**SSR2 Plenary Meeting #17 - 25 & 26 June, Johannesburg**

**DRAFT ACTION ITEMS**

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| **Review Team Action Items Plenary #17** | | |
| **Action** | **Owner** | **Due Date** |
| Populate the table of remaining SSR1 recommendations, with department, name of staff and Tuesday July Plenary meeting schedule availability. To Plenary call agendas. | ICANN Org | July 7 |
| Complete [SSR1 implementation briefings](https://docs.google.com/document/d/1js3wT36bLI0BXaGdZ7RRAN4nWjK8k4vuluak4vqa3V4/edit). | ICANN Org | August |
| Provide [follow-up questions](https://docs.google.com/document/d/15g9bz4h57wC9LmNltKLarLRGhJdztnCBzDGtWmBs8q0/edit) from the 25 June SSR1 briefings so that ICANN Org can prepare responses. | SSR2-RT | July 7 |
| Prepare [draft questions](https://docs.google.com/document/d/1QmUaAufCfYtEs0cXS-fTxwtkxHZMrBj1IwGIe332LVo/edit) for ICANN Chief Innovation & Information Officer (CIO). Questions will be sent to the CIO in preparation for holding a briefing for the RT. | SSR2-RT | July 7 |
| Complete [Doodle poll](https://beta.doodle.com/poll/6k8at4f63wpv37c3) on January 2018 face-to-face meeting. | SSR2-RT | July 7 |
| Provide [final SSR1 implementation report](https://community.icann.org/display/SSR/SSR1+Review+Implementation+Home). | ICANN Org | June 26 |
| Provide SSR2-RT with information on if ICANN Office of the CTO has plans to re-define “security”? If so, how and when? | ICANN Org | July 7 |
| Provide SSR2-RT with information on if ICANN Org will accept Board proposal for a new, template “Terms of Reference in Operating Standards”? If so, when will it be issued? | ICANN Org | July 14 |
| Establish staff support requirements and availability to support SSR2-RT subgroups. | ICANN Org, Co-Chairs | July 11 |
| Post note on list regarding cancellation of the 06:00 SSR2-RT Plenary call rotation slot. Team members to raise any objections on list. | Co-Chairs | July 11 |
| SSR2-RT to [share thoughts](https://docs.google.com/document/d/1nBZXvPNVIGsqDUaTZkm9aW5Rit0hR4YHf3wftU2jMhA/edit?usp=sharing) on top SSR concerns with Future Challenges subtopic team to inform work items/scope. | SSR2-RT | TBD |
| Update SSR2-RT [action items](https://community.icann.org/display/SSR/Action+Items) wiki page with new request reporting tool. | ICANN Org | July 7 |

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| **SSR1 Review** | | |
| **Action** | **Owner** | **Due Date** |
| Identify tasks to form a work plan, including metrics/measurements for effectiveness. | SSR1 subtopic team | TBD |
| **Decisions** | | |
| Team can begin work on reviewing recommendations for which briefings are complete. | | |
| Rapporteur: Alain Aina | | |

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| **ICANN SSR** | | |
| **Action** | **Owner** | **Due Date** |
| Refine key action steps/work items and scope of the subtopic review. | ICANN SSR subtopic team | TBD |
| Rewrite the security framework piece with more information | Noorul Ameen, Boban | TBD |
| **Decisions** | | |
| Rapporteur: Boban Krsic | | |

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| **DNS Security** | | |
| **Action** | **Owner** | **Due Date** |
| Draft work plan and share with plenary. | DNS Security subtopic | 7 July |
| Write up topic areas and share with sub-team. | Geoff | 27 June |
| Subtopic group to share input to GH draft of topic areas. Consider:   * Is this a useful structure to use to organise this activity? * What is missing from this list? * Is there anything here that is perhaps out of scope? * Is this an achievable agenda for the study? | DNS Security subtopic | 7 July |
| **Decisions** | | |
| Rapporteur: Geoff Huston | | |

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| **Future Challenges Action Items & Decisions Made Plenary #17** | | |
| **Action** | **Owner** | **Due Date** |
| None |  |  |
| **Decisions** | | |
| Kerry-Ann nominated as rapporteur. Objections to be raised on the list. | | |
| Rename group from Future Threats to Future Challenges | | |

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| **IANA Transition** | | |
| **Action** | **Owner** | **Due Date** |
| Schedule interviews with Kim Davies, Elise Gerich, PTI at ICANN59. | ICANN Org | June 26 |
| **Decisions** |  |  |
| Team to hold face-to-face report drafting session in September 2017. | | |

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| **ICANN Board Action Items Plenary #17** |
| Identify Board members on “caucus” reviewing SSR2 work. |
| The ICANN security team (now OCTO/SSR) developed a framework that provided a definition for "security". The SSR2 team used that definition. The Board response to the Terms of Reference expressed that this definition is too broad for the Review Team’s use. Is Board asking staff to redefine definition of “security”? |

**SUMMARY NOTES:**

**NOTE: The official record of the meeting can be found on the SSR2 wiki** [**here**](https://community.icann.org/pages/viewpage.action?pageId=64949767)**.**

**JUNE 25**

**Updated SOIs & note apologies/absences**

* James Gannon, speaking as an individual.

