**Suggestion re: next RT F2F - for team comment**

Objectives / Background

My thinking behind encouraging a second F2F later this year for the team:

1. Team is months and months behind – some urgency to make progress
2. With any luck and some goodwill, the F2F in Washington should have restarted some work which should (I think) be ready for at least some F2F time by October or November
3. ICANN63 is an opportunity for some F2F time, because many of the team will be attending - save cost, convenience, etc
4. More importantly from my point of view - the restarted RT has some work to do to rebuild the confidence of the community and some observable working activity at ICANN63 would be an excellent message to send
5. We don't yet know what F2F meetings at Barcelona will be able to achieve, how much time would be useful, who would need to be involved, etc – but seems sensible to take advantage of the opportunity – and that requires advance action

Decision-making

1. Using the doodle-poll process is an excellent way to identify team members’ preferences for calendaring and travel arrangements – but it does not (in my humble opinion) address a number of dimensions of what is a good decision. Sorry to labour this, but at the least, the following issues need to be thought about:
	1. Calendaring & travel – a doodle poll gives us high level availability, however too many options dilutes the voting to the point of being pretty useless. To get quality input, with a group this size, there should ideally only be (say) 3 options – hopefully ones that everyone agrees could work.
	2. Local Attendance – as anyone who has attended an ICANN conference will attest, being in Barcelona does not necessarily mean availability for an RT F2F. Scheduling of other sessions and meetings won't be complete until late September. Any SSR2 meeting will need to be scheduled before then. About half of the team look to me as if they will have numerous other obligations and interests during the week and may not be able to attend. These events have continuous re-scheduling and constant time overruns – even if planned, people will be late or not turn up.
	3. Remote attendance – a number of the team may not be in Barcelona at all – so participation will also depend on adequate tech support and bandwidth, etc for remote attendance and recording for those who miss entirely.
	4. Costs and logistics – there will be some issues to resolve with an external venue such as a hotel. Different options have quite variable costs.
2. From my look at the available ICANN meeting info (see note below) and feedback so far, can I suggest the options in table below. If team are happy with these options – then an on-line poll should be run – but we need to have some preferences recorded – ie. “Prefer – Could do – No good”.

| **Option** | **Description** | **Calendar** | **Local scheduling** | **Remote attendance** | **Costs & logistics** |
| --- | --- | --- | --- | --- | --- |
| **A. ICANN 63 facilities** | Request (say) 2 x 90-120 minute F2F supported by ICANN 63  | Can fit within Mon - Thurs window | Subject to other scheduling conflicts – (currently offering Sat 20th, Sun 21st, Mon 22nd , Wed 24th afternoon or evening sessions all days 18:30 – 20:00) | Provides full ICANN tech support, remote connect, recording | Lowest cost and least difficult |
| **B. Hotel facilities** | Book outside hotel/conference venue for (say) half a day, book separate tech support | Can fit within Mon – Thurs window | Subject to other scheduling conflicts – also transit time may affect if remote  | Risk of unreliability – previous experience not great | Higher cost, more organising |
| **C. Dedicated F2F later in year** | Dedicated 2 day F2F in Brussels in (say) November) – possibly combine with #1 above or with use of pop-ups at ICANN 63 | Would need to look for dates window. Higher demands on team for travel | No issue | Provides full ICANN tech support, remote connect, recording | An additional cost but lower airfares, venues and accommodation than other locations, more organisation required |

Nb.

* I understand that RDS Review Team have concluded that F2F concurrently with ICANN doesn't work.
* pop-up meeting rooms are only made available a few days prior on first-come, first served basis and may not have full tech support

Some background information on ICANN Meetings – from staff

To help inform the review team’s discussions around potentially meeting in Barcelona, please find some additional information below.

There are several external factors that ICANN org adheres to when supporting review team face-to-face meetings. These include ICANN’s meeting strategy and accountability and transparency commitments. The ICANN meeting strategy was developed several years ago by the community and sets out meeting format, duration, support and engagement activities for each meeting. ICANN63 in Barcelona is a ‘C’ meeting: Annual General Meeting. Because the focus of the ‘C’ meetings is on showcasing ICANN’s work to a global audience, the schedule will include several high-level government meetings.

Session rooms

ICANN org, on behalf of the review team, can submit requests for ‘regular’ session room space during the ICANN meeting. These rooms have tech support, microphones and recording facilities. However, priority for these spaces is given to SO/AC groups and it is not guaranteed that session requests can be accommodated. Sessions are scheduled in line with the meeting strategy. The Meetings team has been verbally notified of the review team’s requests and will do their best to accommodate several sessions for SSR2 once the general meeting schedule has been reviewed with the community. Please note the session requests may have to be in 90-minute blocks of time.

Pop-up rooms

Pop-up rooms at ICANN meetings are available on a first-come, first-served basis. Sign-up for these rooms generally becomes available a few days before the ICANN meeting. The Meetings Team will be offering “self-service” pop-up rooms in Barcelona which will be set up with a Polycom conferencing phone. Recording and remote participation will be available but no tech support or microphones will be available in these rooms.

Standard pop-up rooms also will be available but tech support, recording and remote participation are not available in these rooms. Usually these rooms can accommodate anywhere between 5-15 people but sometimes larger rooms are available. We can provide more information on these rooms when it is available.

Scheduling

To support with identifying suitable times to meet, a tentative block schedule for ICANN63 in Barcelona is attached. Please note this schedule is in draft form and likely to change after receiving feedback from the SO/ACs. As you can see on the schedule, sessions typically end by 18:30 local time. However, there are some 18:30 - 20:00 ‘networking’ time slots that may be available should the review team wish to meet later in the day. These sessions can be scheduled in ‘regular’ session rooms if they are available, with the facilities described above.

Meeting outside of the ICANN meeting

If the review team decides that meeting before or during the ICANN meeting in Barcelona is not conducive, there is the option to meet either at an ICANN office or another location. Once the review team determines feasible meeting dates, staff can put together budget quotes for such meetings as requested.

ICANN org can support whichever option the review team chooses. Please let us know if you have further questions.