ICANN

Internet Corporation for Assigned Names and Numbers

2007 Staff Document Series

AT-LARGE ADVISORY COMMITTEE

MONTHLY REPORT OF THE AT-LARGE STAFF

prepared by the Staff

Introductory Note

The staff provides the following as the written report summarizing staff activities for the month of May 2007.

Questions arising may be sent to staff@alac.icann.org.

[End of Introduction]

Subsidised Travel Management

At-Large has tested a new travel booking service provider – American Express – and been presented with a new Travel Policy, designed to make life easier for everyone and also ensure fair treatment of all community members who make use of ICANN travel support. This first edition of the Travel Policy had left open the method of payment for expenses outside of air transport and hotel as this element was still being internally decided. In the last few days, this decision has been made and we can announce that a per-diem system will replace the previous reimbursement-based system; the details of this will be provided in English, Spanish, and French within the next couple of days as well as a form to make claiming the per-diem very simple for all travelers.

San Juan Planning

With a few exceptions, draft agendas and meeting times and dates have been settled for the 29th ICANN International Meeting. Details have been announced to the various regional communities; several documents for the community are still in the process of being translated but these will be available in advance of the meeting start. A complete set of the documents related to the At-Large community for consideration at the San Juan meeting can be found at https://st.icann.org/ALAC/index.cgi?san_juan_documents.

Meeting details for the two regional meetings and the At-Large Advisory Committee and related information can be found as follows:

North America: https://st.icann.org/naralo/index.cgi?puerto_rico_icann_meeting

Latin America and the Caribbean: https://st.icann.org/lacralo/index.cgi?san_juan_icann_meeting

ALAC: https://st.icann.org/ALAC/index.cgi?san_juan_meeting

Full ICANN Meeting Schedule: http://www.icann.org/meetings/sanjuan/#ScheduleandAgenda

Note that the LAC session, the ALAC session, and many other meetings will be simultaneously translated into Spanish and English. Recordings of all At-Large meetings will be made available after the meeting, and the LACRALO, NA Regional, and ALAC meetings will be transcribed from the recording. The transcriptions will be available in English only due to the very high costs of translating them, however, LACRALO's GA will have summary minutes translated into Spanish and Brazilian Portuguese as well as English.

Membership Database

We are pleased to report that the work to finish implementation of a Membership Management System (MMS) as originally requested by the LAC Secretariat and after originally being proposed by the Staff in December 2006 is progressing quickly.

It is expected that the system, based upon the Open Source product CiviCRM (www.civicrm.org) will be complete for most, if not all, regions with respect to the first set of features for the San Juan ICANN meeting. Time will be proposed for a demonstration/tutorial of the system as part of the ALAC meeting on 28th June.

The initial feature-set of the MMS can be found in Annex A.

Website Improvement

Work to replace the current static ICANN microsite for the community at www.alac.icann.org has begun. The new site will be located at: www.atlarge.icann.org, and the feature-set that it will contain can be found in Annex B.

A contractor was engaged in May and he is expecting that the new site will be completed for mid-August 2007. Advance access for preview and testing purposes will be facilitated for ALAC and regional Secretariats in the next few weeks, with a second-stage review making it possible for community members to preview it too shortly thereafter. For your information, it is expected that much of the content now accessible in several places will be consolidated, without loss of functionality for community input into the content.

Information Designed for the Individual Internet User

The At-Large Staff, in consultation and cooperation with the Communications Staff, are in the process of engaging the services of several contractors to produce end-user-friendly and targeted information about several subjects, with the objective that ICANN, the main structures in ICANN, and the current policy and other debates would be much more understandable and accessible to a much wider audience. The current list of subjects is as listed in Annex C of this document; the ALAC and the regional Secretariats are encouraged to submit ideas for further subjects which they consider would be useful. Staff may also add further subjects to the list.

Upon completion of this work, all of this information will be translated into several languages and made available on the various ICANN websites – including the new At-Large site of course.

Staff Capacity Increases

The recruitment of a full-time 'At-Large Administrative Support Officer' is about to get underway; this position entails providing administrative support to the ICANN At-Large staff as well as a number of support functions for the community and community meetings. The Job Outline for this position will be posted imminently at http://www.icann.org/general/jobs.htm. It is hoped that anyone who knows any suitable candidates will encourage them to apply. Note that this position will replace the part-time consultant currently providing administrative support. At the point at which this is posted officially, the position outline will be made available on the At-Large mailing lists.

A second position, the 'Secretary for Regional Affairs, At-Large' will shortly also be recruited for and the announcement will be made available at the above-referenced URL as well as on the mailing lists of the community. This position will be a shared-resource for all the RALOs and the Staff are of the view that this person will be a great benefit to the whole At-Large community.

ALS Application Handling

Over the course of dealing with over 100 applications for membership in the community, it has become clear that the current ALS application form is not always gathering the information that is needed to help the community best evaluate some applications that are received. The Due Dilligence form suffers from a number of shortcomings of a similar nature.

As a result, the Staff have provided the Chair of At-Large with proposed replacement forms. These will be provided to the ALAC and, without objections, will replace those currently in use.

<u>Policy Working Group Impementation Support</u>

After the decision of the ALAC to create policy working groups and invite the ALS community to help 'staff' these groups, the Staff setup a series of wiki pages and mailing lists. The Staff have also worked to provide additional related information on some of the policy areas – IDNs and the GNSO Liaison – and will be 'fleshing out' the pages related to other areas of policy in the coming weeks. You can find these at:
https://st.icann.org/alac/index.cgi?at_large_policy_working_groups.

ANNEX A

At-Large CiviCRM Implementation
Initial Feature Set

Basic Requirements

- **Group Contact Details**
- **Individual Contact Details**
- **Groups Linked to Regions**
- **Individuals Linked to Groups (or to regions if no group affiliation)**
- **Individuals can be identified as the official representative of a group**
- **Groups have a status – Accredited ALS, Applicant ALS, Former ALS, Supporter.**
- **Applicant ALSes have a sub-status, identifying where in the process of accreditation they are.**

Administration:

- **Super Administrators can do anything**
- **Regional administrators can do anything to records in their region**
- **Individuals and Users may edit, but not delete, their records – in respect of their contact information but not their status.**
- **ICANN Staff users should be able to see all contact info and associated records.**
- **Individual and group users should be able to see all contact info associated with other users and groups.**

Contact Information to be held (Basic)

Groups:

- **Group Name**
- **Group Street Address, City, State, Postal Code**
- **Main telephone number and fax number**
- **Date accredited as an ALS (or entered in the rolls as a supporter).**
- Date unaccredited (for when this happens)
- **URL**
- **Email**
- **Description**
- **Names of Officers and Directors (linked to their individual records)**
- **Notes field**
- **Ability to add fields later to store other identifying characteristics.**

Individuals
- **Group assocated with (if any)**
- **Postion (with the group they are associated with if any)**
- **Flag for declaring them the authorised representative of a group (for voting etc).**
- **URL**
- **Email address**
- **Notes**
- **Ability to add other fields later to store other identifying characteristics.**

- **Allow one individual to be linked to multiple groups, with storage of their different positions with each, and the starting and ending date of each association.**

Reports:

- **Allow lists to be created of groups by region, country, etc and the same for individuals.**

- **Exporting to standardised formats (XLS, CSV, etc) would be very helpful.**

ANNEX B

http://www.atlarge.icann.org
Initial Feature Set

Project Outline:

Create a CMS-based site architecture for the At-Large constituency of ICANN, leveraging:

- PHP
- MySQL – data repository
- Drupal as the CMS

Look and feel:

- Should have the look-and-feel of www.icann.org, for top of page, middle-top, and bottom-top menus (bottom-top being the blue bar, middle being the links above it, top being the menu in the gray bar). The links would be menus as they are in www.icann.org (in the first iteration, these menu items would carry the same labels, though they would not point to the same places, and the menu labels and submenus would all be dynamically determined in the CMS.)

- Should incorporate the left-hand-side menu of www.wipo.int functionality-wise. (Gateway To, Resources For, Most Requested (this last of which ideally should be driven off of which sections are most frequently browsed. In the first instance, this could be set in the CMS though if it took too much time to create it as a dynamic menu section). The look-and-feel of how the left-hand-side menus worked in functional terms would be the same as www.icann.org.
- Rather than the static behaviour you experience when you hover over a menu at www.icann.org, it would be better to have submenu choices activated when you hover over the horizontal submenus such as at www.wipo.int.
- Main page should be driven off of the current announcements as in www.icann.org, but with the contents structured similarly to the front page of www.wipo.int. (For the main page: to define the labels of the three sections such as seen at www.wipo.int (New at ____, Forthcoming Events, 'Hot Topics' or whatever phrase is chosen.). Then to have the ability to point the sections at the content which should appear here. New at ____ would point to announcements, showing the top 'N' newest items, with 'N' defined in the admin interface.

- Main page announcements should show the first 2 lines of the announcement like www.wipo.int with a 'more' tag similarly at the end, rather than showing only the title of the announcement as at www.icann.org.

