All questions and completed forms should be sent to controller@icann.org.
Please remember that the deadline for FY16 Budget consideration is **February 28th 2015.**

REQUEST INFORMATION

Title of Proposed Activity	
Security and Stability Advisory Committee (SSAC) Administrative Committee Face-to-Face Meetings	
Community Requestor Name	**Chair**
Patrik Fältström	Security and Stability Advisory Committee (SSAC)
ICANN Staff Community Liaison	
Julie Hedlund	

REQUEST DESCRIPTION

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

This is a recurring request and as such it should become part of the ICANN regular budget. The members of the SSAC Administrative Committee - the SSAC Chair, Vice-Chair, and Board Liaison and the three SSAC support staff - is the group that coordinates the work of the SSAC. The Administrative Committee meets weekly via teleconference, but in person meetings have been very important for the group to complete its work, particularly to plan future work, including projected requests from the Board and community. While Steve Crocker was Chair of the SSAC the Administrative Committee met monthly at in person meetings in the U.S. In May 2011 the Administrative Committee was granted funding for one in-person meeting in the U.S. Funding for travel to the ICANN meetings and the SSAC workshop are covered under separate requests. This request is for 2 Administrative Committee in-person meetings to be held in Washington, DC and for face-to-face meetings at each of the 3 ICANN meetings. For the DC meetings, the request is for travel funding for the SSAC Chair, Vice-Chair, Board Liaison, and 3 support staff (the Director, SSAC Support is based in the ICANN DC office). The request also includes the cost of 3 lunches and 1 dinner. The budget estimate is $20,500 based on the events held in FY14. For the ICANN meetings the cost includes early arrival (the Thursday before the ICANN meeting in order to hold meetings on Friday and Saturday) and lunch each day.

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

Meetings

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

Recurring activity: January or February 2016 and May 2016

REQUEST OBJECTIVES

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

Security and integrity of the Internet's naming and address allocation systems. See the SSAC Charter at: http://www.icann.org/en/groups/ssac/charter.

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

The target is the Security and Stability Advisory Committee, which has members from North America, Europe, Africa, Latin America, and Asia**.**

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

1) Report (internal, not public); 2) Public SSAC Activity Report and Work Plan.

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

No metrics apply. Outcomes are the deliverables listed above.

RESOURCE PLANNING – INCREMENTAL TO ACCOMMODATE THIS REQUEST

Staff Support Needed (not including subject matter expertise)

Description	Timeline	Assumptions	Costs	Comments
Director of SSAC support performs preparation and logistics, captures outcomes, and drafts summary report	DC Meetings: January or February 2016 and May 2016 ICANN Meetings: October 2015, March 2016, June 2016	20 hours preparation and logistics, 14 hours working sessions & addl. 1 hours for report	35 hours X 5 = 175 hours	Recurring activity

Subject Matter Expert Support

Description	Timeline	Assumptions	Costs	Comments
N/A				

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

Description	Timeline	Assumptions	Costs	Comments
N/A				

Language Services Support

Description	Timeline	Assumptions	Costs	Comments
N/A				

Support for ICANN Meetings Participation (Travel, Language Services, Meeting room, etc.…)

Description	Timeline	Assumptions	Costs	Comments
Hotel	DC Meetings: January or February 2016 and May 2016 ICANN Meetings: October 2015, March 2016, June 2016	DC: Hotel rooms for 3 SSAC members and 2 staff ICANN Meetings: Early arrival (Thursday prior)	$4,000 Varies based on location	Recurring activity
Meals	DC Meetings: January or February 2016 and May 2016 ICANN Meetings: October 2015, March 2016, June 2016	3 lunches and 1 dinner for 3 SSAC members and 2 staff 2 lunches for 3 SSAC members and 2 staff	$1,500 Varies based on location	Recurring activity

Other Travel Support

Description	Timeline	Assumptions	Costs	Comments
Travel	DC Meetings: January or February 2016 and	Travel for 3 SSAC members and 2 staff	$15,000	Recurring activity

	May 2016 ICANN Meetings: October 2015, March 2016, June 2016	Early arrival (Thursday prior) for 3 SSAC members and 2 staff		
Potential/planned Sponsorship Contribution				
Description	**Timeline**	**Assumptions**	**Costs**	**Comments**
N/A				