



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

Secretariat Services

Community Requestor Name

ISPCP – GNSO

Chair

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 FY14/15 experience:

ICANN staff provided part-time in-kind support for administrative staff support resources. Funds are not provided directly to the ISPCP. Support is managed by the ICANN staff.

As staff priorities seem to cover the support resources heavily besides the ISPCP related tasks it is difficult to coordinate. 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



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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
<i>Secretariat</i>	<i>FY 16</i>	<i>Staff to provide administrative support to ISPCP</i>	<i>Up to 12 hours a week</i>	

Subject Matter Expert Support:

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

Consistent with those provided to other AC/SO's

Language Services Support:



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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: