



# FY17 COMMUNITY REQUEST FORM

All questions and completed forms should be sent to [controller@icann.org](mailto:controller@icann.org).  
Please remember that the deadline for FY17 Budget consideration is **15 February 2016**.

REQUEST INFORMATION	
<b>Title of Proposed Activity</b>	
Secretariat Services	
<b>Community Requestor Name</b>	<b>Chair</b>
ISPCP GNSO	Tony Holmes
<b>ICANN Staff Community Liaison</b>	
Robert Hoggarth	

REQUEST DESCRIPTION
<b>1. Activity: Please describe your proposed activity in detail</b>
<p>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.</p> <p>Improving and maintaining the constituency website.</p> <p>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</p>
<b>2. Type of Activity: e.g. Outreach - Education/training - Travel support - Research/Study - Meetings - Other</b>
Secretariat Support
<b>3. Proposed Timeline/Schedule: e.g. one time activity, recurring activity</b>
Recurring Activity



# FY17 COMMUNITY REQUEST FORM

## REQUEST OBJECTIVES

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

This proposal supports the following ICANN strategic objectives:

- Ease of global participation
- Increase stakeholder diversity and cross-stakeholder work
- Onboarding of participants
- Enhance communications, accessibility and participation

### 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):**



# FY17 COMMUNITY REQUEST FORM

Description	Timeline	Assumptions	Costs basis or parameters	Additional Comments
Secretariat	FY17	Staff to provide administrative support to ISPCP	Up to 12 hours a week	
<b>Subject Matter Expert Support:</b>				
ISPCP members (who will participate as zero-cost volunteers) will provide subject matter expertise.				
<b>Technology Support: (telephone, Adobe Connect, web streaming, etc.)</b>				
Consistent with those provided to other AC/SO's				
<b>Language Services Support:</b>				
Consistent with those provided to other AC/SO's				
<b>Other:</b>				
<b>Travel Support:</b>				
Travel support to ICANN meetings – crucial for effective functioning of the Constituency during those busy times				
<b>Potential/planned Sponsorship Contribution:</b>				



# FY17 COMMUNITY REQUEST FORM