ASO AC Teleconference
Wednesday 3 November 2021
12:00 PM UTC
Draft **Minutes**

Attendees	Observers	Apologies
AFRINIC Saul Stein (SSt) Mike Silber (MS) – Vice Chair **APNIC** Nicole Chan (NC) Shubham Saran (SSa) Aftab Siddiqui (AS) **ARIN** Kevin Blumberg (KB) – Chair Martin Hannigan (MH) Louie Lee (LL) **LACNIC** Ricardo Patara (RP) Esteban Lescano (EL) Jorge Villa (JV) **RIPE NCC** James Kennedy (JK) Nurani Nimpuno (NN) Hervé Clément (HC) – Vice Chair **Secretariat** Germán Valdez (GV) Laureana Pavón (LP) – Minutes	**ICANN Staff** Carlos Reyes (CR) **Community** Di Ma – APNIC	**AFRINIC** Wafa Dahmani Zaafouri (WD)

New action items from this meeting:

New Action Item 211103-1: The ASO AC to have a 14-day period to discuss the redline version of the ASO AC Operating Procedures (Global Policy Development) sent by KB to the mailing list on 3 November 2021. GV to open a vote 14 days from today so that the results will be ready before the December ASO AC meeting.

New Action Item 211103-2: GV to circulate the 2021 ASO AC Work Plan Review prepared by HC in December for approval during the January 2022 ASO AC meeting,

New Action Item 211103-3: SSt and JK to work on a draft 2022 ASO AC Work Plan and circulate it to the list. Include this as an agenda item for the January ASO AC meeting.

New Action Item 211103-4: KB and SSa to work on the Annual Transparency Review and circulate it to the mailing list.

New Action Item 211103-5: Prior to the January ASO AC meeting, GV to review the RIR event schedule with an eye out for hybrid/face-to-face meetings during the first part of the year.

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Agenda

0. Welcome
1. Roll Call
2. Agenda Review
3. Review 20 October 2021 Minutes
4. Review Open Actions
5. Workplans
    a) Draft 2021 ASO AC Work Plan Activity Review - Volunteers
    b) Draft 2022 ASO AC Work Plan - Volunteers
6. Annual Transparency Review - Volunteers
7. 2022 Annual ASO AC f2f Meeting
8. ASO AC Chair Election
9. QRC Members
10. Reports
    a) ARIN 48
11. Onboarding material/Session for newcomers to the ASO AC
12. AOB
13. ICANN Board Election Status - CLOSED Session
14. Adjourn
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0. Welcome

KB welcomed everyone and opened the meeting at 12:05 UTC.

1. Roll Call

GV performed roll call and quorum was established.

2. Agenda Review

No further items were brought up for discussion, so the agenda was approved as circulated.

3. Review 20 October 2021 Minutes

HC moved to approve the 20 October 2021 ASO AC draft meeting minutes, EL seconded the motion, nobody opposed, and the motion carried.

4. Review Open Actions

Action Item 211020-1: KB to update Section 6 of the ASO AC Operating Procedures (Global Policy Development), introducing any necessary editorial changes and fixing possible errors and circulate his draft to the list. CLOSED

KB explained that he had done this a while ago and that the redline he had circulated contained fixes to location and other issues (e.g. sections in the ICANN Bylaws, a template that nobody could find) and one addition pointing out that in case of discrepancy, MoU Attachment A takes precedence over the ASO AC Operating Procedures.

KB asked the others to send their feedback and comments to the list before sending this to the NRO EC for approval.

All agreed to add this item to the December ASO AC meeting.

At KB's request, GV clarified that it would be appropriate to vote on this and the following action item was decided:

New Action Item 211103-1: The ASO AC to have a 14-day period to discuss the redline version of the ASO AC Operating Procedures (Global Policy Development) sent by KB to the mailing list on 3 November 2021. GV to open a vote 14 days from today so that the results will be ready before the December ASO AC meeting.

Action Item 200902-2: All ASO AC Members to appoint their region representatives to the QRC. CLOSED

GV confirmed that this was done, that the mailing list had been created and that the item had been included on the agenda for the record.

At KB's request, GV listed the ASO AC members appointed to the QRC: MS (AFRINIC), SSa (APNIC), MH (ARIN), RP (LACNIC), HC (RIPE NCC).

5. Workplans

a) Draft 2021 ASO AC Work Plan Activity Review - Volunteers

KB asked for volunteers to work on the 2021 ASO AC Work Plan Activity Review.

