| Attendees | Observers | Apologies |
|---|---|---|
| **AFRINIC** | **AFRINIC** | **AFRINIC** |
| Wafa Dahmani Zaafouri (WD) | | Mike Silber (MS) |
| Noah Maina (NM) | **ARIN** | |
| | Sean Hopkins (SH) | **ARIN** |
| **APNIC** | | Martin Hannigan (MH) |
| Brajesh Jain (BJ) | **RIPE NCC** | |
| Simon Sohel Baroi (SB) | Angela Dall'Ara (RIPE) | |
| Aftab Siddiqui (AS) – Chair | | |
| | **ICANN Staff** | |
| **ARIN** | Carlos Reyes (CR) | |
| Kevin Blumberg (KB) – Vice Chair | | |
| Louie Lee (LL) | **ICANN Board** | |
| | Maemura Akinori | |
| **LACNIC** | Ron da Silva | |
| Esteban Lescano (EL) | | |
| Ricardo Patara (RP) | **Community**: 3 | |
| Jorge Villa (JV) – Vice Chair | | |
| | | |
| **RIPE NCC** | | |
| Hervé Clément (HC) | | |
| Nurani Nimpuno (NN) | | |
| Filiz Yilmaz (FY) | | |
| | | |
| **Secretariat** | | |
| Germán Valdez (GV) | | |
| Laureana Pavón (LP) – Minutes | | |

**New action items from this meeting:**

**New Action Item 201202-1:** KB to send virtual meeting plan to the mailing list so that the ASO AC can analyze how much can be done in a virtual environment and see how many days they potentially need to put aside for the ASO AC Virtual Meeting 2021.

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**Agenda**

0. Welcome
1. Roll Call
2. Agenda Review
3. Approval of Minutes - November 2020
4. Review Open Actions
5. 2020 Work Plan Activity Review

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**0. Welcome**

AS welcomed the attendees and started the meeting at 12:05 PM UTC.

**1. Roll Call**

GV performed the roll call and declared quorum. He mentioned that the two new members Nicole Chan and Shubham Saran elected for the APNIC region to begin their term on 1st January were also present on the call as observers.

AS observed that he was away from home and experiencing connectivity issues and asked KB to chair the meeting.

**2. Agenda Review**

No comments were heard.

**3. Approval of Minutes - November 2020**

KB moved to approve the minutes from the November 2020 teleconference as circulated, BJ seconded the motion, there were no objections and the motion carried.

**4. Review Open Actions**

**Action Item 201104-1: ASO AC to update the policy slide deck, which will be published towards the end of the year, once the five RIRs have held their meetings. IN PROGRESS**

KB asked whether the current slide deck was available on the wiki (Confluence), to which GV replied that it was not. GV said he would add the current slide deck to the wiki and send a link to the ASO AC list. KB asked everyone to quickly review the slide deck in Confluence and that each ASO EC member from the different RIRs pick someone to update the contents for their own RIR.

**Action Item 201104-2: HC to circulate the Draft 2020 ASO AC Work Plan Activity Review before the December teleconference. IN PROGRESS**

KB noted that there had been some updates via email and on the wiki itself and asked HC if he'd like to provide an update.

HC said that he had taken into account the comments.

KB noted that the editorial changes should also be reflected on 2020 Work Plan published on the ASO AC website. GV took note of the editorial changes and said he would reflect them on the website.

There being no further comments on the work plan, KB recommended that, once the changes are made, HC could perform a final format review, send the work plan to the ASO AC for a seven-day comment period, and then consider it approved unless changes are introduced. All agreed.

**Action Item 201104-3: MS to circulate the draft 2021 ASO AC Work Plan before the December Teleconference for finalization in January when the new ASO AC is in place. IN PROGRESS**

KB noted that MS had done a great job and that there were already some very constructive notes in Confluence.

KB recommended allowing MS to update the 2021 ASO AC Work Plan based on all the comments received, then give the ASO AC seven days to review it one more time and then include it in the agenda of their January meeting for ratification.

**Action Item 201104-4: AS to circulate the draft Annual Transparency Review before the December Teleconference. OPEN**

AS said that he would be sending something by the following Monday.

**Action Item 201104-5: AS to resend the original work plan that the ASO AC had prepared for the f2f meeting in Cancun for all to analyze, set priorities and decide the number of days/hours needed for the virtual meeting that will replace the f2f meeting. OPEN**

AS said that this action would also be ready the following Monday.

KB noted that Action Item 201104-5 was higher priority from a time-sensitive point of view, as the ASO AC needed it done well in advance of the January meeting to provide feedback, so he asked AS to prioritize this action item over Action Item 201104-4.

**Action Item 201104-6: AS to send a note to the NRO EC stating that, because the Cancun ICANN meeting will most likely be held online, the ASO AC will not be meeting f2f in Cancun, adding that the ASO AC plans to analyze whether it is possible to meet f2f later in the year. OPEN**

AS was experiencing connectivity issues, so GV said he would follow up with AS on this action item so that the NRO EC could have the information before their meeting the following week.

KS noted that the reason for this was because the ASO AC procedures specify a face-to-face meeting and they are not going to have it.

## 5. 2020 Work Plan Activity Review

KB noted that this had been partly discussed while reviewing the action items and asked If there were any additional comments or updates.

No further comments were heard.

