

## ALAC Summit Working Group Proposal:

Regarding a Global Summit of the ICANN At-Large Community, for consideration by the ICANN Board, in the Paris meeting.

### Version History:

This version has been modified by the ALAC Summit WG from the earlier documentation provided to the ICANN Board of Directors in the New Delhi Meeting, on February 14<sup>th</sup>, 2008.

Substantial changes have been made from earlier proposals, specifically in the matters of detailed costs per delegate and with scenario alternatives to allow for various cost options to be more fully explored within the constraints of the 'placeholder for Summit Funding' resultant from the Board's agreement to include a proposal in the draft budget (current published figure is \$500k as per recent briefings on the Draft Operational Plan and Budget FY 08/09) so that the community can review it as part of the review process which all other parts of the ICANN budgeting and operating plan go through.

The entire text of the ICANN Board's relevant resolution, is available at: [http://www.icann.org/minutes/resolutions-15feb08.htm#\\_Toc64643094](http://www.icann.org/minutes/resolutions-15feb08.htm#_Toc64643094) and is inserted as lead text in the following pages:-



"Whereas, the At-Large Advisory Committee is now supported by five Regional At-Large Organizations comprised of more than one hundred At-Large Structures.

Whereas, members of the ALAC, RALOs, and At-Large Structures believe that a face-to-face meeting of at least one person from each of these structures in conjunction with an ICANN meeting would facilitate their coordination and work on ICANN policy matters relating to the interests of individual Internet users.

Whereas, the ALAC and constituents have been planning for such a Summit since ICANN's San Juan meeting.

Whereas, this would be a special event associated with the completion of the establishment of the At-Large Advisory Committee.

Whereas, many of the ALAC At-Large structures are unable to cover the costs of sending a representative to an ICANN meeting for this purpose.

Resolved (2008.02.15.12), the Board directs Staff to work with the ALAC to finalize a proposal that will fund one person from each At-Large Structure to attend the proposed Summit, for consideration as part of the 2008-2009 operating plan and budget process."

## 1. Venue:

It is currently proposed to run an "ICANN At-Large Summit" as part of the ICANN general meeting, scheduled from 1 to 7 November 2008, concurrently with the designated ICANN meeting in Cairo. The importance and promotional advantages to ICANN of supporting and facilitating such a landmark event at the occasion of its 10<sup>th</sup> year anniversary meeting should also be seen as a positive collateral benefit of this proposal, and should be seen as an effective broadening outreach and participation exercise, and will result in a strengthening of the ICANN multi-stakeholder model.

The event is planned to run in the two days before the official Nov 3 start of the Cairo (or other future) ICANN meeting, to allow for maximum participation of all attendees who are to be involved in the other ICANN activities workshops and sessions at this meeting in addition to the Summit-specific programs. It should also be noted by the Board that like several other AC's and SO's, the ALAC One Day Policy session the local RALO General Assembly as well as current policy briefings by Staff, and inter

constituency meetings and discussions (for example in Paris the ALAC and GNSO are meeting on the Sunday morning prior to the ALAC OneDay) are held on these two preceding days (Saturday 1<sup>st</sup> & Sunday 2<sup>nd</sup>) so that the Summit use of a proportion of the normally allocated rooms and facilities are not a duplication of cost, rather that even though the following figures show costs and estimates as 'Summit' there is in fact a proportional cost reallocation to be considered as these At-Large activities are subsumed by the larger Summit ALAC and interRALO event.

## **2. The rationale**

The interim work by ALAC and the ALSs to organise and create formal RALO structures is complete; the next step is to ensure that ICANN's At-Large community has the knowledge and tools necessary to perform its role of providing advice on policy and other matters. While each RALO is progressing at its own pace and has its own unique issues and viewpoints, there is much to be gained by their sharing of experience and expertise. It is indeed necessary for ALAC and the rest of ICANN to better know the participating ALSs, their diverse characters and their needs to allow them to sufficiently contribute to ICANN policy and other relevant decisions.

Ultimately At-Large has a single co-ordination and aggregation of outcomes mechanism, the ICANN Board Advisory Body (ALAC) and a single representative to the ICANN Board; it must be seen as one single constituency.

The proposed Summit will help the organisation of education, circulation of good practices, exchange of experience and discussion on policy matters. The proposed At-Large Summit will help to give the community a more-global perspective on ICANN issues, and act as an essential foundation for the rapid expansion of broad participation and outreach / engagement with Internet users and Domain Name Registrants, by providing a unified point of both orientation and shared experience / exchange, providing a critical mass of well informed local ALS's who can in turn not

only better participate in the activities of the ICANN multi-stakeholder model, but mentor and assist more ALS's so that the short (3-5 year) term goal of an ALS per country minimum can not only be met but that the level of activity from all ALS's and the wider At-Large local communities can be far more effectively and efficiently involved in policy development and outcomes.

### 3. Vision

The Summit's intent is to:

- Help the At-Large structures to better understand At-Large and ICANN mandates, structures, processes.
  - This will be done through programs designed to educate ALSs in “ICANN culture”, its processes and structure.
- Provide the tools needed by At-Large leadership to better involve and engage their members, in ICANN activities and policy development processes.
  - ALS representatives will discuss their strengths and weaknesses in educating and soliciting opinion from their groups' members. Organizers will match those needs against available ICANN resources, and research cases in which existing resources do not match ALS needs.
- Drive the development of timely policy study and recommendations reflecting the At-Large point of view on both global and regional levels.
  - Starting with response to surveys and distribution of Policy Briefs, ALSs and ALAC leadership will work together to understand grassroots perspectives that may not yet have been considered on priority policy issues.
- Encourage the exchange of ideas, experiences and energy within ICANN's At-Large community.
  - The very nature of the Summit – the combination of formal, informal and personal contact – will facilitate the discovery of how ALSs of diverse geographies, economics and cultures can find common ground as a single coordinated constituency within ICANN.

## 4. Objectives

- i. An informed At-Large community that is better able to interact with other ICANN constituencies, supporting organisations and advisory committees.
- ii. An informed At-Large community that clearly understands the issues confronting ICANN and ICANN's roles and responsibilities therein.
- iii. Increased involvement by At-Large in ICANN policy debate.
- iv. An At-Large community that more clearly understands the global, rather than merely regional, point of view on ICANN-related issues.
- v. A more engaged At-Large community that clearly understands the timing and framework of various issues currently confronting ICANN

## 5. Deliverables

- i. Resolutions based on policy development. Any resolutions which are not agreed to at the Final Plenary or require more regional consultation should be accompanied by hard deadlines for passage.
- ii. Establishment of working groups related to specific policies with explicit goals and timetables for production of papers or resolutions.
- iii. ALS leadership who are fully aware of ICANN, its workings and its issues, who are ready and able to bring this information to their members.
- iv. Improved contacts and relationships between ICANN ALSs, within and between regions, and between At-Large and other ICANN constituencies.
- v. Work on an "Individual Internet Users" declaration.

## 6. Activities Outline

The Summit will include a number of components:-

- Orientation events to welcome delegates with a multi-faceted understanding of ICANN's history, processes, constituencies and mandate. Special attention

will outline the role and rights of the At-Large community, and how it can best advance its positions.

- Seminars and panel sessions providing background on the issues facing ICANN, specifically from the point of view of consumers, clients and end-users of Internet-based information and services.
- Regional "breakout" round-table meetings, at which each region's delegates debate issues in the contexts of their local environment, as well as address other issues which may benefit from in-person discussions.
- Interactive policy workshops help delegates' best express the public interest within the ICANN processes. Delegates will analyze issues and develop policy in a manner designed to engage their RALOs and constituencies. (It is understood that most policy initiatives will result in outcomes that will require delegates to consult with their constituencies.)
  - For each issue identified as a priority issue in the surveys, collaboration between staff and At-Large editors will create introductory-level Policy Briefs that will give history and factual information as well as current ALAC positions and related activities. The format of these Briefs has been approved by ALAC and work has already started on issues that ALAC itself believes to be priority.
  - The subjects required are those identified as priorities. Two surveys have been prepared – one to identify goals of the Summit and one to identify priority issues. The response to these surveys will guide the development of further Policy Briefs. Two that are already in progress, based on At-Large initiative, relate to Fast Flux and domain tasting. ALSs representatives intending to have their travel subsidized will be required to study these Briefs and verify that they understand the policy basics. It is our intent that ALSs will come to the Summit already prepared with basic understanding of priority issues; we do not intend to waste valuable Summit time at an introductory level.
  - Work has already started on two Briefs, to be used as templates in the creation of others. The Briefs will be made available as soon as they are produced, but it is expected that Briefs for all issues identified as priorities

will be available by September.

