23 May 2019
344	General	71	23 May 2019	KC will send a note to the team with a proposal for recommendation 18.	KC	23 May 2019		Email sent to list.	23 May 2019
339	Work plan	63	14 Mar 2019	Review team plans to update the workplan document in Brussels.	Review Team	19 May 2019		Updated work plan circulated to leadership for approval, will be shared with review team ahead of 30 May plenary.	21 May 2019

342	SSR1	63	14 Mar 2019	Denise, Laurin, Zarko will look through the team's SSR1 recommendations work for quality assurance and report back to team.	Denise, Laurin, Zarko	17 May 2019		Denise and Laurin reported no response from Zarko.	19 May 2019
354	General	68	2 May 2019	Team to collectively discuss how to address items that are blocked	Review Team	17 May 2019		Team addressed all items during Brussels face-to-face	19 May 2019
356	General	69	9 May 2019	Staff to follow up with SMEs on the outstanding answers to get these ahead of the Brussels meeting.	ICANN Org	17 May 2019		Outstanding answer provided via email.	18 May 2019
357	General	69	9 May 2019	Review team members to work on topic item write-ups to be ready for the Brussels meeting.	Review Team	17 May 2019		RT members worked on write ups ahead of meeting.	17 May 2019
353	General	66	18 Apr 2019	All team members to keep working on their topic items.	Review Team	17 May 2019		Replaced by action 357.	9 May 2019
355	General	68	2 May 2019	Request to increase the meeting duration to 90 minutes for the Compliance call on the 14th	ICANN org	9 May 2019		Completed - call extended to 90 mins	9 May 2019
351	General	67	25 Apr 2019	Team members to fill in the status table where items are blank by next week's call. For red items, team to work on progressing off of red where there are no roadblocks.	Review Team	2 May 2019		Table reviewed during meeting.	2 May 2019
350	General	67	25 Apr 2019	Staff to share the questions with Compliance and set up the meeting with SSR2 RT members.	ICANN org	10 May 2019		Meeting scheduled for 14 May	30 Apr 2019
337	General	Email	12 Mar 2019	Review Team request to meet with ICANN compliance to discuss contractual compliance as it relates to SSR	ICANN Org	17 May 2019		Replaced by action 350.	25 Apr 2019
349	General	67	25 Apr 2019	Laurin will send the questions to staff to share with Compliance.	Laurin	25 Apr 2019		Shared via email.	25 Apr 2019
345	General	64	28 Mar 2019	Laurin will take the lead to coordinate with the group to develop and formalize questions for compliance	Laurin	17 May 2019		Replaced by action 349.	25 Apr 2019
352	General	66	18 Apr 2019	Boban to send a follow-up question today for staff based on the written responses provided to previous questions.	Boban	22 Apr 2019		Sent via email.	23 Apr 2019
340	General	63	14 Mar 2019	Review team members to continue working on the items in the table, in time for Brussels.	Review Team	17 May 2019		Replaced by action item 353	18 Apr 2019
343	Outreach	63	14 Mar 2019	Staff to draft a note for Russ to send out to community SO/ACs to ask for time on the agenda to present the recommendations in Marrakech.	ICANN org	29 Mar 2019		Shared with leadership via email.	15 Apr 2019
348	General	65	11 Apr 2019	Russ to send a note to each of the team leads to ensure items are moving and ask if there are any roadblocks they need help with.	Russ	11 Apr 2019		Note sent to team.	11 Apr 2019
346	General	64	28 Mar 2019	Staff to contact Noorul to remind him he is the 'lead' on the future challenges item: Root server system protection: assess the threatscape of top threats (e.g. DDoS to the root system)	ICANN org	29 Mar 2019		Noorul sent email off-list	1 Apr 2019
347	General	64	28 Mar 2019	Staff to send a reminder to everyone to check volunteer document to see their involvement and be ready to provide an update on next week's call.	ICANN org	29 Mar 2019		Email sent to RT members.	29 Mar 2019
334	General	63	9 Mar 2019	ICANN org to find out re: ITHI - how is it different from ODI, where does it get its data (from internal collection or external data) and where is its data.	ICANN org	29 Mar 2019		Questions recorded in Q&A Google doc. Response will be shared in the doc when available	21 Mar 2019
333	General	63	9 Mar 2019	ICANN org to ask ICANN Ops about ODI to determine current status and location of ODI related items	ICANN org	29 Mar 2019		Questions recorded in Q&A Google doc. Response will be shared in the doc when available	21 Mar 2019
344	Admin	63	14 Mar 2019	Staff to share contact information with each of the review team members individually.	ICANN org	18 Mar 2019		Email sent offlist	18 Mar 2019
335	General	63	9 Mar 2019	Lead RT members bolded in the doc here to reach out to other volunteers listed for the topic and drive the process for developing text.	RT members	14 Mar 2019		Team members are continuing research on topics within volunteer group, to report back to team.	14 Mar 2019
331	General	63	8 Mar 2019	KC to take the lead in research on any follow up from SSAC074, Denise offered to help.	KC, Denise	13 Mar 2019		Team members are continuing research on topics within volunteer group, to report back to team.	14 Mar 2019
338	General	ICANN64	13 Mar 2019	Review Team members to raise any objections to Danko Jevtovic as an additional Board liaison member	RT members	14 Mar 2019		Danko Jevtovic added to RT	14 Mar 2019
298	SSR1	56	10 Jan 2019	KC, Denise, Laurin, Alain, Scott to have a discussion with the RSSAC and SSAC regarding recommendation 23 (team members to volunteer if they want to participate), KC will talk to RSSAC/ SSAC chairs to set this up	KC to lead	7 Mar 2019		Team members are continuing research on topics within volunteer group, to report back to team.	14 Mar 2019
330	General	63	8 Mar 2019	Denise to work with staff to set up a meeting with CCT RT members in Kobe, and any other groups/individuals the review team may wish to find time with in Kobe.	Denise, ICANN org	13 Mar 2019		Meeting took place on 11 March 2019, closed meeting	11 Mar 2019
336	Admin	63	9 Mar 2019	Staff to send calendar invites for the writing time slots and room locations.	ICANN org	9 Mar 2019		Calendar invites sent	9 Mar 2019
332	General	63	8 Mar 2019	Staff to go through the volunteers document and list how many questions are outstanding for each of the topics.	ICANN org	8 Mar 2019		Google doc updated.	8 Mar 2019
329	Outreach	63	8 Mar 2019	Jennifer to finalize the slides. Content is finalized, formatting only required.	ICANN org	8 Mar 2019		Final slides shared to list	8 Mar 2019
328	General	61	21 Feb 2019	Team members to continue working on the text for ICANN SSR, Future Challenges and DNS SSR workstreams.	RT members	8 Mar 2019		Ongoing with action 335	9 Mar 2019
325	Future Challenges	60	14 Feb 2019	Volunteers to do own research on future challenges topics	RT members	6 Mar 2019		Ongoing with action 335	9 Mar 2019

324	Future Challenges	60	14 Feb 2019	Future Challenges topic: Coalescence of registrars/registry/backend operators for multiple TLDs - Norm to research	Norm	6 Mar 2019		Replaced by action 335	9 Mar 2019
322	Future Challenges	60	14 Feb 2019	Kerry-Ann to work with staff to arrange a meeting with the workstream volunteers for future challenges.	Kerry-Ann, ICANN org	6 Mar 2019		Replaced by action 335	9 Mar 2019
327	DNS SSR	61	21 Feb 2019	Eric will put straw man text together for the DNS SSR items reviewed the call, and send to the volunteers for each item for input.	Eric	28 Feb 2019		Doc shared during face-to-face meeting day 2.	9 Mar 2019
313	General	58	27 Jan 2019	Staff to Identify a couple of hours on the 12 th and 13 th March in Kobe for the SSR2 Review Team to work on the report.	ICANN org	5 Mar 2019		Times shared to the list .	8 Mar 2019
326	General	60	14 Feb 2019	Add to leadership agenda on the 20th : opportunities for writing sessions in Kobe	ICANN org	20 Feb 2019		Discussed during leadership meeting .	20 Feb 2019
323	Future Challenges	60	14 Feb 2019	Cryptosystems topic moved to Future Challenges - ICANN org to update team documents accordingly.	ICANN org	19 Feb 2019		Google docs updated.	19 Feb 2019
315	General	58	27 Jan 2019	Team members to share any preferences for countries in Europe that are easy to meet based on your visa requirements.	RT members	7 Feb 2019		Request shared via email . Location suggestion shared with leadership via email .	12 Feb 2019
312	General	58	27 Jan 2019	Create a page that captures all Google documents that the team is working on to identify the most current versions.	ICANN org	1 Feb 2019		Shared via email .	11 Feb 2019
308	SSR1	58	27 Jan 2019	SSR1 workstream: Laurin to fix intro to SSR1 section and recirculate to the list go through the SSR1 recommendations, circulate to team for final review.	Laurin	7 Feb 2019		Shared via email .	10 Feb 2019
319	General	59	31 Jan 2019	Staff to share ICANN SSR and Future Challenges questions with SMEs and obtain answers, track status on the wiki.	ICANN org	7 Feb 2019		Questions shared with SMEs	
321	Workplan	59	31 Jan 2019	Denise to send a proposed edit to the workplan to the list.	Denise	4 Feb 2019		Shared with staff; staff circulated to list for final edits.	5 Feb 2019
320	DNS SSR	59	31 Jan 2019	RT members to add questions to the DNS SSR workstream by EOD Tuesday 5 February	RT members	5 Feb 2019		Staff shared list of questions with SMEs	5 Feb 2019
318	General	58	27 Jan 2019	Leadership team to reach out to ICANN org management to let them know the importance of receiving answers to questions in a timely manner	Russ	31 Jan 2019		Email sent to David Conrad, ICANN CTO.	31 Jan 2019
317	Workplan	58	27 Jan 2019	Staff to circulate updated workplan to the list. Team to review ahead of the call on Thursday, where there will be a call for approval.	ICANN org, RT members	31 Jan 2019		Workplan circulated to list via email . Discussion on plenary 59.	31 Jan 2019
316	Outreach	58	27 Jan 2019	Staff to draft a blog post coming out of this meeting to highlight the teams progress, status of work, invitation to reach out via the mailing list if there is an interest to set up meetings consultation in Kobe.	ICANN org	1 Feb 2019		Draft blog shared with leadership team via email .	31 Jan 2019
310	DNS SSR	58	27 Jan 2019	DNS SSR workstream: Team members who have volunteered for each DNS SSR work topic to develop questions.	RT members	31 Jan 2019		Replaced by action item	
309	Future Challenges, ICANN SSR1	58	27 Jan 2019	ICANN SSR workstream & Future challenges workstream: Staff to pull out the list of questions from the ICANN SSR and Future Challenges workstream topic for team's review on Thursday.	ICANN org	29 Jan 2019		Questions circulated to list .	29 Jan 2019
314	General	58	27 Jan 2019	Send a save the date for 17 th , 18 th , 19 th May face-to-face meeting in Europe. Exact locations TBD.	ICANN org	27 Jan 2019		Save the date sent to list .	27 Jan 2019
311	General	58		Staff to circulate the table of volunteers for each workstream item, team members to add their names to topics they wish to work on.	ICANN org	27 Jan 2019		Circulated to list .	27 Jan 2019
294	General	55	20 Dec 2018	Team to discuss a potential face-to-face meeting in May 2019 during the January meeting in LA. Staff to give travel and meeting s team the heads up.	ICANN org / RT members	27 Jan 2019		Team agreed to next meeting in Europe, 17-19 May 2019, during L A meeting .	27 Jan 2019
303	SSR1	57	17 Jan 2019	Leadership team will go through the changes in the document after the deadline, ahead of the consensus call to be held in LA during face-to-face meeting.	SSR2 Leadership Team	25 Jan 2019		Team reviewed the document during LA meeting .	26 Jan 2019
304	ICANN SSR	57	17 Jan 2019	Those involved in ICANN SSR former subteam go through the outcomes from the LA meeting and previous subgroup work to flag any areas where more follow-up or interviews are required.	Boban, Denise, Eric, Kerry-Ann, Žarko, Norm, Noorul	22 Jan 2019		Team instead discussed this during LA meeting .	25 Jan 2019
302	SSR1	57	17 Jan 2019	Team members to use suggestion mode to make any final suggestions to the text in the Google document by Tuesday 22 January 23: 59 UTC.	RT members	22 Jan 2019		See completed response to action item 303.	22 Jan 2019
306	DNS SSR	57	17 Jan 2019	Eric will share DNS SSR topics to the list - for team member input	Eric	18 Jan 2019		Shared to list via email .	23 Jan 2019
307	General	57	17 Jan 2019	Add to leadership agenda for next week, Amin's resignation.	ICANN org	22 Jan 2019		Note sent to GAC on behalf of leadership via email .	23 Jan 2019
230	SSR1	42	6 Sep 2018	Staff to pursue answers to and provide expected completion dates for all outstanding SSR1 implementation questions.	ICANN org	27 Jan 2019		Team are now finalizing text. All outstanding questions answered.	19 Jan 2019
296	General	56	10 Jan 2019	Team members to complete Doodle poll for a potential f2f meeting in May (poll to be circulated on list).	RT members	17 Jan 2019		Reminders sent to RT members of 18 Jan deadline.	19 Jan 2019
301	Admin	56	10 Jan 2019	Leadership will develop a draft agenda for the January f2f meeting. Team members to email suggestions to Russ ahead of Monday's leadership call.	Leadership team	14 Jan 2019		Draft agenda to be finalized on upcoming leadership call.	18 Jan 2019

