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

Security and Stability Advisory Committee (SSAC) Administrative Committee Face-to-Face Meetings

Community Requestor Name	**Chair**
Patrik Fältström	Security and Stability Advisory Committee (SSAC)

ICANN Staff Community Liaison	
Julie Hedlund	

REQUEST DESCRIPTION

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

The members of the SSAC Administrative Committee - the SSAC Chair, Vice-Chair, and Board Liaison and the three SSAC support staff - is the group that coordinates the work of the SSAC. The Administrative Committee meets weekly via teleconference, but in person meetings have been very important for the group to complete its work, particularly to plan future work, including projected requests from the Board and community. While Steve Crocker was Chair of the SSAC the Administrative Committee met monthly at in person meetings in the U.S. In May 2011 the Administrative Committee was granted funding for one in-person meeting in the U.S. For FY13 the SSAC planned to meet in person at each ICANN meeting and at the workshop. It also received budget approval for 2 in-person meetings in Washington, DC. Funding for travel to the ICANN meetings and the SSAC workshop are covered under separate requests. This request is for 2 Administrative Committee in-person meetings to be held in Washington, DC. The request is for travel funding for the SSAC Chair, Vice-Chair, Board Liaison, and 2 support staff (the Director, SSAC Support is based in the ICANN DC office). The request also includes the cost of 3 lunches and 1 dinner. The budget estimate is $15,000 based on the events held in FY13.

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

Meetings

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

Recurring activity: February 2014 and May 2014

REQUEST OBJECTIVES

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

Security and integrity of the Internet's naming and address allocation systems. See the SSAC Charter at: http://www.icann.org/en/groups/ssac/charter.

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

The target is the Security and Stability Advisory Committee, which has members from North America, Europe, Africa, Latin America, and Asia**.**

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

1) Report (internal, not public); 2) Public SSAC Activity Report and Work Plan.

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

No metrics apply. Outcomes are the deliverables listed above.

RESOURCE PLANNING – INCREMENTAL TO ACCOMMODATE THIS REQUEST

Staff Support Needed (not including subject matter expertise)

Description	Timeline	Assumptions	Costs	Comments
Director of SSAC support performs preparation and logistics, captures outcomes, and drafts summary report	February 2014 and May 2014	20 hours preparation and logistics, 24 hours working sessions & addl. 1 hours for report	45 hours X 2 = 90 hours	Recurring activity

Subject Matter Expert Support

Description	Timeline	Assumptions	Costs	Comments
N/A				

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

Description	Timeline	Assumptions	Costs	Comments
N/A				

Language Services Support

Description	Timeline	Assumptions	Costs	Comments
N/A				

Support for ICANN Meetings Participation (Travel, Language Services, Meeting room, etc.…)

Description	Timeline	Assumptions	Costs	Comments
Hotel	February 2014 and May 2014	Hotel rooms for 3 SSAC members and 2 staff	$3,500	Recurring activity
Meals	February 2014 and May 2014	3 lunches and 1 dinner	$1,500	Recurring activity

Other Travel Support

Description	Timeline	Assumptions	Costs	Comments
Travel	February 2014 and May 2014	Travel for 3 SSAC members and 2 staff	$10,000	Recurring activity

Potential/planned Sponsorship Contribution

Description	Timeline	Assumptions	Costs	Comments
N/A				