

ASO AC Annual Meeting

11 March 2019

Kobe, Japan

Minutes

Session 1: OPEN - 10:30am JST / 01:30am UTC

Attendees	Observers	Apologies
APNIC Brajesh Jain (BJ) Aftab Siddiqui (AS) – Chair Simon Sohel Baroi (SB)	AFRINIC Alan Barrett (AB)	AFRINIC Noah Maina (NM) Omo Oaiya (OO) Wafa Dahmani Zaafouri (WZ)
ARIN Kevin Blumberg (KB) – Vice Chair Louie Lee (LL)	APNIC Craig Ng (CN)	ARIN Jason Schiller (JS)
LACNIC Esteban Lescano (EL) Ricardo Patara (RP) Jorge Villa (JV) – Vice Chair	RIPE NCC Chris Buckridge (CB) Richard Leaning (RL) Axel Pawlik (AP)	
RIPE NCC Nurani Nimpuno (NN) Filiz Yilmaz (FY) Hervé Clément (HC)	ICANN Board Akinori Maemura (AM)	
Secretariat Susannah Gray (SG) – Scribe German Valdez	ICANN Staff Carlos Reyes (CR)	
	Other Hans Petter Holen (HPH)	

New Action Items From This Meeting

- NEW ACTION ITEM 190311-1: GV to investigate voting tool options and report back during the April ASO AC Teleconference.
- NEW ACTION ITEM 190311-2: AS/KB/JV to discuss and suggest a process for planning the 2020 ASO open session.
- NEW ACTION ITEM 190311-3: CR to send a note to the NRO EC to ask whether it would be interested in contributing content for a 'How it Works' tutorial on Numbers.
- NEW ACTION ITEM 190311-4: GV to send the ac-coord subscription list to the NRO EC so they have an overview of who is on the list.
- NEW ACTION ITEM 190311-5: GV to send a final mail to the ac-coord list noting that the list would soon be closed and that members should sign up to the new ac-discuss list.
- NEW ACTION ITEM 190311-6: AS/KB/JV to propose text for the new mailing list footers and circulate to the mailing list for a 10-day review period.

- NEW ACTION ITEM 190311-7: Secretariat to add more details to the Implementation Status Table to show that the ASO AC has concluded its part of the work on relevant Recommendations.
 - NEW ACTION ITEM 190311-8: AS to re-circulate the text relating to the ASO AC's F2F meeting on the mailing list for further discussion.
-

Agenda

0. Welcome
 1. Roll Call
 2. Agenda Review
 3. Review February 2019 Minutes
 4. Review Open Actions
 5. ASO Review Status
 - a) Recommendation #6
 - b) Recommendation#7
 - c) Recommendation #9
 - d) Recommendation #10:
 - e) Recommendation #15
 - f) Recommendation #16:
 - i) Review of AC-COORD list
 6. Review ASO profiles
 7. Confirmation PPFT
 8. Public Session with ICANN Board: Tuesday 12 March, 9:45 AM
 9. ASO Session: Wednesday ASO Session, 1:30 PM
 10. AOB
 11. Adjourn
-

0. Welcome

AS welcomed the attendees. He noted that the ASO AC Annual Meeting would be held in two sessions. The first would be open to observers and the second would be closed.

1. Roll Call

GV performed the roll call and declared quorum.

2. Agenda Review

No items were added to the agenda.

3. Review February 2019 Minutes

HC noted that he had requested two small edits, which had been made by the Secretariat.

KB proposed the motion to accept the minutes from the February 2019 Teleconference. BJ seconded the motion. There were no objections.

AS asked the Secretariat to publish the minutes on the website.

4. Review of Open Action Items

- **ACTION ITEM 190206-1: GV to publish the 2019 ASO AC Work Plan on the ASO website > CLOSED.**
- **ACTION ITEM 190206-2: GV to publish the Annual Transparency Review 2018 on the ASO website > CLOSED.**
- **ACTION ITEM 190206-3: AS to re-circulate the text relating to Recommendation #9: The ASO AC should implement term limits for the positions of Chair and Vice-Chair for a seven-day comment period. An e-vote on whether to add the text to the Operating Procedures will be held at the end of the comment period > CLOSED.**

AS noted that the e-vote had been held. As per the procedures, 12 votes were needed for the proposed text to be accepted. There were 13 votes in favor, 0 against and no abstentions. He continued that the procedures had not yet been updated as there were other changes pending and all would be done at the same time.

