Draft Proposal for Phased Return to Face-to-Face Meetings

This draft proposal outlines a four-phased approach for returning to face-to-face ICANN meetings. Each phase suggests an enhanced remote participation experience, providing a more robust option for those not able to attend a meeting in person. The strategy emphasizes partnership and collaboration between the ICANN community and the collective org. ICANN org will continue to provide up-to-date assessment reports for each potential meeting location for community review and updates to the framework as needed.

A recommended timeline will be established by the community for each phase and subject to change based on conditions at the time of implementation.

ICANN org will initiate necessary measures to minimize risk associated with face-to-face meetings. These will include the Core Actions outlined below.

Core Actions

1. **Physical Distancing**
   - Maintain required physical distancing

2. **Practice Good Hygiene**
   - Wear a cloth face covering (mask)
   - Wash your hands, especially after touching frequently used items or surfaces

3. **Self-Quarantine**
   - People who feel sick or have been told to isolate/quarantine should stay home

4. **Higher-Risk Individuals**
   - Higher-risk individuals must consider their own personal safety while attending face-to-face meetings.

Note: Additional safety measures may be required to meet local government regulations at the time of the meeting.

Four-Phased Strategy Overview

Phase 0	• No Face-to-Face Meetings
Phase 1	• Hybrid Regional and Sectional Meetings
Phase 2	• Hybrid ICANN Public and Large Meetings
Phase 3	• ICANN Public and Face-to-Face Meetings

Note: Recommended dates for each phase will be established by the community and subject to change based on global conditions. Actual dates of transition between phases will be decided by the ICANN Board.

Phase 0: No Face-to-Face Meetings

ICANN meetings taking place during Phase 0 will be held as online-only virtual events. For that reason, we will build an enhanced virtual meeting experience which allows for increased interaction, attracting more participants and offering engaging networking opportunities.

Objectives

- Ensure community participation and interaction
- Ensure SO/AC structures have sufficient support
- Support outreach needs as required by the community
- Maintain engagement of current community members
- Identify and support community networking opportunities
- Provide enhanced capacity development opportunities
- Deliver an enhanced virtual meeting experience

Remote Participation Services in Use Today

- Zoom Conferencing Platform
- Simultaneous Interpretation in 6 UN languages + Portuguese for GAC
- Real-Time Transcription (Live-Scribing)
- Post-Meeting Recordings and Transcripts

Enhanced Virtual Meeting Experience Recommendations

- Daily pre-recorded videos
- Pre-session highlights (daily newsletter)
- Pre-recorded sessions
  - Welcome Ceremony and Newcomer Session
- Enhance prep sessions
- Increased and better visual/video/graphic elements
- Add trained meeting facilitators
- Encourage use of video cameras by all participants
- Consider additional languages for simultaneous interpretation to increase participation
- Establish networking opportunities
  - Virtual coffee Break
  - Virtual cocktails
- Newcomers Engagement Virtual Booth
- Sponsorship opportunities
  - Exhibition hall
  - Virtual backdrop
  - Giveaways to be shipped

Phase 1: Hybrid Regional and Sectional Meetings[*]

ICANN meetings and events during Phase 1 may still be taking place in an environment in which different regions and modes of travel have different risks. There will be attendees unwilling or unable to travel for a variety of reasons. We built in the option of a hybrid model into our planning; allowing for some local, regional, or limited in-person presenters and attendees while also accommodating an enhanced remote participation option for those who wish to present, participate and engage remotely.

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[*] Sectional meetings include SO/ACs, ICANN Board, Working Groups, Topical, etc.