**Review of agenda**

* Remaining SSR1 briefings will take place on the Tuesday plenary conference calls. ICANN Org will fill out the Google doc ahead of time.
* Overarching objective of the meeting is to develop a detailed work plan and timeline. Add some clarity to subtopic list and more specific path to discussion.
* Add ICANN Board response to the Terms of Reference to the 26 June agenda.

**Review of subtopics**

* Outstanding request to make sure every member of the team has identified the subtopic groups they want to participate in and that each subtopic has a rapporteur.
* Some deduplication of tasks needs to be done at Plenary or subtopic level.
* SSR1 subtopic issues: Did the ICANN org implement the recommendation and was it effective. Baseline questions specific to SSR1 that need to be answered as part of this subtopic.
* ICANN Security topics have some overlap with DNS Security, future threats and the IANA transition groups potentially.
* Team agreed to invite dialogue with the ICANN CIO after a list of questions has been developed.

**SSR1 briefings**

* Strategic & Operating Plan: Akram Atallah
* SSR-Related Budget & Expenditures: Xavier Calvez
* Certification: Kim Davies
* Applying the EFQM Excellence Model: Susanna Bennett
* RT to provide follow-up questions in writing.
* Staff will circulate final SSR1 implementation report to RT.

**Lunch**

**Subtopic work continued**

* 5 briefings left for SSR1: Team requested to be completed before August.
* ‘Other’ subtopic group topics to be wrapped up within the other subtopics.
* SSR1 review subtopic: Team agreed to move forward with working on the recommendations for which briefings are complete.
* Team agreed to breakout to subgroups before going through work items in plenary. DNS Security, ICANN Security and IANA Transition subgroups breakout sessions.

**DNS Security**

* Subteam identified four general topic areas: Root zone management practice, change management, roles and responsibilities, abuse and threats.
* GH to write up and send it to the subtopic mailing list. Group will form a work plan by 7 July.
* Note roles of RSSAC to avoid duplicating the RSSAC review
* Subteams look at prioritization of items so that if more items are added to topics the group can make a conscious choice at what gets looked at.

**ICANN Security**

* Team agreed to change name to ICANN SSR as the review is focused on items that ICANN has a sole or leading role.
* Noorul and Boban to rewrite the security framework piece with more information.
* Some overlap noted with SSR1 subtopic.
* Denise to flesh out list of work items for SSR1 and flag areas where connections to other subtopics exist.

**IANA Transition**

* Request for MSSI support staff to arrange interview with Kim Davies and Elise Gerich in Johannesburg.
* 2 key work items and key topic areas identified: Changes to ICANN SSR and business continuity plan.

**Outreach**

* Team discussed definition of outreach.

**Action items**

* Further discussion around the process of RT’s asking questions and what happens if they don’t get the answer, for example with the question for DNS Eng team.
* NDA to be discussed on RT’s next plenary call, July 7.
* Collaborative tools to be discussed June 26.
* Request for staff to provide delivery date on the action item re: statement of work draft.
* Staff will circulate information on ITHI by end of week.

**AOB**

* None

**END OF DAY 1**

**JUNE 26**

**Discussion of Board response to Terms of Reference**

* Team will draw up list of action items and requests for clarification coming out of the Board response and today’s discussion.

**Subtopic work**

* IANA Transition, Future Threats, ICANN SSR subtopics breakout sessions

**IANA Transition**

* Meeting with Elise Gerich, Kim Davies this afternoon
* Completed drawing up task list and list of questions for Kim and Elise.

**ICANN SSR**

* Team has begun putting work items into groupings. Team needs more time and help from other team members to rephrase some items and complete the scoping exercise.

**Future Threats**

* Request that team members share thoughts on what SSR concerns they have and subteam can assess if it can be considered a future threat.
* Team agreed to rename to ‘Future challenges’

**Lunch**

**Action Items**

* Rapporteurs will feed back to the plenary on group’s progress.
* Boban volunteered as rapporteur for ICANN SSR subtopic group.
* Alain volunteered as rapporteur for SSR1 briefing subtopic group.
* Kerry-Ann nominated as rapporteur for Future Challenges, with the understanding she can object as not present.
* Co-Chairs will post on the list that the 06:00 UTC slot is canceled. Decision is not irreversible. Team to raise any objections on list.
* Collaborative tools discussion will be moved to plenary 11th July.

**AOB**

* Review of proposed formal process for tracking RT requests: Larisa Gurnick.
* Staff to update wiki with new process and send note to RT when complete.

**END OF MEETING**