NN asked if an alternative voting tool could be used rather than Doodle polls: there were voting tools that could be used which would send a notification that the vote had been cast successfully.

AS agreed and noted that the Secretariat was looking into this.

KB agreed. He added that the ASO AC should be consistent with the tools it uses and that a confirmation receipt is a very important feature.

GV noted that he was already looking into this.

NEW ACTION ITEM 190311-1: GV to investigate voting tool options and report back during the April ASO AC Teleconference.

- **ACTION ITEM 190206-4: GV to set up an e-vote for adding the text relating to Recommendation 9: The ASO AC should implement term limits for the positions of Chair and Vice-Chair to the ASO AC Operating Procedures after a seven-day comment period has concluded > CLOSED.**
- **ACTION ITEM 190206-5: Secretariat to report back to the ASO AC regarding GDPR requirements for the ASO AC website > CLOSED.**

SG noted that this was still in progress: the RIPE NCC Legal Team was still reviewing the ASO website and will report back on necessary GDPR requirements in the coming weeks. She added that some text regarding the use of personal data in emails and on the contact form had already been added to the Contact page. Further updates will be given when more information is available.

- **ACTION ITEM 190206-6: CR to find out whether a volunteer who is not the ASO AC Chair or Vice Chair can serve on the 2019 ICANN Multi-stakeholder Ethos Award selection committee and inform the ASO AC as soon as possible > CLOSED.**
- **ACTION ITEM 190206-7: AS to ask the NRO EC to confirm which members will be attending ICANN 64 and whether it had specific topics to discuss with the ASO AC during the Joint ASO AC – NRO EC session. > CLOSED.**
- **ACTION ITEM 190206-8: AS/GV – AS to send a Doodle poll to the members of the ICANN 64 ASO Public Session Planning Team and GV to set up a Webex call > CLOSED.**

AS noted that planning sessions had taken place and that the team had made good progress. The session would include presentations from the NRO EC (resource allocation, IPv4 transfers and RPKI), IANA/PTI Services Update and a Policy update from each of the regions.

KB noted that the discussion on improving the ASO open session only began in October and was therefore rushed. He continued that lessons learned should be taken into account for next year's session so that the process is smoother. The ASO AC should already be thinking about the 2020 session. He suggested that the ASO AC could use relevant content from the RIR meetings.

AS agreed. He noted that the ICANN Board Seat 10 discussions had taken up a lot of time and the ASO open session did not get enough attention.

NEW ACTION ITEM 190311-2: AS/KB/JV to discuss and suggest a process for planning the 2020 ASO open session.

CR noted that the Office of the CTO (OCTO) runs 'How it Works' tutorials and was always looking for new content. It would be open to including a 90-minute session on Numbers-related topics.

KB noted that the current ASO content mandates that the audience understands how numbering works. He didn't believe that it was the ASO AC's role to be involved in developing tutorials but thought that such a tutorial would be beneficial to the community.

AS added that, during the Newcomers' Session, KB asked the audience if it knew about numbers and the addressing system: only two people raised their hands. He agreed with KB that a 101 or tutorial would be helpful but that it was not part of the ASO AC mandate.

NN thought that if the ASO AC wanted to contribute or ask someone from the community to contribute, it would be appropriate.

AS noted that this was not in the ASO AC's remit: the NRO EC should be the ones to decide this.

HC noted that one of the roles of the ASO AC is to inform the community. As individuals, the ASO AC is part of the community and all have capacity to contribute to such an initiative. He thought that the ASO AC should discuss this further.

BJ noted that while it might not be the ASO AC's role, if there was a volunteer to take on such an activity, it should be discussed, as outreach was something that should be increased.

AS noted that the ASO AC had a limited and specific role. He added that this was not for the ASO AC to decide and asked CR to send the request to the NRO EC.

NEW ACTION ITEM 190311-3: CR to send a note to the NRO EC to ask whether it would be interested in contributing content for a 'How it Works' tutorial on Numbers.

- **ACTION ITEM 190109-1: Secretariat to prepare an implementation plan for the proposed ASO AC mailing lists (Recommendation #16) and share with the ASO AC prior to the ICANN 64 Meeting.**

GV noted that he had sent an overview to the mailing list:

- ac-discuss@aso.icann.org (new)
 - For day-to-day operations.
 - Subscription is closed to non-members.
 - Publicly archived.
 - To be published on the ASO Website as the usual address to reach ASO AC.
 - Non-member posts will be moderated by NRO Executive Secretary and will be forwarded to appropriate mailing list accordingly.
- ac-internal@aso.icann.org (new)
 - For ASO AC internal discussion.
 - Archived privately for members
 - Used only in exceptional cases.
- ac-coord@aso.icann.org
 - To be closed and archived for ASO AC access only.

AS noted that, as discussed, the ac-coord mailing list would be closed and the ASO AC would use the new ac-discuss list for its everyday business. ac-internal would be used only for internal discussions, such as ICANN Board Seat Elections. He noted that GV had sent a list of all those subscribed to the ac-coord mailing list and that there were a lot of people on it including ICANN staff and RIR staff. He noted that the subscription list needed to be reviewed before moving it to the new list.

KB suggested that no one except the ASO AC should be subscribed to ac-discuss: a final email should be sent to the ac-coord list informing people how they can subscribe themselves to the new list.

AS noted that he had no issue with sending a final message to ac-coord. However, he thought it important that the NRO EC knows who is subscribed to the mailing list and that people consent to being signed up.

GV noted that the RIR policy coordinators are on the ac-coord list and sometimes participate in calls.

AS noted that the mailing lists should be reviewed annually: it was a good idea to be transparent about who was on the list.

RP noted that a review of the mailing lists should be added to the work plan. He suggested that it is noted that each CEO should confirm who from their RIR is on the list and why.

AS agreed: it could be an action for the start of each year.

JV noted that it might be better to do that as part of the year-end review as new members would be coming onboard at the start of the new year.

GV noted that the Secretariat had a checklist of changes that needed to be made at the start of each year and could add the review of mailing lists to it.

KB asked that the new mailing lists be made live soon and asked that they are functional as from April.

NN noted that she had made a comment on the mailing list: it would be beneficial to have a footer for each list that describes what the mailing list, who it is for and whether it is publicly archived or not. The list of subscribed members could be mailed out at regular intervals.

AS agreed that this would be useful.

KB agreed with NN. He added that for the ac-internal list, the text should also note that the list is for limited communication only and should only be used for specific circumstances.

NEW ACTION ITEM 190311-4: GV to send the ac-coord subscription list to the NRO EC so they have an overview of who is on the list.

NEW ACTION ITEM 190311-5: GV to send a final mail to the ac-coord list noting that the list would soon be closed and that members should sign up to the new ac-discuss list.

NEW ACTION ITEM 190311-6: AS/KB/JV to propose text for the new mailing list footers and circulate to the mailing list for a 10-day review period.

- **ACTION ITEM 190109-8: AS to discuss the ASO AC appointment to the 2019 ICANN Multi-stakeholder Ethos Award selection committee and to ask for volunteers on the ASO AC mailing list > CLOSED.**

5. ASO Review Status

a) Recommendation #6: The ASO AC should ensure that procedures are developed for Steps 12, 15 and 16 of the GPDP as described in Attachment A of the ASO MoU.

AS noted that the ASO AC had provided input to the NRO EC, the NRO EC had given its response and the Implementation Status Table on the NRO website had been updated. He asked whether Recommendation #6 should be marked as completed or whether the MoU needs to be updated before it could be marked as done.

KB noted that once the ASO AC has completed its work the item should be marked as completed.

AB suggested that more levels of detail could be added to the Implementation Status Table to show that the ASO AC had completed its part of the task.

NEW ACTION ITEM 190311-7: Secretariat to add more details to the Implementation Status Table to show that the ASO AC has concluded its part of the work on relevant Recommendations.

b) Recommendation #7: The ASO should consider the adoption of a single, authoritative description of the GPDP for global numbering policies. The same description of the GPDP should appear in Attachment A of the ASO MoU and the relevant section of the Operating Procedures of the ASO AC (Currently Section 6).

AS noted that the ASO AC had completed its work on this. The recommendation is pending further action by ICANN and the NRO EC.

c) Recommendation #9: The ASO AC should implement term limits for the positions of Chair and Vice-Chair.

AS noted that this item had taken a lot of time: there had been some reservations voiced but, after discussion, the group had agreed to move forward. A vote was held but the required number of yes votes was not achieved. After further discussion, the same text was put to vote again and the required number of yes votes was achieved. He continued that it would be sent to the NRO EC for final approval.

KB noted that the ASO AC had done what was asked in the Recommendation: it should be marked as complete in Implementation Status Table.

d) Recommendation #10: The ASO AC should ensure that the duties of the Address Council Chair and the Address Council Vice-Chairs be added to the ASO AC Operating Procedures.

AS noted that this had been completed: it was voted on and sent to the NRO EC for approval and can now be marked as completed in the Implementation Status Table.

e) Recommendation #15: ASO AC meetings should be open to the public, except for discussions regarding the selection of individuals for ICANN roles.

AS noted that, while the NRO EC had approved the ASO AC's proposed update to the Operating Procedures, it had offered some comments on the text, including:

- *Instead of "The in-person meeting will be conducted at an ICANN Community Forum", you could consider something a little more flexible, such as "In-person meetings may be conducted at an ICANN Community Forum meeting or, with the approval of the NRO EC, at any other suitable venue."*
- *"Meeting announcements do not need to go to RIR mailing lists. You could consider "Meeting details, including the draft agenda, will be published in advance on the ASO website and discussion/announcement list."*

AS noted that the ASO AC had discussed holding its F2F meeting during the first Community Forum meeting each year. He added that he was in favor of editing the text as suggested by the NRO EC because the next three first Community Forum meetings of the year will be in Mexico, Puerto Rico and Mexico again: that is not regionally representative and may pose problems for some ASO AC members.

KB added that the Community Forum might not be called a Community Forum in future so it might be a good idea to be less specific. Having the next three ASO AC F2F Meetings held in the same region is not ideal for the ASO AC. He added that it might be an idea to look into holding the F2Fs at an RIR meeting and suggested that the ASO AC rework the text along the lines of the NRO EC's suggestions to be less restrictive.

NN noted that the ASO AC selects candidates into ICANN Board seats to represent the Numbers community and it was therefore essential to hold F2F meetings during an ICANN meeting so that the ASO AC can interact with the ICANN Board and potential Board members. She added that if an ASO AC member was only funded to participate in the F2F meeting and it was not held during an ICANN meeting, they would lose this opportunity and would not be able to make an informed decision.

KB agreed but suggested that the text be kept flexible to ensure that the full ASO AC can attend every F2F.

NN noted that all ASO AC members are funded to participate in the F2F meeting and that she had not thought that accessibility had been a challenge. The ASO AC's core responsibility is to place candidates

into ICANN Board seats 9 and 10. Not holding the F2F's at ICANN meetings would be detrimental to the ASO AC's ability to do this.

BJ noted that the ASO is a Decisional Participant on the Empowered Community. Also many ICANN community members don't understand IP addressing so it was very important for the ASO AC to attend ICANN meetings. He suggested that the text could note that an F2F would be held during ICANN Meetings unless there is a specified reason that it could not be.

HC agreed with NN and BJ. He added that the ASO was a Supporting Organization so it was important that it met at ICANN meetings. During the consultations, the communities agreed that the relationship between the ASO and ICANN should be maintained.

KB noted that there were many factors to discuss here and the ASO AC should discuss further. In terms of regional diversity for the meeting location, it usually happened naturally because of the locations ICANN chooses. However, it is not the case for the next three years. He noted that he did not want the ASO AC to have to keep changing its procedures because they state that the F2F has to happen at a Community Forum.

BJ noted that the F2F should occur at the beginning of the year rather than the end, as some ASO AC members have one-year terms.

FY noted that before the Empowered Community came into effect, 'community forum' was simply the term used for generic ICANN Meetings.

NN suggested that the term *Community Forum* be removed and *ICANN Meeting* used instead.

AS noted that the term *Community Forum* was added by the ASO AC to the proposed new procedures.

NN noted that the ASO AC had probably added *Community Forum* in error: it was not defined in the past, it was not a policy and it should be removed from the text.

AB noted that the NRO EC had approved the text as written but had made some suggested but non-binding edits that might give the ASO AC more flexibility.

JV noted that if the text were not edited, then the ASO AC would be restricting itself and would have no option to hold another F2F in a year or to hold the F2F in another location if necessary.

AS noted that he would re-circulate the text on the mailing list for further discussion.

NEW ACTION ITEM 190311-8: AS to re-circulate the text relating to the ASO AC's F2F meeting on the mailing list for further discussion.

f) Recommendation #16: For its internal communications, and for most matters related to the operations of the ASO, the ASO should favour the use of a publicly archived mailing list. In exceptional circumstances, for issues (e.g. Board appointments) that cannot be discussed in public, a non-publicly archived list should be used.

This item was discussed under Agenda Item 4, action item 190109-1.

6. Review ASO profiles

AS explained that GV had asked the ASO AC to review their profiles on the ASO AC website and inform him of any changes necessary.

7. Confirmation PPFT

AS noted that, due to an oversight, the Policy Proposal Facilitator Team (PPFT) had not yet been convened. A mail would be sent shortly and each RIR should propose its PPFT rep within the next three days.

8. Public Session with ICANN Board

AS noted that he would circulate the ASO AC's presentation for the joint ASO – ICANN Board session for feedback.

9. AOB

- **aso-announce Mailing List**

GV noted that, previously the ASO AC had discussed re-activating the aso-announce mailing list.

AS noted that the NRO EC would prefer that the RIR mailing lists were not used to circulate the details of the monthly open ASO AC meeting. The proposal was that one initial mail would be sent to the RIR lists noting that if people were interested in getting monthly details, they would need to sign up for aso-announce.

KB noted that RIRs should be tasked with doing their own marketing to their communities. He added that mailing lists are a dying medium and there were better methods to get a message across. He suggested that this be discussed further as there are many different ways for people to get the information they need.

RP agreed: people should be directed to the ASO AC's open mailing list for details of the meetings and so they can see the agenda.

AS noted that a new mailing list was not being created: the aso-announce list already exists but had not been used since 2014. It could be used initially and then closed when an alternative was found.

SB noted that a good website would be needed if the mailing lists were not used.

AS noted that there was budget to revamp the website. The Secretariat had noted that the project would be undertaken this year.

AB noted that the NRO EC had approved the procedure change, which includes:

“Meeting details, including the draft agenda, will be published on the ASO AC website and will be announced prior to the meetings at the relevant RIR mailing lists too.”

He asked that the ASO AC did not spam the RIRs' mailing lists.

NN thought that the suggested (non-binding) edits from NRO EC for the approved text on Recommendation #15 were reasonable. However, because Doodle was used for the voting, it may not have been clear to all that people were actually voting on a procedure. They may have thought they were voting on the text. She noted that she did not recall seeing the full text, only the title of the recommendation during the vote. The ASO AC may need to hold another vote on this using a proper voting tool.

There was further discussion on this.

KB noted that a vote was taken and procedures were followed. However, improvements need to be made for next time. The ASO AC should continue the discussion on this on the list.

10. Adjourn

BJ proposed the motion to adjourn. HC seconded. There were no objections. The meeting ended at 12:21PM JST/03:21 UTC.

Session 2: CLOSED - 15:15 JST / 06:15 UTC

Attendees	Observers	Apologies
AFRINIC Noah Maina (NM)		AFRINIC Omo Oaiya (OO) Wafa Dahmani Zaafouri (WZ)
APNIC Brajesh Jain (BJ) Aftab Siddiqui (AS) – Chair Simon Sohel Baroi (SB)		ARIN Jason Schiller (JS)
ARIN Kevin Blumberg (KB) – Vice Chair Louie Lee (LL)		
LACNIC Esteban Lescano (EL) Ricardo Patara (RP) Jorge Villa (JV) – Vice Chair		
RIPE NCC Nurani Nimpuno (NN) Filiz Yilmaz (FY) Hervé Clément (HC)		
Secretariat Susannah Gray (SG) – Scribe German Valdez		

All observers were asked to leave the room. GV confirmed that there were no observers on the teleconference bridge.

Due to the confidential nature of the discussion, no minutes were taken during the ASO AC Closed Session.

-END-