IFRT Plenary Meeting #9horizontal line

[IFRT PLENARY MEETING](https://community.icann.org/display/ifr/March+31%2C+2020+%2817%3A00+UTC%29+-+Call+%238), 14 APRIL 2020

***Review Team Members: If you have corrections, please email Amy at amy.creamer@icann.org***

Agenda**:**

1. Welcome
2. Agenda Bashing
3. Administrative Items
4. [PTI Budget Process](https://community.icann.org/display/ifr/April+14%2C+2020+%2817%3A00+UTC%29+-+Call+%239?preview=/126431488/132088199/PTI%20FY21%20OP%26B-IFR%20Review.pdf) – Becky Nash
5. IANA Naming Functions Contract review (any progress?) (<https://docs.google.com/spreadsheets/d/1liYwq83mQa9rRkuPwqt7ZoUDVtN-yT_c/edit#gid=1621245865>)
6. [Fact Sheet](https://community.icann.org/display/ifr/Fact+Sheet?preview=/120819250/132940235/IFR%20Fact%20Sheet_31Mar2020.pdf)
7. Time Zone Discussion
8. Next Meetings:

a. April 28 (Time TBD)

**High Level Notes**

**PTI Budget Process**

* Becky Nash gave an overview on how the PTI Operating Plan & Budget is developed. Some key points:
  + The PTI Budget is rolled up into the ICANN Budget, and so must be completed 18 mo in advance. $ 0.5 Million of contingency funds are budgetted for in order to cover unforeseen expenses due to the very early planning of the budge
  + PTI OP&B inlcudes
    - 3 categories of costs supporting the core IANA Services\*
      * Direct Dedicated Costs: wholly dedicated employees and activities within PTI
      * Direct Shared: Specific staff allocations from other ICANN supporting departments
      * Shared Services: Communal services used by the entire ICANN org
    - Contract Oversight & Auxiliary services: costs incurred by ICANN to oversee PTI’s performance of IANA services, plus costs solely incurred to enable IANA Functions

\*IANA Services = Delivery of the IANA Services, including developing enhancements, reporting performance, and continuous improvement activities. Comprised of the naming, numbering and protocol parameter functions.

**TIMEZONE**

* Daylights saving has negatively impacted team members in the southern hemisphere. Will send out a doodle poll regarding time change options.

Decisions:

NONE

Action Items:

* For Team Members: Please continue your research.