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	
Secretariat Support Services – Administrative Coordination and management of elections	

Community Requestor Name	Chair
Business Constituency	Elisa Cooper

ICANN Staff Community Liaison	
TBD By ICANN	

REQUEST DESCRIPTION

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

Secretariat Support Services

- BC Secretariat also manages all BC mailing lists as list administrator: adding/removing contacts, accessing archives.
- Website updates: BC Secretariat is responsible for updating all content on the BC website and on the BC wiki. This is a complex process which requires familiarity with BC positions and detailed understanding of the BC's ExComm and Membership. Content includes conference call information & materials, meeting materials, maintaining both public and private information for approved and accredited membership lists, policy positions submitted by the BC, archives, updates in BC Officers & Representatives in Sub-Committees, uploading of new and relevant materials (Eg. BC Newsletters, Factsheet, ICANN meeting information, transcripts, recordings, etc.)
- BC Secretariat manages BC elections – a four stage process that occurs twice a year: Officer and GNSO BC Councilor elections.
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- The Secretariat also manages the process of responses to prospective members; follow up on accreditation process; documentation of any appeals to denials or questions about eligibility, etc.
- The Secretariat also manages the interface with the ICANN toolkit services to ensure smooth and effective support from ICANN to the constituency.

Activity carried out by "BR Executive Administration" an independent service contractor under a hourly rate out-sourcing contract.

This request is NOT for the "web presence support of communities included and in addition to the basic GNSO toolkit" it is for the **human recourses needed** to provide professional secretariat services to the Business Constituency. It is part one of a two part request for funding.

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

Support – Communication

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

Ongoing

REQUEST OBJECTIVES

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

Strive to be an exemplary multi stakeholder organization, Increase stakeholder diversity and cross stakeholder work, ease of global participation, retain and support existing community while attracting new and diverse community members.

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

Specifically members, potential members who read the BC website and wiki all other attendees of ICANN meetings. All regions.

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

Professionally conducted and supported BC member and outreach communication.
Community members have better research tools to improve on ICANN policy development.

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

Opinion sound of members via annual questionnaire

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
Secretary Services	*July – Sept 2013*	*8 hrs per month*	*960 $ per quarter*	
	Oct – Dec 2013	*8 hrs per month*	*960 $ per quarter*	
	Jan – March 2014	*8 hrs per month*	*960 $ per quarter*	
	April – June 2014	*8 hrs per month*	*960 $ per quarter*	

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

Description	Timeline	Assumptions	Costs	Comments

Language Services Support

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

Potential/planned Sponsorship Contribution

Description	Timeline	Assumptions	Costs	Comments