- Languages for this information: - It is our preference that Briefs will be translated into French, Spanish, Simplified Chinese, Russian and Arabic. If possible, we would like ICANN to consider contracting with At-Large Structures to translate these Briefs, which we anticipate may be less expensive than ICANN's conventional translation services.
- Drafts to be produced for consideration in advance of the meeting, by the Summit Program sub-committee, in collaboration with At-Large Staff, in response to priorities identified by the surveys, background material and resources will be collected for distribution at or before the Summit takes place.
- Views related to those drafts are to be collected at the Summit, and the background information will become used in development of policy deliverables.
- The process of ensuring that the draft resolutions will be sufficiently far advanced by the time of the Summit that the likelihood of completing and passing them at the Plenary will (to the extent possible) be assured, in the following manner:- as Resolutions are developed at the Summit, organizers (from the Program sub-committee) will assist and provide resources and drafting assistance, it is not the goal of Summit planners to prejudice outcomes by having pre-done elaborate would-be resolutions.
- Remote participation is to be provided for those unable to attend in person, proposed mechanism / tools include:-
  - One-way audio streaming
  - Two-way telephonic
  - Whiteboard (Online)
  - Whiteboard with audio / video
- Different session types will require different solutions. Workshops may require whiteboard-type tools or at least two-way communications. At very least, one-way streaming is required for all presentations. When possible we can

investigate tools such as Skype/ Jabber / Adobe Connect, which provide interactive access at very little cost.

## 7. Tentative agenda of the Summit

A current (and more detailed) version of the proposed Agenda can be found here [https://st.icann.org/summit-wg/index.cgi?draft\\_sessions\\_schedule\\_for\\_summit](https://st.icann.org/summit-wg/index.cgi?draft_sessions_schedule_for_summit). Please note that it is envisaged that future versions of the schedule will allow for regular focus and discussion sessions at regular intervals (similar to the daily meetings of fellowship participants) as well as a final closing plenary for agreed outcomes and reporting documentation to be discussed and prepared for presentation to the ICANN Board, AC's and SO's at the completion of the meeting.

### **General Meeting and activity plans include:-**

Saturday 1st day (morning – start time can be adjusted to allow for arrival times and the reduction of 1 night of accommodation for as many attendees as possible)

- Educate ALSs about ICANN and ICANN group functions, methods and culture.

Saturday 1st day (afternoon)

- Separate RALOs General Assembly in parallel (internal matters)

Sunday 2nd day (morning)

- Workshops on policies topics (new gTLDs – Whois – IDNs - ...)

Sunday 2nd day (afternoon)

- Parallel meetings of ALAC working groups with the participation of all interested ALSs

3rd day (morning or afternoon)

- At-Large General assembly with feedback of 1st day afternoon sessions and 2nd day morning sessions

## 8. Budget Implications

During the budget year 2006/2007 ICANN organized 3 meetings:

1. Sao Paulo – LACRALO meeting
2. Lisbon – AFRALO and EURALO meetings
3. San Juan – LACRALO and NARALO meetings

During the budget year 2007/2008 ICANN will organize 3 meetings:

- Los Angeles – No RALO meeting
- Asia Pacific – APRALO meeting
- Europe – EURALO meeting

