



# FY15 COMMUNITY REQUEST FORM

All questions and completed forms should be sent to [controller@icann.org](mailto:controller@icann.org).  
Please remember that the deadline for FY15 Budget consideration is **March 7<sup>th</sup> 2014**.

## REQUEST INFORMATION

### Title of Proposed Activity

Secretarial Support Admin Services

### Community Requestor Name

Business Constituency

### Chair

Elisa Cooper

### ICANN Staff Community Liaison

Rob Hogarth

## 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 administrative and support demands on the Constituency.

#### *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 BC. Support will be managed by the ICANN staff.*

*We suppose a minimum 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



# FY15 COMMUNITY REQUEST FORM

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

BC members in all regions

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

Increased participation and awareness of ICANN activities from BC across the world.  
 Effective front door for potential new members with a rapid response to all enquiries.  
 Coordinated focal point for BC 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 BC members.  
 Maintenance of website and upload of new policy position statements.  
 Timely advice on planned BC 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 Services	FY15	Support provided by ICANN contractor	Min 12 hrs per week	

**Subject Matter Expert Support:**

Consistent with those provided to other AC/SO's

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

Support in English essential other languages an advantage.

**Language Services Support:**



## FY15 COMMUNITY REQUEST FORM

Consistent with those provided to other AC/SO's

**Other:**

N/A

**Travel Support:**

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

**Potential/planned Sponsorship Contribution:**

N/A