



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 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 BC Banking	
Community Requestor Name	Chair
Business Constituency	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 - BC Banking management

- Monitoring of on-line BC Bank account
- Making transfers to suppliers
- Recording payments in budget spreadsheet for Finance Committee
- Drafting monthly budget reports for the Finance Committee
- Reconciling member subscription payment and bank charges and currency loss/gain
- Quarterly and annual reconciliation.

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 – Finance

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.



FY14 COMMUNITY REQUEST FORM

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

Specifically service for BC members, All regions.

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

Professionally conducted and supported BC member. Service for smooth running of constituency.

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>520\$ per month</i>	<i>1,560 \$ per quarter</i>	
<i>Banking management)</i>	<i>Oct – Dec 2013</i>	<i>520\$ per month</i>	<i>1,560 \$ per quarter</i>	
	<i>Jan – March 2014</i>	<i>520\$ per month</i>	<i>1,560 \$ per quarter</i>	
	<i>April – June 2014</i>	<i>520\$ per month</i>	<i>1,560 \$ 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...)

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: \$6,240