Once the architecture is completed, it would be possible to define:

- The names of the top and side menu choices, and to 'tag' items that would appear, for example, as choices under the left-hand-side sections.

- Create new subsections, for example, when selecting under meetings (e.g. – create a new meeting in the CMS and have it appear in the right place, add items which link to documents to be considered (there will be WebDav enabled in Apache on the server which hosts this, so the links could be to the file system)

- Actual textual content of pages could be copied into the CMS / uploaded based upon

- Links to images displayed could be managed in the CMS like textual and other content.

- Colour schemes can be managed for the whole site, including a master default for all pages, which could be overridden in a section if necessary, all in the administration backend.

- Language versions. The current icann.org site does not allow for multi-language versions of the same text. The new site should allow any link to be defined from a language list (defaulting to EN – English), the list of which would itself be definable in the CMS. If a page has multiple language versions available, at the top of the page the user should be able to choose which language to view, with the site defaulting to the language setting of the browsing users web browser, selecting a different language if they wished, and the system defaulting to English if the language of the end-user's browser was not one of those the current page was available in.

- It should be possible to define that a menu choice actually goes to another URL – for example, choosing 'ICANN Blog' off of www.icann.org goes to http://blog.icann.org directly.

Special Types of Sections

Meeting Pages

- Main meeting page should work like http://www.wipo.int/meetings/en/.

- Each meeting name should be hyperlinked to the page of the meeting, which should look something like, for example, http://www.wipo.int/meetings/en/details.jsp?meeting_id=12862. Would need an additional top-level under 'Venues' that would be for the time (start and end) of the meeting. Another similar line below that as 'Remote Participation' which would link to a page showing the defined remote participation information. (all of this done via the administration interface.

- All of this driven by the CMS via an administration backend / MySQL data populated from it as needed.

- Individual documents linked to a meeting would be hyperlinked on the document name as you see in the above meeting page for example, and would look something like the example of http://www.wipo.int/meetings/en/doc_details.jsp?doc_id=76593.

- If it were possible to incorporate the chatroom, and comments posted in connection with a meeting as you can see for example at http://public.icann.org/?q=event/2007/03/24/day/all/all/1 that would be ideal. The look and feel would not be drupal-esque but consistent with the look and feel for the meeting section.

Calendar

- We like the calendar at http://www.wipo.int/meetings/en/calendar.jsp. Can this be driven off of the meeting data above?

- Would need options to show by month, or by year. If it could show the name of the meeting, rather than the meeting code, that would be helpful.

- Where the meetings are a part of a larger meeting, it would be useful to see them indented from the main meeting as sub-items. Since some of the meeting information would be at other URLs, it should be possible to allow information to be pointed to, if

Searching

- Should be possible to search as 'Site Search' at www.icann.org, but also to search documents and meetings like at http://www.wipo.int/meetings/en/archive.jsp.

RSS

- It would be helpful to be able to declare that a subsection defined in the administrative interface was to be the subject of an RSS feed.

Forums

- We want to have a plug-in forums feature, provided by a forums package separate from the website.

- We would like however to be able to embed a link to a forum discussion section in other pages, so that when browsers were looking at an area of policy being debated, for example, or a meeting, it would be possible to at least have a link to the related discussion.

- Ideally, if the recent comments in that forum related to the subject of the page could be displayed on the right-hand side, that would be perfect. (See http://public.icann.org/?q=event/2007/03/24/day/all/all/1 as an example.) If the forums would need to provide certain hooks for this to be made possible, just tell us what would be needed so we can factor that into deciding which forum system to choose – if you know of a good forum system which would provide the functionality we seek here let us know.

Some Additional URLs and information

- www.alac.icann.org - this is the current home of the At-Large constituency. Only about 25% of the data here will be carried forward.

- www.euralo.org is an example of one of the home sites of the five regions which make up the whole constituency. Each region would be the subject of one of the sub-menu choices in the left-hand-side menu off of the main menu, under 'Gateway To:' but this would be defined in the administration interface / cms anyway.

- http://www.public.icann.org – this is the public participation site of ICANN. Some of the features – for example, allowing remote participants to make comments and propose items for discussion – would be very useful additions to the meeting pages.

ANNEX C

List of Topics

1,250 word (approximate) each topic, in a journalistic style (who, what, where, when, why, how)

- IDNs
- What is ICANN?
- At-Large
- At-Large – Information for new community members
- Protecting Your Domains
- Policy Development at ICANN – structures, processes
- Domain Tasting
- Domain Monetisation
- New gTLDs
- WHOIS

250 words on each body of ICANN