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

ALAC Development Session at ICANN 54
Pilot Activity

Community Requestor Name	Chair
ALAC	Alan Greenberg
ICANN Staff Community Liaison	
Heidi Ullrich	

REQUEST DESCRIPTION

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

The ALAC is requesting a one day ALAC Development Session for the 15 members of the ALAC, both continuing and incoming members, at the end of the ICANN 54 Meeting on Friday, 16 October. This ALAC Development Session, which would be a pilot activity, would foster co-operation within the ALAC as well as planning for ongoing and upcoming projects and activities within the ALAC. The Development Session would serve as a team-building exercise to increase collaboration and to work more effectively as a virtual global team inter-sessionally. The Session would also include a session on professional skills development. This latter activity would increase the ability of all ALAC members to develop critical skills needed to more effectively participate in meetings and work in a multi-cultural environment.

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

Development Session to include teambuilding, strategic development planning and professional skills training.

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

Activity to take place on the Friday at the end of ICANN 54. The traditional ALAC Leadership Team meeting on Friday morning would be compressed and start earlier to allow the bulk of the day to be allocated to this Development Session. If deemed successful, this pilot activity would hopefully be continued in a similar format at future AGMs.

FY16 COMMUNITY REQUEST FORM

REQUEST OBJECTIVES

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

This activity is placed within the first ICANN Strategic Objective: Evolve and further globalize ICANN. 1.1 Further globalize and regionalize ICANN functions: engagement mechanisms supporting the regional engagement strategies and local community participation in ICANN

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

Fifteen global members of the ALAC and incoming Liaisons to the GNSO, ccNSO and SSAC (projected at 2 people not already included in ALAC count).

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

The deliverables of the requested ALAC Development Session includes improved collaboration and effectiveness of the ALAC as a body given that currently there is no formal f2f session that allows both continuing and incoming ALAC members to discuss the development and prioritization of ALAC strategy as a group, get to know each other, and increase their professional skills needed to increase their effectiveness inter-sessionally. The requested Session would enable the ALAC to discuss improved onboarding, work on teambuilding and address the challenges of working as a virtual team that has as one of its key responsibilities the involvement of a globally distributed community consisting of five Regional At-Large Organizations and over 180 At-Large Structures.

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

Measurements used to determine the success of the ALAC Development Session include, but are not limited to, the following:

- Improvement in the quality and quantity of inter-sessional output and collaboration
- Increased collaboration and participation of the 15 ALAC members in their regular teleconferences through, for example, increased participation in the monthly teleconferences

RESOURCE PLANNING – INCREMENTAL TO ACCOMMODATE THIS REQUEST

Staff Support Needed (not including subject matter expertise):

Description	Timeline	Assumptions	Costs basis or parameters	Additional Comments
Three members of At-Large Staff support	September through October 2015	Preparation calls, following up on Action Items + assistance onsite. Total time estimated at 4 hours.	Assumed that these support activities are part of normal staff support.	Support includes organization of Strategy Session and support during the implementation of the session

Subject Matter Expert Support:

Teambuilding trainer from Incite Learning – 2-4 hours.

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

Meeting room for one day with AC room and presentation laptop.

Language Services Support:

No language services required.

Other:

Travel Support:

One additional night of accommodation and per diem for 15 members of the ALAC and an estimated 2 Liaisons for ICANN 54.
NOTE: Currently the 5 members of the ALT (ALAC members) and the 2 Liaisons are funded through the last Friday of the week with a Saturday departure. If this continues, this request would require a net increase in support of 10 nights of travel support slots.

Potential/planned Sponsorship Contribution:

None planned.