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	
RSSAC Workshop	
Community Requestor Names	**Co-Chairs**
Lars-Johan Liman and Tripti Sinha	Root Server System Advisory Committee
ICANN Staff Community Liaison	
Steve Sheng (steve.sheng@icann.org)	

REQUEST DESCRIPTION

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

The purpose of the RSSAC Workshop is to enable the RSSAC leadership and members to continue building upon its post-restructure momentum through strategic planning for the year ahead and to engage in important discussions related to the administration, evolution, integrity, operations, resiliency, security, and stability of the Internet's root server system outside of the pressures of an ICANN meeting. The workshop would facilitate collaboration among the 12 representatives and 6 liaisons. The RSSAC would also take advantage of this convening to outline its engagement plan for the Caucus and its work parties. The request is for RSSAC members and support staff (18 RSSAC members and 4 staff members) travel, accommodations, meeting room rental, audio/visual and connectivity costs, and meals for the two-day workshop in the greater Washington, DC area. The total budget estimate is $60,000.

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**

Annual activity, planned for September

REQUEST OBJECTIVES

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

This request 1) supports a healthy, stable, and resilient unique identifier ecosystem and 2) promotes ICANN's role and multistakeholder approach.

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

The target demographic is the RSSAC, which includes members from the North American, European, and Asian regions.

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

The workshop will produce formal minutes as approved for publication by the RSSAC. Depending on the agenda of the workshop, the RSSAC may produce statements of scope or work for the Caucus as well as a work plan for its year ahead.

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

The deliverables will determine whether or not the activity achieves its desired outcomes.

RESOURCE PLANNING – INCREMENTAL TO ACCOMMODATE THIS REQUEST

Staff Support Needed (not including subject matter expertise):

Description	Timeline	Assumptions	Costs basis or parameters	Additional Comments
RSSAC support staff coordinates travel, accommodations, meeting logistics, meals	July 2015— September 2015	80 hours		

Subject Matter Expert Support:

Description	Timeline	Assumptions	Costs basis or parameters	Additional Comments
RSSAC Support staff prepares agenda with RSSAC Co-Chairs	July 2015— September 2015	40 hours		

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

Description	Timeline	Assumptions	Costs basis or parameters	Additional Comments
Remote Participation Management (Adobe Connect, Verizon)	September 2015	20 hours		

Language Services Support:

N/A

Other

Description	Timeline	Assumptions	Costs basis or parameters	Additional Comments
Hotel Accommodations	September 2015	22 rooms	$13,500	
Meals/Catering	September 2015	2 breakfasts, 2 lunches, 1 reception	$5,500	
Audio/Visual and Connectivity Costs	September 2015	2 days of meetings	$5,000	
Meeting Room Rental Costs	September 2015	2 days of meetings	$10,000	

Travel Support

Description	Timeline	Assumptions	Costs basis or parameters	Additional Comments
4 International round-trip tickets	September 2015	Economy fare	$8,000	(1 Business fare for Co-Chair)
14 domestic round-trip tickets	September 2015	Economy fare	$10,000	
Per Diem	September 2015	18 RSSAC members	$5,500	
4 domestic round-trip tickets and expenses (staff)	September 2015	Economy fare	$2,500	

Potential/planned Sponsorship Contribution:

The University of Maryland has offered to host the meeting, which may offer savings on meeting room rental and audio/visual and connectivity costs.