OLIVIER CRÉPIN-LEBLOND: Okay. I know that we're four minutes past the top of the hour. And I think this is going to be quite a fast call. So hopefully [CROSSTALK]… I'm sorry getting the Spanish translation on this channel. I think that's not the right channel to have the Spanish translation on, sorry, interpretation. I apologize.

It's not translation. Spanish interpretation. Okay, it's not on here anymore. Great. Let's start the call please Gisella.

GISELLA GRUBER: Thank you Olivier. The recording has started.

OLIVIER CRÉPIN-LEBLOND: Good morning, good afternoon, and good evening everybody. This is the At Large briefing session, for the fiscal year 15 committee special budget request process. And today is Friday the 21st of February, 2014. I don't know who it is that says 2015, on the agenda it says 2015 and it's the 14. It's 21:05 UTC.

The aim of this meeting is to introduce people who are in the finance and budget subcommittee, and also those who are interested in the budget finance process, to the process of the special budget request process. I note that there are a few new people on the call, and that's good because this is the time for you to be able to learn about the whole concept and process of the special budget request.

So effectively, the process is pretty similar to what happened last year. And ICANN every year publishes a budget that involves all of the different ICANN department, and At Large is funded through that. The GNSO is funded through, the ccNSO, all of ICANN's departments are funded through the standard budget. But aside from that, there is the ability to ask for special requests, one-offs, things that take place from time to time.

And in the past, the regional At Large organizations, the different RALOs and At Large, have filed requests for trips or for producing, travel to a meeting, for producing a brochure for their members, maybe some funding some event that they wanted to stage locally for outreach, etc. And so what has happened is there has been a process to collect these requests, put them onto a standard application form, and these to be vetted by the finance and budget subcommittee.

Sometimes… What I mean by vetted, not filtered as such, but checked for accuracy, check that they actually fit within the special budget request. Check whether they are complete and have a good chance of being able to be accepted by ICANN finance. And then these have been put on a special wiki page, by ICANN staff, to transfer over to the special wiki page of the finance, ICANN finance department.

That has then gone through the Board finance committee who has received the input from all of the different parts of ICANN. So we're talking GNSO, ccNSO, ALAC, etc. And then the budget, the Board finance committee, working with the ICANN finance department, make choices as to whether the financing was allocated or not.

There is a general envelope of – the number changes every year, but we're speaking several hundreds of thousands of dollars that is allocating, in the ICANN budget, the overall ICANN budget, for the special budget requests. This envelope is then distributed amongst all of the different projects that ICANN supporting organizations, advisory committees, are moving forward with and are proposing.

Now, in the case of the ALAC this year, things are very, very different, because in At Large, you will have noticed separately that there was a request by – well, not request, but there was a new proposal of the committee outreach request, the CROPP, the Committee Regional Outreach Pilot Program, which has provided the ability to fund some travel locally, locally as in each region of the world, for outreach purposes.

And so as the majority of the requests which were made in the past, in the special budget requests for travel, it has somehow taken away some of the pressure for the RALOs to ask for travel in this special budget request. That said, there might still be some similar requests and so on, and this is maybe something which we might discuss now. But the first thing I wanted to do was to take you through the process for the fiscal year ending June 2015.

As you might not know, the fiscal year goes from July until June. So for example, July 2014 to June 2015 is the next level of finance, the next cycle of financing. So any requests which remain the current system are for fiscal year 15, which starts as I said, in July 2014 and finishes in June 2015. The kickoff for the process, the budget request process, began on the 13th of December 2013. That is, it's interesting because yes, it did,

but at the same time it didn't because things were not quite ready by that time, but the requests for resources and so on, started in January and the closing time will be the 7th of March.

So it doesn't give that much time for us this year to be able to file requests, but there was an announcement that was made a few weeks ago, and so far, as far as I understand, there hasn't been any requests being made, or being brought forward. But as for many of us, this is not the first year that the cycle takes place. I think some of us pretty much know what kind of format and so on is needed in the request.

That said, since we do have new people on the call as well, then maybe we should go through the format and answer your questions when you wish to ask questions about it. So, the kickoff is basically, we're right in the middle of it at the moment. And then, we've got – there is a community wiki finance working space, which has been created, and this is the working space that staff will transfer all of the submissions to, all of the submissions into.

