



FY14 COMMUNITY REQUEST FORM

All questions and completed forms should be posted to the Community Ad-Hoc Wiki. Please remember that the deadline for FY14 Budget consideration is **March 8th 2013**

REQUEST INFORMATION

Title of Proposed Activity

Secretariat Services

Community Requestor Name

ISPCP – GNSO

Chair

Tony Holmes

ICANN Staff Community Liaison

REQUEST DESCRIPTION

1. Activity: Please describe your proposed activity in detail

To provide secretariat services in a professional manner, meeting all requirements of the organization including full independence and transparency and fulfilling the increasing administrative and support demands on the Constituency. This submission is also to cover secretariat travel to ICANN meetings.

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

Secretariat Support

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

Recurring activity

REQUEST OBJECTIVES

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

This proposal supports the following ICANN strategic objectives (2012-2015 Plan):

1. Ease of global participation
2. Increase stakeholder diversity and cross-stakeholder work
3. Onboarding of participants
4. Enhance communications, accessibility and participation

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

ISPs and Connectivity providers are the front line providers of Internet naming and numbering resources to end-users. Without their involvement there is no Internet! It's essential that they be well represented within the ICANN community, with full participation from all regions of the world.

As the Internet grows in the developing world it is particularly important those new connectivity provider voices are heard and embraced within the ICANN community. In order to be able to respond adequately and effectively to the needs of new members, each bringing their own set of requirements, it is essential that a professional and efficient



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secretariat provide the front door, and ongoing support, for their participation. Current ISPCP members who currently provide this capability often overwhelmed by choices between policy development and member support activities. We need to do better at welcoming and supporting newly recruited ISPCP members as broader international outreach efforts begin to take hold. We also need to reduce the administrative load on current members so that they can focus on their primary activity – policy development work.

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

Increased participation and awareness of ICANN activities from ISP and Connectivity providers across the world. An effective front door for potential new members with a rapid response to all enquiries. A coordinated focal point for ISPCP activities. Greater engagement with other parts of the ICANN community. Improved reports and drafts. An ability to broaden engagement on a wide range of topics. Generally improve the operation and management of ISPCP activities. Support to the Constituency at ICANN meetings (including travel costs)

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

Logging ‘time to respond’ against benchmark targets. Measurement of progress against set targets for outreach. Regular communications to ISPCP members. Maintenance of website and upload of new policy position statements. Timely advice on planned ISPCP meetings and prompt posting of minutes. Feedback from other sources.

RESOURCE PLANNING – INCREMENTAL TO ACCOMMODATE THIS REQUEST

Staff Support Needed (not including subject matter expertise):

Description	Timeline	Assumptions	Costs basis or parameters	Additional Comments
<i>Secretariat</i>	<i>FY 2014</i>	<i>Staff to provide administrative support to ISPCP</i>	<i>4-8 hours a week</i>	

Subject Matter Expert Support:

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

Consistent with those provided to other AC/SO's

Language Services Support:

Consistent with those provided to other AC/SO's

Other:

Travel Support:

Travel support to ICANN meetings – crucial for effective functioning of the Constituency during those busy times

Potential/planned Sponsorship Contribution: