**Accountability & Transparency Review Team 2 (ATRT2) Face-to-face meeting in Washington DC –**

**Thursday, 19 September – Friday, 20 September 2013**

**Proposed Agenda**

**Day 1: Thursday, 19 September**

**Time displayed in EST**

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| **Description** | **Additional Participants** | **From** | **To** |
| Welcome and opening remarks |  | 8:30 am | 8:40 am |
| Adopt meeting agenda |  | 8:40 am  | 8:45 am |
| Adopt preliminary reports |  | 8:45am | 8:50 am |
| Update on Accountability and Transparency Benchmarks and Metrics project | Christina Laybourn, One Word Trust, Larisa Gurnick | 8:50 am  | 9:20 am |
| Update from ICC re: PDP effectiveness review | Mark McFadden | 9:30 am | 10:00 am |
| **Coffee break** |  | **10:00 am** | **10:15 am** |
| SSR recommendations |  | 10:15 am | 11:45 am |
| **Lunch** |  | **11:45 am** | **12:45 pm** |
| WHOIS recommendations |  | 12:45 pm | 2: 15 pm |
| Work Stream 1 recommendations |  | 2:15 pm | 3:15 pm |
| **Coffee break** |  | **3:15 pm** | **3:30 pm** |
| Work Stream 1, continued |  | 3:30 pm | 4:30 pm |
| Review of report format |  | 4:30 pm | 5:30 pm |

**Day 2: Friday, 20 September**

**Time displayed in EST**

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| **Description** | **From** | **To** |
| Work Stream 4:Appointment of Review Teams | 8:30 am | 9:00 am |
| Work Stream 4:Getting the Review Team started with a complete implementation report | 9:00 am | 9:30 am |
| Work Stream 4:Review Budget Transparency and Accountability | 9:30 am | 10:00 am |
| Work Stream 4:Incorporation of review teams input into ICANN strategic plan and Institutionalization of progress | 10:00 am  | 10:30 am |
| **Coffee Break** | **10:30 am** | **10:45 am** |
| Work Stream 4:Finance Accountability and Transparency | 10:45 am | 11:15 am |
| Work Stream 4:Volunteer engagement | 11:15 am  | 11:45 am |
| **Lunch** | **11:45 am**  | **12:45pm** |
| Work Stream 4:Publication of yearly statistical reports on transparency  | 1:00 pm | 1:30 pm |
| Work Stream 4:Employee Hotline (Whistleblower Policy) | 1:30 pm | 2:00 pm |
| Work Stream 1, continued (if needed) | 2:00pm | 2:45 pm |
| **Coffee break** | **2:45 pm** | **3:00 pm** |
| Review of report format (continued) | 3:00 pm | 3:30 pm |
| Review of assignments – templates, report drafting | 3:30 pm | 4:30 pm |
| Wrap up | 4:30 pm | 5:00 pm |



