



# FY14 Budget Process

*Community Review - January 17<sup>th</sup> 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
<b>Toronto Meeting</b>	5 days	Sun 10/14/12	Thu 10/18/12	<b>Event</b>	●
<b>Revise FY14 Planning Process</b>	<b>65 days</b>	<b>Fri 10/19/12</b>	<b>Thu 1/17/13</b>	<b>Phase</b>	●
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	●
<b>FY13 in New Mgmt System</b>	<b>75 days</b>	<b>Tue 10/23/12</b>	<b>Mon 2/4/13</b>	<b>Phase</b>	●
FY13 Portfolio in Excel	34 days	Tue 10/23/12	Fri 12/7/12	Draft Budget	●
<b>FY13 Portfolio in AtTask</b>	<b>27 days</b>	<b>Mon 12/10/12</b>	<b>Tue 1/15/13</b>	<b>Draft Budget</b>	●
BFC Update/Review	11 days	Mon 1/21/13	Mon 2/4/13	Review	
<del>Community Review - FY13 Content Overview</del>	<del>11 days</del>	<del>Mon 1/21/13</del>	<del>Mon 2/4/13</del>	<del>Community Review</del>	●
<b>FY14 Budget Development</b>	<b>49 days</b>	<b>Tue 1/1/13</b>	<b>Fri 3/8/13</b>	<b>Phase</b>	
<b>FY14 Revenue Target</b>	<b>11 days</b>	<b>Tue 1/1/13</b>	<b>Tue 1/15/13</b>	<b>Draft Budget</b>	●
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	
<b>FY14 Budget Reviews</b>	<b>55 days</b>	<b>Mon 2/18/13</b>	<b>Fri 5/3/13</b>	<b>Phase</b>	
Internal Budget Reviews	20 days	Mon 2/18/13	Fri 3/15/13	Draft Budget	
<b>Close SO/AC/SG Fast Track Budget request Window</b>	<b>1 day</b>	<b>Fri 3/22/13</b>	<b>Fri 3/22/13</b>	<b>Special Budget Request</b>	
Community Review - Draft Budget document	25 days	Mon 3/25/13	Fri 4/26/13	Community Review	
<b>Beijing Meeting</b>	5 days	Sun 4/7/13	Thu 4/11/13	<b>Event</b>	
Approval of FY14 SO/AC/SG Fast Track Budget requests	1 day	Thu 4/11/13	Thu 4/11/13	Special Budget Request	
<b>Close SO/AC/SG Regular track Budget Request Window</b>	<b>1 day</b>	<b>Fri 4/19/13</b>	<b>Fri 4/19/13</b>	<b>Special Budget Request</b>	
BFC Review	5 days	Mon 4/29/13	Fri 5/3/13	Review	
<b>FY14 Budget Publication</b>	<b>40 days</b>	<b>Mon 5/6/13</b>	<b>Fri 6/28/13</b>	<b>Phase</b>	
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	
<b>Adopt FY14 Budget</b>	0 days	Fri 6/28/13	Fri 6/28/13	<b>Milestone</b>	

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# 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
<b>FY14 SO/AC/SG special Budget Kickoff - Submission window open</b>	<b>1/17/2013</b>
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
<b>Submit FY14 Requests via email to <a href="mailto:controller@icann.org">controller@icann.org</a></b>	<b>From kickoff to April 19th 2013</b>
FY14 budget template properly filled and submitted to <a href="mailto:controller@icann.org">controller@icann.org</a>	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
<b>Budget Request Evaluation</b>	
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
<b>Fast Track Request with an early implementation date (by end of October 2013)</b>	
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
<b>Regular track Request submission window</b>	
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
<b>Public Comments Period on FY14 Draft Ops Plan and Budget</b>	
	<b>5/14 to 6/24/2013</b>
<b>Board Review and Vote on FY14 draft Ops Plan &amp; Budget including FY14 Community Requests (approved &amp; pending)</b>	
	<b>6/28/2013</b>
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)

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# Next Step

- Update on FY13 Portfolio content
- FY14 Revenue Target

# Questions & Discussion

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