Once the community has developed a request for resources, then we basically… So staff will be sending the requests and the submission over to controller at ICANN dot org, is… This will be sent by staff. So RALOs should not send their requests to controller at ICANN dot org. The RALOs should file their requests onto the At Large wiki pages. I'm saying this quite carefully because I know that in the past, there have been some errors made. This was a little bit ambiguous.

So it was a little bit difficult to know. Can I have scrolling on this screen please? Because at the moment, someone holds the scrolling and I'm

unable to do that. Here we go. Thank you. So, staff will be sending the requests over to controller at ICANN dot org, and after that, a member of the finance team will then confirm the submissions within 48 hours, and the temp dates will be posted on the wiki workspace, which the finance department is running, so that it can then go through their process, as I mentioned, with the Board finance committee, etc., and all of the people that need to be commenting on this.

Now, as I mentioned, there are forms which have been designed to give an opportunity to describe the scope of the activity, etc. And I don't believe that the forum has been changed since last year, but I would like to be told… I must admit, I have not so far looked at it. Well, here we go. So here is the form, the community request form, that should be filled by the RALO leaders. And I notice with absolute horror that at the top of the form it says, "Completed form should be sent to controller at ICANN dot org."

Which of course Is not what we want. But, I don't know what we're going to do about that. I'm going to perhaps staff, can we change this? Because saying one thing and then having a form that says another thing, is an absolute catastrophe, and we're going to end up with some more wasted time in trying to explain and understand what's going on.

Is there a chance to change that form please? So that we say that it should be actually put on the wiki? On our At Large finance wiki? Heidi?

HEIDI ULLRICH: Olivier, yes. This is Heidi. I can follow up, and good spotting of that. That is a mistake.

OLIVIER CRÉPIN-LEBLOND: Okay, thank you very much Heidi. So, assuming we're not reading the first two lines on that, I think that because all of the forms have to be submitted to the ICANN controller by the 7th of March, the first thing we have to do is to think of a deadline for our submission deadline for our committee to be able to – the finance and budget subcommittee, At Large finance and budget subcommittee to be able to look at the forms one last time.

I would suggest giving us a few days to do that, so perhaps having a deadline of Wednesday the 5th or Tuesday the 4th of March, 2014. Any thought on this? Allan Skuce. Allan, I'm not able to hear you at the moment, you might be muted.

ALLAN SKUCE: Yeah, I was muted. I think the 4th gives us three days in order to go over it.

OLIVIER CRÉPIN-LEBLOND: Do you think that's enough.

ALLAN SKUCE: It would be tight, but if we have eyes on by a few people anyway, I think that would do it.

OLIVIER CRÉPIN-LEBLOND: Okay. I mean, thank you Allan. The concern… I would be ready to go and give ourselves more time and say a deadline of Friday the 28th, but that then only gives such little amount of time to our RALOs to be able to file these requests, because ultimately the RALOs are likely to be the ones making the requests, mostly making the requests.

I'm just concerned they're not going to have enough time for that, especially if they're going to ask their community, etc. So, getting a week from this call, a week and a weekend, is likely to give them a little bit more breathing space, and I'm afraid we'll probably have to maybe have a call on Thursday the 6th of March. So we would have time from the 4th until the 6th to look at the different forms and maybe on our mailing list, find out if there is any major issue. Email back, and on the 6th, which is the day before the deadline for actually filing those, we can one last conference call, which might just be five minutes or 10 minutes, depending.

If we're all satisfied that we don't need a call, we could even cancel that call, but I would suggest making sort of placeholder for a call on the 6th. So that's good for that form, and that's probably the best way forward. So the first thing that are very easy, title of proposed activity, community requestor name, and then, I'm not quite sure what chair is supposed to mean here, and then ICANN staff community liaison. What I was going to suggest is that perhaps we have one completed form, example completed form on our wiki, which would provide an idea of – for RALOs to know how to fill one of these.

It's always helpful to see one that is filled up. Then you've got the description, so describe your proposed activity in detail. I notice that there is only one line here to describe your proposed activity in detail, so I guess it's a very likely details on this. Type of activity, as you can see, outreach, invitation, training, research, study, meetings, and other, etc.

Proposed timeline and schedule. The majority of the requests we've had in the past where one off activities, but you will notice that this year there is also a [?] recurring activity. I know that the At Large community have asked for multi-year budgets to be possible, so as to be able to spread some of the costs of our activity, or our extra activities, over several years.

And then the strategic alignment, and for this, what I would suggest perhaps is that on the wiki page which holds all of the information, so the At Large wiki page which holds all of the information, there should be a link to the ICANN strategic plan, because I'm not sure that it's plain obvious to RALOs where that strategic plan is. And what the different areas of ICANN strategic plan are.

I'm trying here to make life, I'm hoping that this can make life as easy as possible for our RALO leaders. Then the demographics, the audience, which geographic, there is your request target. And then you've got the deliverables, so the outcomes of the proposed activity. In some cases, one would say, increased involvement from people in that part of the world; or more effective outreach in the case of producing a special brochure; or of translating something into a local language that might

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help with having more outreach in the part of the world. And then the metrics, that's particularly important in ICANN these days.

Nearly everything is going to return on investment, so try and think of a way to measure the success of the activity that you are proposing, or of the project that you are proposing. And then beyond that, there is resource planning, which typically a little bit confusing for some people, myself included. I might ask staff or Dev or someone… I notice that Darlene for example has already filed such request, or Wolf has already filed such request. Description timeline assumptions, cost [?]… A lot of this actually can be done by asking staff to help because they have the numbers for costs, status, if it requires staff work, or if it requires internal ICANN processes as well.

So if you are in doubt in filling some of these, then you're very welcome to discuss this with ICANN staff, ICANN At Large Staff, who can even liaise with the designing team in being able to get real numbers rather than numbers that you might suggest that that might be wrong. Especially for example, for the language services support, for the technology support as well, we don't have access to members as such, but these – sometimes it's just a case of saying, "Well how many hours do you need?"

And the costing will actually be made automatically by the finance team and by ICANN At Large staff. Then you've got travel support. Again, something just like one plane ticket or something. Potential planned sponsorship contribution. That's if you have any – well, I'm not quite sure whether it involves, if there is an external sponsorship contribution

coming into that, or whether it's a request for ICANN to sponsor something.

That I'll leave staff to answer that question. So that's the form. It's not overly long. I think it's pretty similar to last year's one. And yeah, I see Heidi has mentioned on the chat, that is the finance staff that completes the numbers. So just put what resources are required and then the numbers will be evaluated. In fact, I remember the initial forms were asking for numbers to be put by the committee so we would say, "Well, we need $15,000 for blah, blah, blah, x, y, z."

And that's currently being taken out now because those numbers can be worked out by ICANN staff much better than us. So that's the current form. And I open the floor for questions really. I think I've pretty much gone through the listing. Maybe we could have a look at the At Large FY 15 budget space? And for this, I'm going to do something, which is to share my screen.

You should be able to find it in one moment. So here we go. At Large FY 15 budget development workspace. Are you all able to see?

HEIDI ULLRICH: Yes, Olivier, we are.

OLIVIER CRÉPIN-LEBLOND: Perfect. Thank you. So, please note the deadline for RALO FY 15 budget request to be posted on this week, via 28th of February 2014. I've heard that there was no objection to move this back maybe to the 4th of March. So maybe that can be changed, unless someone takes the floor

now and tell us, "No, no, no. Keep it to 28th of February." Just to give our RALOs a little bit more time.

And then you've got underneath that, the FY 15 requests, and then you've got the space for the ALT. That's the At Large leadership team, might have some requests. And then each one of the RALOs: AFRALO, APRALO, EURALO, LACRALO, and NARALO.

And then the timeline, which are given underneath there. And of course, the kickoff might be that it was such a while ago, that that would be theoretical timeline [?]. You can see that once the submission here is up, and it's in US month, day, year basis. By the 7th of March, submission period is closed. And then you've got the preliminary review of submitted requests by ICANN staff, that's four days.

