Notes Programme Working Group Call
20 April 2009

Attendees:

Ondrej Filip, .cz
Hiro Hotta, .jp
Vika Mpisane, .za
Patricio Poblete, .cl
Gabriella Schittek, ccNSO Secretariat

Apologies:

Juhani Juselius
Peter Van Roste

1) Selection of Chair

- Ondrej Filip was selected chair of the Working Group.

2) Programme Working Group Charter

- It was suggested to add to the draft charter that the group also is in charge of developing processes on how the selection of themes and topics for the agenda is made. However, the details of what the processes will look like will be left outside.

Action 1: Ondrej to amend the charter to reflect the processes function and send to the mailing list. The working group will be asked to deliver feedback, preferrably by the end of the current week.

3) Establishment of Working Methods/Logistics of WG

- It was suggested that the Working Group has a telephone conference about one month after each ICANN meeting where work will be distributed. The mailing list should then be used, follow-up telephone conferences should be organised closed to the meeting.

- The agenda will be split into thematic "blocks" and working group members will be assigned to blocks which they will then be responsible for. A 1 ½ session will be spared for issues "outside" each block in order to allow flexibility.

Following "Block" items were defined:

1) ICANN issues
2) Security*
3) IDN
4) Regional organisation updates
5) Working Group updates
6) Administrative session

7) GAC session (this session is always defined by the GAC WG)

*= For this meeting, the main item will be Conficker, and this will be prepared by Bart Boswinkel, Becky Burr and Peter Van Roste, as per previous ccNSO Council decision.

Any input on possible further "blocks" is welcome and should be submitted to the ccnso-programmewg@icann.org email list.

- Once all blocks have been defined, Ondrej will ask the Working Group members to volunteer to a block.

Action 2: Ondrej to summarise the Item Blocks and send out a call for volunteer for each block on the WG email list.

- It was discussed how much the Regional Organisations should be engaged if the meeting is held in "their" region. It was felt that each Regional Organisation should have a stronger presence, but not exclusively take over the agenda.

- It was felt that the working group should try to become more structured when it comes to presentation content, as presentations have proven to be of very different quality. The speakers should be asked to submit abstracts of their presentations some time before the meeting so that it can be checked that it is on topic.

4) Standing Agenda Items / 5) Item Suggestions for Sydney

- It was felt that in the future the group should try to be more in control of the entire agenda, including the "standing agenda items".

- Since there are many funded travellers which need to deliver a presentation, it needs to be considered how they can fit into the agenda. If possible, a common "theme" for the presentations should be found. If there are presentations that do not fit into the agenda at all, the funded travellers will be asked to speak during the "Session for New and Returning ccTLDs" instead (held on Monday before the ccNSO meeting).

Action 3: Gabi to contact all funded travellers which need to deliver presentations and ask for presentation suggestions.

- All Programme WG members will be asked to deliver input to the agenda.

Action 4: Gabi to send out a call to the Programme WG email list, asking for input of agenda items.

- The Regional Organisations should be requested to ask their members on what items they would wish to contribute to or hear about during a ccNSO meeting.

Action 5: Gabi to contact the managers of each Regional Organisation, asking for feedback from their region on agenda items.

6) AOB

- In order to raise awareness of the Working Group and its work, the Working Group will have some time scheduled in the meetings Agenda for an update.

Action 6: Gabi to schedule in a 10 minute Programme Working Group Update into the ccNSO meetings agenda.

- It was suggested to use an online feedback form to gain feedback from ccNSO meeting attendees on their thoughts of the quality of the meeting and possible suggestions of future agenda items.

Action 7: Ondrej Filip to send a screenshot of such a form to Gabi.

Action 8: Gabi to speak to ICANN's Tech department on the possibility of adding a feedback form to the ccNSO website.

- In order to have a first draft agenda ready for the ccNSO Council meeting on the 12th May, another telephone conference is to be held before that. Suggested dates were Thursday 30 April and Thursday 7 May.

Action 9: Gabi to find out which date is most suitable for WG members to attend a call; set up the call.