



Work Item: UA Day Planning, Coordination and Capacity Building Support

Ver.: 2022-08-08

Purpose

UA Day is being planned by UASG to be a unique brand. Multiple coordinated outreach and training events at regional and local levels will be planned and organized over the course of a few months, from November 2022 till February 2023, leading to global UA Day event(s) in mid-February 2023.

- Working Group proposing the work item: UA Coordination WG
- Reference to the Action plan: FY23 Action Plan

Description of Work

The work includes the following tasks for planning the UA Day:

- Support UA Day planning team and their regular calls.
- Coordinate the outreach with organizations for collaborating on UA Day.
- Develop detailed technical and outreach training materials for UA Day for the different kinds of events planned. Coordinate for these and other promotional materials being developed by the communications team.
- Support the organization of meetings, trainings, workshops and other events for UA Day.
- Support outreach related administrative tasks, including scheduling and managing relevant meetings, generating meeting notes, coordination, communication, etc.
- Collate, consolidate, and summarize the output of different levels of events and share with UASG's UA Day team for further planning.
- Compile a final report of the UA Day celebrations after the event.
- Maintain the UA Day website.
- Conduct other relevant work related to UA Day, as assigned.

Deliverables

The deliverables include:

1. UA Day planning document, developed with UASG's UA Day team.
2. UA Day events' operations, based on the UA Day collaborations, including scheduling and supporting relevant meetings and meeting notes, coordinating trainers and trainings, maintaining website with up-to-date information and other tasks.
3. UA Day training and outreach materials and packages for half-day, full-day and multiple-day trainings for different organizations globally.
4. UA Day final report on the activities and outcomes.

Timeline

The proposal will cover support through the following period:

- Tentative start date: 1 September 2022
- Tentative end date: 28 February 2023



Universal Acceptance

Conflict of Interest

To help avoid any perceived or actual conflict of interest (COI), UASG leaders, UASG Ambassadors, members holding working group's leadership positions in the UASG, and any organization(s) affiliated with individuals in these UASG roles, are prohibited from participating in this SOW. In addition, ICANN org COI applies.

Proposal Submission

The proposing organization must demonstrate knowledge and experience in the following areas as part of their proposal.

- Universal Acceptance technical work
- Universal Acceptance related outreach and training
- Communication and outreach skills

The proposal should be submitted to: UAProgram@icann.org before the submission due date [posted](#).