Objectives

- Ensure safe and secure face-to-face meetings for regional or sectional groups
- Ensure SO/AC structures, Review Teams, Working Groups, etc., have required support
- Support regional outreach needs as required by the community
- Maintain regional engagement of current community members
- Identify and support regional/sectional community networking opportunities
- Provide enhanced regional capacity development opportunities
- Continue providing enhanced Virtual meeting experience

Decision Making Process

Meeting Requesters

- Community (through appropriate channel, e.g., SO/AC leadership or ICANN org staff support for a specific Review Team or approved special project)
- ICANN Board
- ICANN Org

Meeting Criteria Review Team

- After budget/need for meeting confirmed, then …
- Requester identifies logistical requirements
- ICANN Meetings Team identifies appropriate venues
- ICANN Security Operations establishes health and safety guidelines

Meeting Decision Authority

- ICANN CEO, with advice from:
- ICANN Meetings Team
- ICANN Security Operations
- Responsible ICANN Executive Team Member

Phase 1 Meeting Criteria

- Respective country Covid-19 data/trends at the time of review
- Respective country government guidelines during requested meeting dates
  - Delegate count does not exceed attendance and personal distancing guidelines
- Health system capability
- Acceptable location and venue risk assessment
- Flight availability

- Visa availability and degree of openness
- Available budget
- Need for meeting confirmed by responsible executive

Logistic Measures for Phase 1 Face-to-Face Meetings

- Venue selected complies with hygiene, health and safety standards
- Set up according to physical distancing rules in public areas and meeting rooms
- Collaborate with the community to develop meeting room configurations that meet their needs while adhering to government social distancing requirements.
- Safe catering services
- Screening at the meeting room access point
- Certified paramedic onsite
- Face masks and sanitizer distribution at the entrance of meeting room

Phase 2: Hybrid ICANN Public and Other Large Meetings

ICANN meetings and events continue in a hybrid manner with a larger number of attendees; allowing for more global, in-person presenters and delegates while accommodating an enhanced remote participation option for those who wish to present, participate and engage remotely.

Objectives

- Ensure safe and secure face-to-face meetings with limited number of global attendees
- Ensure SO/AC structures and multistakeholder process have required support with physical attendance and interaction
- Support regional outreach needs as required by the community
- Maintain global engagement of current community members
- Identify and support community networking opportunities
- Provide enhanced capacity building opportunities
- Continue providing enhanced Virtual meeting experience

Decision Making Process

Meeting Requesters

- Community (through appropriate channel, e.g. SO/AC leadership or ICANN org staff support for a specific Review Team or approved special project)
- ICANN Board
- ICANN Org

Meeting Criteria Review Team

After budget/need for meeting confirmed, then …
- Requester identifies logistical requirements
- ICANN Meetings Team identifies appropriate venues
- ICANN Security Operations establishes health and safety guidelines

Meeting Decision Authority

- ICANN CEO with ICANN Board Advice

Phase 2 Meeting Criteria

- Respective country Covid-19 data/trends at the time of review
- Respective country government guidelines during requested meeting dates
    - Delegate count does not exceed attendance and personal distancing guidelines
- Health system capability
- Acceptable location and venue risk assessment
- Flight availability
- Visa availability and degree of openness
- Available budget
- Need for meeting confirmed by responsible executive

Logistic Measures for Phase 2 Face-to-Face Meetings

- Venue selected complies with hygiene, health and safety standards
- Set up according to physical distancing requirements in public areas and meeting rooms
- Collaborate with the community to develop effective meeting room configurations while adhering to current physical distancing requirements
- Safe catering services
- Screening at meeting room access points
- Certified doctor and paramedic availability onsite
- Distribution of face masks and sanitizer at the entrance of all meeting rooms

Phase 3: ICANN Public and Face-to-Face Meetings

ICANN meetings and events in Phase 3 continue in a hybrid manner with the usual number of ICANN meeting attendees; allowing global, in-person presenters and attendees while accommodating a strong remote participation option for those who wish to present, participate and engage remotely.

We still expect the Core Actions to be followed, and for the Phase 1 and Phase 2 meetings criteria to be applied in Phase 3.

Objectives

- Ensure safe and secure face-to-face meetings for global attendees
- Ensure SO/AC structures and multistakeholder process have required support for physical attendance and interaction
- Support regional outreach needs as required by the community
- Maintain global engagement of current community members
- Develop and support community networking opportunities
- Provide enhanced capacity building opportunities
- Continue providing enhanced virtual meeting experience