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 | |
|---|---|
| Secretariat Support   Services | |

| 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   -   Administrative and Coordination of services to support Business Constituency**

**Examples of responsibilities include the coordination of monthly member conference calls; support and management of supporting materials;  support to Chair and Excomm for Preparation, Planning of member interactions; maintaining member records regarding Attendance and preparation of Minutes. Preparation of invoices; tracking invoices; follow up with members; maintenance of payment information; draft budget, working with the V.Chair of Finance and Operations.  The Secretariat also supports preparation for face-to-face member interactions at ICANN meetings, to support the Chair and ExComm of the BC.**

The BC has a well functioning and professional part time secretariat at present.  This request would provide partial funding to support the Secretariat's time, and allow for additional expansion of the professional services provided.  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 two 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, to be informed and to express their views on policy matters All regions.

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

Professionally conducted and supported BC member  communication and administrative support to BC officers and members.
Well documented and up to date BC website in terms of content and materials
Documented and up to date member invoicing and financial records
ExComm and reporters support for BC position development and public comment.

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

**Feedback from members regarding website and other interactions.**
**Feedback from ExComm regarding achievement of tasks and objectives outlined in project/and BC Charter.**

**This is a request for a partial funding from ICANN. See also [name of second Administrative services request].**

## 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* | *20 hrs per month* | *2,400 $ per quarter* |  |
|  | *Oct – Dec  2013* | *20 hrs per month* | *2,400 $ per quarter* |  |
| for Administrative services described above. | *Jan – March 2014* | *20 hrs per month* | *2,400 $ per quarter* | *This is approximately ¼ of total cost to BC for professional secretariat.  The BC is asking for support for our present approach.* |
|  | *April – June  2014* | *20 hrs per month* | *2,400 $ 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 |
|---|---|---|---|---|
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |