ASO AC Work Plan Review 2019

1. **Appoint the ASO AC Chair and Vice Chairs**
   1. Early in January of the new year, hold an electronic vote for the Chair for that year. (The list of candidates and the voting timetable, should have been finalised during December of the previous year.)

   Aftab Siddiqui was the only candidate nominated for that election.

   2. At the January meeting, confirm the election result.

   The poll was open from January 1st to January 5th. Aftab was reelected and it was announced during the 9th January meeting.

   3. At the January meeting, the Chair should invite two Vice Chairs. The ASO AC would confirm the appointment.
      1. If there was a change in leadership from the previous year, then update the aso-chairs@ mailing list, and notify the relevant ICANN parties.

   During the 9th January meeting Aftab proposed to Kevin Blumberg and Jorge Villa the Vice-Chair position for 2019 and they accepted.

2. **Review ASO AC mailing lists**
   1. At the beginning of the year, send the lists of subscribers out to the ASO AC members.

   When creating new mailing lists (ASO Review 2017 recommendation#16), secretariat sent the list of updated subscribers, including observers confirmed by the RIR and ICANN/IANA.

   2. Determine if we need to review mailing list policies, procedures, subscription guidelines, etc.

   The ASO AC agreed to use a publicly archived mailing list (ac-discuss) except for confidential discussions, such as ICANN Board Seat 9/10 Appointments.

3. **Review ASO AC Members Personal Profile**
   1. At the beginning of the year, ASO AC members need to review their personal profile published on ASO website.

   On January 25th Secretariat asked the ASO AC members to review their bio on the ASO AC Website.

   2. Personal profile must have employer details and all relevant volunteer affiliations.

   All profiles have employer details and relevant volunteer affiliations

4. **Form the Policy Proposal Facilitator Teams (PPFT)**

1. In January, confirm or re-appoint PPFT members for Global Policy Proposals (GPP).

   PPFT members were confirmed in March (Brajesh Jain, Jason Schiller, Esteban Lescano, Hervé Clément and Wafa Dahmani Zaafouri)

5. **Set the timetable for the year's meetings**
   1. The date and time of the January meeting should have been set during December of the previous year.

   The date and time of the January meeting has been agreed during 2018 December 5th meeting (January 9th 12 PM UTC)

   2. In January, set the timetable (dates and times) for rest of the meetings of the year.

The other dates have been defined during the same December meeting.

6. **Adopt the ASO AC Work Plan for 2019**
   1. In January, adopt the work plan for the year. The work plan should have been drafted by a volunteer selected at the end of the previous year.

   The ASO AC Work Plan for 2019 was drafted by Louie Lee and adopted on 6th February 2019.

7. **Continue the appointment process for the ICANN Board Seat No. 10**
   1. Qualification Review Committee reviews the qualifications of candidate applicants. The list of qualified candidates are posted per operating procedures.

   The QRC reviewed in December the qualification of candidate applicants; the dedicated list was posted in December (Dmitry Burkov, Akinori Maemura and Andile Ngcaba – Nomination withdrawn on 18 February 2019 –)

   2. The Interview Committee should be formed to finalize details concerning the various interviews in the selection process.

   The Interview Committee was formed in January 2019 and composed of Mukhangu Noah Maina, Brajesh Jain, Kevin Blumberg, Ricardo Patara and Filiz Yilmaz. The interviews had been prepared in advance and take place in February.

   3. Conduct the selection process, and announce the selection.

   The selection process was conducted and the selection was publicly announced March 27th. Akinori Maemura was selected.

8. **Appoint members to the ICANN NomCom and other groups as required**
   1. In June 2019, begin the process to appoint the ICANN NomCom representative.

9. **Participate in RIR Global policy process and tracking of ongoing Global Policy Proposals (GPPs)**
   1. The Policy Proposal Facilitator Team will help the ASO AC determine if an RIR policy proposal can potentially be a GPP. If so, the PPFT will track the proposal through each region's PDP. And produce a report for the ASO AC to help assess if the requirements are met.

      There was no potential GPP this year.