305	ICANN SSR	57	17 Jan 2019	Jennifer to circulate information to the list that is on the wiki and would be helpful fo the team.	ICANN org	18 Jan 2019		Links shared via email .	18 Jan 2019
297	SSR1	56	10 Jan 2019	Scott will input text for SSR1 recommendations 17 & 18 into the Google doc.	Scott	17 Jan 2019		Replaced by action item 302.	18 Jan 2019
299	SSR1	56	10 Jan 2019	Kerry-Ann to input text to Google doc to explain that text for SSR1 recommendations 25 and 26 is contained within the text for recommendation 27.	Kerry-Ann	17 Jan 2019		Replaced by action item 302.	18 Jan 2019
300	SSR1	56	10 Jan 2019	Noorul to input text to the Google doc regarding overlap between recommendations 24 and 28, and that text for both recommendations is merged.	Noorul	17 Jan 2019		Replaced by action item 302.	18 Jan 2019
293	SSR1	55	20 Dec 2018	Team members to input draft text into the SSR1 recommendations Google doc using the findings recorded by the review team. Russ to send a reminder. Penholders are indicated in the document.	RT members	10 Jan 2019		Discussed during plenary 56.	10 Jan 2019
292	DNS SSR	55	20 Dec 2018	Team members to review the DNS SSR preamble text and share any additional comments in the document or on list ahead of the 10 January plenary call.	RT members	10 Jan 2019		Google doc available for team member edits.	10 Jan 2019
295	SSR1	55	20 Dec 2018	KC to reach out to Naveed regarding recommendation 23 draft text.	KC	10 Jan 2019		Draft text for recommendation 23 input to Google doc	7 Jan 2019
291	Work plan	55	20 Dec 2018	Staff to post updated work plan as circulated to the list and approved on the 20 December.	ICANN org	20 Dec 2018		Posted to wiki page .	21 Dec 2018
289	SSR1	54	13 Dec 2018	Penholders to draft text for team review for each SSR1 recommendation, using the Google doc here: https://docs.google.com/document/d/1WwzmsBDEtI0uvrxqSis7zaBZRalZkC-TwO1VE_pN_7A/edit . Use the same structure as recommendation 4, which Laurin presented on the call.	RT members	20 Dec 2018		See action item 293.	20 Dec 2018
285	SSR1	53	6 Dec 2018	RT members who did research on the SSR1 Recommendations to start write up of findings. For recommendations that have more than one person researching it, they should collaborate on the write-up.	RT members	20 Dec 2018		See action item 293	20 Dec 2018
288	General	54	13 Dec 2018	Team to review preamble documents (ICANN SSR, Future Challenges and DNS SSR when available) and add comments to the doc. Review of preambles will be added to the agenda of the next call (20 December)	RT members	20 Dec 2018		See action item 292.	20 Dec 2019
287	Work plan	53	6 Dec 2018	Staff to monitor the work plan tasks and raise any upcoming tasks requiring attention to the leadership. Following that discussion, the work plan items will be raised during the plenary call. Once a month, an updated work plan will be posted to the Wiki page.	ICANN org	20 Dec 2018		Updated work plan agreed and posted to the wiki.	20 Dec 2018
290	DNS SSR	54	13 Dec 2018	Russ to send note to Eric to find out the estimated delivery date of the DNS SSR subgroup preamble text.	Russ	23 Dec 2018		Discussed on 17 December leadership call - Eric will deliver text ahead of 20 December plenary	17 Dec 2018
272	General	50	8 Nov 2018	Denise will hold the pen on the updated draft of the workstream report template based on comments from team, and share with the team for final review.	Denise	17 May 2019		See leadership action 79.	17 Dec 2019
282	General	52	29 Nov 2018	Rapporteurs of other work streams (other than SSR1) to produce a draft methodology and distribute to the review team mailing list for feedback.	Boban, Eric, Kerry-Ann	13 Dec 2018		Preambles for workstreams #2 and #4 circulated to team. Workstream #3 will be circulated ahead of 20 December plenary.	13 Dec 2018
291	Admin	54	13 Dec 2018	Staff to connect with meetings team to check on estimated date for notifications regarding LA meeting.	ICANN org	13 Dec 2018		Note sent to meetings team - staff will follow up with RT members with more information when available.	13 Dec 2018
244	SSR1	47	11 Oct 2018	Denise will send follow-up questions and suggestions regarding further work for the consideration of the review team, via email to the list.	Denise	17 Oct 2018		Action item closed. RT members may follow up with additional questions any time.	12 Dec 2018
286	SSR1	53	6 Dec 2018	Staff to create a new google doc with the approved SSR1 preamble and ensure all RT members have access to it, so the write-up of findings can start.	ICANN org	10 Dec		Google doc created and circulated via email .	10 Dec 2018
284	Future Challenges	53	6 Dec 2018	Kerry-Ann to send the preamble for her work stream to the RT Leadership team by noon EST so the leadership can review the write-up.	Kerry-Ann	6 Dec 2018		Preamble circulated to team via email for review/edits.	11 Dec 2018
283	General	53	6 Dec 2018	Staff to send a doodle poll to the RT to choose between LA and Vancouver, (and indicate visa needs) as the location of the next meeting. Deadline for the doodle poll to be 23:59 UTC on sunday 09 December 2018.	ICANN org	6 Dec 2018		Doodle poll shared via email	6 Dec 2018
278	SSR1	51	15 Nov 2018	Staff to work with leadership to outline next steps & timeline for SSR1 recommendations text in the Google doc; add 'owner of draft text' field to the Google doc.	ICANN org /leadership	22 Nov 2018		'Owner of draft text' field added to Google doc. SSR1 recommendations next steps added to 6 December plenary agenda per 3 Dec leadership meeting .	3 Dec 2018
281	Admin	52	29 Nov 2018	Staff to send hold-calendar invites to the RT for the March meeting in Kobe.	ICANN org	29 Nov 2018		Hold invites sent to team members.	29 Nov 2018
280	SSR1	52	29 Nov 2018	Russ to send out the SSR1 methodology document to the RT mailing list for RT approval	Russ	29 Nov 2018		Circulated to team via email .	29 Nov 2018
279	SSR1	52	29 Nov 2018	Laurin to modify the SSR1 methodology document based on the discussion in the plenary call.	Laurin	29 Nov 2018		Updated doc circulated to team for final edits.	29 Nov 2018

258	Admin	48	24 Oct 2018	Staff to research options for RT to book-end the ICANN64 meeting in Kobe with face-to-face meetings.	ICANN org	9 Nov 2018		Addressed on plenary call 52	29 Nov 2018
276	SSR1	51	15 Nov 2018	Team members who would like to see changes in methodology to post thoughts specifically to the email list.	RT members	22 Nov 2018		'SSR1 assessment methodology preamble' document circulated to team for feedback.	22 Nov 2018
277	SSR1	51	15 Nov 2018	Leadership to discuss SSR1 methodology concerns voiced by review team members to date and circle back to the team	Leadership	22 Nov 2018		Discussed during 19 Nov leadership call. Note to team to follow, see leadership action item 66	19 Nov 2018
275	Admin	51	15 Nov 2018	Staff to recirculate Doodle poll with reminder of deadline. Team members to complete Doodle poll by EOD Thursday.	ICANN org	15 Nov 2018		Sent directly via email to those required to take action.	15 Nov 2018
269	SSR1	50	8 Nov 2018	Leadership to send a note to the team noting that "email thread re: SSR1 recommendations methodology" will be addressed on next week's plenary call, and those with questions /concerns should be ready to address this agenda item on the call.	SSR2 leadership	12 Nov 2018		Item added to plenary call 51.	14 Nov 2018
271	Work plan	50	8 Nov 2018	Once adopted, staff to circulate the work plan to SO/AC leaders and Board on behalf of the SSR2 RT (RT in copy) and post to SSR2 wiki.	ICANN org	12 Nov 2018		Sent via email	14 Nov 2018
274	SSR1	50	8 Nov 2018	Add SSR1 recommendations work to leadership agenda.	ICANN org	12 Nov 2018		Discussed on leadership meeting 12 Nov. See leadership action items 60 & 61	12 Nov 2018
268	Admin	50	8 Nov 2018	Staff to send collated summary of conflicts to leadership team by end of this week, with the aim of sending a Doodle poll to team early next week (locations to include Vancouver, DC, LA, Brussels).	ICANN org	9 Nov 2018		Sent via email .	
273	ICANN SSR, DNS SSR	50	8 Nov 2018	KC to send an FYI email to the team noting the summary of discussions around workstream 3 and 4, shared during call last week; members should raise any substantive issues on-list by the next call.	KC	8 Nov 2018		Sent via email .	8 Nov 2018
270	Work plan	50	8 Nov 2018	Staff to recirculate work plan to the list, and ask team members to check over and raise any objections within 24 hours. Unless objections are raised, this work plan will be considered as adopted, noting that the work plan is a living document and will be updated as needed.	ICANN org	8 Nov 2018		Sent via email .	8 Nov 2018
267	Admin	50	8 Nov 2018	Staff to send a note to the list and ask the team to send any personal conflicts or preferences in January or February to ssr2-staff@icann.org , off-list within 24 hours.	ICANN org	8 Nov 2018		Sent via email .	8 Nov 2018
266	SSR1	49	1 Nov 2018	Note Alain and Boban's items raised via email for discussion on next week's call if not resolved on-list beforehand.	RT members	8 Nov 2018		Added to agenda of meeting 50 and see action item 269.	8 Nov 2018
264	Work plan	49	1 Nov 2018	By beginning of next plenary call, RT members to look at % completion and note whether they think this is accurate or not. Column G of work plan sheet.	RT members	8 Nov 2018		Replaced by action item 270	8 Nov 2018
259	Admin	48	24 Oct 2018	Staff to research options for the RT to have a face-to-face meeting in late January or February 2019, and circulate a Doodle poll to RT with options.	ICANN org	9 Nov 2018		Replaced by action item 268	8 Nov 2018
248	Outreach	47	11 Oct 2018	Leadership will post a draft of proposed outreach (blog) to the list for Review Team input.	SSR2 leadership	8 Nov 2018		Denise shared via email .	7 Nov 2018
265	Work plan	49	1 Nov 2018	Naveed to update workplan with suggested dates and re-circulate within 48 hours to the team for agreement or discussion on-list ahead of next week's meeting. Staff to share notes from call with Naveed to incorporate comments from this meeting.	Naveed	5 Nov 2018		Laurin circulated Naveed's update via email .	6 Nov 2018
261	Outreach	48	24 Oct 2018	Staff to create first draft of SSR2 post-ICANN63 blog and share with leadership for initial edits.	ICANN org	2 Nov 2018		Shared via email	5 Nov 2018
263	General	49	1 Nov 2018	Staff to recirculate the template for findings and recommendations to the RT. Review team members to flag within 24 hours of the email distribution if any objections to adopting the template.	ICANN org	5 Nov 2018		Circulated via email .	2 Nov 2018
250	SSR1	48	21 Oct 2018	Staff to re-circulate to list any questions requiring clarification from RT and continue to pursue answers to outstanding questions /update delivery dates as required.	ICANN org	1 Nov 2018		Shared an update via email .	1 Nov 2018
257	Future Challenges	48	24 Oct 2018	Review Team to determine next steps for work stream 4 (future challenges). Team discussed including moving relevant topics to other work streams, or shortening the list of items to address and rebranding the work stream.	Review Team	9 Nov 2018		Team discussed during meeting .	1 Nov 2018
219	Restart	40	24 Aug 2018	Staff to check with SSR2 Board Caucus Group that it is comfortable with new template for terms of reference.	ICANN org	7 Mar 2019		RT adopted ToR	1 Nov 2018
260	Work Plan	48	24 Oct 2018	Staff to update work plan based on RT notes in the Google sheet and circulate to RT.	ICANN org	1 Nov 2018		Shared with leadership via email . Team discussed during meeting .	1 Nov 2018
256	DNS SSR	48	24 Oct 2018	KC, Eric and any other volunteers to work on moving topics from DNS SSR topics document to SSR2 work stream topics document.	KC, Eric	31 Oct 2018		KC sent email to list .	31 Oct 2018
254	ICANN SSR	48	24 Oct 2018	Staff to provide all RT members with access to Trello and remove RT members who have resigned	ICANN Org	29 Oct 2018		All RT members invited to Trello, resigned RT members removed.	29 Oct 2018

