

Additional Budget Request Principles



TABLE OF CONTENTS

| | |
|-----------------------|----------|
| OVERVIEW | 3 |
| REQUESTS | 3 |
| REVIEW | 4 |
| FUNDING | 4 |
| IMPLEMENTATION | 5 |

Overview

1. The Additional Budget Request (ABR) process is part of the annual ICANN Operating Plan and Budget (OP&B) planning cycle.
2. Requests reflect potential ICANN community activities that are not already included in the annual ICANN OP&B. The ABR process helps the ICANN Board and ICANN org better understand and develop resources for present and future ICANN community needs.
3. The ABR process can only be utilized by ICANN communities that are recognized by the ICANN Board.
4. Requests must be consistent with the charter of the requesting ICANN community group.
5. Deadlines must be observed. The timeline enables thorough review and evaluation by ICANN org and appropriate consideration by the ICANN Board within the annual ICANN OP&B planning cycle.
6. Both ICANN org and the ICANN Board are committed to an accountable and transparent ABR process for the benefit of the ICANN community.

Requests

1. Each request must fully explain the:
 - a. Purpose and scope of the proposed activity
 - b. Direct alignment of the proposed activity with the [ICANN mission](#) and [current strategic plan](#)
 - c. Demonstrable relationship of the proposed activity to ongoing policy, advisory, or technical work
 - d. Expected impact of the proposed activity
 - e. Estimated resources required for implementation of the proposed activity
2. Each request shall identify an ICANN org request liaison. The ICANN org request liaison may explain the context of the request during review. The ICANN org request liaison does not represent the ICANN community group or advocate for the request.
3. ABR support cannot be used for ICANN Public Meeting travel support or approved ICANN events co-located with ICANN Public Meetings. ICANN community groups are encouraged to request travel support for ICANN Public Meetings through Public Comment during the annual ICANN OP&B planning cycle.
4. ABR support cannot be used to reimburse ICANN community groups or third parties for previous work.
5. Prior to preparing a repeat request for an approved or conditionally approved request from a previous ABR process, ICANN community groups should collaborate with the ICANN org liaison to clarify how the repeat request needs to be reformulated.
6. ICANN org encourages ICANN community groups to establish and publish clear internal processes for developing and submitting requests.
7. ICANN community groups submit complete requests through the ABR Request Form. Every question is required. Incomplete requests will not be considered.

Review

1. ICANN community groups spend considerable time preparing requests, and every request merits a thorough review by ICANN org and a response from the ICANN Board.
2. Each request will be carefully reviewed and evaluated based on the contents of the submitted request form. ICANN org will not extrapolate, infer, or interpret the intent of ICANN community groups. If clarity is needed, the ICANN org request liaison will communicate with the ICANN community group.
3. There are two ICANN org groups involved in the review:
 - a. An *Assessment Team* composed of cross-functional ICANN org members which processes and reviews requests, prepares an assessment report, and also oversees and monitors the implementation of approved and conditionally approved requests. The Assessment Team consults ICANN org subject matter experts about the feasibility and relevance of requests.
 - b. An *Evaluation Panel* composed of ICANN org executives which reviews the assessment report prepared by the Assessment Team and makes the final recommendations to the ICANN Board through the ICANN Board Finance Committee. The Evaluation Panel considers the financial and resource impact of requests to ensure as much consistency and fairness as possible.
4. Although recommendations come from ICANN org, the ICANN Board decides the outcomes of the review.
5. Decisions (e.g., “approved,” “conditionally approved,” or “not approved”) will include rationales.

Funding

1. Every request has both funding and resource commitments. ICANN org recommendations will be based on both factors. A request that anticipates minimal financial outlays may have substantial resource commitments. Conditionally approved requests shall comply with requirements that meet the intent of the proposed activity within available resourcing.
2. At the discretion of the ICANN Board or ICANN org, a request from one ICANN community group may be granted broadly and consistently to other applicable ICANN community groups. However, approval of an individual request does not indicate that the same resource allocation will be made for other ICANN community groups.
3. Pilot funding for an activity or event does not guarantee future funding in the annual ICANN OP&B.
4. There is no permanent funding, and funding expires on 30 June of that fiscal year. Unless an activity is transferred to the annual ICANN OP&B, requests need to be submitted each year. Even ICANN OP&B resources are subject to review from year to year.
5. The disbursements resulting from approved or conditionally approved requests are ICANN expenses and shall be tracked and controlled by ICANN org for fiduciary purposes.
6. Where possible, in-kind support will be offered, managed, and directed by ICANN org.

Implementation

1. Each ICANN community is responsible for implementing approved or conditionally approved requests and accountable to the ICANN community for those resources.
2. The ICANN Board will identify ICANN org implementation liaison(s) for each approved and conditionally approved request.
3. All approved and conditionally approved requests will be communicated to the relevant ICANN community group and the ICANN org implementation liaison(s).
4. ICANN community groups may use the ABR Planning Template (developed and provided by ICANN org) to begin implementation work with the ICANN org implementation liaison.
5. All approved and conditionally approved requests shall comply with reporting requirements as specified in the published assessment report. ICANN community groups shall send reports to abr@icann.org. Timely reporting by ICANN community groups will be taken into consideration for future requests.
6. All approved and conditionally approved requests shall be implemented according to ICANN policies and guidelines, including the [ICANN Community Travel Support Guidelines](#), which explain the processes and scope of travel support that ICANN org provides to ICANN community supported travelers.
7. ICANN org aims to procure optimal services at the best price, using a consistently ethical and fair selection process. ICANN org will provide approved vendors as needed.
8. ABR support for any potential ICANN community-developed content requests shall be limited to payments for graphic designers, videographers, stock photos or artwork, writers, printing, and social media campaigns.
9. Travel support, including any registration fees, will only be granted for approved ICANN events unless a requested event aligns with the applicable ICANN regional strategy and is coordinated with the relevant ICANN org Global Stakeholder Engagement regional vice president.
10. Travel support cannot be used for third parties.