

Item Number	Action Item	Secretariat Focal Point	ICANN Staff Contributor	Department Involved	Staff member(s)	Current Status
PART A: INFORMATION ACCESSIBILITY AND DISSEMINATION						
1	End-user-focussed summaries of ICANN and areas of policy work need to be developed in a standardised style			At-Large, Communications	K McCarthy, N Ashton-Hart	First 3 articles are being revised after first-round review by ICANN staff (IDNs, New GTLDs, UDRP). Expected that the first three will be available by the end of February
2	Improvements to Existing Publications					
2 a	Executive Summaries of all long documents from all departments should be prepared which are in clear, jargon-free language. All documents should have glossaries of ICANN-specific terms			Executive Team		The Executive management of ICANN will need to discuss this in detail as it would require significant changes to internal processes.
2 b	Documents released to the public should have translated editions - if the whole text is not translated, at least the Executive Summaries should be with editions available in, at a minimum: ES, brPT, FR, siZH			Translation Team		The draft translation programme has taken this into account - the consultation on the first draft will begin within days
2 c	Policy-related documents should have a more standardised style of writing and structure.			Policy	TBC	New member of staff being recruited who will be responsible for this amongst other duties
3	Monthly or Quarterly CDs containing A/V materials like the IDN videos, all documents for the period should be available. Some can be posted; ISO images available for download so copies can be made in-country			Communications	K McCarthy	Kieren is finishing the first edition of this for New Delhi - the Secretariats are kindly requested to review this first effort and provide comments.
4	Unfinished Domain Name Guide for End-Users to be commented on by each RALO and completed and published by ICANN			At-Large	N Ashton-Hart	Secretariats to discuss during New Delhi and provide input so that the guide can be completed.
5	Secretariats to provide updates for the ICANN newsletter			Communications	K McCarthy	Ongoing
6	More telephonic briefings to be scheduled with staff providing background on process and issues; these to be recorded for later playback			Policy	N Ashton-Hart	Ongoing. Staff have asked various working groups for their availability and will continue to do so.
PART B: OUTREACH AND PARTICIPATION ENHANCEMENT						
7	External Meetings Outreach					
7 a	Outreach to non-traditional ICANN participants is essential, and Global Partnerships should participate in more meetings where they aren't 'preaching to the converted' Secretariats to keep staff updated about meetings in regions which should be attended by ICANN staff. (N Ashton-Hart to collect and forward internally. Secs to post to Sec list).			Global Partnerships, Communications	N Ashton-Hart	In order to act on this we would need to have a list of events suggested by the community. If the Secretariats could propose suggestions the At-Large staff could then work with GP.
7 b		R Singh	D Kasole	Global Partnerships, Communications, At-Large	TBC, TBC, N Ashton-Hart	Ongoing. Upon receipt of suggestions At-Large staff will work internally on this item on a continuing basis.
7 c	Briefings on Policy issues under consideration at ICANN should be done at regional F2F meetings, organised as part of other meetings taking place already. Some of the briefers could even be remote participants and some others F2F but at least allow two-way interaction with those in the room			Global Partnerships, Policy	N Ashton-Hart	Secretariats need to provide input into which meetings and which subjects at those meetings should be covered to At-Large staff who will work internally with other departments as required.

8	ICANN should try and facilitate add-on training for fellowship participants, others from developing countries so that, for example, IPv6 technical and policy training could be received by fellowship attendees who wished to stay an extra day to get the training.			This idea has been passed along to Global Partnerships. It must be emphasised that this is outside of ICANN's mission and would need to be taken on by a third-party as a result.
9	More updates to regional ICANN-related sites like 'AfrICANN and LatinoAmerICANN are needed	Communications	At-Large staff	New hires in the At-Large department are expected soon; one is expected to start work in February. This will give the staff the capacity to undertake this work
10	For non OECD countries, radio is the best means of communication about the Internet. ICANN needs to develop more radio programming about its activities and distribute them	Communications	K McCarthy	In order to prepare programming of this nature specialised advice is required. It would be very helpful if the Secretariats would propose some examples of the kind of programming they wish to see alongside an overview of the idea as part of the budget planning process currently starting.
PART C: PUBLIC CONSULTATIONS ENHANCEMENT				
11	All contributors should receive a thank you message for their contribution (ideally personalised)	Communications	Kieren McCarthy	This has already been actioned. Further improvements - such as to provide those who have commented with links to summaries of the comments received - are under development.
12	More interactive mechanisms like BigPulse surveys should be provided in lieu of only inbond emailing of comments in an unstructured way	Policy, Communications	Kieren McCarthy, TBD	In Policy, a new member of staff will have improvements to public consultation processes as one of their duties. They will then work with Communications on this.
13	Multiple levels of input should be available, with targeted questions to allow people to contribute on particular elements of the consultation that concerned them quickly and easily, yet to not comment on other areas not of interest to them.	Policy, Communications	Kieren McCarthy, TBD	In Policy, a new member of staff will have improvements to public consultation processes as one of their duties. They will then work with Communications on this.
14	It is important to allow click-through on key questions to explanatory information of a balanced nature to 'draw in' commentors who needed to learn more about what they are commenting on without simply being asked to read a very long document.	Policy, Communications	Kieren McCarthy, TBD	In Policy, a new member of staff will have improvements to public consultation processes as one of their duties. They will then work with Communications on this.
PART D: AT-LARGE COMMUNITY DEVELOPMENT				
15	More At-Large participant-specific updates to the RALO wikis and At-Large websites need to be performed to help people keep up-to-date	At-Large	TBC / New Hire	New hires in the At-Large department are expected soon; one is expected to start work in February. This will give the staff the capacity to undertake this work
16	At-Large members need to be funded to attend more non-ICANN meetings to do structured outreach and more ICANN staff support with materials, etc can be provided to make outreach more effective	At-Large	TBC / New Hire	At-Large has an existing process to propose allocations of funding to such projects which is always available to the community.
17	Regions should be able to have differential rules about who gets to apply for travel funding if they wish	At-Large	N Ashton-Hart	ICANN would not object to such rules being established provided of course they are not arbitrary, are transparent, and do not disenfranchise ALSes unreasonably.

D Thompson