



FY14 Budget Process

Community Review - January 17th 2013

Agenda

- Introduction – Janice & Maya (5 mins)
 - Welcome and roll call
 - Session guidelines (Q&A, Wiki link, etc...)
- Update on FY14 Budget Process Timeline – Xavier (10 mins)
 - Highlight changes in timeline
 - Progress report
 - Management Plan and AtTask
 - FY13 Forecast
 - FY14 Revenue target
- FY14 SO/AC/SG budget request – Janice & Aba (15 mins)
 - Step by step process – Aba
 - Review guidelines and template documents – Janice
- Next steps per revised timeline – Xavier (10 mins)
 - Update on FY13 Portfolio content
 - FY14 Revenue target
- Question and Discussion (20 mins)

Introduction – Session Guidelines

- Q & A session at the end of the presentation
- Please visit the community wiki page:
<https://community.icann.org/display/projfinadhocws/Community+Ad+Hoc+Group+Workspace>

FY14 Budget Process and Timeline

Task Name	Duration	Start	Finish	Phase	Status
Toronto Meeting	5 days	Sun 10/14/12	Thu 10/18/12	Event	●
Revise FY14 Planning Process	65 days	Fri 10/19/12	Thu 1/17/13	Phase	●
Revise FY14 Planning Process	29 days	Fri 10/19/12	Wed 11/28/12	Draft Budget	●
Community review - FY14 process	1 day	Thu 11/29/12	Thu 11/29/12	Community Review	●
Finalize FY14 SO/AC/SG Budget Request Process	31 days	Fri 11/30/12	Fri 1/11/13	Special Budget Request	●
Community review - FY14 SO/AC/SG Budget process	1 day	Thu 1/17/13	Thu 1/17/13	Community Review	●
FY13 in New Mgmt System	75 days	Tue 10/23/12	Mon 2/4/13	Phase	●
FY13 Portfolio in Excel	34 days	Tue 10/23/12	Fri 12/7/12	Draft Budget	●
FY13 Portfolio in AtTask	27 days	Mon 12/10/12	Tue 1/15/13	Draft Budget	●
BFC Update/Review	11 days	Mon 1/21/13	Mon 2/4/13	Review	
Community Review - FY13 Content Overview	11 days	Mon 1/21/13	Mon 2/4/13	Community Review	●
FY14 Budget Development	49 days	Tue 1/1/13	Fri 3/8/13	Phase	
FY14 Revenue Target	11 days	Tue 1/1/13	Tue 1/15/13	Draft Budget	●
FY14 Draft Budget in Portfolio format	23 days	Wed 1/16/13	Fri 2/15/13	Draft Budget	●
BFC Update/Review	15 days	Mon 2/18/13	Fri 3/8/13	Review	
Community Review - Programs/Projects	15 days	Mon 2/18/13	Fri 3/8/13	Community Review	
FY14 Budget Reviews	55 days	Mon 2/18/13	Fri 5/3/13	Phase	
Internal Budget Reviews	20 days	Mon 2/18/13	Fri 3/15/13	Draft Budget	
Close SO/AC/SG Fast Track Budget request Window	1 day	Fri 3/22/13	Fri 3/22/13	Special Budget Request	
Community Review - Draft Budget document	25 days	Mon 3/25/13	Fri 4/26/13	Community Review	
Beijing Meeting	5 days	Sun 4/7/13	Thu 4/11/13	Event	
Approval of FY14 SO/AC/SG Fast Track Budget requests	1 day	Thu 4/11/13	Thu 4/11/13	Special Budget Request	
Close SO/AC/SG Regular track Budget Request Window	1 day	Fri 4/19/13	Fri 4/19/13	Special Budget Request	
BFC Review	5 days	Mon 4/29/13	Fri 5/3/13	Review	
FY14 Budget Publication	40 days	Mon 5/6/13	Fri 6/28/13	Phase	
Finalize Budget Document	6 days	Mon 5/6/13	Sun 5/12/13	Draft Budget	
Publish Draft Budget	1 day	Mon 5/13/13	Mon 5/13/13	Draft Budget	
Community Budget Review Calls	9 days	Tue 5/14/13	Fri 5/24/13	Draft Budget	
Public comments	34 days	Tue 5/14/13	Fri 6/28/13	Draft Budget	
Board Review	8 days	Wed 6/19/13	Fri 6/28/13	Draft Budget	
Adopt FY14 Budget	0 days	Fri 6/28/13	Fri 6/28/13	Milestone	