262	Admin	48	24 Oct 2018	Staff to send a note to the Review Team notifying them to the end of daylight savings time and impact on call time. Review Team members to advise any objections to keeping the call at 14:00 UTC by Friday 26 October EOD	ICANN org	24 Oct 2018		Circulated via email .	24 Oct 2018
255	Admin	48	21 Oct 2018	Staff to circulate CCT briefing slides to the SSR2 RT	ICANN Org	24 Oct 2018		Circulated via email and posted to briefings page .	24 Oct 2018
252	SSR1	48	21 Oct 2018	Review Team members to complete text in Google doc for each SSR1 recommendation ahead of Wednesday 24 October meeting	Review Team	24 Oct 2018		RT reviewed additions to Google doc during 24 Oct meeting.	24 Oct 2018
253	Admin	48	21 Oct 2018	Staff to update Wednesday 24 October meeting agenda and circulate to RT along with background materials	ICANN Org	23 Oct 2018		Circulated via email	23 Oct 2018
251	SSR1	48	21 Oct 2018	Scott to send question regarding recommendation 15 to staff via email	Scott	21 Oct 2018		Scott sent email off-list to staff.	21 Oct 2018
249	Outreach	48	21 Oct 2018	Staff to update and finalize Engagement Session slides based on RT comments	ICANN Org	22 Oct 2018		ICANN Org updated the slides.	22 Oct 2018
245	SSR1	47	11 Oct 2018	Team to progress work on-list between now and Barcelona, with the aim of team members sharing initial strawman proposals on all SSR1 recommendations between now and Barcelona in Google doc .	Review Team	21 Oct 2018		RT members worked in Google doc ahead of Barcelona meeting.	21 Oct 2018
246	Admin	47	11 Oct 2018	Staff to provide details regarding which SSR2 sessions in Barcelona will have remote participation on-list.	ICANN org	16 Oct 2018		Details circulated in draft agenda, via email .	18 Oct 2018
247	General	47	11 Oct 2018	Leadership will post draft slides and meeting agenda for Barcelona to the list for Review Team input.	SSR2 leadership	16 Oct 2018		Shared via email .	18 Oct 2018
240	Work plan	46	4 Oct 2018	Laurin to send an email to the team to ask for more volunteers to help Denise and Naveed with the work plan draft	Laurin	5 Oct 2018		Draft workplan shared via email for feedback.	16 Oct 2018
239	Work plan	46	4 Oct 2018	Denise and Naveed volunteered to help begin drafting work plan skeleton to be shared with the review team for input.	Denise & Naveed	11 Oct 2018		Draft workplan shared via email	16 Oct 2018
243	SSR1	46	4 Oct 2018	Add as an agenda item to next week's call to discuss the methodology of assessing SSR1 recommendations and defining SMART recommendations.	ICANN org	10 Oct 2018		Item added to the agenda of 11 October meeting	10 Oct 2018
216	Restart	40	24 Aug 2018	Kaveh to clarify if there is any disagreement from the Board on the approach regarding sending Terms of Reference to the Board as an FYI only	Kaveh	10 Oct 2018		Board response sent to RT via email .	10 Oct 2018
242	SSR1	46	4 Oct 2018	Staff to send an update to the SSR1 recommendations table document to include recommendations 1-28 to the list.	ICANN org	10 Oct 2018		Sent via email .	10 Oct 2018
241	SSR1	46	4 Oct 2018	Chairs have asked team members to sign up to SSR1 recommendations via the Doodle poll by the end of day October 5	Review Team	5 Oct 2018		Deadline reached	5 Oct 2018
238	SSR1	45	27 Sep 2018	Review Team members to select which recommendations they wish to take the lead on developing a strawman proposal for.	Review Team	4 Oct 2018		Replaced by action item 241	4 Oct 2018
237	SSR1	45	27 Sep 2018	Staff to prepare a Doodle poll of outstanding SSR1 recommendations.	ICANN org	1 Oct 2018		Sent via email .	1 Oct 2018
232	General	43	13 Sep 2018	Staff to invite CCT review team to join a plenary meeting to answer questions. Review Team to confirm the best time for this to happen.	ICANN org/ Review Team			Replaced by action item 19 on leadership tracking tool .	24 Sep 2018
236	Admin	44	20 Sep 2018	Staff to send note to team regarding CT having sent emails out on 17th September. Team members to advise if they did not receive this email or require further support.	ICANN org	20 Sep 2018		Email sent to team.	20 Sep 2018
235	General	43	13 Sep 2018	Staff to ask travel team to expedite travel request.	ICANN org	17 Sep 2018		Travel emails sent to team.	17 Sep 2018
234	SSR1	43	13 Sep 2018	Staff to add columns to the SSR1 questions table to capture the date of the ask, who asked the question and when it was answered, estimated completion date and additional notes for context.	ICANN org	17 Sep 2018		Table updated with requested columns	17 Sep 2018
227	Admin	42	6 Sep 2018	ICANN org to plan for an engagement session at ICANN63. In the event there is no availability in the schedule, the SSR2 is open to holding the engagement session during its meeting on Wednesday.	ICANN org	1 Oct 2018		Request for an engagement session submitted.	13 Sep 2018
233	Outreach	43	13 Aug 2018	Denise and Kerry-Ann to clarify via email with Matogoro that the comms plan is intended to be high-level	Denise / Kerry-Ann	13 Sep 2018		Response sent to Matogoro via email .	13 Sep 2018
206	General	40	22 Aug 2018	Staff to arrange for CCT and RDS-WHOIS2 review teams to deliver briefings to the SSR2 review team.	ICANN Org			RDS webinar info shared with SSR2. See action item 232 for CCT info.	13 Sep 2018
229	Admin	42	6 Sep 2018	Staff to ensure that all of the questions RT has asked previously are posted in one table along with answers and expected completion date	ICANN org	13 Sep 2018		Table posted here . Delivery dates and answers to be populated as they are provided.	13 Sep 2018
231	SSR1	42	6 Sep 2018	Review team to take SSR1 rec 1 for discussion to the list and add to agenda for the next plenary call #43.	ICANN org	13 Sep 2018		Added to agenda of call 43 .	13 Sep 2018
228	Outreach	42	6 Sep 2018	Denise, and Kerry-Ann, with Laurin's help, to prepare a draft comms/outreach plan for review team consideration. Comms/outreach plan to be rediscussed on the next plenary call #43.	Denise, Kerry-Ann, Laurin	13 Sep 2018		Draft circulated to the list and adopted during meeting 43	12 Sep 2018

146	SSR1	Email	26 Aug 2017	Provide responses to SSR1 Implementation Recs 1-20 Questions and Information Requests. See progress of each request here .	ICANN Org			Replaced by action item 230.	6 Sep 2018
101	SSR1	21	1 Aug 2017	Provide responses to questions on SSR1 briefing: Recommendations 11, 12.	ICANN Org			Replaced by action item 230.	6 Sep 2018
167	SSR1	Email	9 Oct 2017	Provide responses to SSR1 Implementation Recs 21-28 Questions and Information Requests. See progress of each request here .	ICANN Org		Progress of requests is available on the SS R1 Subgroup page .	Replaced by action item 230.	6 Sep 2018
226	Outreach	41	30 Aug 2018	Move outreach template to the list and discuss further.	Review team	6 Sep 2018	Template circulated to list via email	Replaced by action item 228.	6 Sep 2018
224	Admin	41	30 Aug 2018	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.	ICANN org	6 Sep 2018		Staff provided confirmation during meeting 42 that the team can meet at the ICANN venue.	6 Sep 2018
217	Admin	40	24 Aug 2018	Staff to submit the request for SSR2 to meet during the chosen dates in Barcelona, and clarify what process is with meetings team & SO/AC Chairs for requesting such meetings, including expected timelines for planning purposes.	ICANN org			Update provided to leadership during the 5 September meeting. Item added to agenda of 6 September plenary to update review team.	5 Sep 2018
206	General	40	22 Aug 2018	Staff to arrange for CCT and RDS-WHOIS2 review teams to deliver briefings to the SSR2 review team.	ICANN Org			RDS webinar info shared with SSR2. See action item 4 of leadership tracking tool for CCT info.	5 Sep 2018
205	Admin	40	22 Aug 2018	Staff to create page on SSR2 wiki to include relevant ICANN org review reports for team to digest easily.	ICANN Org	31 Aug 2017		CCT and RDS reports added to background materials page of the SSR2 wiki.	4 Sep 2018
225	Restart	41	30 Aug 2018	Review team members to send suggested edits and comments on communicate to the mailing-list by Tuesday COB. Denise to hold the pen and to issue revised draft.	Review team	4 Sep 2018		Review team finalized the blog on-list. ICANN org proceeding with publication process.	4 Sep 2018
223	Admin	41	30 Aug 2018	MSSI-Secretariat to circulate placeholder calendar invites for October 21 and October 24.	ICANN org	31 Aug 2018		Placeholder calendar invites sent to team.	31 Aug 2018
212	General	40	24 Aug 2018	Subgroup rapporteurs to send bullet points of key reading materials to display on each subgroup page of the wiki.	Subgroup Rapporteurs	18 Oct 2018		Team decided to inline subgroup work to plenary level.	30 Aug 2018
53	SSR1	11	15 May 2017	Draft note and summary of SSR1 implementation for ICANN to send to SSR1 team members and invite them to share their assessment with the SSR2-RT.	Denise Michel			Team decided to inline subgroup work to plenary level.	30 Aug 2018
166	IANA	Email	9 Oct 2017	Advise if the sub-team requires an NDA to access, and provide access to requested documents.	ICANN org			Team decided to inline subgroup work to plenary level. IANA workstream 5 not continuing.	30 Aug 2018
166.1	IANA	Email	9 Oct 2017	Provide access to Business continuity plan for PTI. <ul style="list-style-type: none"> Plan for migration What kind of failure rollover documentation do you have. Day-to-day. Failure rollover. 	ICANN org			Team decided to inline subgroup work to plenary level. IANA workstream 5 not continuing.	30 Aug 2018
166.2	IANA	Email	9 Oct 2017	Processes and training.: Deliver a presentation on training and processes documents to a good level of detail. To replace seeing the docs themselves.	ICANN org			Team decided to inline subgroup work to plenary level. IANA workstream 5 not continuing.	30 Aug 2018
166.3	IANA	Email	9 Oct 2017	Provide documented evidence of business continuity test (if it exists)	ICANN org			Team decided to inline subgroup work to plenary level. IANA workstream 5 not continuing.	30 Aug 2018
166.4	IANA	Email	9 Oct 2017	Provide a high-level walk through of RZMS, from perspective of cc and gTLDs (to clarify issues)	ICANN org			Team decided to inline subgroup work to plenary level. IANA workstream 5 not continuing.	30 Aug 2018
166.5	IANA	Email	9 Oct 2017	Field verification of RZMS – deliver a presentation on controls within the RZMS system	ICANN org			Team decided to inline subgroup work to plenary level. IANA workstream 5 not continuing.	30 Aug 2018
166.6	IANA	Email	9 Oct 2017	Provide access to documentation that identifies procedures for verifying authorized contact.	ICANN org			Team decided to inline subgroup work to plenary level. IANA workstream 5 not continuing.	30 Aug 2018
166.7	IANA	Email	9 Oct 2017	Deliver a presentation on relationship between PTI, ICANN and the root zone maintainer, post-transition (with roles and responsibilities, who works where, who have authority)	ICANN org			Team decided to inline subgroup work to plenary level. IANA workstream 5 not continuing.	30 Aug 2018

