





FY16 COMMUNITY REQUEST FORM

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	
GNSO PDP Working Group F2F Meetings – Pilot Project (Continued)	
Community Requestor Name	Chair
GNSO	Jonathan Robinson
ICANN Staff Community Liaison	
Marika Konings	

REQUEST DESCRIPTION
1. Activity: Please describe your proposed activity in detail
<p>In line with the ATRT2 recommendations and the GNSO Council’s efforts to improve and streamline the GNSO Policy Development Process (PDP), the GNSO Council would like to request continued funding for its pilot project that commenced in FY15 to accommodate facilitated face-to-face (F2F) meeting of a GNSO PDP working group just before or after an ICANN Meeting. The F2F meeting consist of a full-day meeting managed by a skilled facilitator aimed at making substantial progress in the WG’s deliberations, which are normally conducted in the form of weekly 1-hour conference calls. Initial feedback from the first two facilitated F2F PDP WG meetings has</p> <div style="text-align: center;">   </div> <p>been very positive (see GNSO Facilitated F2F PDP Working Group - Feb 2015.doc and F2F WG Survey Responses), but the GNSO Council is of the view that it would be helpful if additional data is gathered, especially in relation to the impact on the overall PDP timeline, and as such is requesting an extension of this pilot project.</p>
2. Type of Activity: e.g. Outreach - Education/training - Travel support - Research/Study - Meetings - Other
Meetings / Travel Support
3. Proposed Timeline/Schedule: e.g. one time activity, recurring activity
In order to gather sufficient information and experience to evaluate the pilot project, the request would be that a F2F meeting would be organized directly prior or after (depending on the schedule) the ICANN meetings taking place in FY16. Following the review of the pilot project, the GNSO Council would decide whether or not to continue with this project, either as another special budget request or by recommending its inclusion in the FY17 budget.

REQUEST OBJECTIVES
1. Strategic Alignment. Which area of ICANN’s Strategic Plan does this request support?



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A Healthy Internet Governance Eco-System / Multi-Stakeholder Evolution (Optimize Policy Development Process & Increase and Improve Global Participation)

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

GNSO Working Group members which typically includes representatives from all GNSO Stakeholder Groups and Constituencies as well as participants from ALAC and in certain cases GAC, all from different geographies and backgrounds.

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

A direct desired outcome of this activity is to achieve substantial progress in a WG's deliberations and delivery of recommendations to the GNSO Council which would result in more efficient and effective policy development. At a higher level, the information obtained through this pilot project would help inform the Council's deliberations on if/how to institute a practice of F2F meeting as well as developing criteria and requirements for organizing such meetings. The longer term goal of this pilot project as well as other improvements the GNSO Council is exploring are aimed to streamline and enhance the effectiveness of the GNSO Policy Development Process

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

Effect of the F2F meeting on the overall time line of the PDP
 WG members assessment of usefulness of a full day F2F meeting as part of the PDP (see evaluations above)

RESOURCE PLANNING – INCREMENTAL TO ACCOMMODATE THIS REQUEST

Staff Support Needed (not including subject matter expertise):

Description	Timeline	Assumptions	Costs basis or parameters	Additional Comments
Note taking and development of meeting report		2 days	None	
Support preparations and planning for the meeting		14 days	None	
Participate in meeting		3 staff members x 1 day x 3 meetings	None	

Subject Matter Expert Support:

Description	Timeline	Assumptions	Costs basis or parameters	Additional Comments
Professional facilitator		This includes preparation time as well as expenses to travel to the meeting.	\$10,000 x 3 = \$30,000	

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

Description	Timeline	Assumptions	Costs basis or parameters	Additional Comments
Meeting room, incl. AV requirements, conference bridge, recording and transcripts.			\$25,000 x 3 = \$75,000	It is the assumption that these costs might be absorbed in the overall budget for the ICANN meeting planning if timely warning is given to



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				the ICANN meetings team
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Language Services Support:

N/A

Other:

N/A

Travel Support:

Description	Timeline	Assumptions	Costs basis or parameters	Additional Comments
Hotel accommodation (one additional night)		Max. 30 WG participants (6 per SG + 6 SO/AC/individual) + 3 staff members who are already funded for their travel to the ICANN meeting	33 x 300 \$ x 3 meetings = \$29,700	Depending on the size of the WG as well as meeting location, the actual number of participants may be lower.
Catering (coffee breaks & working lunch)			coffee breaks \$1,200 + lunch \$1,500 x 3 = \$8,100	

Potential/planned Sponsorship Contribution:

Total Expected costs: \$ 142,800