HC commented he had already started doing this and shared a pre-review to the mailing list in August and that just a few things were missing.

KB thanked KB for his work.

New Action Item 211103-2: HC to circulate in December the draft 2021 ASO AC Work Plan Review for approval during the January 2022 ASO AC meeting.

b) Draft 2022 ASO AC Work Plan - Volunteers

KB explained that drafting the 2022 ASO AC Work Plan would have same timeline as the 2021 ASO AC Work Plan Activity Review, i.e., work in December so that the plan can be approved in January. He asked if anyone would like to volunteer for this task.

SSt said he would be happy to try but might need some guidance. JK offered to support SSt.

New Action Item 211103-3: SSt and JK to work on a draft 2022 ASO AC Work Plan and circulate it to the list. Include this as an agenda item for the January ASO AC meeting.

6. Annual Transparency Review – Volunteers

KB observed that, historically, it had been the ASO AC Chair who had done this review and added that he would be happy to work on this.

SSa volunteered to help.

All agreed.

New Action Item 211103-4: KB and SSa to work on the Annual Transparency Review and circulate it to the mailing list.

7. 2022 Annual ASO AC f2f Meeting

KB asked whether the first 2022 ICANN meeting would be hybrid or f2f.

CR explained that the ICANN Board has not yet made its final decision and that this would probably be decided by December, depending on the conditions on the ground.

AS noted that the APRICOT/APNIC meeting would be virtual.

RP added that the LACNIC meeting in May would be hybrid, with the in-person portion in Cali, Colombia.

KB observed that, as per procedures, the ASO AC has the ability to meet in different venues (e.g., RIR meetings) and added that, at this point, the only option is for the ASO AC to move the decision on their 2022 f2f meeting forward to the January meeting and keep an eye on current developments, including which location has the potential to allow the highest number of ASO AC members to attend.

After some further discussion, the following action item was decided:

New Action Item 211103-5: Prior to the January ASO AC meeting, GV to review the RIR event schedule with an eye out for hybrid/face-to-face meetings during the first part of the year.

8. ASO AC Chair Election

KB asked GV if he could go through the timing for the ASO AC Chair election.

Just as a reminder, GV explained that the chair election procedure says that elections may begin on 1st December, that the elections are overseen by the Secretariat, that a call for nominations will be sent on 1st December, that the nomination period ends on 31st December, that all nominations must be seconded by members of the ASO AC, and that self-nominations are allowed. He added that the election date will be included in the December ASO AC meeting agenda.

GV noted that further details were available in Section 4.4.4 of the ASO AC Operating Procedures.

KB asked GV to send a reminder of the nomination dates to the list and asked anyone who has any questions to send them to the list before then.

9. QRC Members

Discussed above.

10. Reports

a) ARIN 48

KB said that LL had sent his report to the list earlier and asked him if he had anything to add.

LL added that the NRO NC election has not concluded yet, that there are two candidates for the position he will be vacating at the end of the year, and that the process will close on Friday 12 November and will be followed by due diligence.

NN said she will be sorry to see LL, the longest serving current member of the ASO AC, go

AS, JK, and RP agreed that they will miss LL and the other members who will be leaving the ASO AC at the end of the year.

Before moving on to the next agenda item, KB asked everyone to share as soon as they have news on the dates tied to the election of ASO AC members.

11. Onboarding material/Session for newcomers to the ASO AC

KB asked GV to explain what he had put into the wiki regarding the onboarding process.

GV showed the recently updated ASO AC Handbook on screen and noted that it includes information on all ASO AC activities, responsibilities, active mailing lists, meetings, reminders, invitations, it is quite comprehensive. He invited all ASO AC members to have a look at the ASO AC Handbook and send to the Secretariat any feedback they may have (e.g., information that might be missing and useful to new members).

KB mentioned that there are two categories of ASO AC members from whom it would be beneficial to obtain feedback: 1) new members who may feel that some areas are missing, 2) members who have been around for many years and have institutional knowledge of how the ASO AC works.

KB then said that he would like to have a brief section in the December meeting to recall some things with those who are departing.

At KB's request, GV confirmed that all ASO AC members have access to the wiki, including elected members.

12. AOB

No further items were brought up for discussion.

13. ICANN Board Election Status - CLOSED Session

Closed session to advance in the ICANN Board election process.

14. Adjourn

There being no further business to discuss, HC moved to adjourn the meeting. EL seconded the motion, no objections were heard, and the meeting was adjourned at 12:35 UTC.