Draft

FY14 Budget Process and Timeline

Update and Progress report:

- Management Plan an AtTask
 - Delayed in AtTask rollout
 - Internal Review of the Program and Projects
- Forecast
 - Q2 report in progress
 - On target and will be on time with FY14 Mgmt Plan
- Revenue Target
 - Delayed
 - Will be included in the FY13 Forecast

SO/AC Special Budget Request

Step by step Process

- Budget template
- Timeline and submission window
- Fast track process
- Wiki workspace
- Evaluation process
- Implementation
- Procurement
- Deliverables / Metrics

SO/AC Special Budget Request

Activity	Dates
FY14 SO/AC/SG special Budget Kickoff - Submission window open	1/17/2013
ICANN Finance team to publish Template and Instructions on Community Wiki	
Notification email to all SO/AC leaders	
Conference call schedule to review and discuss materials and process	1/17/2013
Conference call to Community leaders to kickoff the process	1/17/2013
Submit FY14 Requests via email to controller@icann.org	From kickoff to April 19th 2013
FY14 budget template properly filled and submitted to controller@icann.org	ongoing
The submission deadline for all budget requests is 4/19/2013	4/19/2013
The submission deadline for the "Fast Track Request" is 3/22/2013	3/22/2013
Monitor and review controller mailbox for So/AC/SG budget requests. Review all incoming requests and assign an application number and issue an acknowledgement receipt (email) within 2 business days and assign	ongoing
Review application for completeness and post complete request on the community wiki page within 5 business days as a application validation	ongoing
Notify requestor with incomplete application within 5 business days with list of missing information.	ongoing
Requestor to provide missing information in order to validate the application and resume the process.	ongoing
Budget Request Evaluation	
The budget evaluation process begin once the request has been validated (complete application) and posted in the wiki workspace	ongoing
Any subsequent exchange of information has to take place on the wiki space for transparency, effectiveness and efficiency purpose	ongoing
Clarification questions to be asked by ICANN evaluation team on the wiki workspace	ongoing
Requestor to provide answer and interact with evaluators on the wiki workspace	ongoing

SO/AC Special Budget Request

Activity	Dates
Fast Track Request with an early implementation date (by end of October 2013)	
The submission deadline for the "Fast Track Request" is 3/22/2013	3/22/2013
Staff to complete evaluation of community requests	4/1/2013
Finance to submit evaluation recommendation to Board Finance committee for approval	4/7/2013
Management/Board decision on early Requests for FY14	4/11/2013
Publication of FY14 approved request for early implementation on Wiki workspace	4/15/2013
Requestor to provide draft implementation plan for approved requests	5/1/2013
ICANN staff to review and finalize implementation plan with SO/AC/SG requestor	5/10/2013
Publish approved "Fast Track Request" implementation plan on wiki workspace	5/13/2013
Regular track Request submission window	
The submission deadline for all budget requests is 4/19/2013	4/19/2013
Publish Community requests with the FY14 Draft Ops Plan and Budget	5/13/2013
Additional time for staff and community to interact and provide additional information	5/6/13 to 5/24/13
Staff to complete evaluation of community requests and make recommendation to Board	5/24/2013 to 6/18/2013
Publication of FY14 requests with staff evaluation and recommendation on Community Wiki workspace	6/19/2013
Public Comments Period on FY14 Draft Ops Plan and Budget	
5/14 to 6/24/2013	
Board Review and Vote on FY14 draft Ops Plan & Budget including FY14 Community Requests (approved & pending)	
6/28/2013	
Requestor to provide draft implementation plan for approved requests	7/19/2013
ICANN staff to review and finalize implementation plan with SO/AC/SG requestor	8/2/2013
Publish implementation plan on wiki workspace for all approved budget requests	8/9/2013
Procurement and disbursement activities related to FY14 requests	5/13/13 to 7/31/14
Financial Report on FY14 Requests	Quarterly
Community Leaders report on Requests Deliverables/Metrics	Quarterly

Guidelines & Budget Template

Review of Documents (in PDF)

Draft

Next Step

- Update on FY13 Portfolio content
- FY14 Revenue Target

Questions & Discussion

Draft