

# ICANN org Finance and Procurement

## Agenda

1. Project Support Team Framework
2. Overview of Finance and Procurement Functions

## Project Support Team Framework

### Introduction

As part of the USG Transition, a framework of ICANN org support was setup and was called the Project Cost Support Team (PCST). This framework is also called the Project Support Team (PST). A PST is set up as a support function to the working groups and it's chairs and co-chairs for overall project planning and project management purposes.

The PST framework supports the project planning, subject matter expert oversight, budgeting and forecasting and monthly reporting of the entire project's expenses and key milestones.

The objective of the PST is to provide support for the working groups to complete their charter.

This includes monthly reporting to the chairs and co-chairs in order to support their management of the project expenses under their responsibility and to the chartering Organizations and the public for transparency and accountability.

### Project Support Team

The members of a Project Support Team are ICANN org staff who perform the following roles: a project manager, a legal manager, a financial planner and a project administrator who perform the following:

#### Project Management support

1. Project Coordination and Project Support
2. Metrics for planning future expenses
3. Tracking and Reporting of Expenditures

### Monthly project monitoring

The PST produces monthly reports showing how much has been spent and how much is left in the projected Budget.

The PST facilitates obtaining authorization for the required for Budget expenditures or procuring outside professional services if applicable such as independent legal services or other professional services

Costs of a working group are tracked by the following:

- a. Costs for dedicated staff support
- b. Travel and meeting costs for dedicated face to face meetings of working groups (including average cost of travel support for individual members).
- c. Average cost for virtual meetings and transcription services and costs for interpretation and translation services, if applicable
- d. Subject Matter Expertise Costs for independent professional services such as lawyers or report editors

The Project Support Team (PST), performed by internal ICANN org supporting staff, supports the working group with a framework that supports the project planning, subject matter expert oversight, budgeting and forecasting and monthly reporting of the entire project's expenses and key milestones.

## Overview of Finance and Procurement Functions

Finance and Procurement functional activities include the several key funding and compliance activities in addition to analysis support to the organization.

### Procurement

1. Request for Proposals (RFPs)
2. Purchasing oversight

### Accounting

1. General Accounting
2. Accounts Payable
3. Payroll
4. Investments and Treasury Management
5. Audit and Tax compliance

### Billing and Accounts Receivables

1. Contracted Party Billing and Invoicing
  - a. Registries
  - b. Registrars
  - c. ccTLDs
  - d. IDNs and Sponsorships
2. Cash Payments Received Processing

### Financial and Management Reporting

1. Department reports and Project analysis reporting (Project Support Team)
2. Financial reporting packages
3. Budgetary Control through Proper approval of expenditures (i.e. Purchase Orders) and monitoring
4. Financial Reporting Org, Board and on ICANN website & to the Community
5. ICANN Meeting and Community Engagement, Outreach, Webinars, Presentations

### Budgeting & Forecasting

1. ICANN Operations ,IANA and PTI, New gTLD program – all separate segments or lines of business
2. Operating Plan & Budget Process
  - a. Operating Initiatives and Functional Activities
  - b. Five Year Operating Plan and Financial plan

- c. Fiscal Year Operating Plan and Budget
- 3. Key Projects such as ITI, Reviews, Community WGs External Financial Reporting on ICANN website & to the Community Board

The ICANN org Finance and Procurement function provides key funding and compliance functions in addition to the Budgeting and Financial reporting services which are key in the areas of transparency and accountability for ICANN org.