   2. The ASO AC will forward the GPP to the ICANN Board along with the AC's assessment of the GPP.

      N/A

10. **Update ASO AC Operating Procedures, as needed**

Section 4.2 of the ASO Operating Procedures has been updated with the approved text as per Recommendation #10

Section 4.4 of the ASO Operating Procedures has been updated with the approved text as per Recommendation #9

Section 5.6 of the ASO Operating Procedures has been updated with the approved text as per Recommendation #15
https://aso.icann.org/documents/operational-documents/operating-procedures-of-the-address-council-of-the-address-supporting-organization/

11. **Participate and conduct outreach efforts at ICANN Meetings**
    1. At every ICANN meeting, plan for attendance by as many ASO AC member as possible.

       ICANN 64 (Kobe): 11 physical participations

       ICANN 65 (Marrakech): 2 physical participations

       ICANN 66 (Montréal): 12 physical participations

    2. At the first ICANN meeting of the year, hold an ASO AC face to face meeting with attendance by as many ASO AC members as possible.

       The ASO AC face to face meeting was held March 11th during ICANN 64

    3. At ICANN meeting(s) that coincide with an ASO AC face to face meeting(s), hold public meetings for reporting and outreach from the numbers community to other parts of the ICANN community.

This public meeting for reporting and outreach from the numbers community take place march 13rd.

4. Hold discussions with the ICANN Board and other ICANN groups.

The joint meeting with the ICANN Board was organized March 12th

12. **Provide regular updates to the Numbering communities**
    1. Present ASO activity report at RIR meetings during the year.

    An ASO activity report was presented at least once during RIR meeting in each Region.

    2. The ASO AC report should include, among other things, the ASO AC Meeting attendance record by all members.

    The ASO AC Meeting attendance record was distributed as well.

13. **Review the ASO AC activities for the current year**
    1. In November, call for an AC member to volunteer to prepare the Activity Review of the work that was accomplished over the year. The draft should be circulated prior to the December meeting for comments and discussion.

    Hervé Clément volunteered during November Meeting to prepare the ASO AC 2019 Activity Review.

    2. In December, accept the ASO AC 2019 Activities Review.

    To be done

14. **Draft the ASO AC Work Plan for 2020**
    1. In November, call for an AC member to volunteer to draft the ASO AC Work Plan for the following year. The draft should be circulated in December for consideration and adoption in January.

    Louie Lee proposed during November meeting to draft the ASO AC Work Plan for 2020

15. **Review all the ASO AC appointments made to different ICANN committees and working groups.**
    1. Review for sufficient grounds for an appointment to continue. If so, check with the appointee if he/she wants to continue; otherwise, appoint a new candidate. If not, then terminate the appointment and notify the relevant group.

    It was noted during the January meeting that the only appointment was Brajesh Jain to the ICANN NomCom.

    2. Define term for each appointment and review the terms.

    The term of this appointment ended November 2019 (ICANN 66).

16. **Review the transparency of AC's work**
    1. In November, review what went well and what improvements can be made with the transparency of the ASO AC in terms of meetings (full, subgroup/committees), mailing list, etc. Make adjustments as necessary.

Aftab Siddiqui has circulated the draft Annual Transparency Review before the December Teleconference.

17. **Complete review of ASO Review recommendations related to ASO AC**

The ASO Review 2017 Recommendations are all completed

https://www.nro.net/accountability/aso-and-icann-accountability/independent-aso-reviews/aso-review-2017/

18. **Set the date and time for the January meeting for the following year**
    1. In December, set the date and time of the first meeting of the following year.

    The first 2020 meeting was set January 15th, 12 UTC

19. **Begin to set the timetable for 2020 meetings**
    1. In December, consider the dates and times for the meetings for the following year.

    Secretariat sent November 28th a first attempt of teleconference schedule for 2020

    2. By October, set a place and date for a face to face meeting in the following year of the entire ASO AC.

    The face to face meeting will take place during ICANN 67 (Cancun).

20. **Begin the process for selecting the ASO AC Chair for the following year.**
    1. In the December meeting, determine the timetable and election schedule.

    Details of the were agreed upon in December teleconference

    2. In December, call for nominations & seconds, and finalize the list of candidates.

    Aftab Siddiqui and Hervé Clément were nominated or self-nominated and seconded in December.