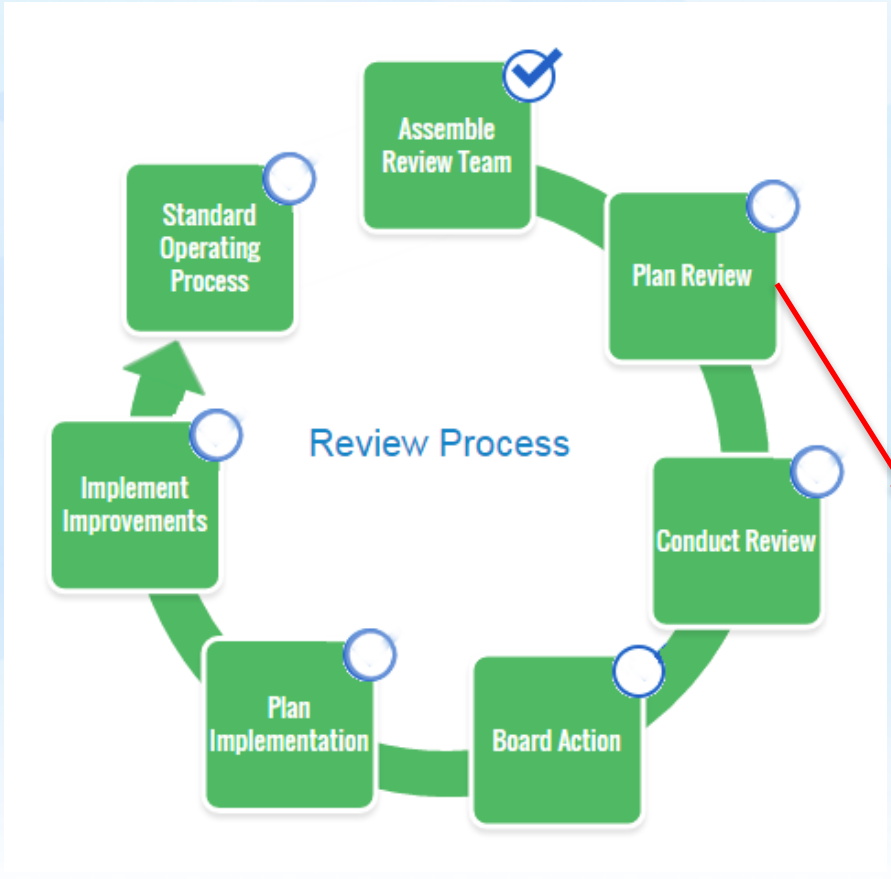# RDS-WHOIS2-RT

Call #2 - 13 July 2017

Agenda

1. Welcome and opening remarks (*Karen Mulberry*)
2. ICANN59 Recap (*Jean-Baptiste Deroulez*)
3. Review Team leadership structure, responsibilities (*RDS-WHOIS2-RT*)
4. Plenary call schedule and topics (*Karen Mulberry*)
5. First face-to-face meeting: Dates & Topics (*Karen Mulberry*)
6. ICANN60 meeting (*Karen Mulberry*)
7. Board Resolution (RDS-WHOIS2-RT members) (*Lisa Phifer*)
8. Consider process and how the Review Team wishes to include Observers (*Karen Mulberry*)
9. A.O.B

Welcome & Opening Remarks

Agenda Item #1 – Karen Mulberry

Review Process

- Phases and typical actions and milestones applicable to Specific Reviews
- We are now entering the "Plan Review" phase

Phase	Key Actions and Milestones
Assemble Review Team	ICANN Organization publishes Call For Volunteers that includes list of desired skills and attributes.
	Review teams will be established for each applicable review, which will include both a limited number of members and an open number of observers. The chairs of the Supporting Organizations and Advisory Committees participating in the applicable review shall select a group of up to 21 review team members from among the prospective members nominated by the Supporting Organizations and Advisory Committees, balanced for diversity and skill. In addition, the Board may designate one Director or Liaison to serve as a member of the review team.
	SO/AC Chairs publish list of final Review Team composition.
Plan Review	Set up of communication vehicles, preparation of checklists and tools.
	Assemble relevant information, including implementation update on previous review team's Board-approved recommendations.
	Prepare and publish review budget and rationale.
	Conduct planning meeting/conference call and briefing on implementation status; elect key leadership positions.
	Hold initial meetings with subject matter experts within ICANN Organization.
	Develop Terms of Reference, workplan and schedule.

ICANN59 Recap

Agenda Item #2 - Jean-Baptiste Deroulez

ICANN59 Recap – Informal Meeting

Topics discussed

- Planning

- Weekly Calls

- Scope

- Face-to-Face Meeting Dates

- Links to [Background Materials](#)

  - WHOIS Review Implementation Reports

  - Final Report from the Expert Working Group on Internaitonalized Registration Data (IRD)

  - RDS/WHOIS Accuracy Reporting System (ARS) Project

  - OECD Guidelines on the Protection of Privacy and Transborder Flows of Personal Data

Review Team
Leadership Structure, Responsibilities

Agenda Item #3 - RDS-WHOIS2-RT members

Call for Expressions of Interest

- Alan Greenberg

Interested in a role in the longer term leadership.
Act as an Interim Chair to discuss the scope issue, if the RT desires.

- Susan Kawaguchi

Act as Vice-chair or Co-Chair.

Responsibilities

- Review Teams will make its selection keeping in mind that the leadership must have the expertise to effectively lead the group so that it functions properly, the ability to communicate, subject matter expertise, time management skills and budget/financial management capabilities.

- The designated Review Team leadership will have responsibilities for managing the work of the review team and will also be responsible for determining consensus (per Bylaws Section 4.6 (a) (iii).

Proposed Role of Leadership

- Remain neutral when serving
- Identify when speaking as an advocate
- Maintain standards and focus on the aims of the Review Team as established in its Terms of Reference
- Drive toward delivery of key milestones according to the Work Plan
- Ensure effective communication between members and with broader community, Board and ICANN org
- Set the agenda and run the meetings
- Ensure that all meeting attendees get accurate, timely and clear information
- Determine and identify the level of consensus within the team
- Provide clarity on team decisions
- Ensure decisions are acted upon
- Build and develop teamwork
- Manage the team's budget and financial reporting to maintain accountability and transparency

Plenary Call Schedule and Topics

Agenda Item #4 – Karen Mulberry

Plenary Calls Schedule

- Doodle poll: Weekly calls will be held on **Thursdays at 11:00 UTC**.

- Calls will be scheduled for 60 min and may be cancelled in the absence of an agenda.

- **Summer Schedule**:
    - Plenary call every week or every other week?
    - 1 hour?

- Logistics: 24-hour requirement to post the agenda prior to a call, otherwise call will be cancelled.

Plenary Calls Topics

- **Scope** of Review (will impact work plan and timeline)

- **Terms of Reference – see Board Resolution**

- **Work Plan**

- **Timeline** and Schedule

- Leadership Election for key **leadership** position(s)

- Briefings on WHOIS1 **implementation**

- **Review Team Budget**

First Face-to-Face Meeting: Dates & Topics

Agenda Item #5 – Karen Mulberry

Face-to-Face Meeting #1

- Location: **Brussels**

- Best Date: **2-3 October 2017** (10 Participants, incl. 1 remote)

	29-30 August	28-29-30 August	29-30-31 August	30-31 August 1 September	2-3 October	3-4 October	4-5 October	3-4-5 October
Volker Greimann	OK	OK	OK	OK	OK			
Thomas Walden								OK
Dmitry Belyavskiy	(OK)	(OK)			OK	(OK)		
Alan Greenberg	OK	OK	OK	OK	OK	OK	OK	OK
Cathrin Bauer-Bulst	OK	OK	OK	(OK)	OK	OK	(OK)	(OK)
Chris Disspain	OK	OK	OK	(OK)	OK	OK	OK	OK
Susan Kawaguchi					OK	OK	OK	OK
Carlton Samuels	OK	OK	OK	OK	OK	OK		OK
Lili Sun	OK	OK	OK	OK	(OK)	OK	OK	OK
Stephanie Perrin			OK	OK	OK	OK	OK	OK
Erika Mann					OK	OK	OK	OK
Count	6:1:4	6:1:4	7:0:4	5:2:4	**9:1:1**	8:1:2	6:1:4	8:1:2

ICANN60 Meeting

Agenda Item #6 – Karen Mulberry

ICANN60 Meeting

- RT to decide whether wants to hold a one day Face-to-Face meeting before ICANN60

- RT to decide whether wants to hold a 2 hour Public Consultation session to gather input from the community on RDS Review focus and topics to consider

Board Resolution

Agenda Item #7 – RDS-WHOIS2-RT Members / Lisa Phifer

ICANN Board Resolution

- **ICANN Board Resolution**

"Resolved (2017.02.03.10), the Board hereby appoints Chris Disspain to serve as a member of the RDS Review Team and requests that this team develop and deliver to the Board its approved Terms of Reference and Work Plan by the 15th of May, 2017, to ensure that the team's scope and timeline is consistent with the requirements of the ICANN Bylaws."

- **Estimated date to submit Terms of Reference to the ICANN Board?**

Observers

Agenda Item #8 – Karen Mulberry

RDS-WHOIS2-RT Observers

Bylaws requirement 4.6. (a) (i) *Review teams will include both a limited number of members and an open number of observers*

Seeking RDS-WHOIS2-RT confirmation on current settings:
- Attend calls via dedicated observers' Adobe Connect room
- Attend face-to-face meetings in person or remotely
- Schedule of meetings/agendas to be shared on observers list
- Can be subscribed to RDS-WHOIS2-RT list with no posting rights
- Can send input to Review Team through dedicated channel input-to-rds2-whois2-rt@icann.org (open to all community)

Additional questions for RDS-WHOIS2-RT's consideration:
- Should they be given time on the RT agenda to speak?
- How do you want to consider their written input?
- Should there be RT sessions closed to Observers?

- Note: Applicants who were not selected were invited to follow the work of the review team as an observer.

A.O.B.

Agenda Item #9

Questions?

Contact us at
rds-whois2-staff@icann.org