Proposal during the budget year 2008/2009

1. Africa - AFRALO, APRALO, EURALO LACRALO, and NARALO Summit
2. & 3 No RALO Meetings (General Assembly)

We would like to have one person from each ALSs coming to the Summit, with support either whole or partial, from ICANN. **The Board needs to give the ALAC and its Summit WG a clear 'GO' or 'NO GO' response to this documents proposal(s) as soon as possible, so that proper and cost effective project management and planning can begin, including but not limited to the best possible use of meeting rooms and facilities the spreadsheets show room and facilities set ups that run in**

parallel and not being reused for breakout sessions etc., obviously considerable reduction in cost could be explored using the calculations for rooms of \$1500 per day per unit of 10 people, and by best utilising and (re)using the set ups for Tech and Interpretation costs to minimize bump in and out and intersession set up costs... For example rather than use 5 x 20 people rooms for breakout regional sessions parts of the larger meeting rooms could be used for 3 or more sub groups who could cluster around existing interpretation set ups as required... The details of this scenario planning should be undertaken with the events planning staff and services available through the Meeting venue online services but such interaction would only be merited once the Summit gets a "GO" (under whatever budget restraints there may be) to further explore both these particulars of proper planning \*and\* to look at sponsorship and or possible partnership scenarios, with the assistance of ICANN's meeting planning and Finance and Operational staff.

Another significant reduction to the figures used in the indicative costs figures provided in this proposal would be the early organisation of not only accommodation but travel so that all subsidized airfares are procured at the cheapest possible cost. (For more information on these principals please see our May ALAC Statement to the Board on the Draft Travel Policy)

We have established participation criteria to ensure that the Summit participants will be engaged and committed to Summit goals.

The objective criteria currently relates to participation in Surveys, verification by participants that they have read and understand the Policy Briefs, and signature of a terms and Conditions. Further criteria, is under development and may be added later. This full criteria and what process will be used to collect responses from those who wish to attend an At-Large Summit, will be determined by the Summit WG during the Paris meeting, and the first of several ALS Surveys should have been distributed by then.

The decisions be made as to whether an ALS meets the criteria or not and the determinations of whether pre-requisites have been achieved can be objectively measured, since we can verify who is taking surveys and responding to communications.

The Notes provide that “Delegates are expected to be full participants and not just attendees. Those who are absent from more than 50% of meetings will not be subsidised for future ICANN events.”

This to be kept track of by the Summit organizers (with staff assistance) will be taking attendance. Summit WG staff will keep track of these metrics, although it will be used strictly for ALAC / At-Large internal purposes and not be published, so to protect the reputation of ALSs whose delegates may not be adequately representing them. Attendance records for all meetings will of course be public, along with the meeting notes. Minutes transcripts recordings etc.

Beyond travel we will require appropriate room rentals and the capacity to hold one evening social event (though this social event would be an ideal External Sponsorship opportunity {as would other catering opportunities for breaks and meals} supplied meals under sponsorship would allow for a reduction in the per diem per person on those Summit supplied days)

## **9. Notes**

- I. Sessions will be held concurrently with the regular ICANN meetings, and will be designed to not conflict with scheduled ICANN slots intended for attendance by all constituencies.
- II. Summit organizers -- with the assistance of ALAC, RALO chairs and ICANN staff -- will distribute in advance to ALSs information related to ICANN issues requiring attention. Each ALS is expected to discuss the policy issues

sufficiently so that its delegates to the Summit can participate and vote on group resolutions.

- III. Emphasis will be on the development of deep policy-analysis as well as expedient Summit-derived resolutions.
- IV. Meetings will be designed to allow for maximum interactive participation; when possible a "round table" meeting room layout will be preferred over the traditional "classroom" layout.
- V. A "Summit Secretariat", comprising people selected from within the various RALO secretariats, will help record the proceedings.
- VI. Summit will be chaired by an ALAC chairperson and session chairs will be rotated amongst ALAC members and RALO chairs.
- VII. Delegates are expected to be full participants and not just attendees. Those who are absent from more than 50% of meetings will not be subsidized for future ICANN events.
- VIII. All points of view will be welcomed; however, it is stressed that the Summit is intended to be a positive, progressive event and delegates are expected to participate in that spirit. Advocacy outside the scope of ICANN or intended as simply negative or obstructionist will not be welcomed.
  - A terms and conditions is being developed – All delegates will be required to sign and abide by the code as a condition of any funding received and participation.
  - The rules of behaviour or procedure (beyond those already outlined in the ALAC ROP's) are to be produced by the Summit WG, be reviewed by the At-Large Community, and will be further discussed at the Paris Summit preparatory meeting.
- IX. The budget template must be read as the absolute highest calculation figure for the proposed At-Large Summit costs. It is assuming that we will have 100% attendance by all ALS's. This is a laudable goal but one that will not be easily achieved. Some ALSs will not be able to attend due to scheduling conflicts. Those ALSs who do not meet with the participation criteria as

discussed above will not be invited to the Summit. This will result in at least a 25% reduction in the budget and, very likely, more than that.

