GNSO
Operations Steering Committee Community (OSC) Communications Coordination
Work Team (CCT) 13 May 2009 at 19:00 UTC

Note: The following is the output of transcribing from an audio recording of the Operations Steering Committee Community (OSC) Communications Coordination Work Team (CCT) teleconference on 13 May 2009 at 19:00 UTC. Although the transcription is largely

accurate, in some cases it is incomplete or inaccurate due to inaudible passages or

transcription errors. It is posted as an aid to understanding the proceedings at the meeting,

but should not be treated as an authoritative record. The audio is also available at:
http://audio.icann.org/gnso/gnso-cct-20090513.mp3

http://gnso.icann.org/calendar/#april
(transcripts and recordings are found on the calendar page)

NEXT MEETINGS: WEDNESDAY 27 May, 10 June 2009 at 19:00 UTC. Please see:
http://gnso.icann.org/calendar/

Participants on the Call:
Mason Cole - Registrar Constituency - Chair
Chris Chaplow - Commercial and Business Users Constituency
Steve Holsten - Vice-Chair, gTLD Registries Constituency

ICANN Staff in attendance:
Julie Hedlund - Policy Consultant
Ken Bour - Policy Consultant
Glen de Saint Géry - GNSO Secretariat

Coordinator: Excuse me, this is the operator, the conference is being recorded at

                 this time. If anyone has any objections they may disconnect at this

                 time. I'd like to turn it over to your speakers for today, you may begin.

Mason Cole: Thank you operator. All right, hi folks. We'll call to order now, Glen

                 would you call the roll please?

Glen Desaintgery: Certainly Mason. On the call we have yourself Mason Cole, Steve

                 Holsten and Chris Chaplow and for staff we have Ken Bour, Julie

                 Hedlund and myself Glen Desaintgery.

Mason Cole: All right, thank you Glen. Julie correctly pointed out that we no longer really have minutes since the transcript of this call - recording of this call is serving as our minutes.

So without being over formal I will just assume that our recording is approved as recorded and that will be our record for the call from the last meeting.

Glen Desaintgery: And that has been posted on the website.

Mason Cole: Right, thank you Glen. All right, Chris I mentioned before you got on the call that I'm a little pressed for time here so I want to try to make this a fairly quick call but let's go through the task teams, the ones at least that are on this call and see where things are.

So Steve, Chris, Ken, could you lead off please?

Ken Bour: Yeah, this is Ken, I'll be happy to do it. The bulk of the current task assignment is mine. So three of us have had a couple now, several sessions and we've talked at some length about the - what this requirements effort's going to be.

And even what the next step which we hope will be which is to get involved in some prototyping and actually build GNSO website that we could show to the rest of our team and then the OSC and hopefully the board and other constituency leaders.

The - one of the steps that we've talked about and you all remember this from when we had the ICANN staff on board, that they wanted to create a project charter for us.

This is different than the charter that the OSC gave to our team; this is something that will help sponsor funding and other technology assistance to give to our team that comes from the ICANN staff world.

And that project charter has gone through two iterations, I developed the very first draft, I shared it with Chris and with Steve, I have not sent it to the rest of you all because it's still undergoing revisions.

And we - then it went through another revision and just yesterday I got a comment back essentially from the requirements analyst person (Risa) that it wasn't properly configured or isn't written at the proper level.

And we're back to this dialogue as to what is a business requirement versus a functional requirement versus a technical requirement and so forth and so on. And you know most of us are not really experts in this field and we just sort of describe what we want.

Well there's apparently right ways and wrong ways to do it and so I'm going to have to do some more work on that which I may be able to do on the plane out to California.

Chris Chaplow: Ken, are we talking about the charter here then?

Ken Bour: Yeah, that's the ICANN charter to the team, again the purpose of which is to get (Mark Salvataro's) funding and to get data. It's essentially to make this team's work sanctioned within the ICANN technical world.

Mason Cole: Okay, so I'm sorry I'm just unclear, why wasn't it up to the proper level, what does that mean?

Ken Bour: Well you know the specialists in the technology world have very specific meanings about things. So you know you and I might say well I want a website that - where the navigation is on the left side and I've got a menu at the top.

                They would say oh no, no, no, you can't say that.

Mason Cole: Oh I see, all right.

Ken Bour: That's not a business requirement. A business requirement says you know in order to operate effectively; people have to be able to navigate the system.

Mason Cole: I've got it.

Ken Bour: And so I've got to go back in now and move it up an inference level one full notch.

Mason Cole: Okay good.

