



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	
IPC Secretariat	
Community Requestor Name	Chair
Intellectual Property Constituency (GNSO)	Greg Shatan
ICANN Staff Community Liaison	
Rob Hoggarth	NOTE: This request is made in case ICANN discontinues the current level of Secretariat support being provided to IPC. If current levels continue and prove satisfactory, then this request may be modified or suspended.

REQUEST DESCRIPTION
1. Activity: Please describe your proposed activity in detail
<p>To provide secretariat services in a professional manner, meeting all requirements of the IPC, as determined by the IPC, including full independence and transparency and fulfilling the increasing administrative and support demands on the Constituency. This activity was originally approved in FY14, but was limited by parameters imposed from outside the constituency in FY15. In FY16, we have now been receiving satisfactory Secretariat support, this budget request is intended to build upon and further refine the IPC Secretariat at the approved level through FY17. In the event that Secretariat workload increases beyond the currently-budgeted 1/3 time arrangement, additional support should be added to meet demand.</p>
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 in FY 2017



FY17 COMMUNITY REQUEST FORM

REQUEST OBJECTIVES
1. <i>Strategic Alignment.</i> Which area of ICANN’s Strategic Plan does this request support?
Combat volunteer exhaustion; ease global participation; expand stakeholders and stakeholder efforts; expand inclusion and orientation of new stakeholders; and enhance global outreach.
2. <i>Demographics.</i> What audience(s), in which geographies, does your request target?
The audience is the current and prospective IPC membership. The IPC has an international membership of organizations and individuals who (1) are committed to the advocacy and development of intellectual property as fundamental components of meaningful commercial activity in the national, regional, and global realms; (2) are primarily and substantially involved in the field of intellectual property; and (3) make a substantial contribution through its members or otherwise to the field of intellectual property and consumer trust related to Internet /IP.
3. <i>Deliverables.</i> What are the desired outcomes of your proposed activity?
To combat volunteer exhaustion, ease secretarial burden on IPC volunteers, and realize increased membership involvement, attraction and retention.
4. <i>Metrics.</i> What measurements will you use to determine whether your activity achieves its desired outcomes?
Refocusing of volunteers on policy instead of administrative tasks, increased IPC participation, membership, and communication.

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	FY17	Staff to provide management of secretariat and	Unknown	Up to 12 hours per week dedicated to



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		other applicable HR functions, but scope of duties to be determined by the constituency.		IPC.

Subject Matter Expert Support:

N/A

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

As may be required for the secretariat to perform functions.

Language Services Support:

N/A

Other:

Supervisory support.

Travel Support:

As may be required for the secretariat to perform functions.

Potential/planned Sponsorship Contribution:

IPC would contribute its time to coordinate activities with Secretary.