

All questions and completed forms should be sent to controller@icann.org.
 Please remember that the deadline for FY15 Budget consideration is **March 7th 2014**.

REQUEST INFORMATION

Title of Proposed Activity	
Support for NCSG administrative activities	
Community Requestor Name	Chair
Non-Commercial Stakeholder Group	Rafik Dammak
ICANN Staff Community Liaison	
Glen de Saint Gery, Rob Hoggarth	

REQUEST DESCRIPTION

1. Activity: Please describe your proposed activity in detail
Getting administrative support via a part-time staff to assist NCSG officers for all non-policy NCSG activities . The support is different from the standard GNSO toolkit (conference call etc)
2. Type of Activity: e.g. Outreach - Education/training - Travel support - Research/Study - Meetings - Other
Other
3. Proposed Timeline/Schedule: e.g. one time activity, recurring activity
Recurring activity : allocating a monthly 40man-hour

REQUEST OBJECTIVES

1. Strategic Alignment. Which area of ICANN's Strategic Plan does this request support?
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Part of ICANN Community strategic area : supporting NCSG on administrative and clerical tasks will allow officers and members to dedicate scarce bandwidth and attention to policy matters instead. Currently, all tasks are done by volunteers and we need a sustainable solution, which is aligned with ICANN strategic goal to empower the community and to cope with increasing workload.

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

Administrative support will assist NCSG membership in general by helping the officers in their task

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

Taking the administrative work burden from officers to allocate more volunteering time on policy discussion (e.g. respond to public comments) and membership engagement(increase the level of involvement)

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

Decrease of workload of NCSG officers spent on non-policy tasks.

RESOURCE PLANNING – INCREMENTAL TO ACCOMMODATE THIS REQUEST

Staff Support Needed (not including subject matter expertise):

Description	Timeline	Assumptions	Costs basis or parameters	Additional Comments
Staff support	During the FY2015	Around monthly 40 man-hour		

Subject Matter Expert Support:

N/A

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

N/A

Language Services Support:

N/A

Other:

N/A

Travel Support:

N/A

Potential/planned Sponsorship Contribution:

N/A