



FY17 COMMUNITY REQUEST FORM

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

REQUEST INFORMATION

Title of Proposed Activity

Secretariat Support/Admin Services

Community Requestor Name

Business Constituency

Chair

Chris Wilson

ICANN Staff Community Liaison

Rob Hogarth

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 administrative and support demands on the Constituency.

In essence, this is requesting a continuation of the present pilot programme...

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



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REQUEST OBJECTIVES

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

This request supports the following ICANN strategic objectives:

1. Ease of global participation
2. Increase stakeholder diversity and cross-stakeholder work
3. Onboarding of participants
4. Support to policy development and member engagement
5. Enhance communications, accessibility and participation of business users in ICANN, overall

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

Existing members; Potential BC members and other attendees of ICANN meetings. All regions.

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

Increased participation and awareness of ICANN activities from BC across the world.
 Effective and responsive contact for potential new members with a rapid response to all enquiries.
 Coordinated focal point for BC activities.
 Up-to-date constituency website.\

Management of scheduling of meetings, use of ICANN resources such as conf. calls, Adobe Connect, transcriptions, management on site of members meetings, and remote management and coordination of members meetings on a regular and scheduled basis

Support in reporting and drafting of minutes of member meetings

Support to the Constituency at ICANN meetings – both on site and remotely

Support to elections and maintenance of related confidential records

Support to preparation of budget, as requested by VC Operations and Finance

Other administrative duties as assigned

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

Annual mini survey of members on satisfaction about Secretariat services and responsiveness

Executive Committee informal review of member feedback

Regular communications to BC members.

Maintenance of website and upload of new policy position statements.

Timely advice on planned BC 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
Secretariat Services	FY17	Continuation of support provided by ICANN Contractor	Min 12hrs per week	The BC could easily use additional hours to support our very robust number of meetings, additional focus on the coordination aspect of development of our newsletter, etc

Subject Matter Expert Support

Consistent with those provided to other AC/SOs

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

All the above mentioned...



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Support in English essential Other UN languages an advantage with priority of French and Spanish at present. .

Language Services Support:

Consistent with those provided to other AC/SO's

Other:

N/A

Travel Support:

Travel support to ICANN meetings – crucial for effective functioning of the Constituency, We ask to have the Secretariat attend at least two of the three ICANN meetings. Travel attendance is needed only for Monday-Wednesday of the meetings, typically, as the events and activities of relevance to members are front loaded to the early parts of the ICANN meetings. It is expected that the Secretariat support would be shared with the other CSG Constituencies in all cases.

Potential/planned Sponsorship Contribution:

It is possible that the BC could self fund travel for one meeting but it would be essential that ICANN support this approach.