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

**FACE-TO-FACE MEETING 02**

**Beijing – 5-6 April 2013**

**DAY 1**

1. Welcome (08:30-08:45)
2. Review Agenda (08:45-08:50)
3. Adopt preliminary reports: (08:50-09:00)
	1. Call 01 – 22 February 2013
	2. Los Angeles – 14-15 March 2013
	3. Call 02 – 28 March 2013
4. Conflict of Interest policy & Statement of Interest (09:00-09:30)
5. Adopt CoI policy
6. Adopt SoI template
7. Proceed to signature and completion
8. Terms of Reference & Methodology (09:30-11:30)

*Coffee Break (10:30-10:45)*

1. Calendar of activities (11:30-12:30)

*12:30-13:30 Working lunch*

1. Outreach (12:30-13:30)
	1. Define approach
	2. Interacting with Governments
2. Data collection & analysis (12:30-14:30)
3. Work streams/Brainstorming (14:30-16:30)

*Coffee Break (15:30-15:45)*

1. Staff update: SSR implementation (16:30-17:30)

**DAY 2**

1. Recap of day 1(08:30-09:00)
2. Identify resources needed (09:00-10:00)
3. Exchanging with Review Team alumni & unselected candidates (10:00-11:30)

*10:30-10-45 Coffee Break*

1. ATRT Alumni (11:30-12:30)

*Non-Working lunch* (12:30-13:30)

1. Begin reviews of previous reviews and Board/Staff response to them (13:30-14:30)
2. Preparing for the Interaction with the ICANN Community (14:30-15:30)

*15:30-15-45 Coffee Break*

1. Define upcoming activities (15:45-16:30)
2. A.O.B

*Beijing Schedule*

(Venue map: <http://beijing46.icann.org/files/meetings/beijing2013/BIH-venue-map-mar13.png>)

**Friday, 5 April - 08:30-17:30 - Face-to-Face meeting – Function 11**

* Virtual Meeting Room: <http://icann.adobeconnect.com/pek46-function11>
* Session Details: <http://beijing46.icann.org/node/36999>
* Dial-in Details: Refer to your calendar invite

**Saturday, 6 April - 08:30-17:30 - Face-to-Face meeting – Function 11**

* Virtual Meeting Room: <http://icann.adobeconnect.com/pek46-function11>
* Session Details: <http://beijing46.icann.org/node/37001>
* Dial-in Details: Refer to your calendar invite

Sunday, 7 April – 09:00-10:30 - ATRT 2 Government Representative meeting with the GAC – Grand Hall B

**Tuesday, 9 April – 15:00-15:30 – Invitation to join the NCSG – Function 9**

* Virtual Meeting Room: <http://icann.adobeconnect.com/pek46-function9>
* Session Details: <http://beijing46.icann.org/node/37105>

**Wednesday, 10 April - 11:00-12:30 - Interaction with the Community – Grand Hall A**

* Virtual Meeting Room: <http://icann.adobeconnect.com/pek46-granda>
* Session Details: <http://beijing46.icann.org/node/37175>
* Dial-in Details: Refer to your calendar invite
* Language service available - view <http://beijing46.icann.org/node/37175> for links