Ken Bour: You know I was kidding with my colleagues Chris and Steve, I sent them an email earlier that said I'm going to start with the lowest level detail requirements I can find.

                And then I'm just going to back up the inference ladder to develop the - to infer essentially what the business requirement is from it which is kind of - you know that's backwards but we've got to get it done.

Mason Cole: I hear you.

Ken Bour: Again none of this should really be stopping us from moving ahead I don't think. What I really want to do is I'm starting to grow weary of the requirements debate and discussion.

Because candidly although it's necessary to get things launched, I don't think it's going to be that important in terms of moving the prototype website ahead.

We could actually start that now. I mean there's certain amount of things we just know, right?

Mason Cole: Yeah.

Ken Bour: Yeah, so I'm going to see if I can help, maybe the three of us can get busy working on the prototype with (Mark) while we flesh out and finish out these requirements.

Maybe we can sort of be - instead of being done in a serial fashion we could do it in a parallel. So I'll work - I'm going to be out there so I'll talk to those folks when I'm there in California.

Mason Cole: Godspeed to you.

Ken Bour: And anyway that's - I could say a lot more but that's probably as good a status as I could give at the moment.

Mason Cole: Okay. All right, Steve or Chris do you have anything you want to add to that?

Chris Chaplow: Yeah, I was just fine as long as we've got quite a lot to do for the 27th still. But let's hope it will run. I was just wondering about the document management side of things and because that won't be really in any sort of prototype will it.

Ken Bour: No. Not in the sense in which we typically mean it where you have some sophisticated ability to manage documents in a central place where everybody can revise and collaborate.

You know the example I like to use is the Word revisions capability, but centrally administered.

Chris Chaplow: Yeah, I was looking at Google docs for another sort of team I'm on and we wanted a free tool so I found Google docs and set myself and that sort of got me thinking about it.

Ken Bour: Yeah, and we've looked at Google docs, there's another one out there called Zoho, Z-O-H-O which is another sort of similar concept. The problem with those - problem, the weakness with those is that you have to use their authoring tools.

You can't use your own Word so my colleagues on the policy staff, everybody likes to use Word to do their drafting and all of their changes and all that. So as soon as you give them another tool like Google docs or Zoho, you're in a new authoring tool.

And of course some of the capabilities and features that we're used to having in Word don't exist in those rudimentary tool sets. And so while it works it's less than optimal.

Mason Cole: Okay. So we set ourselves a deadline for the 27th to have initial recommendations made. I mean do you guys feel comfortable that you've got enough time to be able to do that or do we need to consider an extension of that?

Chris Chaplow: I'd like still to try and go for that anyway, you know.

Ken Bour: Yeah, let's try and go for it. I'm with Chris.

Mason Cole: Okay. All right.

Steve Holsten: It's within our own sub team planning then; we'll meet again next Wednesday. Ken what do you think we need to do in the interim between now and Wednesday?

You're going to be trying to polish up the requirements doc moving up the abstraction ladder, inference ladder. What can Chris and I be doing do you think during this next week to further our cause?

Ken Bour: On the Drooble website, become familiar with the capabilities of Drooble. Because I think what we're going to do almost immediately thereafter is get into this sort of prototyping mode.

And so the more we know about what Drooble's capabilities are, the more we will be able to suggest what things we want to see in the new website.

Steve Holsten: Okay.

Ken Bour: I think that's actually a practical recommendation. I mean that's not busywork. Because we are going to have to make some decisions with (Mark)'s guidance, and the more we know about his platform I think the better we'll all communicate.

We'll use the right language; we'll use the right you know terminology and you know all that kind of stuff.

Steve Holsten: So that - next Wednesday is the 20th, we're going to hit by the 27th, does our deliverable, our initial recommendation, the business requirements that you're primarily authoring?

Ken Bour: Yes, I think that's the first - that was the original I think concept. Julie is that right?

Julie Hedlund: Yes, I think that's right.

Ken Bour: Yeah, so developing a set - and because they have to be business requirements there will be fewer of them you know. As I start to abstract up from technical detail requirements, I'm going to have preciously few business level requirements, right, like the one I just stated about navigation.

So hopefully that first document - and then what I'm hoping is that will just be able to launch, right. Because nothing's going to go forward until the project charter from ICANN is signed by Doug Brent and Denise and the rest of them.

And that isn't going to get signed until I get it to the right level that everybody can approve it. So we are - okay.

Steve Holsten: Okay, so whenever you - and again I appreciate you taking the labor and (lore) on that so whenever you get that done after your five hour plane ride later today then just you know let us know.

