

# CCWG ACCT Face to Face Meeting (19 - 20 January 2015)

In addition to regular CCWG-Accountability meetings and at the request of the Chairs, ICANN has offered to support a 2-day **face-to-face meeting in Frankfurt, Germany on 19-20 January 2014**.

- This meeting will take place at the Le Meridien Parkhotel in Frankfurt, Germany.
- Suggested arrival is Sunday 18 January with departure on Tuesday 20 January in the evening (or Wednesday 21 January for intercontinental flights).
- ICANN will offer travel support to the [CCWG-Accountability members only](#), but the meeting will be open to anyone in the CCWG-Accountability (participants and mailing list observers) who wishes to attend in person (at their own expense).
- **The deadline for confirmation of all in-person attendance is 7 January 2014.** Members receiving ICANN funded travel/lodging must confirm attendance by **31 December 2014**.
- Alternates will be eligible for travel funding if and only if they are a current participant of the CCWG-Accountability and approved by their SO/AC to serve as an alternate.
- Advisors are also eligible for ICANN funding should they attend the meeting.
- The meeting will be live through [Adobe Connect](#) and include remote participation capabilities consistent with the CCWG-Accountability meetings to date. The meeting will be recorded and transcribed.
- **UPDATE (7 January):** In addition to travel support for the members of the CCWG-Accountability, ICANN will offer support to the three liaisons in the CCWG: Kavouss Arasteh and Keith Drazek, who are the ICG-designated liaisons, and Avri Doria, who is the ATRT Expert. While these three liaisons are participants, they play an essential role in the work of the CCWG, representing related processes that affect, and will be affected, by the output of the CCWG. For these reasons, it is important to support their in-person attendance at the Frankfurt meeting, should they be able to attend.

## Proposed Agenda

(all times in local time – UTC+1)

DAY 0: Arrive Sunday 18 January — Welcome cocktail for all attendees at 19:00-21:00 (*Includes word from co-chairs (re: rules of engagement and agenda)*)

### DAY 1: Monday 19 January (9:00 – 18:00)

08:30 – 09:00: Coffee & Introductions by Chairs and Theresa Swinehart

09:00 - 09:50: [Update on CWG \(RFP 3B + synchronizing timelines\)](#)

09:50 – 10:40: [Finalizing list of contingencies](#)

10:40 – 11:00: Coffee Break

11:00 – 13:00: [Informal Pitch introductions of "visions" regarding outcome of our group](#)

13:00 – 14:00: Lunch

14:00 – 14:50: [Refining list and categories of stakeholders](#)

14:50 – 15:40: [Finalize wording on purpose of accountability](#)

15:40 – 16:00: Coffee Break

16:00 – 17:00: [Finalize rest of scope & definition document \(including independence\)](#)

17:00 – 17:45: [Advisor engagement update, provision of \(independent\) legal advice](#)

17:45 – 18:00: [Summary of Day 1 and action items](#)

### DAY 2: Tuesday 20 January (8:00 – 17:00)

07:30 – 08:00: Coffee

08:00 – 09:40: [Consensus building around WS1 definition requirements](#)

09:40 – 10:00: Coffee Break

10:00 – 12:45: [Consensus building around WS1 definition requirements](#)

12:45 – 13:45: Lunch

13:45 – 15:25: [Taking stock session \(including discussion of potential Chair's report\)](#)

15:25 – 15:45: Coffee Break

15:45 – 17:00: [Action items for initiating WS1 and preparation for Singapore](#)

End at 17:00

*Departure that evening (or Wednesday 21 January if needed)*