Then there were be preliminary review of submitted requests by the Board finance committee, that's 15 days. And then review of submitted requests by ICANN staff and community, and that's during the meeting in Singapore, and that lasts five days. You will note that there is no comment period, public comment period, on being able to submit comments on other submissions that were made.

In the past, last year, there was a comment period. So there was 21 days, thus 21 days before the budget was approved, and those discussion requests were approved. In fact, last year there was also a system where there were early requests, and then there were later requests. The early requests were for any requests for funding for programs which were to be effective by October in the same year.

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And the later ones was for anything else after that. Finding out there was considerable confusion in the community about the early requests and later requests, ICANN staff – the finance staff has decided to just make it one request with a very early approval for everything. So you'll notice that the final ICANN staff review recommendations are no later than the 15th of April.

And the ICANN Board and approval on the special requests is actually the 30th of April, which is much, much earlier than last year. But that will then allow for anything, any projects, any events, or funding that needs to be done in July or any travel and so on, for July to be released early. So as for this to work properly with a least number of problems time wise. That's the thing.

Underneath that, you've got the budget documents, you've got the request template, which we just looked through a bit earlier. We've got a, there is a document, just outlining the special budget request process, and of course, we've got the principles of special budget requests. I would think that with the page that we've built here, it shouldn't be – these documents shouldn't really be required too much, but they are there for reference.

In fact, if you want to go for the fuller reference, and you've also got a reminder for the At Large community regional outreach pilot program review team, and we've got the links to the previous budget development workspaces, which will have our previous requests. So for example, last year, if I turn to that page, we will find that we had one request which would make for a RALO. In fact, LACRALO did not submit a request, but let's look at the EURALO request.

If we click on this, I'm not sure if that works, will that not work? That's not the right thing. There we go. That was the request which was made last year. So you can see the FY 14 looks very similar to this year. You've got the timeline proposed activity, you've got the request of name, the chair of the RALO made that request, the ICANN staff needs the liaison, is Heidi… All of the requests, the community liaison is going to be Heidi.

I believe, unless she has designated the task to someone else, and then we've got the proposed activity, type of activity. And you can see that the boxes can be expanded, so you're not just stuck to that one liner to describe in detail. The boxes can be expanded to describe what's going on to the project. And then, proposed timeline. You can see here, this is a perfect example of a way to submit a request. Request objective, demographics, deliverables, and metrics.

I think they are the same boxes that we had last year. And then the resource planning, well these ones, some of them are not applicable of course. And here there was – what is applicable was just travel support, hotel for [DM?} contingency fund. Of course, as we know, this year the community regional outreach, the pilot program, could have probably taken care of this type of request.

So it's quite likely that we will not have any travel requests for this specifically. That's the thing for the time being. And I open the floor for questions, or comments, or discussion. Really. We have 30 minutes. I don't know if we will spend 30 minutes on it, but you now are all able to ask your questions, and if there is anything that I have not explained in

any clear way – and it is late, and I have been chairing another call before this one, please do let me know and do ask your questions now.

Wow. Looks like everyone knows what they're doing and everything is fine. Heidi, do you wish to add anything to the explanation? Is there anything that I might have missed in my explanation of what the process is this year?

HEIDI ULLRICH: Yeah, this is Heidi. Thank you Olivier. Perhaps two things. One is that, as I've just written in the chat, that Xavier Calvez, the CFO of ICANN, has confirmed that email as listed in the template and the process document, of controller at ICANN dot org, is the correct email address for staff to send your requests to.

And then Olivier, I'm not sure if I heard you discuss about the SBFC process. Once the RALOs have submitted the requests, then the SBFC will review them. Did you mention that?

OLIVIER CRÉPIN-LEBLOND: I did mention that. I know that controller at ICANN dot org is the correct address, but it's for staff to send the requests to that email address, it's not for RALOs or for individuals to send requests. So that's why I would like that to be taken off the template that we have available. And maybe to add a short description of how to send that form to the At Large finance and budget subcommittee.

So, in answer to your question, the process by which the requests are made, ideally these should be put on the Wiki, on the wiki page which I

have just shown you there. And the location of that wiki will be shared with all of the RALOs, if it hasn't already been shared. If it is impossible or difficult for the person to upload, the document, and amend the wiki accordingly, then please just email it to staff, At Large dot ICANN dot org, and they will update the page.

