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

REQUEST INFORMATION

Title of Proposed Activity	
IPC – 14-02 IPC secretariat	

Community Requestor Name	Chair
Intellectual Property Constituency (GNSO)	Kristina Rosette

ICANN Staff Community Liaison	
None provided, to our knowledge	

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

Recruit and contract with person to provide secretariat services to IPC, and supervise and evaluate delivery of those services. Professional secretariat services will increase the amount of time available to IPC volunteers for outreach and for substantive participation in ICANN activities, and insure more complete and transparent communication of IPC activities to both current and prospective members. A notional list of duties could include: (1) Maintain authoritative membership contacts list (as directed by Secretary); (2) Manage publicly archived and private listserv; (3) Invoice, receive and record dues payments and manage banking activities (as directed by Treasurer); (4) Manage membership application and review process and onboarding of new members; (5) Arrange conference calls as directed, receive/report RSVP's, and prepare draft summaries of calls; (6) Maintain IPC website.
We propose to expend about $5K per quarter (total $20K) to engage these services at a level in the range of 150-200 hours per quarter.

*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**

Beginning as early as possible in FY 14 and continuing through the rest of the year

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

Primarily A healthy Internet governance eco-system, including but not limited to strive to be an exemplary multi-stakeholder organization; increase stakeholder diversity and cross-stakeholder work; enhance trust in ICANN stewardship; ease of global participation; onboarding of participants.

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

All current and future/prospective IPC members would be supported by this activity.

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

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Professional delivery of administrative services to IPC members, thus freeing up time and attention of IPC members to engage in substantive work within ICANN as well as outreach.

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

Improved delivery of administrative services, and increased levels of IPC member participation in substantive work within ICANN and outreach.

RESOURCE PLANNING – INCREMENTAL TO ACCOMMODATE THIS REQUEST

Staff Support Needed (not including subject matter expertise)

Description	Timeline	Assumptions	Costs	Comments
ICANN staff will interface with IPC secretariat in some areas where the interface now is with IPC leadership. This will increase efficiency and result in a net savings to ICANN.			As noted above, $20K, but not from ICANN staff accounts. We believe there will be a small net savings to ICANN staff accounts from more efficient interface with IPC on administrative matters.	

Subject Matter Expert Support

Description	Timeline	Assumptions	Costs	Comments

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

Description	Timeline	Assumptions	Costs	Comments
				Secretariat would be expected to provide technology support as needed to fulfill duties, although in some cases this funding could be used to enhance such support or assist in making it smoothly interoperable with ICANN systems.

Language Services Support

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Description	Timeline	Assumptions	Costs	Comments

Support for ICANN Meetings Participation (Travel, Language Services, Meeting room, etc…)

Description	Timeline	Assumptions	Costs	Comments

Other Travel Support

Description	Timeline	Assumptions	Costs	Comments
				This request does not seek travel support for the secretariat. To the extent provided, it would be paid for with IPC funds.

Potential/planned Sponsorship Contribution

Description	Timeline	Assumptions	Costs	Comments
IPC is prepared to contribute an appropriate amount from its own coffers toward the expense of retaining and managing secretariat services.				