147	ICANN SSR	Trello	27 Aug 2017	ICANN to ID an EBERO operator that the ICANN SSR subgroup can interview to speak to the experience of acting in a provider capacity.	ICANN Org			<ul style="list-style-type: none"> ICANN SSR team provided list of questions, shared with SME. EBERO operator responded with questions for the team. Shared on Trello. Response provided by team and shared with SME for progression. ICANN has sent a request to EBERO operators to gauge interest. 	Team decided to inline subgroup work to plenary level.	30 Aug 2018
141	IANA	IANA Transition Subteam Meeting	24 Aug 2017	Schedule time for Eric to meet with Kim Davies in Abu Dhabi to answer questions on PGP alternatives to progress the IANA transition subteam's work.	ICANN Org			<ul style="list-style-type: none"> Meeting request on hold. Proposed time slots sent to subteam via email. 	Team decided to inline subgroup work to plenary level.	30 Aug 2018
139	SSR1	24	22 Aug 2017	Review Team members to volunteer if they feel they can contribute to the SSR1 implementation subgroup.	SSR2-RT				Team decided to inline subgroup work to plenary level.	30 Aug 2018
221	Restart	40	24 Aug 2018	Review team members to review the redline Terms of Reference document that Laurin circulated to the list.	Review team	30 Aug 2018			Team discussed ToR and finalized during meeting 41 .	30 Aug 2018
222	Admin	40	24 Aug 2018	Staff to provide update to the review team on Barcelona meeting planning during the review team's next conference call.	ICANN org	30 Aug 2018			Update provided during meeting 41 . New action items as a result.	30 Aug 2018
213	Restart	40	24 Aug 2018	Staff to draft communique for review team leadership review feedback	ICANN org	29 Aug 2018			Circulated to the list via email .	29 Aug 2018
202	Restart	40	22 Aug 2018	Staff to send the SSR2 skills matrix the team completed during the pause to the list	ICANN org	22 Aug 2018			Posted link to the A/C room during discussion and circulated via email .	28 Aug 2018
99	DNS SSR	Email	19 Jun 2017	Provide briefing on DNS Abuse study final results	ICANN Org				<ul style="list-style-type: none"> Action item cleared at restart. Community webinars scheduled and information shared with the review team via email. Briefing confirmed for 25 June 2017. Postponed per Co-Chairs. 	24 Aug 2018
98	General	Email	19 Jun 2017	Provide briefing on Framework for Registry Operators to Respond to Security Threats	ICANN Org				<ul style="list-style-type: none"> Action item cleared at restart Briefing scheduled for 3 November. Cancelled. Asked Co-Chairs via email to advise if meeting with members of the drafting team should be scheduled in Abu Dhabi. Briefing scheduled for 5 September 2017. Plenary meeting cancelled. Briefing confirmed for 25 July 2017. Postponed per Co-Chairs Briefing confirmed for 26 June 2017. Postponed per Co-Chairs. 	24 Aug 2018
44	Procurement	11	14 May 2017	Draft a Statement of Work for specialist technical writer: Co-Chairs to provide guidance on the scope of work and other requirements for the engagement of the technical writer.	Co-Chairs				<ul style="list-style-type: none"> Action item cleared at restart ICANN Org provided outline of procurement process and input via email to support development of Statement of Work. 	24 Aug 2018
220	Restart	40	24 Aug 2018	Laurin to circulate the updated timeline for inclusion in Terms of Reference	Laurin	24 Aug 2018			Circulated via email .	24 Aug 2018
218	Admin	40	24 Aug 2018	Staff to issue a doodle poll using the 13:00 - 17:00 UTC - Tuesday - Wednesday - Thursday, for team to complete within 12-hour deadline	ICANN org	24 Aug 2018			Circulated via email .	24 Aug 2018
215	Admin	40	24 Aug 2018	Staff to arrange for review team members to have editing rights for the wiki	ICANN org	24 Aug 2018			Tech support confirmed emails sent.	24 Aug 2018
214	Admin	40	24 Aug 2018	Staff to collect outstanding Barcelona availability from team members	ICANN org	24 Aug 2018			Complete.	24 Aug 2018

211	Restart	40	24 Aug 2018	Staff to send a note to the review team list formally announcing the new leadership	ICANN org	24 Aug 2018		Shared via email .	24 Aug 2018
199	Restart	39	09 Aug 2018	Review Team/Phil to add 'consultant support' as a discussion topic to the DC agenda.	Phil/Team	24 Aug 2018			24 Aug 2018
210	Admin	40	23 Aug 2018	Staff to fix mailing list mailing archives for subgroups	ICANN org	23 Aug 2018		All links open to public viewing.	23 Aug 2018
209	Restart	40	23 Aug 2018	Laurin to apply edits flagged in today's session to terms of reference draft	Laurin	23 Aug 2018		Shared via email	23 Aug 2018
208	Restart	40	23 Aug 2018	Staff to circulate new Terms of Reference template to the list	ICANN org	23 Aug 2018		Shared via email .	23 Aug 2018
204	Outreach	40	22 Aug 2018	Kerry-Ann to share communications matrix with the team	Kerry-Ann	23 Aug 2018		Shared via email .	23 Aug 2018
203	Restart	40	22 Aug 2018	Phil to update slide regarding expectations of team members to communicate with community based on team's comments.	Phil	23 Aug 2018		Completed and displayed during day 2 of the meeting.	23 Aug 2018
207	Restart	40	23 Aug 2018	Staff to circulate the adopted consensus methodology and roles/responsibilities for leadership to the review	ICANN org	23 Aug 2018		Shared via email .	22 Aug 2018
201	Restart	39	09 Aug 2018	Phil to finalize summary slides of subgroup progress, and work with staff to suggest any edits/additions to the wiki that might help new members with summarizing work to date.	Phil/ICANN org	20 Aug 2018		Summary slides circulated via email . Discussions during face-to-face meeting will influence next steps regarding wiki updates.	21 Aug 2018
200	Restart	39	09 Aug 2018	Team to share any absences they expect to have during the f2f meeting via email with Phil as well as any additional feedback to the draft session plan that was circulated to the list.	Review team	16 Aug 2018			16 Aug 2018
194	NDA	38	02 Aug 2018	Staff to provide a brief email summary of the position arrived at by the review team regarding the NDA prior to the pause (include NDA as attachment to the email).	ICANN org	16 Aug 2018		Summary circulated via email .	16 Aug 2018
193	Admin	38	02 Aug 2018	Staff to complete task of posting records of leadership meetings and emails to the wiki.	ICANN org	16 Aug 2018		Archives of leadership meetings posted to the wiki here .	10 Aug 2018
181	Restart	37	19 Jul 2018	Team members to provide Phil with suggestions on how to recommence review work in preparation for the DC meeting	Review team	15 Aug 2018		Subgroup summary circulated to group via email to help discussions in DC.	10 Aug 2018
198	Admin	39	09 Aug 2018	Staff/Phil to circulate a revised email regarding options to meet at ICANN63 and a Doodle poll with the options.	Staff/Phil	10 Aug 2018		Doodle poll circulated to team via email .	10 Aug 2018
197	Admin	39	09 Aug 2018	Phil to update meeting record of previous meeting, August 2, and re-circulate.	Phil	10 Aug 2018		Updated notes sent to team via email and posted to the Meeting 38 wiki page.	10 Aug 2018
192	Admin	38	02 Aug 2018	Staff to share information about options to meet in Barcelona and circulate a Doodle poll.	ICANN org	10 Aug 2018		Information about options to meet circulated via email . Doodle poll action replaced by action item 198.	09 Aug 2018
196	Restart	38	02 Aug 2018	Phil to send questions via email for the review team to react to regarding methodology and approach to work	Phil	08 Aug 2018		During meeting 39 Phil asked the team to share if they have any methodology suggestions or resources that would be useful to help the team find common language when talking about different approaches to work.	09 Aug 2018
185	Restart	37	19 Jul 2018	Include budget discussion in the DC meeting objectives	Review team/Phil	10 Aug 2018		Budget process included as agenda item on the draft DC meeting session plan circulated via email .	08 Aug 2018
195	Restart	38	02 Aug 2018	Phil to circulate a draft session plan for the DC meeting prior to the next review team meeting.	Phil	08 Aug 2018		Circulated to team via email .	08 Aug 2018
182	Restart	37	19 Jul 2018	RT members to provide feedback on draft set of objectives for DC face-to-face meeting.	Review team	02 Aug 2018		Review team members provided feedback during 2 August meeting. As a next step Phil will circulate a session plan for review team member feedback.	02 Aug 2018
175	Admin	36	05 Jul 2018	Denise and Eric to work with staff to progress Washington D.C. meeting planning.	ICANN Org, Denise & Eric	02 Aug 2018		Budget update email sent to leadership 19 July. Update on attendance provided verbally during RT meeting 2 August.	02 Aug 2018
179	Restart	37	19 Jul 2018	Phil to circulate a request for volunteers to produce a narrative of methodology used to determine scope of work, division of work /subgroups (incl. progress)	Phil	02 Aug 2018		Requests sent to RT members.	30 Jul 2018
180	SSR1	37	19 Jul 2018	ICANN org to pull together a SSR1 implementation package (briefing materials, SSR1 implementation related questions) for posting on the ICANN wiki	ICANN org	02 Aug 2018		New Briefing Materials page created on the wiki. Information circulated to the team. See email .	27 Jul 2018
191	Admin	37	19 Jul 2018	ICANN org to find out what the current FY budget is	ICANN org	27 Jul 2018		Budget information circulated to the team. See email .	27 Jul 2018
173	Admin	36	05 Jul 2018	Phil to summarize and share stock-take on the status of the review team's work.	Phil	27 Jul 2018		Shared with Review Team members off-list (for Review Team only)	26 Jul 2018
189	Admin	37	19 Jul 2018	ICANN org /Phil to put forward proposed times in next couple of days	ICANN org	27 Jul 2018		Calendar invites for team next 3 meetings sent to all RT members and observers.	26 Jul 2018
188	Admin	37	19 Jul 2018	ICANN org to provide an overview of restrictions associated scheduling during ICANN meetings	ICANN org	27 Jul 2018		Circulated to the team. See email .	26 Jul 2018
178	Restart	37	19 Jul 2018	Phil to provide a summary of deliverables established in contract	Phil	02 Aug 2018		Circulated to the team. See email .	26 Jul 2018

174	Admin	36	05 Jul 2018	Review team members to review digest of background information circulated to list and provide suggestions/questions for anything that's missing. New team members to advise what they would find most useful to be included in the digest.	Review team	20 Jul 2018		New action items 179 & 180.	20 Jul 2018
184	Admin	37	19 Jul 2018	ICANN org to provide Phil with information on meeting room layout/size etc.	ICANN org	23 Jul 2018		Information sent to Phil 23 July	23 Jul 2018
183	Admin	37	19 Jul 2018	ICANN org to continue reminding people that they should book flights for the DC meeting asap.	ICANN org	23 Jul 2018		Reminders sent to RT members.	20 Jul 2018
190	Admin	37	19 Jul 2018	ICANN org to send meeting minutes to Phil for edits	ICANN org	20 Jul 2018		Meeting minutes sent to Phil 20 July 2018.	20 Jul 2018
187	Admin	37	19 Jul 2018	ICANN org to submit a request for a two-day face-to-face meeting prior to ICANN63	ICANN org	20 Jul 2018		Request submitted for a meeting 18 & 19 October.	20 Jul 2018
177	Admin	36	05 Jul 2018	Review team members to share on-list any comments on the proposed call time slots /days within 24 hours.	Review team	13 Jul 2018		Doodle poll circulated 9 July, closed 11 July. Poll result shared with leadership.	13 Jul 2018
176	Admin	36	05 Jul 2018	Review team members who require a letter of invitation for visa procedures are asked to send a request to ssr2-staff@icann.org by 23:59 UTC on Friday 6 July.	Review team	06 Jul 2018		Invitation letters distributed as required.	06 Jul 2018
172	Admin	35	19 Jun 2018	RT members to fill out June/July/August blackout dates in Google doc to aid scheduling of next f2f meeting.	Review team	29 Jun 2018		Team members completed Google doc.	29 Jun 2018
171	Admin	35	19 Jun 2018	Staff to collate team member email addresses, time zone and location information and share off-list with RT members to aid scheduling of a regular team call.	ICANN Org	04 Jul 2018		Information shared off-list with Review Team members upon receipt of permission to share from each team member.	04 Jul 2018
170	Admin	35	19 Jun 2018	Staff to circulate Doodle poll to the team re: team's next conference call meeting. Suggested date for meeting, week of July 3rd.	ICANN Org	20 Jun 2018		Doodle poll circulated to mailing list. See email .	20 Jun 2018
169	Admin	35	19 Jun 2018	Phil to work with co-chairs to prepare agenda /materials ahead of the next meeting for RT members to respond to.	Phil, Eric & Denise	04 Jul 2018		Agenda circulated to mailing list. See email .	04 Jul 2018
168	Admin	35	19 Jun 2018	Eric and Denise to draft a digest of reading materials ahead of the face-to-face meeting and share with the RT for feedback.	Eric & Denise	22 Aug 2018		Draft digest circulated to mailing list. See email .	04 Jul 2018
135	Admin	Email	16 Aug 2017	Report to Team on potential room availability at ICANN meeting for sub-group meetings during week.	ICANN Org	28 Oct 2017		No subteam meetings scheduled.	28 Oct 2017
160**	Outreach	29	26 Sep 2017	Subteam rapporteurs to prepare a short status update for the presentations to the SO /AC groups in Abu Dhabi	SSR2 Subteam Rapporteurs			Review Team collaboratively created the slide deck during F2F meeting day 1 at ICANN60.	27 Oct 2017
134	Admin	Email	16 Aug 2017	Send calendar invites for Team meeting days in Abu Dhabi and additional invites as meetings are scheduled.	ICANN Org	As needed.		Calendar invites for confirmed meetings, including outreach sessions, sent to team.	18 Oct 2017
118	Admin	Co-Chairs	04 Aug 2017	Provide list of meetings of interest in Abu Dhabi for Review Team and sub-teams when schedule is available	ICANN Org	13 Oct 2017		List distributed to SSR2 Review Team via email .	17 Oct 2017
152	Admin	Co-Chairs	15 Sep 2017	Review recorded decisions reached for accuracy and completeness.	ICANN Org, SSR2-RT		New process for decisions reached proposed via email to Co-Chairs.	Complete list of decisions circulated to Co-Chairs via email for review and approval. Disclaimer suggested to be added to the 'Decisions Reached' page of the wiki.	16 Oct 2017
162	Outreach	29	26 Sep 2017	ICANN org to arrange meeting with Board Caucus group in Abu Dhabi.	ICANN Org			Meeting scheduled on Thursday 2 November. See ICANN60 schedule .	13 Oct 2017
83	Admin	17	26 Jun 2017	Review 06:00 plenary call slot attendance and provide input to inform discussion around potential cancellation of call.	Co-Chairs			Staff will revisit action item with Co-Chairs during Abu Dhabi meeting.	10 Oct 2017
80b.	SSR1	17	25 Jul 2017	Provide responses to questions from SSR1 briefings (Ops + Finance).	ICANN Org		<ul style="list-style-type: none"> Clarification requested from Review Team for question 2. 	Answers provided in Google document and circulated to Review Team.	10 Oct 2017
75	ICANN SSR	17	25 Jun 2017	75. b. Provide responses to draft questions for ICANN Chief Innovation & Information Officer (CIO). 75. a. Prepare draft questions for ICANN Chief Innovation & Information Officer (CIO). Questions will be sent to the CIO in preparation for holding a briefing for the RT.	75.b. ICANN Org 75. a. SSR2-RT	75. b. 09 Oct 2017 75. a. 25 Jul 2017		<ul style="list-style-type: none"> Draft audit plan document reviewed with SMEs and ICANN SSR subgroup during face-to-face meeting in Los Angeles. 75.a. Questions sent to ICANN CIO. 	75b. 10 Oct 2017 75. a. 25 Jul 2017
149	NDA	27	12 Sep 2017	Review Team members to review the Non-Disclosure Agreement and Confidential Disclosure Framework documents and raise any questions on the list.	SSR2-RT		Documents circulated to the list (29 August) and overview provided by Kerry-Ann on plenary meeting 27 (12 September).	Signed NDA documents posted on wiki and updated accordingly.	10 Oct 2017
155	Outreach	Co-Chairs	29 Sep 2017	Create first draft of ICANN60 outreach slides for Co-Chairs review	ICANN Org	13 Oct 2017		v1 draft slides circulated to Co-Chairs via email .	10 Oct 2017
133	Admin	Email	16 Aug 2017	Try www.trello.com and give your feedback on email list. Co-Chairs will assume Team members are comfortable using this unless otherwise informed.	SSR2-RT			Access granted and request sent via Trello for all team members to access the SSR2 Review Team boards. See action item 166 for workaround for team members unable to access Trello.	10 Oct 2017

136	Admin	Email	16 Aug 2017	Respond to ICANN Travel ASAP & make flight reservations to travel to Abu Dhabi for the face-to-face meeting.	SSR2-RT			Constituency Travel team working with RT to confirm travel arrangements.	10 Oct 2017
143	IANA	IANA Transition Subteam Meeting	24 Aug 2017	Break out IANA subteam document requests in order of priority to help expedite access to documents, once NDAs have been finalized and signed.	James Gannon			Replaced by action item 166.	09 Oct 2017
157**	ICANN SSR	ICANN SSR Subgroup Meeting	25 Sep 2017	Team members to indicate which work item topics they wish to volunteer for. Boban to mirror in Trello.	ICANN SSR Subteam members			Review of Trello tasks completed during subgroup face-to-face meeting in LA.	09 Oct 2017
165	Admin	30	03 Oct 2017	Staff to explore options for team members who are unable to access Google docs/Trello	ICANN Org			Alternative options proposed and agreed with affected team member via email	09 Oct 2017
164**	Future Challenges	30	03 Oct 2017	Staff to circulate send a final version of Future Challenges topics list to plenary email list for approval by the plenary – allow 7 days for Review Team approval on list.	ICANN Org			Document circulated via email list.	09 Oct 2017
144	IANA	IANA Transition Subteam Meeting	24 Aug 2017	Provide feedback to the IANA subgroup team on how quickly team can expect access to documents requested once NDAs are finalized and signed.	ICANN Org			Replaced by action item 166.	09 Oct 2017
161**	ICANN SSR	29	26 Sep 2017	SSR2 to share thoughts on ICANN SSR scope related discussion on email list	SSR2-RT			ICANN SSR Subgroup response to scope concerns provided to ICANN Board via email.	06 Oct 2017
132	Admin	Email	16 Aug 2017	Draft updated work plan: Reply on email list to Denise's Aug 14 note; details and your contributions to workplan are required.	SSR2-RT			Revised work plan with subgroup detail posted to wiki and circulated to rapporteurs via email for input.	03 Oct 2017
163**	ICANN SSR	29	26 Sep 2017	ICANN Org to share ICANN SSR subgroup audit plan and the document 'SSR2_sub_topic_1 ICANN.SSR' on email list.	ICANN Org	26 Sep 2017		Documents posted to the ICANN SSR subgroup wiki page.	26 Sep 2017
159**	ICANN SSR	ICANN SSR Subgroup Meeting	25 Sep 2017	ICANN Org to circulate update to list of staff members attending LA subgroup meeting.	ICANN Org			List circulated via email.	03 Oct 2017
150	Outreach	27	12 Sep 2017	Review Team members to share expected outcomes of outreach meetings in Abu Dhabi to the list to ensure team is in alignment.	SSR2-RT			Replaced by action item 161, Rapporteurs to input to the slide deck for outreach meetings.	26 Sep 2017
158**	ICANN SSR	ICANN SSR Subgroup Meeting	25 Sep 2017	Add "ICANN SSR sub-team scope discussion" as item #1 to 26 September plenary agenda	ICANN Org	26 Sep 2017		Topic discussed on 26 September plenary call.	26 Sep 2017
156**	ICANN SSR	ICANN SSR Subgroup Meeting	25 Sep 2017	ICANN Org to circulate a Doodle poll and schedule a conference call next week to prepare for LA	ICANN Org			Decision via email to have planned discussion during 3 October plenary meeting.	29 Sep 2017
148	ICANN SSR	27	12 Sep 2017	ICANN Org to publish agenda and participants of the ICANN SSR subgroup meeting in LA by Monday 25 September, 23:59 UTC to the subgroup wiki and email list.	ICANN Org	04 Oct 2017		Draft agenda circulated to RT email list and added to wiki page.	05 Oct 2017
154	ICANN SSR	James Gannon	21 Sep 2017	Question for ICANN: Regarding the SSR implications of the .avianca tid https://www.icann.org/uploads/compliance_notice/attachment/957/serad-to-reyes-19sep17.pdf [icann.org] situation, i.e when and where do the decisions on enforcement of non compliance get evaluated for SSR impact (in this case where a gTLD is AWOL but for months no actual action is taken).	ICANN Org	29 Sep 2017		Response circulated to the list via email.	29 Sep 2017
151	Procurement	Co-Chairs	15 Sep 2017	Provide suggested edits to the SSR1 gap analysis contractor draft RFP to reflect the Co-Chairs' requests for clarification on the procurement process.	Eric		Replaces action item 140.	Gap analysis RFP published to ICANN.org. Review Team agreed to proceed with release of gap analysis specifications document on 26 September plenary call.	26 Sep 2017
153	Procurement	Co-Chairs	15 Sep 2017	Provide Co-Chairs with information on a recent RFP process recently followed by the GNSO.	SSR2-RT	22 Sep 2017		Process for engaging contractors clarified via email per Co-Chairs request.	21 Sep 2017
140	Procurement	24	22 Aug 2017	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)	SSR2-RT		<ul style="list-style-type: none"> 'Clean' RFP document and revised procurement process overview circulated to Co-Chairs 9/14. Co-Chairs to approve document for ICANN Procurement final review. Edits provided on list. Further updates may be provided based on ICANN's response to action item 145. 	Replaced by action item 151.	15 Sep 2017
142	IANA	IANA Transition Subteam Meeting	24 Sep 2017	Determine appropriate person to ask for training documentation for processes and procedures for PTI staff.	ICANN Org			Confirmed via email and asked if the subteam would like to set up a meeting.	15 Sep 2017

145	Procurement	Email	25 Aug 2017	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."	ICANN Org	12 Sep 2017	Clarification email sent to Co-Chairs.	Revised process overview circulated to Co-Chairs via email.	13 Sep 2017
106	ICANN SSR	ICANN SSR Subtopic Meeting 1	31 Jul 2017	Team to provide feedback on the structure of the 9 work items, including identifying items which staff may be able to provide more information or help build out.	ICANN SSR subtopic team	12 Sep 2017		Draft audit plan document reviewed during plenary call 27. Staff confirmed document has been shared with staff and items will be addressed during subtopic f2f meeting 9-10 October in LA.	12 Sep 2017
46	NDA	11	14 May 2017	Updated Per meeting 24: James and Kerry-Ann will provide briefing to Review Team on Non-Disclosure Agreement (NDA) and associated documents, when available. Review non-disclosure form with ICANN Legal and report back to RT on any updates or edits to the circulated form.	James Gannon, Kerry-Ann Barrett	12 Sep 2017	<ul style="list-style-type: none"> Revised draft NDA and Confidential Disclosure Agreement circulated to review team via email. James provided update to team via email. Meeting to review revised documents scheduled with ICANN Legal Friday 18th August 2017. Discussion with ICANN Legal took place on 5 June 2017. Kerry-Ann and James to follow-up with redline edits to document. 	Documents circulated to the list (29 August) and overview provided by Kerry-Ann on plenary meeting 27 (12 September).	12 Sep 2017
43	General	11	14 May 2017	<ul style="list-style-type: none"> 43. b. Follow-up via email: Could you please clarify when ITHI will start regularly publishing (or giving the public access to) data? It seems that the "schedule" below is about discussions rather than production, or am I misunderstanding? 43. a. Provide the SSR2 RT a timeline of the ITHI project, when they have clarity on next steps and schedules. 	ICANN Org	08 Sep 2017	<ul style="list-style-type: none"> 43. a. Email circulated to Review Team 26 June 2017. 	Email response sent to review team.	06 Sep 2017
89	General	17	26 Jun 2017	The ICANN security team (now OCTO/SSR) developed a framework that provided a definition for "security". The SSR2 team used that definition. The Board response to the Terms of Reference expressed that this definition is too broad for the Review Team's use. Is Board asking staff to redefine definition of "security"?	ICANN Board	08 Sep 2017		Email response sent to review team.	05 Sep 2017
99	DNS SSR	Email	19 Jun 2017	Provide briefing on DNS Abuse study final results	ICANN Org	19 Sep 2017	<ul style="list-style-type: none"> ICANN staff working to schedule webinars for the community. Briefing confirmed for 25 June 2017. Postponed per Co-Chairs. 	Community webinars scheduled and information shared with the review team via email.	01 Sep 2017
126	ICANN SSR	ICANN SSR Subtopic Meeting 2	14 Aug 2017	Request ICANN Legal to be present at ICANN SSR face-to-face meeting, October 9-10 to rule on availability of documents.	ICANN Org	08 Sep 2017	<ul style="list-style-type: none"> Process for sharing confidential documents is in development. Team updated via email. 	Update sent to the review team via email. Replaced by action item 144.	30 Sep 2017
119	Admin	Co-Chairs	04 Aug 2017	Submit request for meeting room (50 ppl max) for community discussion with SSR2 in Abu Dhabi	ICANN Org	30 Aug 2017		Meeting session request sent to ICANN Meetings team.	30 Aug 2017
138	Admin	Email	16 Aug 2017	Send calendar invites for Team meeting days in Brussels, 22-24 January, and report to Team on how soon can ICANN travel can book arrangements.	ICANN Org		Calendar invites distributed to team.	Welcome email/initial travel correspondence sent to review team from ICANN Travel.	29 Aug 2017