So the deadline is the 4th of March, and then past the 4th of March, at that point, the finance and budget subcommittee, the At Large finance and budget subcommittee, will be looking at those requests. There is no limit of number of requests per RALO. Last year there was only one request per RALO because it boiled down to that, the previous year there were more than one requests.

There is also no lower limit. If you don't have a request this year, no need to just fabricate a request for the sake of having a request. It creates more work for the At Large finance and budget subcommittee for nothing. So, the 4th is the deadline, and then the finance and budget subcommittee will be discussing those online the 6th. It will have its conference call, any work needs to be done on some of these requests, so as to improve them.

The finance and budget subcommittee will come back to people, to the RALO just very quickly. I would say even before the fourth, if those are filed before the fourth. But if there is any request that we feel does not belong here, so for example, that would be better severed by the CROPP program, at that point, I think that the finance and budget subcommittee will have to take the opportunity to move things to the CROPP program.

So if there is a request to go to a conference, for example, I know that the CROPP program is currently a pilot program, but we are working on the assumption that the pilot program will continue next year. I think it's a fair way to say it. Am I wrong Heidi? Or have we been told, "No, ask for the additional committee request and then this will be rejected and sent over to the CROPP program"?

I'm not sure that's a very clean way of doing it.

HEIDI ULLRICH: Olivier, I have not heard one way or the other, but I would agree with you. For regional trips… I'll need to get back to you on that actually.

OLIVIER CRÉPIN-LEBLOND: Okay. Because [CROSSTALK]… The CROPP program is a regional thing. Now for IGF, for example, that's a different thing. If RALOs are going to present some workshops at IGF, it needs to be funded to go to the Internet governance forum, at that point, that would qualify for a special request under this program.

In the past couple of years, ICANN has actually refused funding for the requests of the type to go over to the IGF, because what it has done is to make use of this type of input, to then transfer it to another part of its financing, and have an overall envelope that was supporting all of ICANN's activities at the IGF. But certainly, this input serves as one way for our community to let the ICANN leadership and the ICANN finance department, the kind of activities that we're ready to do at IGF.

So I think that can remain still in the same process, the extra requests like this. For the regional outreach, then please, I would say continue to use the CROPP, or expect the CROPP to continue on that, unless Heidi comes back to us and says, "Actually, no please file it." If I can ask Heidi to verify this very quickly, that would be great.

A question from Alberto Soto. If the budget, next year, continuing the program CROPP? Yeah, will the CROPP program continue? Well, for one, it's going to lose a team if it is going to continue next year, because it's not going to be a pilot program anymore, it will be a proper program; or maybe it will have two teams, so there will be community regional outreach proper program, or maybe a crew, ongoing program.

We need to check with Heidi. I would be quite [?] of making requests now for regional outreach trips, travels, and business, and then having to basically retract those, or having those refused, because it just doesn't look very good to have too many things refused [?] too much, whilst at the same time, the CROPP, assuming it works, is going to continue.

SUSIE JOHNSON: Olivier, this is Susie Johnson. Oksana has her hand up.

OLIVIER CRÉPIN-LEBLOND: Yes, thank you very much Susie. I was going to turn to Oksana, I just was about to catch my breath again. Such long sentences. Oksana Prykhodko, apologies for making you wait, but you have the floor. And you might be muted.

OKSANA PRYHODKO: Thank you Olivier. Are you hearing me?

OLIVIER CRÉPIN-LEBLOND: Yes. I can hear you now. Go ahead.

OKSANA PRYHODKO: I have two questions about your answers [?] my questions. So one RALO can submit more than one request? [?] submit one request from more than one RALO? Joined requests from two RALOs, for example.

OLIVIER CRÉPIN-LEBLOND: Joint request two RALOs submitting a common request. That's a very interesting question. I'm not quite sure whether that has happened in the past or not. Others on the call who are knowledgeable about the process, and I'm thinking of Darlene, Dev, Wolf. Are you aware of such a thing having happened in the past?   Or Heidi, yes. Darlene and then Heidi. Yes, go ahead Darlene.

