



# FY14 COMMUNITY REQUEST FORM

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

<b>Title of Proposed Activity</b>	
<b>Secretariat Support BC Monthly member Conference Calls</b>	
<b>Community Requestor Name</b>	<b>Chair</b>
Business Constituency	Elisa Cooper
<b>ICANN Staff Community Liaison</b>	
Glen de Saint Gery / Robert Hogarth	

## REQUEST DESCRIPTION

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

#### **Secretariat Support - Monthly member conference calls, Preparation, Planning, Attendance and Minutes**

- BC Secretariat submits conference call booking requests to GNSO Secretariat. Once the booking is confirmed the BC Secretariat is responsible for submitting the information to BC members, monitoring the call, running & monitoring Adobe Connect & Meeting View.
- BC conference call minutes after each call: BC Secretariat drafts minutes for each conference call and BC meeting which are then posted to members and on the BC website
- Attendance: BC Secretariat keeps track of attendance of BC members and Officers on each conference call. This information is published in the minutes and posted on the website.
- BC Secretariat attends, prepares, plans and runs: BC Member conference calls, BC Excomm calls and CSG conference calls.

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

### 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



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## 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.  
 Councilors to sound member opinion on upcoming GNSO Council Call  
 Excom and rapporteurs sound member opinion for BC position development and public comment.

**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
<i>Secretary Support )</i>	<i>July – Sept 2013</i>	<i>20 hrs per month</i>	<i>2,400 \$ per quarter</i>	
Member Calls	<i>Oct – Dec 2013</i>	<i>20 hrs per month</i>	<i>2,400 \$ per quarter</i>	
	<i>Jan – March 2014</i>	<i>20 hrs per month</i>	<i>2,400 \$ per quarter</i>	
	<i>April – June 2014</i>	<i>20 hrs per month</i>	<i>2,400 \$ per quarter</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...)




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Description	Timeline	Assumptions	Costs	Comments

## Other Travel Support

Description	Timeline	Assumptions	Costs	Comments

## Potential/planned Sponsorship Contribution

Description	Timeline	Assumptions	Costs	Comments

Estimates: \$9,600