**Notes**

**Universal Acceptance Coordination Group**

**2015-05-0622:00 UTC**

*Prepared by*

*Don Hollander*

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| Attendance | Brent London  Dennis Tan  Don Hollander  Edmon Chung  Mark McFadden  Rich Merdinger (part) | Apologies:  Christian Dawson  Ram Mohan |
| Previous Meeting | Notes from the previous meeting were agreed. | Notes to be published on UA Wiki |
| Matters Arising | None |  |
| Buenos Aires Program | Sunday Workshop – Revise schedule to lunch starting @ 13:15 and running for 30 minutes and Measurement & Monitoring starting at 13:45.  Focus of the Sunday Workshop is getting face-to-face time for participants to accelerate work done during calls.  Don to draft a documentation template to capture actions from the Workshop.  Need to get a list of constituencies, who’s reached out, and who’s addressing the issue.  Mid-Week program was agreed as fine. | Don to revise Sunday Schedule  Don to produce an outreach program for BA. |
| Group Updates | Brent: First Topline issues call occurred this week. Looking at scope into to main groups:   * Core solution providers where the technology is not UA Ready. Gmail, Microsoft Mail, etc. These are 3rd party applications that are preventing others from making their environments UA Ready. * The second area is to focus attention on creating the snowball – with energy focused on those organisations who will be seen as being UA ready, thus encouraging others to be UA ready.   While a dozen or so people turned out, it looks like there will be a very small group being active. Meetings will occur weekly through Buenos Aires.  Dennis: First International call scheduled for next week. Goal is to get the scope agreed. It’s already clear that there will be a need for cooperation between International and Topline issues.  Community Outreach has their first call scheduled for next week  Measurement & Monitoring is just getting started. Mark has already reached out to SaudiNIC and the group who did the measures for the EuRID/UNESCO report on IDNs. |  |
| Intra-Group coordination | The process remains to be seen, but it is clear that there will need to be good coordination among the groups (thus this coordination group) to ensure there’s no duplication of effort and to make sure that activities don’t fall between the cracks. |  |
| Budgets | Each group should be focusing on the activities for which they will want budget. The actual format isn’t as important as the activities, the costs, and the benefits.  Ranked budget ideas will come up from all four Project Groups and by merged by the Coordination Group – and then submitted to ICANN to form into its budget submission structure. |  |
| Generic Presentation | There’s clearly a need for a Generic Presentation that people can then customize for their own audiences. Mark has a presentation to RIPE next week and is looking for 5-7 slides.  Don to distribute the outline of a generic slide deck and ask Erika to take the outline and turn it into PowerPoint. | Don to ask Erika to take outline and turn it into presentation |