DARLENE THOMPSON: I'm sorry. I hit mute by accident. Darlene Thompson. I know that we have had before, NARALO and EURALO putting in joint applications. Now, they were refused, but they weren't refused on the account that they were jointly between two regions, so I think it would be fine. But let's here from Heidi. Thanks.

OLIVIER CRÉPIN-LEBLOND: Thank you very much Darlene for this historical memory.   I don't understand why I can't remember these things, but there you go. Heidi, please, you have the floor.

HEIDI ULLRICH: Yes, thank you Olivier. And thank you Darlene, I was going to say the same thing. There was one request that was put in jointly, I think for even for three RALOs, because I think it was an Asian request as well. But yes, in the past, not only has there been a joint request, but also last year, the LACRALO and the APRALO requests were linked to each other.

So in their requests, they did state very clearly, "We will work with the other RALO on making sure that are combined in the links, etc." So there would not be duplication. Thank you.

OLIVIER CRÉPIN-LEBLOND: Thank you very much Heidi. And thanks for the question, Oksana, I think that's very good. It makes it a lot clearer. Any other questions or comments? So, it's Olivier speaking. I said that I think this might be a short call, I don't see anyone else putting their hand up. Really what's most important is the timing issue, and to get your region to take action as soon as possible, because one week is not very much time for people to come up with suggestions.

If you have any questions, or are unsure about the process… First, it's important for you and your region to be pushing because if you, if your region learns about this too late, they have – they're potentially losing out on an opportunity to be funded for special budget requests, and

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that would be a real shame. Without the funding, it's very difficult to get things done.

So, that's one problem. The funding of projects is really important. It's up to you to push your region to make submissions and to discuss things, and to come up with good ideas for funding the project. On the other hand, as I said, if your region doesn't have a project this year, then that's fine.

There will be a new year next year as well, it's no great deal. And as you know, we've got this huge At Large summit that is going to take place in June of this year, just before next financial year. So it might be that ICANN might be a little bit more tight on being able to provide us with ways for us to have face to face meetings, etc., just because we will have just had this huge face to face meeting together. But who knows?

When thinking about future projects, think about how we will be after the ICANN, after the ATLAS II. It might be our needs are a bit different than they are today. So, think of it this way. But that's really all for today. Next steps, as I said, RALOs, get those requests in. For the finance and budget subcommittee, next steps are to be checking that page often. So the wiki page that we have very often.

Could I ask staff to please send a reminder to all of the RALO leaders, which includes the very simply, line by line explanation on how to do things, how to file a request. We're always having the backup address being able to email staff, At Large dot ICANN dot org. And then I think that's pretty much it.

Other action item for staff, staff to get that changed so don't have controller at ICANN dot org shown on the application forms, on the template. At least change that date also to the 4th of March, not the 7th, just for the use of our RALOs. Yes Heidi.

HEIDI ULLRICH:

So, thank you Olivier. This is Heidi for the record. I have changed the date on top of the workspace to the 4th, but instead of changing the finance developed template, I have put in bright letters, next to the template, the instructions for the RALOs to send to the At Large staff and not the controller. Thank you.

OLIVIER CRÉPIN-LEBLOND:

Okay. Thank you Heidi. Well I hope that will do the job. I hope that will work. Okay, excellent. Any other questions? Let me just scroll down quickly at the bottom of the chat. Yeah, Dev has mentioned the action item to remove controller at ICANN dot org address. It really is too tempting, Heidi, to click that controller at ICANN dot org address. Just hide it, or do something, hide it away.

And that's pretty much it. So I thank all of you for being on this call. I look forward to seeing the requests come in. One last action item, staff, could you please email the, I think there needs to be also an email to the ALAC in case the ALAC wishes to file some requests. These are not just RALO requests, they're also for the ALAC itself.

So an email to the ALAC as well about this process would be helpful. And I think that's all covered for today. So I thank you all for being on

the call. If there are further questions, don't hesitate to ask or email me or email staff about this, and we will be able to point you to the right direction.

And I think we can adjourn the call now. So thanks very much and good morning, good afternoon, and good night. And have a good weekend everyone.

[END OF TRANSCRIPT]