Ken Bour: Okay, excellent. That will work.

Steve Holsten: Thank you.

Mason Cole: Okay guys, thank you. Anything else to add on that anyone? All right, neither Helen nor Zbynek are on this call so I guess let's skip over that although anybody on staff want to discuss anything on task three?

Julie Hedlund: Mason this is Julie, I can just mention that Rob has gone ahead and done a doodle in order to help Helen and Zbynek meet with Christina Rodriguez who's on the ICANN staff to be able to talk about the translation process.

So they are looking at plans right now and hopefully they're hoping that that will happen early next week.

Mason Cole: Okay great. Okay good, anything else on that subject? Okay on task four, I'm probably a quarter to a third of the way through my initial draft on this and I do hope to meet the 27th deadline.

Unless I get hit by a bus I should meet it so hopefully I'll have something to share with the team by that point and I don't have anything else to add of that. Anyone else?

All right, we're flying through this call. Okay, any other business?

Chris Chaplow: I was just wondering have we lost team members? I really don't (unintelligible) if it were.

Mason Cole: We had a resignation early from - oh his name escapes me now but he was asked to join the IRT for the intellectual property and he had to leave the team.

Other than that no, I - you know I didn't hear from Zbynek or Helen to say that they wouldn't be on the call but I assume they're still on the team. So pardon my bad memory, but did we talk about whether or not we were going to be in Sydney and if so whether we should meet as a team there?

I believe we did but I don't remember the outcome. Anyone enlighten me on that?

Steve Holsten: I think we did talk about it. I was intending to go, I am now not going so I can still participate by phone and you know whatever the most merciful time for the call will be appreciated.

Mason Cole: Okay. I guess I have a question for Glen; Glen is there any more clarity on Saturday and Sunday meeting times for various GNSO operations?

Glen Desaintgery: No. We haven't - there is still - we are still asking people to be in Sydney to start meetings on Saturday.

Mason Cole: All right. Well I will arrive Saturday morning so hopefully I will hit all the teams.

Glen Desaintgery: You only arrive Saturday morning Mason?

Mason Cole: I'm sorry?

Glen Desaintgery: You only arrive Saturday morning?

Mason Cole: Correct.

Glen Desaintgery: Yes.

Mason Cole: Okay, we'll have a nice case of jet lag for those meetings, that will be all right.

Glen Desaintgery: Say, I'll note that but that is what we've got and you know that that schedule is now getting so full that I don't know when we haven't decided yet at least it's not me, it's Avri and Chuck as well.

Mason Cole: Yeah.

Glen Desaintgery: They're the main drivers of it.

Mason Cole: Okay well as soon as you do get some clarity on when those are able to be set up then if you could share that with us that would be great.

Glen Desaintgery: Absolutely.

Mason Cole: All right.

Chris Chaplow: Can I ask, is the plan to have a CCT team meeting or do all the teams meet together or what might that be?

Mason Cole: The plan is to have a CCT meeting if enough of us are there. The OSC meets as a whole I think usually towards the end of the weekend you know like Sunday afternoon.

Right, that's what I had in Mexico City and then during Saturday and Sunday there are all kinds of GNSO work groups and committees and that kind of thing and Glen has to try to find a way to accommodate all of them in the space that we have.

And then you know I would guess many of them meet at the end of the weekend to sort of finalize what they're doing before you enter the formal ICANN meeting.

Chris Chaplow: So Saturday afternoon would probably be the ideal time for us, wouldn't it then.

Mason Cole: Well maybe, just depends on - you know depends on who's there and you know what we need to get done if anything.

I'd prefer to meet Sunday if that's doable but that's just my personal preference. I'll go with whatever the team wants to do.

All right, so Glen as soon as you do have that if you could share that that would be great.

Glen Desaintgery: Absolutely.

Mason Cole: Okay. All right, any other business?

Man: No.

Mason Cole: Okay folks thanks very much and we'll talk again on the 27th. By the way if you would like when you do - when you get your initial drafts of whatever you're working on ready, if you want to send that to me and I'll put it into the master document and then share it back out to the team, I'm happy to do that.

Man: Sounds good.

Man: Sounds like a good plan.

Mason Cole: Okay. Ken, travel safe. Thanks everyone, talk to you in two weeks if not sooner.

Man: All right, bye bye.

Julie Hedlund: Bye.

Glen Desaintgery: Operator?

Coordinator: Are you done for today?

Glen Desaintgery: Yes, thank you very much indeed.

Coordinator: Thank you, you have a good day.

Glen Desaintgery: Thank you so much, good bye.

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