FY15 COMMUNITY REQUEST FORM

All questions and completed forms should be posted to the Community Ad-Hoc Wiki. Please remember that the deadline for FY15 Budget consideration is **March 7th 2014**

REQUEST INFORMATION

Title of Proposed Activity	
Secretariat Services	
Community Requestor Name	**Chair**
ISPCP – GNSO	Tony Holmes
ICANN Staff Community Liaison	

REQUEST DESCRIPTION

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

To provide secretariat services in a professional manner, meeting all requirements of the organization including full independence and transparency and fulfilling the increasing administrative and support demands on the Constituency.

Improving and maintaining the constituency website.

Note from FY14 budget approval:
In collaboration with the community, ICANN staff will provide part-time in-kind support on a pilot basis for administrative staff support resources. Funds will not be provided directly to the ISPCP. Support will be managed by the ICANN staff.
We suppose an up to 12 hrs/week provided ICANN support. Details to be discussed with ICANN Staff Community Liaison

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

Secretariat Support

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

Recurring activity

REQUEST OBJECTIVES

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

This proposal supports the following ICANN strategic objectives:
1. **Ease of global participation**
2. **Increase stakeholder diversity and cross-stakeholder work**
3. **Onboarding of participants**
4. **Enhance communications, accessibility and participation**

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

3. *Deliverables.* What are the desired outcomes of your proposed activity?
Increased participation and awareness of ICANN activities from ISP and Connectivity providers across the world.   **Effective front door for potential new members with a rapid response to all enquiries.**   **Coordinated focal point for ISPCP activities.**   **Up-to-date constituency website.**   **Support in reporting and drafting.**   **Support to the Constituency at ICANN meetings**

4. *Metrics.* What measurements will you use to determine whether your activity achieves its desired outcomes?
Logging 'time to respond' against benchmark targets.   **Measurement of progress against set targets for outreach.**   **Regular communications to ISPCP members.**   **Maintenance of website and upload of new policy position statements.**   **Timely advice on planned ISPCP meetings and prompt posting of minutes.**

RESOURCE PLANNING – INCREMENTAL TO ACCOMMODATE THIS REQUEST

Staff Support Needed (not including subject matter expertise):

Description	Timeline	Assumptions	Costs basis or parameters	Additional Comments
Secretariat	*FY 2015*	*Staff to provide administrative support to ISPCP*	*Up to 12 hours a week*	

Subject Matter Expert Support:

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

Consistent with those provided to other AC/SO's

Language Services Support:

Consistent with those provided to other AC/SO's

Other:

Travel Support:

Travel support to ICANN meetings – crucial for effective functioning of the Constituency during those busy times

Potential/planned Sponsorship Contribution: