**NOTES FROM ICANN67 PLANNING CALL WITH COMMUNITY REPRESENTATIVES**

**21 February 2020**

General:

There was agreement on the following:

1. The virtual meeting schedule cannot be the same as the one for a physical meeting.
2. The current meeting schedule therefore needs to be trimmed.
3. The virtual meeting should focus only on those topics that are “must haves”, including topics which different groups have an interest in discussing with one another at this time.
4. This is an opportunity to streamline and prioritize work as a community. In that regard, they think that
5. Policy work should take priority. Two topics that saw wide agreement on as being important for ICANN67 are the New gTLD Subsequent Procedures PDP and the EPDP on the Temporary Specification.
6. Other topics that may be useful to retain: the recommendations from ATRT3 & SSR2.
7. The groups’ internal-only meetings are less critical; much of these can be rescheduled for other times outside the formal meeting schedule.
8. The Public Forum and the ability for each group to interact with the Board should remain.

Individual Group Scheduling:

Most groups are already working on reducing the number of internal sessions they had planned to have. Some are also reconsidering the need for bilateral meetings with other groups.

Plenary Sessions:

The SSAC and ccNSO wish to cancel the IoT plenary session - it can be postponed to ICANN68. Similarly, the RySG and RrSG prefer to cancel the plenary session they were going to organize. The next step: seek feedback from the other groups as to whether they support rescheduling these two sessions to ICANN68.

Meeting Duration:

There was some discussion over possibly extending the meeting framework to two weeks, to allow for more flexibility in terms of scheduling and participation. However, it was ultimately acknowledged that this is impractical and difficult, given the contracts ICANN org has with some of our contracted service providers and the fact that many community members have blocked out a week for ICANN67, meaning they will not be able to participate in a two-week virtual meeting.

Technology & Technical Support:

ICANN org plans to continue to provide live interpretation and scribing for the main sessions, as is the case at a regular ICANN meeting (e.g. plenary sessions, if any; Public Forum). However, due to logistical challenges, it will be a formidable task to provide simultaneous live interpretation for all sessions that may request them. It will be best to first know what is the absolute minimum sessions that will require this service.

We will be using Zoom for remote participation. We have sufficient licenses to cover up to 8 concurrent sessions at a time. We should also be able to support a number of sessions with a few hundred attendees.

There was a question about whether ICANN org will be able to provide meeting support (including language and technical services) beyond an 8-hour day (e.g. up to 12 hours).

Future Planning:

If possible, some form of tracking metrics should be developed to assess how this virtual meeting was handled, to assist with planning for future meetings.

**ACTION ITEMS:**

1. Tanzanica King to send to each group their meeting schedule for review, with a view towards deciding which of their scheduled sessions they wish to retain as part of the formal ICANN67 meeting schedule, which to reschedule (e.g. to become an online meeting subsequent to ICANN67 or to be held at ICANN68), and which to cancel.
2. ICANN org staff to work on a skeletal plenary schedule, based on the feedback from this call, to enable community groups to plan their individual and bilateral sessions around the “must have” sessions (e.g. Public Forum, sessions with the Board).
3. Schedule the next call for Tuesday 25 February, where all community groups will share their groups’ views on a revised, trimmer ICANN67 schedule.
4. If need be, organize a quick vote to finalize topics/sessions for the revised schedule.