



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	
A pilot ICANN Academy course on Chairing Skillset Development	
Community Requestor Name	Chair
Academy WG	Sandra Hoferichter
ICANN Staff Community Liaison	
Heidi Ullrich	

REQUEST DESCRIPTION
1. Activity: Please describe your proposed activity in detail
<p>This request is for a pilot ICANN Academy course on Chairing and Skillset Development for AC/SO/Board Chairs of WGs and sub-groups, such as At-Large Regional Organization Chairs and GNSO Constituency Chairs.</p> <p>This course will be organized and implemented by the ICANN Academy which has successfully designed and implemented the very successful ICANN Leadership Program on an annual basis since 2013.</p> <p>Based on the success of the Leadership Program, the Academy WG this pilot Chairing Skillset course is seen as a logical next step in the development of the ICANN Academy. Improved chairing skills are seen as critical to increasing the effectiveness of ICANN policy development and policy advice activities through more efficient planning, management and implementation of WG and sub-group activities.</p> <p>This course will consist of the following elements;</p> <ul style="list-style-type: none">- Two three-hour sessions during Meeting C (as opposed to the Leadership Program which is held the week prior to an ICANN Meeting). These f2f sessions will be facilitated by both a professional facilitator as well as community facilitators. These sessions will likely need to be in the late afternoon/early evening so as to allow participants to participate in their normal meeting activities. A dinner will be held on the first evening of the face-to-face course.- Prior to the f2f sessions, either through teleconferences or f2f at the ICANN Meeting, facilitators will observe one meeting led by chairs and sub-group leaders who are participating in the course. This would ensure the course could address the specific issues needed to be improved.- Participants will be requested to complete an ICANN Learn online course on WG Chair facilitation.-



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- Following the face-to-face course, the facilitators will have an additional coaching call and then observe the WG chairs and sub-group leaders manage a teleconference meeting.

The pilot course will be limited to one WG Chair or sub-group leader for the ASO, Board, ccNSO, GAC, RSSAC, and SSAC and two WG Chair or sub-group leaders from the ALAC/At-Large and the GNSO. The total number of community participants would be 10.

This course will be developed and implemented by members of the Academy WG, an external facilitator and selected community facilitators. Staff support from the DPRD, GSE and Policy teams is seen as instrumental to ensuring the successful implementation of this pilot training course.

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

Training course on Chairing Skillset Development under the auspices of the ICANN Academy.

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

This is a pilot training course including a two three hour face-to face training sessions at ICANN 57, ten teleconferences or face-to-face observation meetings prior to the face-to-face training session to assess the current chairing skills of participants, completion of an online course, one preparatory teleconference with all participants, and ten teleconferences following the face-to-face meeting to assess the learning incorporated by the participants.

All of these activities would take place within a 4 month period between September and December 2016.

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. In particular, 1.3: Evolve policy development and governance processes, structures, and meetings to be more accountable, inclusive, efficient, effective and responsive.

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

All WG and sub-group chairs of the ACs, SOs and Board are eligible to participate in the pilot ICANN Academy Chairing Skillset Development course.

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



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The primary deliverable of this pilot Chairing Skillset Development course is to increase the efficiency and effectiveness of ICANN WG and sub-group management through training in the development of critical chairing and group management skills.

The training will include theoretical and empirical evidence of chairing skills, best practice examples within the ICANN context, an interactive online course, and hands-on practice. Coaching by external and community facilitators will allow participants to practice the skills taught during the course.

It is expected that with improved chairing skillsets, all WG and sub-group participants will benefit from an improved experience within ICANN WG and sub-groups. As WG chairs and sub-group leaders demonstrate their new skills, WG membership will likely increase, be more inclusive as well as see an improvement in the quality of WG output. These additional results will have the likely result of strengthening of ICANN's unique multi-stakeholder model of internet governance.

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

Measurements used to determine the success of the pilot ICANN Academy Chairing Skillset Development course include, but are not limited to, the following:

- Improvement in the quality and quantity of ICANN WG and sub-group output and collaboration
- Increased efficiency and effectiveness of WG and sub-group activities.
- Strengthened management skills by community leaders.
- Enhanced WG experience by WG participants due to better Chairing skillsets.

RESOURCE PLANNING – INCREMENTAL TO ACCOMMODATE THIS REQUEST

Staff Support Needed (not including subject matter expertise):

Description	Timeline	Assumptions	Costs basis or parameters	Additional Comments
Five members of Staff support from DPRD, GSE and Policy	July through December 2016	Preparation calls, logistical planning for teleconference and face-to-face meetings as well as onsite assistance. Total time estimated at 30 hours.	Assumed that these support activities are part of normal staff support.	Support includes assistance in program development, logistical support in the planning of the teleconferences and during the implementation of the session.
Development of ICANN Learn online courses associated with this pilot course	August through October 2016	Development of an online course in collaboration with the Academy WG organizers for	Assumed that these support activities are part of normal staff support.	



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		use by participants.		
Subject Matter Expert Support:				
Teambuilding trainers for approximately 20 to 30 hours. External facilitators will be requested to work with the community organizers and community facilitators to develop the program, including the face-to-face meeting and telephone sessions.				
Technology Support: (telephone, Adobe Connect, web streaming, etc.)				
Meeting room between 16:00 and 19:00 for two days during Meeting C with AC room and presentation laptop. An AC room for the pre and post teleconferences.				
Language Services Support:				
No language services required.				
Other:				
One dinner for the group during the f2f training session.				
Travel Support:				
The majority of participants will be requested to have secured travel support. However, in order to ensure that all interested community leadership chairs are able to attend, a contingency fund for up to 3 participants is requested. This contingency travel support will include flight, two nights of hotel and a stipend. Travel support for the Incite external facilitator needs to be included as well.				
Potential/planned Sponsorship Contribution:				
None planned.				