## 6. 2021 ASO AC Work Plan

KB said that this topic had also been discussed during the open action item review.

No further comments were heard.

## 7. Annual Transparency Review

KB observed that this would be started the following week.

## 8. ASO AC Chair Election Schedule

KB observed that the nomination phase had opened on 1st December and will close on 31st December. He then asked GV what the voting schedule was.

GV explained that the voting date was up to the ASO AC and that during the December meeting the AC must decide on a date for voting which must take place once the new members are on board. He added that voting had to take place before the January meeting so that the meeting would have a chair and that the voting should last a maximum of seven calendar days.

After discussing possible dates, it was decided to hold the January meeting on January 13th and that voting would be open for the maximum of seven days starting on January 1st.

KB proposed a motion to approve holding the January 2021 meeting of the ASO AC on the 13th at 12:00 UTC. RP seconded the motion. No objections were heard, and the motion carried.

KB moved for the election of the ASO AC Chair to take place from January 1st to January 7th, ending the election early once all votes are counted. HC seconded the motion. No objections were heard, and the motion carried.

## 9. 2021 ASO AC Teleconference Schedule

At KB's request, GV noted that he had sent a tentative schedule to the list and that there were clashes in two months: March and October.

KB said that, in March, historically they had had an informal lead-up to a face-to-face meeting during the March ICANN event. He then asked the ASO AC whether they would prefer having their March meeting in line with the ICANN meeting.

SS suggested keeping it separate, as keeping their meeting in line with ICANN would change the times they had already committed.

GV observed that APNIC members had expressed their concern about having the conference on the original date because it clashed with APRICOT and that the following week was the date scheduled for the IETF.

KB said they could hold the ASO AC meeting on the 17$^{th}$ (before the IETF), on a time zone that would be ok for all ASO AC members.

NN agreed, saying that the only reason the ASO AC had the-face-to face meeting at the ICANN meeting was because all RIRs funded travel for ASO AC members. She said that in 2021 there was no reason to meet during ICANN or in the ICANN time zone and suggested scheduling their meeting separately. As for accommodating other events, she noted that the ASO EC had generally agreed to avoid clashes with RIR meetings, but that, while they might try to accommodate other NOGs, IETFs meetings, or other local events, they would not change the entire ASO AC schedule for them. NN also suggested scheduling the ASO AC meeting at the time they have already set for their meetings.

KB agreed with maintaining the time set for the meetings and commented that, as long as there were no significant objections, he would prefer keeping virtual meetings at the time they had set for teleconferences. As for the dates, the March 3$^{rd}$ and October 6$^{th}$ meetings should tentatively be moved forward as they are both directly conflicting. He suggested moving them to March 17$^{th}$ and October to 20$^{th}$ to avoid clashes.

After further discussion, KB noted that the rest of the dates would be confirmed during our January meeting. He asked GV to update the schedule and send a note to inform everyone so that they can approve the meeting schedule in January.

**10. 2020 ASO AC Appointments Review**

No discussion

**11. ASO AC Virtual Meeting 2021**

KB said they would need to get the information from AS to know how much time and how many days they would need. He said that what he has seen in the industry shows that three or four hours is the maximum time for Zoom meetings during the day, so they should review the work they intend to do and decide whether they will need one or two days.

KB suggested sending virtual meeting plan to the mailing list for review and proposed the following action item:

**New Action Item 201202-1:** KB to send virtual meeting plan to the mailing list so that the ASO AC can analyze how much can be done in a virtual environment and how many days they potentially need to put aside for the ASO AC Virtual Meeting 2021.

NN suggested that, just because they meet for eight hours at ICANN meetings, they don't need to translate that into an eight-hour virtual meeting. She added that it might not be particularly productive to schedule a full-day Zoom call, and that it might be better to identify the work they have to do, see what meetings they have, and schedule the work for their monthly teleconferences, as a ten-hour work call might not be pragmatic or possible for everyone.

KB said that his understanding of the virtual f2f meeting was that it would be a video conference where the idea would be to see the faces of the ASO AC and try to make it as real as possible. He said that if the intention was to hold a telephonic call it would be a different format, and that it all depended on the body of work they would like to deal with and what they were comfortable with in terms of their time commitment considering that they are in different time zones.

KB agreed that knowing what work they want to accomplish would have a direct impact on how much time they need, whether video call or through telephonic only. He concluded by reiterating that he would send the email.

## 12. AOB

a) ICANN Board Seat 9 Election Status (closed session)

Topic discussed in closed session.

### b) Farewell leaving members

KB noted that it had been a difficult year and, on behalf of the ASO AC, thanked BJ, SB and NM for the years they had graciously served on the ASO AC and handled different responsibilities (RC, NomCom, etc). Brashes.

Other ASO AC members also thanked the three leaving members for their work.

In turn, BJ thanked everyone and said that he had learned a lot and hoped to continue working with the other members in some of the forums. He added that he was sure that Nicole Chan and Shubham Saran would do an excellent job.

At this point, AS thanked observers for their participation and invited them to leave the call so that members of the ASO AC could continue the discussion of the election for Seat 9 in closed session.

## 13. Adjourn

KB thanked everyone for a very interesting 2020 and he wished everyone wonderful holidays.

KB proposed the motion to adjourn. Noah seconded. There were no objections. The meeting ended at 13:37 UTC.