All questions and completed forms should be posted to the Community Ad-Hoc Wiki. The submission deadline for FY14 Budget consideration is **March 22<sup>th</sup> 2013** for an early decision by the Beijing meeting and **April 19<sup>th</sup> 2013** for the regular track and decision by June.

## REQUEST INFORMATION

**Title of Proposed Activity**

Boot-Up Retreat for New Executive Committee Members before Singapore Meeting

| Community Requestor Name | Chair |
|---|---|
| Noncommercial Users Constituency (NCUC) | William Drake |

| ICANN Staff Community Liaison | |
|---|---|
| Glen de Saint Géry | |

## REQUEST DESCRIPTION

*1. Activity:* **Please describe your proposed activity in detail**

NCUC holds elections for its Chair and Executive Committee in the winter after ICANN's Annual meetings. The EC comprises the Chair, a Secretary-Treasurer, and Regional Representatives (one for each of ICANN's five regions). Due to NCUC's globally dispersed membership, the costs of attending ICANN meetings, and so on, the newly elected EC members often have not have met or worked together much before. Nevertheless, they need to quickly gel as a group, get up to speed on the constituency's issues, and begin to plan and execute an agenda for the year. To facilitate this process, we would like to be able to hold a one-day new leadership retreat just prior to the Spring ICANN meetings. This request is for the resources needed to hold a retreat before the Singapore meeting on Friday 21 March 2014.

Currently, ICANN provides travel support for three constituency members per meeting. Assuming this is maintained going forward, we can be sure to have at least three of the seven EC members on site. We hope to be able to get the others funded (partially, if need be) through the limited resources of NCUC and/or the members or their employers. Remote participation would provide a fail-safe as needed. The retreats would be open to any other NCUC members who are interested and able to join us either on site or remotely.

To support the EC members' participation, we would need just one night of accommodation for up to seven people. In addition, we would need a meeting room with the usual provisions, as below.

*2. Type of Activity*: **e.g. Outreach - Education/training - Travel support - Research/Study -  Meetings - Other**

Meeting, travel support, and a bit of member in-reach and training.

*3. Proposed Timeline/Schedule:* **e.g. one time activity, recurring activity**

One time in FY 14

## REQUEST OBJECTIVES

**1.** *Strategic Alignment.* **Which area of ICANN's Strategic Plan does this request support?**

Increasing the vitality and effectiveness of GNSO constituencies is of direct relevance to the SP's objectives, projects and work regarding a healthy Internet governance eco-system, e.g. being an exemplary multistakeholder organization; increasing stakeholder diversity and cross-stakeholder work; and promoting accountability and transparency, the global public interest, and global participation in ICANN.

**2.** *Demographics.* **What audience(s), in which geographies, does your request target?**

EC members and interested regular members (currently @ 87 organizational members and 200 individual members in over 60 countries, a majority of which are from outside the USA).

**3.** *Deliverables.* **What are the desired outcomes of your proposed activity?**

Community formation and adoption of an initial work program for constituency building (e.g. management of e-resources, member relations and GNSO engagement, outreach, finance, communications, conference programming), as well as for coordination with colleagues on NCUC's substantive policy work.

**4.** *Metrics.* **What measurements will you use to determine whether your activity achieves its desired outcomes?**

Hard numerical measures like increases in membership, funding levels, tangible policy outputs, etc., plus soft measures like quality and diversity of activities, relationships, etc.

## RESOURCE PLANNING – INCREMENTAL TO ACCOMMODATE THIS REQUEST

**Staff Support Needed (not including subject matter expertise)**

| Description | Timeline | Assumptions | Costs | Comments |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

**Subject Matter Expert Support**

| Description | Timeline | Assumptions | Costs | Comments |
|---|---|---|---|---|
| | | | | |
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| | | | | |

**Technology Support: (Telephone, Adobe Connect, web streaming, etc...)**

| Description | Timeline | Assumptions | Costs | Comments |
|---|---|---|---|---|
| *Telephone, Adobe, recording, transcribing, etc. Webcasting optional.* | *Friday, 21 March 2014* | | *$5000?* | |
| | | | | |

**Language Services Support**

| Description | Timeline | Assumptions | Costs | Comments |
|---|---|---|---|---|
|  |  |  |  |  |
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**Support for ICANN Meetings Participation (Travel, Language Services, Meeting room, etc…)**

| Description | Timeline | Assumptions | Costs | Comments |
|---|---|---|---|---|
| *Up to seven persons for one night* | *Friday, 21 March 2014* |  | *$1750* |  |
| *Lunch, coffee etc.* |  |  | *$200* |  |
|  |  |  |  |  |

**Other Travel Support**

| Description | Timeline | Assumptions | Costs | Comments |
|---|---|---|---|---|
|  |  |  |  |  |
|  |  |  |  |  |
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**Potential/planned Sponsorship Contribution**

| Description | Timeline | Assumptions | Costs | Comments |
|---|---|---|---|---|
|  |  |  |  |  |
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