Key outcomes from
UASG Coordination Group Face-to-Face meeting

Washington DC, 14 & 15 January

- The UASG will shift from operating as a group of volunteers contributing to the work of the UASG into one of providing governance and advise for the UA Coordination staff.
    - o This will put more burden on the staff and there will be a need to bring in additional professional staff and contractors.
    - o Don & Ram to review the Charter and propose revisions and establishing the working processes. ETA TBD
- There has been little advancement on the tasks identified during the last face-to-face meeting in Dublin. The notable exceptions are:
    - o Progress has been made on the Introduction to UA document
    - o Progress has been made on the Definition of Universal Acceptance. This was reviewed during the meeting and a subsequent draft will be crafted
    - o New Quick Guides have been produced for the five topics of Accept, Validate, Store, Process and Display.
    - o The Definition of UA and New Quick Guides will be combined to produce a single document. This document will be produced and translated.
    - o Progress has been made on guidelines for establishing UA initiatives in regional and countries.
- Plans for Marrakesh have been set:
    - o There will be a half-day workshop on the Sunday
        - ▪ 20 Minutes - Update on UASG, Re-Organisation, Achievements, focus - Ram
        - ▪ 50 Minutes EAI
            - • 20 Minutes - Report from Coremail on their experiences, frustrations and lessons learned – Marvin Wu
            - • 30 Minutes - Live demonstration of EAI across multiple platforms: Microsoft 365, Gmail, Coremail – Mark Svancarek, Marvin Wu
                - o Gwen to prep media
        - ▪ 20 Minutes - Update on ICANN IT's pursuit of UA Readiness – Ashwin
        - ▪ 10 Minutes – Update on APNIC (tbc) on UA Readiness
        - ▪ 30 Minutes – Registry/Registrar UA Review – Dennis/Rich
        - ▪ 40 Minutes Report on UA Initiatives:
            - • 10 minutes - In China
            - • 10 Minutes - In India
            - • 10 Minutes – Thailand
            - • 10 Minutes - Eco
    - o 180 Minutes – Reading of Introduction to UA – Continued
    - o There will be a public meeting during the week
        - ▪ Launch of Quick Guides
        - ▪ Request for Comments - Introduction

- We will seek presentation time in the following communities:
  - Tech Day
  - SSAC
  - ccNSO
  - GAC
- Document Review
  - Complete reviews of the following documents were undertaken:
    - Quick Guides for Acceptance, Validation, Storage, Processing and Display
    - Definition of Universal Acceptance
    - Confusingly Similar characters
  - Progress occurred on the document: Introduction to Universal Acceptance
    - Additional reading session will occur for this document both before the Marrakesh meeting and at the Marrakesh meeting.
  - The authors of these documents will take the feedback, make revisions, and circulate for additional comments. ETA: 31 January 2016.
  - Documents will also be reviewed for consistency of language. (Mark/Gwen – When authors have made revisions.)
  - Target is to publish the Quick Guides as a single document in time for production and distribution in Marrakesh.
- Finances
  - Budget for 2016/17 remains as reported last week
    - For clarity, the automated test tool to be similar to W3C & Accessibility Issues automated evaluation tools.
  - A report showing current FY15/16 Budget, projected EoY position, and FY16/17 extensions to be produced by the end of the January by Don.
- Logging of complaints
  - There was extensive discussion about the UASG creating a registry of UA related complaints.
  - It was decided not to pursue such a registry because it was felt that the registrar, ISP or errant web site would be better places.
  - The UASG would solicit from its community (Registrars, Registries, ISPs, others) a precis of the nature of UA related complaints and the UASG would expand its existing knowledge base/FAQ to use in responding to similar complaints.
  - The UASG has already built on the work of Donuts and created a short communication to errant websites. This has been produced in more than 7 languages.
- Communications
  - Christian and Gwen to produce a "Help Wanted" document identifying the desired characteristics of an PR/Communications company and general overview of the tasks that are wanted. Up to 3 finalist will be selected from companies meeting all requirements. This will then be put out for tender and a PR company chosen. ETA: 28 February.
    - Ideas noted during the meeting:

- Characteristics: familiar with CIO audience and how to reach it, able to cover the global, able to support multiple languages and scripts
- Activities: Produce media releases and get them published, produce case studies and get them distributed, identify how they will reach our desired audience (or touch points), identify and execute a social media strategy
  - White Paper
    - Don & Ram to pursue White Paper to the point of issuing an RFP.

- Other
  - Mark and Lars to discuss EAI skillset at ECO's email event in April.
  - Expected Standards of Behavior to be circulated to UA-Discuss list with a 7-day comment period.
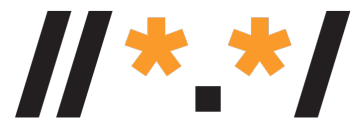
Summary of Actions:

What	Who	When
Review the Charter and propose revisions and establishing the working processes.	Don & Ram	TBD
Organise logistics for Marakesh	Don	15/2/16
Make adjustments to Quick Guides and Introduction to UA	Mark, Luisa, Dennis	31/1/16
Review documents for consistency of Language	Mark, Gwen	14/2/16
Compile, format, print and publish Quick Guides	Don	28/2/16
Produce projection of End of FY financials with extension for FY 16/17	Don	31/1/16
Produce Help Wanted document for PR/Communications services	Gwen, Christian	28/2/15
White Paper	Don, Ram	15/2/16
Review EAI skills from Microsoft attending ECO's April Event	Mark, Lars	31/1/16
Published Expected Standards of Behaviour	Don	15/1/16

Universal Acceptance

Draft

Universal Acceptance