



FY14 COMMUNITY REQUEST FORM

All questions and completed forms should be posted to the Community Ad-Hoc Wiki. Please remember that the deadline for FY14 Budget consideration is **March 22nd 2013**

REQUEST INFORMATION

Title of Proposed Activity

RySG "FAST TRACK" PRIORITY #3

Acquisition of an efficient and broad-use document management tool

Community Requestor Name

gTLD Registries Stakeholder Group

Chair

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REQUEST DESCRIPTION

1. Activity: Please describe your proposed activity in detail

Given the growth of the gTLD Registries Stakeholder Group (RySG) in the past 6 months (14 to 100+), the anticipated increase in the coming 12-18 months, along with the addition of new members with unique and differing business models and interests, it will become increasingly critical for the RySG to ensure efficient communication with a transparent archive of input (and voting). Current RySG communications are conducted almost entirely via email and bi-weekly/monthly teleconference calls. A version control of working documents is less than optimal. Today, a single volunteer usually "holds the pen" and collects input from participants. With potentially hundreds of members contributing to a draft document, it will be critical that any/all edits are captured and visible for other contributors to consider and evaluate. In summary, the process used by the RySG must be streamlined and made more efficient.

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

The RySG New Resources Working Group has been reviewing the issues associated with the coming expansion of our Stakeholder Group and have focused on three particular areas where additional resources are needed. These three areas are: membership/financial data base, voting and document management. The document management task team has evaluated a number of tools currently available, and have identified Basecamp as one that would be both efficient, user friendly, and have broad use for discussion and review of statements, comments, and other business matters (such as review and revision of the Charter when needed) that need to be reviewed by the membership as a whole.

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

This request is of an immediate nature and is a recurring activity in that there is almost a constant stream of draft comments, statements or issues being reviewed on a daily basis. For example, in 2012, the RySG Secretariat posted over 40 statements/comments on the gTLD Registries website. Each of these statements requires multiple reviews in order to reach consensus and post a call for a vote of support. In the first three months of 2013, this number is already close to 20; therefore, with the growth of the RySG, it is anticipated this activity will continue to increase in both volume and complexity.

REQUEST OBJECTIVES

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

This request strategically aligns with:

Competition, Consumer Trust and Consumer Choice: Improve policy development processes, expand inclusion and orientation of new stakeholders, enhance SO and AC support work.



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Core Operations including IANA: engage with staff n performance, increase participation on key committees, expand engagement with technical community.

A Healthy Internet Governance Eco-System: ease of global participation, retain and support existing community while attracting new and diverse community members, increase technical community communication and collaboration, widen international engagement, continue to improve decision impact analysis and reporting, enhance communications, accessibility and participation via improved tools.

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

The current voting membership of the RySG represents three geographic regions – EUR, AAPAC, NA. With the addition of Observer participants, all five geographic regions – EUR, AAPAC, NA, LAC and AF – are now represented.

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

To better manage the drafting, review, comment and development of RySG statements, comments, papers and business documents; to streamline and update the process and provide a more interactive, productive and clear process of critical issues being addressed on a daily basis; to assist in engaging more members of the RySG in these critical activities by providing a more proactive (as opposed to reactive) process.

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

A reduction in the volume of email currently being exchanged to review draft documents, which will result in a higher level of participation and enhanced time management of the RySG members.

RESOURCE PLANNING – INCREMENTAL TO ACCOMMODATE THIS REQUEST

Staff Support Needed (not including subject matter expertise):

Description	Timeline	Assumptions	Costs basis or parameters	Additional Comments
No Staff support is anticipated	Need by 1 July 2013, or as soon as possible.		\$1,900	RySG would be open to sharing in the acquisition cost, but would like to make final decision on the selection of a software tool.

Subject Matter Expert Support:

None

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

None

Language Services Support:



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None

Other:

None

Travel Support:

None

Potential/planned Sponsorship Contribution:

As noted above, RySG would be open to sharing in the acquisition cost, but would like to make the final decision on the selection of a software tool. The RySG will take responsibility for implementing and on-going usage of Basecamp.