130	SSR1	Email	14 Aug 2017	<ol style="list-style-type: none"> 1. Fix the broken links in the Final Implementation Report and ensure that relevant references have links (if it's noted in the report as relevant to implementation, please make sure there's a link to information about it). 2. Put all the documentation/information (links) for each Recommendation together in one place. Some are linked in the Final Implementation Report, some are listed under "Background Materials" in our wiki and others.... ? 3. In each Recommendation, provide completion dates for each listed "deliverable" that has a check-mark under "due date" instead of an actual date 	ICANN Org		See completed action item 104 for progress notes regarding related previous request.	Response sent to review team via email .	25 Aug 2017
121	Admin	Co-Chairs	04 Aug 2017	ICANN Org to provide written response to request for notes to be provided for each review team call.	ICANN Org			Email sent to co-chairs outlining new note-taking process.	24 Aug 2017
107	ICANN SSR	ICANN SSR Subtopic Meeting 1	31 Jul 2017	Outline in writing a request to meet with ICANN staff responsible for Information Security Management, Auditing, Risk Management and Business Continuity Management. Request to include details of expected goals and outcomes of the meeting.	ICANN SSR subtopic team	11 Sep 2017		Draft audit plan circulated to Review Team with questions to resolve during the meeting and email circulated with request to meet with ICANN staff from appropriate departments.	22 Aug 2017
131	Admin	Email	16 Aug 2017	Sub-team realignment: Reply on email list to Eric's Aug 14 note about folding sub-group calls into Tuesday Team call to increase engagement and visibility	SSR2-RT			Rapporteurs confirmed preference for respective subgroup call schedules with MSS1 secretaria. Update email shared with co-chairs.	23 Aug 2017
108	ICANN SSR	ICANN SSR Subtopic Meeting 1	31 Jul 2017	Circulate outline of detailed work items and proposed next steps after face-to-face meeting.	Žarko, Boban	31 Aug 2017		Draft audit plan and next steps circulated to the list via email.	22 Aug 2017
128	ICANN SSR	ICANN SSR Subtopic Meeting 2	14 Aug 2017	Finalize questions for ICANN subject-matter experts during potential ICANN SSR subgroup meeting in LA. Distribute to staff so they can identify appropriate resources.	ICANN SSR subtopic team	25 Aug 2017		Draft audit work plan circulated via email .	22 Aug 2017
122	Admin	Email	04 Aug 2017	Confirm approval of ICANN SSR subgroup potential face-to-face meeting in LA	SSR2-RT	22 Sep 2017	<ul style="list-style-type: none"> • Cost estimate and staff availability circulated via email to Review Team. • Doodle poll closed. Email circulated identifying 9-10 October as most popular dates. • Staff requested via email additional information regarding meeting objectives/ desired outcomes. 	Confirmation received via email .	22 Aug 2017
129	ICANN SSR	ICANN SSR Subtopic Meeting 2	14 Aug 2017	Report on results of NDA meeting with ICANN Legal scheduled for 18 August.	James, Kerry-Ann	29 Aug 2017		Replaced by updated action item 46	22 Aug 2017
137	Outreach	Email	16 Aug 2017	Report to Co-chairs on outreach emails to ICANN groups regarding requested meetings in Abu Dhabi	ICANN Org	18 Aug 2017		Email sent to co-chairs.	18 Aug 2017
125	Outreach	Email	14 Aug 2017	Distribute SSR2 ICANN60 outreach note to SOs/ACs/constituency groups/PSWG.	ICANN Org	17 Aug 2017		Note distributed to requested groups .	17 Aug 2017
127	Admin	ICANN SSR Subtopic Meeting 2	14 Aug 2017	Provide costing of ICANN SSR face-to-face meeting in LA, 9 and 10 October.	ICANN Org	17 Aug 2017		See action item 122. Circulated via email to Review Team.	16 Aug 2017
124	Procurement	Co-Chairs	11 Aug 2017	Staff to publish on SSR2 email list the process options for hiring a technical writer and resource to undertake the gap analysis of the SSR1 recommendations.	17 Aug 2017		See completed action item 100 for progress notes regarding related previous request.	Email distributed to Review Team.	17 Aug 2017
59	Admin	12	23 May 2017	Draft SSR2 Review Team work plan with key dates, circulate to RT for input.	Co-Chairs, James Gannon, Boban Krsic		<ul style="list-style-type: none"> • Staff sought clarification via email as to the style as it differs from the template outline agreed on 25 July plenary. • Work plan circulated via email by Co-Chairs. 	Co-Chairs circulated updated work plan via email .	14 Aug 2017

115	IANA	Email	05 Jul 2017	IANA Subgroup: Take the outcomes of our F2F meeting and turn that into a list of asks from the IANA team with regards to documentation and further follow-ups.	Cathy			Subteam collectively preparing to draft document once requested documents have become available (pending discussion with ICANN Legal). Per subgroup update on 15 August plenary call .	15 Aug 2017
81	Future Challenges	17	26 Jun 2017	SSR2-RT to share thoughts on top SSR concerns with Future Challenges subtopic team to inform work items/scope.	SSR2-RT			Subteam has developed list of work items for plenary group's consensus. Per update on 15 August plenary call .	15 Aug 2017
45	Admin	11	14 May 2017	Research collaborative tools the RT may use that can be publicly archived. Email request from James Gannon & PDF attachment	ICANN Org, James Gannon	15 Aug 2017	<ul style="list-style-type: none"> ICANN IT researched requested tools and provided response to James Gannon and Co-Chairs. Face-to-face meeting with ICANN IT, MSSSI support staff and James Gannon in Johannesburg, June 24. Tools demonstration scheduled for SSR2 plenary meeting 18, with ICANN and MSSSI support staff. 	Briefing provided during 15 August 2017 plenary meeting . Background information provided via email 14 August 2017.	15 Aug 2017
100	Procurement	Co-Chairs	28 Jul 2017	Potential engagement of a third party to complete SSR1 implementation gap analysis: Draft a document to address statement of work, required skills and expertise, expected deliverables, timelines and work methods for co-chairs' review and approval.	ICANN Org		Briefing with ICANN Procurement scheduled for 15 August 2017. Cancelled per co-chairs (staff /leadership call 11 August)	Draft RFP overview document shared with Co-Chairs via email 11 August 2017.	11 Aug 2017
97	Admin	20	25 Jul 2017	Staff to build out work plan template to include elements on information gathering, research and outreach. Co-Chairs to provide feedback before sharing with the Review Team.	ICANN Org	11 Aug 2017	Work plan template agreed by SSR2-RT during 25 July plenary.	Draft work plan template shared with Co-Chairs via email 11 August 2017.	11 Aug 2017
123	SSR1	SSR1 Subtopic Meeting 1	20 Jul 2017	Open a discussion on the email list regarding work items, eg. redundancies and prioritization. Share document with team for their input on more detailed work plan and timeline.	SSR1 Subgroup			Subgroup activities suspended per email from Rapporteur	09 Aug 2017
86	General	17	26 Jun 2017	Provide SSR2-RT with information on if ICANN Office of the CTO has plans to re-define "security"? If so, how and when?	ICANN Org			Answer provided via email .	09 Aug 2017
120	DNS SSR	DNS SSR Subtopic Meeting 3	07 Aug 2017	Schedule time with Kim Davies on the next available Subtopic call to review draft work topics/answer questions.	ICANN Org	14 Aug 2017		Kim confirmed he is available to join the 14 August subgroup call, 20:00 UTC.	08 Aug 2017
116	Procurement	Co-Chairs	04 Aug 2017	Schedule call with ICANN Procurement team to review procurement process.	ICANN Org	15 Aug 2017		ICANN Procurement scheduled to attend SSR2 Plenary 23 .	08 Aug 2017
112	DNS SSR	DNS SSR Subtopic Meeting 1	21 Jul 2017	Team to share thoughts on DNS SSR work topics draft doc .	DNS SSR subtopic team			Team agreed next step is to schedule a discussion with Kim Davies to progress work items (see action 120)	07 Aug 2017
117	Admin	Co-Chairs	11 Aug 2017	Draft note for Co-Chairs regarding Abu Dhabi meeting dates and potential options for informal subgroup meetings.	ICANN Org	08 Aug 2017			08 Aug 2017
80a.	SSR1	17	25 Jun 2017	80. Provide follow-up questions from the 25 June SSR1 briefings so that ICANN Org can prepare responses.	ICANN Org SSR2-RT	25 Jul 2017			
25 Jul 2017 25/07/2017114	IANA	17	25 Jun 2017	Schedule interviews with Kim Davies, Elise Gerich, PTI at ICANN59.	ICANN Org	29 Jul 2017		Interview complete and notes shared with subteam.	26 Jun 2017
113	Future Challenges	Future Challenges Subtopic Meeting 1	24 Jul 2017	Input draft text to Google doc Future Challenges section on vendor security and performance security sub-sections.	Mohamad Amin Hasbini	28 Jul 2017		Emailed text for team's consideration	24 Jul 2017
111	DNS SSR	DNS SSR Subtopic Meeting 1	21 Jul 2017	Share redline version of DNS SSR work topics draft to the subtopic email list.	Eric	21 Jul 2017		Document shared via email .	21 Jul 2017

68	DNS SSR	15	13 Jun 2017	<ul style="list-style-type: none"> Follow-up via email: Please provide a written explanation as to how the original question was felt to be objectionable. ICANN DNS Engineering team to reframe the following question and provide an answer (Q3 from SSR2 Plenary 14, 6 June GSE presentation) so as to better align with the RT mandate. Regarding L-root operations and hosting: What is the planning process vs. passive response? Is there a master plan for anyone who operates, in terms of Anycast? And how is that overall process implemented? (GH) 	ICANN Org		ICANN DNS Engineering team provided proposed reframe of the question: "What measures are undertaken by ICANN for the anycast deployment for L-Root to ensure physical and network security and stability?"	<ul style="list-style-type: none"> Question reframe response circulated via email 11 July 2017. 	11 Jul 2017
110	DNS SSR	Plenary 17	25 Jun 2017	Write up DNS SSR topic areas and share with sub-team.	Geoff	27 Jun 2017		Proposed reorganization of study topics doc (GH) shared with team.	26 Jun 2017
109	ICANN SSR	Plenary 17	26 Jun 2017	Refine key action steps/work items and scope of the subtopic review.	ICANN SSR subtopic team			Re-organized work items shared with plenary for input (see Item 90 on Tracking Tool). Replaced by actions S2.2	31 Jul 2017
105	SSR1	SSR1 Subtopic Meeting 1	20 Jul 2017	Determine if there is an owner of the SSR1 implementation report, and who was determining the goals and outcome of each recommendation.	ICANN Org			Email to Review Team.	31 Jul 2017
104	SSR1	Email	24 Jul 2017	Provide completion dates for each recommendation (date it was designated as "complete"); if there was multiple activities or deliverables in a recommendation, include the dates those were completed too.	ICANN Org	28 Jul 2017		<ul style="list-style-type: none"> Email provided additional clarity. Completion dates available in the SSR1 Implementation Final Report. Link added to SSR1 Subteam wiki page. 	07 Aug 2017 26 Jul 2017
103	SSR1	SSR1 Subtopic Meeting 1	20 Jul 2017	Gather information regarding SSR1 implementation together in logical groupings and index within the Google doc.	ICANN Org	28 Jul 2017		Background materials section added to SSR1 Subteam wiki page including links to all briefing materials and SSR1 implementation final report	26 Jul 2017
102	Admin	21	01 Aug 2017	Review Team members to email staff with Abu Dhabi full-day meeting preferences. Options are 27 October and 3 November.	SSR2-RT	03 Aug 2017		A number of review team members responded off-list to email .	03 Aug 2017
79	SSR1	17	25 Jun 2017	Complete SSR1 implementation briefings .	ICANN Org	03 Aug 2017		All briefings complete and materials posted to the wiki.	01 Aug 2017
96	Admin	Co-Chairs	21 Jul 2017	Review other meeting date/time options for F2F meeting at ICANN60 due to conflict for one of the co-chairs	ICANN Org	01 Aug 2017		Available options for full Review Team meeting provided via email to Co-Chairs. Presented on plenary 21 and via email to SSR2 RT.	01 Aug 2017
90	ICANN SSR	Email	05 Jun 2017	Review ICANN SSR re-organized work items (37 items in 8 groups) and send feedback to ICANNsecurity-SSR2-RT@icann.org . Please bear in mind the following questions: <ul style="list-style-type: none"> Is this a useful structure to use to organize this activity? What is missing from this list? Is there anything here that is perhaps out of scope? Is this an achievable agenda? 	SSR2-RT			Replaced by Subtopic group action item 2.3	31 Jul 2017
101	Admin	Co-Chairs	28 Jul 2017	Confirm if staff responsible for the outstanding SSR1 Recommendations (11, 12) can attend the SSR2 plenary call to present the recommendation implementation.	ICANN Org	31 Jul 2017		Email sent to Co-Chairs.	31 Jul 2017
76	Admin	17	25 Jun 2017	<ul style="list-style-type: none"> 76. e. Review Team members to share edits to availability with staff off-list. Co-Chairs to confirm meeting dates. 76. d. Co-Chairs to confirm location of face-to-face meeting. 76. c. Identify most cost-effective meeting location with Meetings team. 76. b. Co-Chairs to identify date for face-to-face meeting and share with Review Team. 76. a. Complete Doodle poll on January 2018 face-to-face meeting. 	76. d. Co-Chairs 76. c. ICANN Org 76. b. Co-Chairs 76. a. SSR2-RT	25 Jul 2017		<ul style="list-style-type: none"> 76. e. James Gannon and Cathy Handley shared updates July 14. No additional follow-up received. 76. d. Email sent to Review Team confirming Brussels as the location. 76. c. Email sent to co-chairs identifying Brussels as the most cost-effective location. 76. b. 22-24 January identified by Co-Chairs per Doodle poll responses. Save-the-date invites distributed. 76. a. Doodle poll completed. 	76.e. 27 Jul 2017 76. d. 25 Jul 2017 76. c 19 Jul 2017 76. b. 14 Jul 2017 76. a. 27 Jun 2017
91	SSR1	18	11 Jul 2017	Provide follow-up questions via email regarding the SSR1 implementation briefing by ICANN Compliance – recommendation 10.	SSR2-RT	25 Jul 2017		No follow-up questions provided but SSR2 Review Team is free to provide follow-up questions at any time.	25 Jul 2017
95	Admin	Co-Chairs	14 Jul 2017	Build out the SSR2 Review Team work plan to provide additional substance and practical steps to share with Co-Chairs for initial input.	ICANN Org	21 Jul 2017		Shared via email .	21 Jul 2017
87	Admin	17	26 Jun 2017	Publish post-meeting blog on icann.org	ICANN Org	19 Jul 2017		Published here .	19 Jul 2017
94	Outreach	Co-Chairs	14 Jul 2017	Draft note to SO/AC leaders asking for time on their agenda at ICANN60 for SSR2 update and discussion on shared items of interest. Share with Co-Chairs.	ICANN Org	20 Jul 2017		Draft provided to co-chairs via email.	19 Jul 2017

93	SSR1	18	11 Jul 2017	Share link to the published ICANN Compliance Audit Report .	ICANN Org	18 Jul 2017		Shared via email : https://www.icann.org/resources/pages/compliance-reports-2016	13 Jul 2017
92	SSR1	18	11 Jul 2017	Respond to questions asked by the Review Team during the SSR1 implementation briefing by ICANN Compliance – recommendation 10.	ICANN Org	25 Jul 2017		Answers provided via email .	13 Jul 2017
78	SSR1	17	25 Jun 2017	Populate the table of remaining SSR1 recommendations, with department, name of staff and Tuesday July Plenary meeting schedule availability.	ICANN Org	07 Jul 2017		Google document updated.	07 Jul 2017
85	General	17	26 Jun 2017	<ul style="list-style-type: none"> • Follow-up question: Please clarify when. • Provide SSR2-RT with information on if ICANN Org will accept Board proposal for a new, template "Terms of Reference in Operating Standards"? If so, when will it be issued? 	ICANN Org	14 Jul 2017		<ul style="list-style-type: none"> • Response provided via email to Review Team. Terms of Reference template estimated to be completed 28 July 2017. • Response provided via email to Review Team. 	13 Jul 2017
84	Admin	17	26 Jun 2017	Establish staff support requirements and availability to support SSR2-RT subgroups.	ICANN Org, Co-Chairs	11 Jul 2017		Available time slots to support subgroup calls circulated via email to Review Team	11 Jul 2017
88	General	17	26 Jun 2017	Identify Board members on "caucus" reviewing SSR2 work.	ICANN Board	14 Jul 2017		Board Caucus details circulated via email .	11 Jul 2017
82	Admin	17	26 Jun 2017	Update SSR2-RT action items wiki page with new request reporting tool.	ICANN Org	07 Jul 2017		New 'Tracking Tool' wiki page live.	07 Jul 2017
77	SSR1	17	26 Jun 2017	Provide final SSR1 implementation report .	ICANN Org	26 Jun 2017		Link circulated to Review Team via email .	26 Jun 2017
76	Admin	17	25 Jun 2017	Complete Doodle poll on January 2018 face-to-face meeting. Co-Chairs to identify date for face-to-face meeting and share with Review Team.	SSR2-RT, Co-Chairs	07 Jul 2017		Doodle poll completed.	06 Jul 2017
74	Admin	16	20 Jun 2017	SSR2-RT members to volunteer for sub-topic rapporteur roles within each sub-team.	SSR2-RT	23 Jun 2017		Subtopic rapporteurs recorded in Google doc .	26 Jun 2017
73	Admin	16	20 Jun 2017	SSR2-RT to share any objections on list to dropping the 0600 UTC call slot and address call schedule rotation in the Johannesburg meeting.	SSR2-RT	26 Jun 2017		Item addressed in Plenary 17. Replaced by action item #83.	26 Jun 2017
72	Admin	16	20 Jun 2017	Update the January 2018 face-to-face meeting Doodle poll with option for weekend meeting.	ICANN Org, Co-Chairs	21 Jun 2017		Doodle poll updated and circulated to Review Team via email .	25 Jun 2017
71	Outreach	16	15 Jun 2017	Send SSR2 June progress update to leaders /lists for each SO, AC, stakeholder group, constituency, PSWG and the Board.	ICANN Org	20 Jun 2017		Correspondence shared with SO /AC leaders email distribution list and ICANN Board.	20 Jun 2017
70	Admin	15	13 Jun 2017	Post attendance participation rates to wiki on a monthly basis.	ICANN Org	23 Jun 2017		Posted on Fact Sheet wiki page	20 Jun 2017
69	Outreach	15	13 Jun 2017	Staff to capture and share all discussions to-date around outreach.	ICANN Org	16 Jun 2017		Google document shared with Review Team via email .	16 Jun 2017
67	General		12 Jun 2017	Email request to adopt the title "Security Review" in public communications.	ICANN Org	TBD		<ul style="list-style-type: none"> • Follow-up email sent from ICANN Comms. • Follow-up meeting with Eric Osterweil, Denise Michel, Duncan Burns, Emily Pimentel, MSSSI support staff - Johannesburg, 28 June • Email response provided, 15 June 	07 Jul 2017

66	Outreach	14	06 Jun 2017	Send written responses to RT questions asked during the presentation on ICANN's Global Stakeholder Engagement outreach efforts to SSR technical community. <ol style="list-style-type: none"> 1. We're hearing that the GSE is supporting the work done by CTO. So, what do we mean by help support? And what is the relationship between this engagement and the IANA functions? (AA) 2. A lot of the presentation was about sending the message out. How does it work going the other way? You point to passive mechanisms but what about active measures? (GH) 3. Regarding L-root operations and hosting: What is the planning process vs. passive response? Is there a master plan for anyone who operates, in terms of Anycast? And how is that overall process implemented? (GH) 4. What efforts does ICANN take to inform the policy debate as it is taking place vs. after the fact? (GH) 5. How does GSE work specifically with the ccTLD community on SSR? (JM) 6. How is your work coordinated and support the OCTO and SSR teams commitment to engage and seek input from the broader SSR community that's not necessarily active in ICANN. Including their obligation to get input /interaction from them on SSR Framework and strategic priorities. How are you involved and how does the coordination occur? (DM) 7. When do you think in terms of GSE that the focus on explanation/teaching of what ICANN does will shift to more of an interaction/ substantive engagement? (GH) 	ICANN Org	23 Jun 2017		<ul style="list-style-type: none"> • Answers to follow-up questions circulated to Review Team. • ICANN DNS Engineering team asked RT to reframe the following question (Q3 from SSR2 Plenary 14, 6 June GSE presentation) so as to better align with the RT mandate: Regarding L-root operations and hosting: What is the planning process vs. passive response? Is there a master plan for anyone who operates, in terms of Anycast? And how is that overall process implemented? (GH) • RT asked ICANN DNS Engineering to reframe the question and provide an answer. 	14 Jun 2017
65	Admin	14	06 Jun 2017	Share thoughts and continue discussion on list regarding presentation of ICANN Security and SSR1 subtopic work plans.	SSR2-RT	23 Jun 2017		See email thread.	23 Jun 2017
64	Admin	14	06 Jun 2017	Share thoughts on list on how to be more open to observer inputs.	SSR2-RT	TBD		Thoughts shared via email and addressed during plenary 15. Conclusion: Keep interactions as-is for now.	13 Jun 2017
63	Admin	12	23 May 2017	RT members to continue to volunteer for subtopics. More volunteers particularly needed for group 1: SSR.	SSR2-RT	TBD		Volunteers recorded in Subtopics document .	26 Jun 2017
62	Admin	12	23 May 2017	Prepare a draft work plan proposal for SSR1 Review and ICANN Security topics.	Boban Krsic, Zarko Keci	26 May 2017		Document shared via email	05 Jun 2017
61	Admin	12	23 May 2017	Consolidate duplicative items, create subheadings for each topic groups within volunteer groups.	SSR2-RT	23 Jun 2017		Subtopics document updated.	26 Jun 2017
60	Admin	12	23 May 2017	Record volunteers from plenary call in the subtopics document on wiki.	ICANN Org	23 May 2017		Subtopics document updated.	23 May 2017
58	Outreach	12	23 May 2017	Share thoughts on list regarding outreach and engagement, and possible guidelines.	SSR2-RT	23 Jun 2017		Thoughts shared via email .	26 Jun 2017
57	Admin	12	23 May 2017	Share thoughts on list regarding Johannesburg agenda topics.	SSR2-RT	25 May 2017		Thoughts shared via email .	20 Jun 2017
56	Admin	12	23 May 2017	Distribute draft Johannesburg agenda to email list.	Co-Chairs	30 May 2017		Circulated via email .	16 Jun 2017
55	Admin	12	23 May 2017	Add agenda item regarding how Observers can participate and contribute to sub topic work to plenary call #13.	Co-Chairs	30 May 2017		Replaced by action item #64.	06 Jun 2017
54	Admin	11	15 May 2017	Publish blog on ICANN.org regarding SSR2 face-to-face meeting in Madrid.	ICANN Org	31 May 2017		Blog published on ICANN.org.	26 May 2017
52	Admin	11	15 May 2017	Schedule remainder of briefings related to SSR1.	ICANN Org	07 Jul 2017		Briefings schedule google document shared with Review Team.	07 Jul 2017
51	Outreach	11	15 May 2017	Staff to provide RT with explanation and back ground information from ICANN Global Stakeholder Engagement and Adiel Akplogan (ICANN VP Technical Engagement) regarding current outreach efforts to SSR technical community (responsibility, focus, accomplishments) for RT's consideration.	ICANN Org	TBD		Patrick Jones, Senior Director, GSE and Adiel Akplogan, Vice President, Technical Engagement joined SSR2 plenary 14.	06 Jun 2017
50	Admin	11	15 May 2017	Circulate list of potential scope topics and list of sub team volunteers.	ICANN Org	18 May 2017		Google doc shared with Review Team.	18 May 2017
49	Admin	11	14 May 2017	Circulate link to ICANN technical portal	ICANN Org	TBD		Link circulated to Review Team.	18 May 2017