## 10. Detailed costs spreadsheets.

At-Large Cairo					
Category	Amount	Days	# of Rooms	Total - USD	Notes
<b>Technical &amp; Interpretation</b>					
AV	\$1,800	2	5	\$18,000.00	5 rooms for 2 days. Basic AV set up
24% Service Charge and Taxes				\$4,320.00	AV taxes
White Boarding	\$3,000	2	2	\$12,000.00	If available
AV requirements for plenary sessions				TBD	
Interpretations		2	2	\$30,000.00	2 days
Connectivity - Conf Room				\$4,000.00	
Telephone				\$800.00	
<b>Total Tech &amp; Interpretation</b>				<b>\$69,120.00</b>	
<b>Meeting Rooms</b>					
20ppl Meeting Room Rental	\$3,000	2	5	\$30,000.00	5 rooms for 2 days - each space is \$1500. Based on 2 spaces 1 room for 2 days - each space is \$1500.
50ppl Meeting Room Rental	\$9,000	2	1	\$18,000.00	Based on 6 spaces 1 room for 2 days - each space is \$1500.
100ppl Meeting Room Rental	\$15,000	2	1	\$30,000.00	Based on 10 spaces
24% Service Charge and Taxes				\$18,720.00	Meeting rooms taxes
<b>Total Meeting Rooms</b>				<b>\$96,720.00</b>	
<b>Planning &amp; Misc Charges</b>					
Miscellaneous				\$5,000.00	
Planning Fee				\$4,000.00	
<b>Total Planning &amp; Misc</b>				<b>\$9,000.00</b>	

Arrival: 11/1/2008 Depart Hotel: 11/7/2008  
 8 nights 7 days  
 Hotel: 273 USD/night Per-Diem: USD Per 83 day

**Travel & Subsistence**

**Max**

Participant	#	Transportation Per person	SubTot	Hotel	Per Diem
ALAC	15	2500 \$	37,500.00 \$	32,760.00 \$	8,715.00
Regional C	3	2500 \$	7,500.00 \$	6,552.00 \$	1,743.00
Reg. Secret	4	2500 \$	10,000.00 \$	8,736.00 \$	2,324.00
Euralo*	21	2500 \$	52,500.00 \$	45,864.00 \$	12,201.00
Afralo*	12	1500 \$	18,000.00 \$	26,208.00 \$	6,972.00
Naralo*	13	2500 \$	32,500.00 \$	28,392.00 \$	7,553.00
Lacralo*	22	2500 \$	55,000.00 \$	48,048.00 \$	12,782.00
Apralo*	10	2500 \$	25,000.00 \$	21,840.00 \$	5,810.00
Liaisons	3	2500 \$	7,500.00 \$	6,552.00 \$	1,743.00
NomCom (1)	0	2500 \$	- \$	- \$	-

**Facilities & Meeting Costs**

Technical & Interpretation (2)	\$	69,120.00	\$	-		
Staff support (2)		TBC	\$	-		
Meeting Rooms (2)	\$	96,720.00				
Planning & Misc	\$	9,000.00				
<b>Total</b>		103	705,135 \$	420,340.00	224,952	59,843

(1) The NomCom participants from AIs are included in an other budget

(2) Estimates provided by the ICANN Meetings Staff, April 2008. See other tab for details

Per-Diem from USG OCONUS Rates at: <http://perdiem.hqda.pentagon.mil/perdiem/perdiemrates.html>

Assumes no hotel catering costs with all meals covered by per-diems

Cost per person 6,845.97

**Scenarios**

Description	#	Cost/Person x Persons
100% of ALAC, Regional Leaders, Liaisons	25	171,149.27
60% of potential regional attendees	47	320,391.44
<b>Total</b>	<b>71.8</b>	<b>491,540.71</b>