

## **Community Special Budget Request Principles (FY19)**

### **Overview Principles:**

1. Special SO-AC Budget requests help the Board and Staff better understand and develop resources for present and future community needs.
2. The Special Request budget process can only be utilized by communities that are formally recognized by the Board.
3. Requests must be consistent with the charter of the requesting community group.
4. Community members spend a lot of time fashioning their requests. Every request merits a fully resolved response.
5. A request is a request and must be resolved within the parameters of the request; no unilateral Staff extrapolating or interpreting community desires should occur. Where clarity is needed, dialogue with staff liaison or community leaders is a must.
6. Decisions should be clearly articulated (e.g., “yes”, “no” or “partial grant”) with well-defined and clearly articulated rationales.
7. Deadlines for Community requests and Staff recommendations must be respected and strictly adhered to by the communities, the Staff and the Board.
8. Every request has both financial AND resource commitments. Staff recommendations should be based on both factors. Just because a request anticipates small financial outlays does not mean it may not have substantial resource commitments.
9. At Staff/Board discretion, resource requests from an individual community may be granted broadly and consistently to all similarly situated ICANN communities. But, just because one community is granted a request on its specific individual merit, does not mean that it will be possible to allocate that same resource to others.
10. Pilot funding for an activity or event does not guarantee “base budget” funding in the future.
11. There is no “permanent” funding. Unless transferred to the core/base ICANN budget, requests need to be reformulated each year and even ICANN core/base budget resources are subject to review from year to year.

12. Prior to preparing requests each year, community leaders should collaborate with ICANN staff to clarify whether previous year requests need to be reformulated.

13. The disbursements resulting from resourced requests are ICANN expenses and therefore need to be tracked and controlled by ICANN staff for fiduciary purposes. Where possible, in-kind support will be offered. That support will be managed and directed by ICANN Staff.

**Process Principles:**

14. Staff Liaisons should be identified in each community request. Where a staff member is not identified by the community, a staff liaison will be identified and appointed by the Request Assessment Team (see paras 16 and 17 below).

15. The identified Staff Liaison is expected to be able to explain the basis for and context of the community request with which they are identified. The Staff Liaison should not act as the representative of or advocate for the community request – that is the job of community leaders.

16. During the application and evaluation periods, there are two primary Staff groups; (1) a Request Assessment Team (comprised of GSE, SO-AC Engagement, Finance and other staff team representatives as appropriate) to process, review and assess the requests and to oversee/monitor implementation of requests that are fulfilled; and (2) an Evaluation Panel (comprised of the leaders of the GSE, SO-AC Engagement and Finance Staff) that makes the final recommendations to the Board Finance Committee.

17. The Request Assessment Team should be encouraged to consult subject matter staff about the feasibility and relevance of requests.

18. Although recommendations come from Staff, the Board is the final decision maker regarding additional Community budget requests.

19. In addition to consideration of the financial and resource impacts of the requests, to ensure as much fairness as possible, the Evaluation Panel should look at the consistency of requests across different communities.

20. All approved recommendations should be communicated to the ICANN Staff member responsible for implementation of the resources and the affected community leaders as soon as possible.

**Travel and Project Related Principles:**

21. A travel or sponsorship request will only be granted for ICANN-hosted or ICANN-sponsored events unless it is either (1) consistent with existing ICANN regional engagement strategies, (2) involves internet governance or DNS topics

or (3) is otherwise coordinated with the ICANN Stakeholder Engagement Vice President responsible for the region in which the event or activity is held.

22. Because of their strategic implications and longer-term budget planning impacts, community requests for additional ICANN Public Meeting travel support slots are no longer assessed as special requests through this process, but need to be made through the overall budget review process managed through the ICANN Public Comment Forums.

23. ICANN does not provide travel support or pay stipends for third-party speakers.

24. Support of any potential community-driven content project requests will be limited to payments for graphic designers, videographers, stock photos or artwork, writers, printing and social media campaigns. Content support is not available for travel, accommodations or hospitality. ICANN aims to procure optimal services at the best price, using a consistently ethical and fair selection process. ICANN will, therefore, provide a list of approved ICANN vendors for content projects to any requesting community group to choose from. Such support cannot be used to reimburse a community group for work they perform themselves.

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