48	General	11	14 May 2017	Share links to relevant articles regarding threat mitigation and classification of threats.	ICANN Org	22 Jun 2017		<p>Links circulated to Review Team:</p> <p>Threat Mitigation</p> <ul style="list-style-type: none"> http://www.g20portal.com/accelerating-cybercrime-response-and-mitigation/ https://insights.sei.cmu.edu/sei_blog/2017/02/six-best-practices-for-securing-a-robust-domain-name-system-dns-infrastructure.html http://www.securityskeptic.com/2015/03/can-we-extend-trust-based-collaboration-beyond-handshakes-and-face-to-face.html <p>Classification of Threats</p> <ul style="list-style-type: none"> http://www.securityskeptic.com/2016/02/lending-clarity-to-security-risk-definitions-for-icann-community-and-beyond.html https://www.spamhaus.org/news/article/713/changes-in-spamhaus-dbi-dnsbl-return-codes http://www.surbl.org/lists (see multi.surbl.org section) 	14 Jun 2017
47	Admin	11	14 May 2017	Circulate Google doc for RT to input their SSR concerns. Inputs to form substance of scope discussion.	ICANN Org	16 May 2017		Google document circulated via email to Review Team.	14 May 2017
43	General	11	14 May 2017	Provide the SSR2 RT a timeline of the ITHI project, when they have clarity on next steps and schedules.	ICANN Org	TBD		Email circulated to Review Team.	26 Jun 2017
	IANA	10	09 May 2017	Post PTI briefing materials and relevant materials to the SSR2 wiki background materials page.	ICANN Org	TBD		Links posted to SSR2 background materials wiki page.	11 May 2017
41	Admin	9	02 May 2017	Circulate clean version of Terms of Reference to list for final 24-hour consideration.	Co-Chairs	TBD		Shared via email .	03 May 2017
40	Admin	9	02 May 2017	Send adopted Terms of Reference to ICANN Board, should no objections occur in the 24 hours from circulation.	Kaveh Ranjbar	TBD		Sent to Board Chair via email .	11 May 2017
39	Admin	9	02 May 2017	Prepare proposal for initial structuring of RT work for Madrid meeting.	James Gannon	TBD		Shared via email .	08 May 2017
38	Admin	9	02 May 2017	Provide a decision to the Review Team on whether a face-to-face meeting will take place in Johannesburg, and on what dates.	Co-Chairs	05 May 2017		Johannesburg meeting confirmed to take place 25 & 26 June.	10 May 2017
37	IANA	8	25 Apr 2017	Schedule a briefing on PTI, the Bylaws and the relationship with ICANN to share input to assist in determining its possible inclusion in the scope of SSR2 review.	ICANN Org	28 Apr 2017		Elise Gerich and Samantha Eisner joined 9 May plenary call and provided briefing .	09 May 2017
36	Admin	8	25 Apr 2017	Provide draft agenda for Madrid face-to-face meeting to Review Team for input.	Co-Chairs	TBD		Shared via email .	01 May 2017
35	SSR1	8	25 Apr 2017	Circulate current summary of SSR1 review implementation to SSR2-RT list.	ICANN Org	25 Apr 2017		Email circulated to Review Team.	25 Apr 2017
34	Admin	8	25 Apr 2017	Provide update to SSR2-RT after scheduled SO/AC Chair call to inform decision regarding potential meeting dates in Johannesburg at ICANN59.	Co-Chairs	TBD		Replaced by action item #38.	04 Mar 2017
33	Admin	7	18 Apr 2017	Share link to Bylaws Article 18 and appropriate context.	ICANN Org	20 Apr 2017		Bylaw article and context distributed via email to RT.	20 Mar 2017
32	Admin	7	18 Apr 2017	Provide v3 draft scope for Terms of Reference based on discussions and comments.	Eric Osterweil	TBD		Document circulated via email .	29 Apr 2017
31	Admin	7	18 Apr 2017	Provide availability of OCTO – SSR team in Madrid to Co-Chairs to inform Madrid meeting agenda development.	ICANN Org	21 Apr 2017		Information provided to Co-Chairs on staff coordination call.	21 Apr 2017
30	Admin	7	18 Apr 2017	Circulate Doodle poll to establish RT availability for F2F meeting in Johannesburg.	ICANN Org	18 Apr 2017		Doodle poll circulated.	18 Apr 2017
29	Admin	7	18 Apr 2017	Circulate updated open action items list to RT.	ICANN Org	20 Apr 2017		Updated action items list circulated.	20 Apr 2017
28	NDA		13 Apr 2017	Non-Disclosure (NDA) and Conflicts Disclosure (CDA) documentation for RT.	ICANN Org	01 May 2017		<ul style="list-style-type: none"> Documents circulated to Review Team via email. Posted to the SSR2 Legal Documentation wiki page. 	02 May 2017
27	Admin	6	11 Apr 2017	Clean up draft Terms of Reference (accept points of agreement). Pull out points of disagreement for discussion on email list.	ICANN Org	13 Apr 2017		Circulated via email .	14 Apr 2017
26	Admin	6	11 Apr 2017	Review v2 draft Terms of Reference and share thoughts on email list.	RT Members	TBD		Document shared. Review Team shared feedback via email .	25 Apr 2017
25	General	6	11 Apr 2017	Propose timeline for finalizing scope.	Co-Chairs	TBD		Item added to Madrid face-to-face meeting agenda.	16 May 2017
24	General	4	28 Mar 2017	Review brainstorming capture slides from 15 March meeting and share thoughts on email list.	RT Members	TBD		Item added to Plenary 11 Madrid face-to-face meeting agenda.	16 May 2017
23	Admin	4	28 Mar 2017	Schedule weekly RT calls per agreed rotation schedule.	ICANN Org	28 Mar 2017		Call invites sent to Review Team.	25 Mar 2017

22	General	4	28 Mar 2017	Review draft Scope and Work Plan and make comments on the email list.	RT Members	from 01 Apr 2017		<ul style="list-style-type: none"> Replaced by action item #26. Thoughts shared via email. 	16 May 2017
21	Admin	3	22 Mar 2017	Schedule 60-minute plenary call #4, 14:00 UTC Tuesday 28 March.	ICANN Org	22 Mar 2017		Call invite circulated to Review Team.	22 Mar 2017
20	General	3	22 Mar 2017	Co-Chairs to coordinate and formulate a proposal as to how to separate duties and present it to the RT.	SSR2 Co-Chairs	TBD		Co-Chairs agreed to informal separation of duties.	28 Apr 2017
19	Admin	3	22 Mar 2017	Prepare a plan for a rotation schedule for RT calls to the Co-Chairs for the next meeting.	ICANN Org	24 Mar 2017		Excel worksheet planning document shared with Co-Chairs.	24 Mar 2017
18	SSR1	3	22 Mar 2017	Open SSR1 Rec 11 - Effectiveness of mechanisms to mitigate abuse. Implementation description: ICANN should finalize and implement measures of success for new gTLDs and IDN fast track that expressly relate to its SSR-related program objectives, including measurements for the effectiveness of mechanisms to mitigate domain name abuse.	ICANN Org	28 Apr 2017		Recommendation 11 implementation completed: https://community.icann.org/display/SSR/Rec+%2311	14 Apr 2017
17	SSR1	3	22 Mar 2017	The following three open SSR1 Recommendations are interrelated and are being implemented together: Rec 20 - SSR budget Implementation description: ICANN should increase the transparency of information about organization and budget related to implementing the SSR Framework and performing SSR-related functions. Rec 21 - SSR budget Implementation description: ICANN should establish a more structured internal process for showing how organization and budget decisions relate to the SSR Framework, including the underlying cost-benefit analysis. Rec 22 - SSR resources for new gTLDs Implementation description: ICANN should publish, monitor and update documentation on the organization and budget resources needed to manage SSR issues in conjunction with introduction of new gTLDs.	ICANN Org	15 Apr 2017		Recommendation 20 implementation completed: https://community.icann.org/display/SSR/Rec+%2320 Recommendation 21 implementation completed: https://community.icann.org/display/SSR/Rec+%2321 Recommendation 22 implementation completed: https://community.icann.org/display/SSR/Rec+%2322	04 Apr 2017
16	Admin	3	22 Mar 2017	Update the ICANN Board that the deadline of the end of the month will not be met but note that the RT is working to prepare its Terms of Reference and Work Plan per the Boards request.	Kaveh Ranjbar	28 Mar 2017		Kaveh Ranjbar provided update to the Board.	28 Mar 2017
15	Admin	3	22 Mar 2017	Prepare straw-man versions of the Terms of Reference and Work plan for the RT to consider.	ICANN Org	31 Mar 2017		<ul style="list-style-type: none"> Strawman work plan shared with Review Team. Initial Terms of Reference document shared with Review Team. 	04 Apr 2017
14	Admin	3	22 Mar 2017	Generate a list of official observers and their relevant skill sets for RT consideration.	ICANN Org	28 Mar 2017		<ul style="list-style-type: none"> Email circulated to Review Team SSR2 Observers wiki page updated with link to requested information. 	27 Mar 2017
13	Admin	2	15 Mar 2017	Circulate slide deck from 3/15 SSR2 face to face meeting.	ICANN Org	16 Mar 2017		Slide deck uploaded to SSR2 plenary 2 wiki page.	16 Mar 2017
12	Admin	2	15 Mar 2017	Add OCTO KPIs, ICANN 2016 strategic plan and Emerging Technology Identifiers ICANN58 presentation to wiki background materials.	ICANN Org	16 Mar 2017		Materials added to SSR2 background materials wiki page.	16 Mar 2017
11	General	2	15 Mar 2017	Provide a list of existing definitions of terms: Security, Stability, Resiliency and Unique Identifiers. Reference where they are located.	ICANN Org	15 Mar 2017		List of definitions compiled and provided to Review Team.	16 Mar 2017
10	Admin	2	15 Mar 2017	Circulate names / contact information for SADAG vendors to SSR2 RT list.	ICANN Org	20 Mar 2017		Vendor contact details provided via email .	17 Mar 2017
9	Admin	2	15 Mar 2017	Circulate CDAR study report and contact information to SSR2 RT list.	ICANN Org	20 Mar 2017		<ul style="list-style-type: none"> Slide deck circulated and uploaded to SSR2 plenary 2 wiki page. Contact details provided via email. 	17 Mar 2017
8	Admin	2	15 Mar 2017	Provide SSR2 Fact Sheet sample and schedule.	ICANN Org	16 Mar 2017		Sample Fact Sheet and schedule posted to wiki and circulated to Review Team via email .	16 Mar 2017
7	Admin	2	15 Mar 2017	Schedule 60-minute plenary call, Wednesday 22 March, 19:00 UTC.	ICANN Org	15 Mar 2017		Call invite circulated to Review Team.	15 Mar 2017
6	Admin	2	15 Mar 2017	Develop and circulate time zone mapping to support scheduling of regular plenary calls discussion on next plenary call.	ICANN Org	21 Mar 2017		Excel worksheet planning document shared with Co-Chairs.	24 Mar 2017
5	Admin	2	15 Mar 2017	Request for the IS-SSR team to provide a summary of the types of requests for assistance that they receive from the community.	ICANN Org	TBD		Document circulated to Review Team.	18 Apr 2017

4	Admin	1	02 Mar 2017	Draft document about what other review teams have used for chairs and co-chairs and send to the list.	ICANN Org	n/a		Email circulated to Review Team.	07 Mar 2017
3	Admin	1	02 Mar 2017	Produce a summary of how other review teams have handled Observers and post to the list.	ICANN Org	n/a		Email circulated to Review Team.	07 Mar 2017
2	Admin	1	02 Mar 2017	Post staff structure responsibilities on wiki background page.	ICANN Org	n/a		ICANN Organization Support Team page created on SSR2 wiki.	31 Mar 2017
1	Admin	1	02 Mar 2017	Provide terms of reference to the ICANN Board.	SSR2	TBD		Email sent to Board Chair on behalf of Review Team.	11 May 2017