**ACCOUNTABILITY & TRANSPARENCY REVIEW TEAM 2 (ATRT 2)**

**FACE-TO-FACE MEETING 02**

**Beijing – 5-6 April 2013**

1. Welcome
2. Review Agenda
3. Conflict of Interest policy & Statement
   1. Review ATRT 1 Conflict of Interest (CoI) policy - refer: <http://www.icann.org/en/about/aoc-review/atrt/coi-policy-atrt-30apr10-en.pdf> )
   2. Adopt CoI policy
   3. Define a Statement of Interest template
   4. Proceed to signature and completion
4. Terms of Reference & Methodology
   1. Review and refine ATRT 1 Terms of Reference & Methodology (refer to: <http://www.icann.org/en/about/aoc-review/atrt/terms-and-methodology-09jun10-en.pdf>)
   2. Adopt ATRT 2 Terms of Reference & Methodology
5. Discuss work distribution
6. Map the ATRT2 topics to the mandate
7. Staff update: SSR implementation
8. Begin reviews of previous reviews and Board/Staff response to them
9. Identify resources needed
10. Preparing for the Interaction with the ICANN Community & general outreach
11. Define upcoming activities
12. A.O.B