

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 – CSG at ICANN Meetings Coordination

Community Requestor Name

Business Constituency

Chair

Elisa Cooper

ICANN Staff Community Liaison

Glen de Saint Gery / Robert Hogarth

REQUEST DESCRIPTION

1. Activity: Please describe your proposed activity in detail

Secretariat Support - CSG @ ICANN Meeting Coordination & Preparation

Preparatory work for each meeting: assisting with CSG coordination for Cross Constituency Breakfast and CSG meeting preparation

- Drafting & sending invitation for Cross Constituency breakfast to invitees (eg: GAC for Beijing)
- Tracking RSVP list for Cross Constituency breakfast
- On site assistance: remote participation manager for CSG meeting, assisting with remote participation on adobe connect, meeting view and liaising with tech team on site to ensure smooth running of the meetings
- Publishing CSG agenda on ICANN schedule wiki page
- Submit meeting request form prior to each meeting with CSG requirements for CSG open & closed meetings

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

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

Support - Meeting

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

Coincide with each ICANN meeting

REQUEST OBJECTIVES

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



FY14 COMMUNITY REQUEST FORM

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 CSG members and other attendees of ICANN meetings. All regions.

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

Professionally conducted and supported and smooth running CSG meeting within the ICANN meeting. Community members to better focus on ICANN policy development.

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

Opinion sound of CSG members and other attendees.

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
<i>Secretary Support)</i>	<i>Meeting #47 July13</i>	<i>20hrs</i>	<i>800 \$</i>	
<i>CSG Meetings</i>	<i>Meeting #48 Nov13</i>	<i>20hrs</i>	<i>800 \$</i>	
	<i>Meeting #49 Mar13</i>	<i>20hrs</i>	<i>800 \$</i>	
	<i>Meeting #50 Jun14</i>	<i>20hrs</i>	<i>800 \$</i>	

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



FY14 COMMUNITY REQUEST FORM

Description	Timeline	Assumptions	Costs	Comments

Potential/planned Sponsorship Contribution

Description	Timeline	Assumptions	Costs	Comments

Estimates \$3,200