**SSR2 Subtopic\_**

**SSR1 Review - Meeting #1**

**20 July 2017**

**2100 UTC**

**Attendees:** Denise Michel, Alain Aina, Ram Krishna Pariyar

**Staff:** Yvette Guigneaux, Karen Mulberry, Jennifer Bryce, Steve Conte, Negar Farzinnia, Bernard Turcotte

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| **Action** | **Owner** | **Expected Delivery Date** |
| Gather information regarding SSR1 implementation together in logical groupings and index within the Google doc.  | ICANN Org | 28 July  |
| Determine if there is an owner of the SSR1 implementation report, and who was determining the goals and outcome of each recommendation. | ICANN Org | 28 July  |
| Open a discussion on the email list regarding work items, eg. redundancies and prioritization. Share document with team for their input on more detailed work plan and timeline.  | Alain | 27 July |
| Tentatively hold 21:00 UTC Thursday weekly for SSR1 implementation subgroup call.  | ICANN Org | 21 July  |

**Agenda:**

1. Finalize work items
2. Agree on methodology
3. Set timelines
4. AOB
* DM and AA only call participants at 5 minutes after the hour.
* DM: Additional items to add, on the list: Confirm if this is our standing call time and determine how frequently we want to have phone calls. Work item: Do a robust review and start sharing thoughts on implementation. As soon as possible, identify if we are going to need additional information and research.
* Request that staff gather information regarding SSR1 implementation together in logical groupings to make it easier for the team to do a deep dive on the implementation and impact of the implementation. Suggest using the broad groupings of the recommendations and create indexes of the implementation material within each of the groupings, within the Google doc. Add titles and links to the relevant implementation material. This will help facilitate the discussion regarding if we need any more fact-finding on the recommendations.
* **Action:** JB: Staff can work on this for early next week.

**Methodology**

* Basic gap analysis on the implementation and their impact discussed as potential methodology.
* **Question:** AA: Does ICANN have a team or someone who is on charge of follow-up of the SSR1 recommendation implementation at-large? Ie. One person the team can have an in-depth discussion about what the objectives were and how ICANN came to the decision that it had met the objectives for all the recommendations?
* **Action:** SC: I can find out from staff. Implementation spans across the org.
* **Question:** DM:One of the team’s task is to assess the impact of recommendations. Part of assessing that impact is understanding what staff was trying to achieve and what it measured when it declared each recommendation complete. We want to have a clear understanding of what staff was aiming for and how they quantified success.
* **Action:** SC:I will work with Karen to find an owner of the implementation report and who was looking at each recommendation and determining the goals and outcome of each recommendation. We’ll ID the right people to get them in front of the subteam.

**Work Items:**

* **Action:** AA: I will open a discussion on the list to point out some things that are redundant and not needed on the list.

**Set Timelines:**

* Briefings scheduled for completion 1 August.
* DM: Team can look at briefings schedule and determine if additional briefings are required where previously noted ‘not required at this time per Co-Chairs’.
* AA: Team to discuss timeline on the mailing list now we have clarity that briefings will be completed on 1 August. Eg. When do we start looking at implementation of the recommendations and when we can come up with a draft document.
* Ram Krishna joined the call.

**AOB**

* DM: For discussion on the list: SSR2 plenary is looking to build out our work plan in more detail. I think it would be useful for the subgroup to take a look at the high-level work plan and timeline and start thinking about how we can add more detail and more interim deadlines for our work.
* **Action:** AA: I have the document, I will try to insert something and ask people to input and then we can share with the bigger team.
* AA: We only have 4 volunteers for this sub-team. Maybe we need more people. Note two Co-Chairs on this team.
* DM: That should be part of our discussion of work items and timeline that we want to adhere to. If we feel we may want additional support from staff or outside of staff it would be good to come to a decision in the next few weeks. Propose putting the issue on the table upfront. Look for work that we can outsource under our guidance that can move this forward if we’re not going to get any additional workers on this team Eg. a consultant to do basic gap analysis under our direction.
* AA: We also need to look at the distribution across the other sub-teams. Can the Co-Chairs look at that?
* DM: I’ll talk to Eric about that. Note the GNSO has been asked if they want to replace Emily with an additional appointment.
* **Action:** Time slot works for DM, AA and RKP. Staff to hold recurring slot tentatively and check with Eric on list.
* JB will send follow-up note after the call with summary of notes/actions.