

The answers below were provided by ICANN's Controller Juan Ojeda.

- 1) What amount of detail should be included in the templates? Several thought that to properly describe certain requested projects, more space than is allowed for in the templates would be needed. Should additional information be included at the bottom of the template in the form of an appendix?
 - **[atlarge:Juan Ojeda]** The intention of the template is not to be or rigid or restrictive. The goal is to receive as much information as is available to the SO/ACs. If more space is needed please use the space below the template.
- 2) How should requests that are multi-year (i.e. the holding of 5 general assemblies over 3 years) be made?
 - **[atlarge:Juan Ojeda]** Please include all multi-year information in the submission templates...we will break out future years' expenses and treat consistent with item 3) below.
- 3) The ALAC will be requesting that a Summit is held in the next Strategic three year period. How should they begin to 'build credit' for such an event?
 - **[atlarge:Juan Ojeda]** For now, please submit the template with all pertinent information...we will discuss with Akram on how to "build up credit" in off years.
- 4) If a request for a project includes the need for travel support, where should this be indicated in the template?
 - **[atlarge:Juan Ojeda]** This should be included in the "Other meetings" section
- 5) Basic services over those which are being supplied now (for example, having interpretation in two additional languages during ICANN meetings), should be requested through the At-Large staff rather than through the submission of a template. Is this correct?
 - **[atlarge:Juan Ojeda]** Correct. Staff and the individual SO/ACs should agree on what the "Basic Set of Services" should include. Any incremental changes to this basic set should be requested through and budgeted by Staff and not submitted on a template.
- 6) Additionally, the Budget and Finance Sub-Committee requested that Finance provide them with an example of a completed template that they may use as a guide in completing their templates. Would this be possible to prepare?
 - **[atlarge:Juan Ojeda]** I will work with Janice on completing one...we will forward as soon as done.
- 7) It was noted that the templates do not allow more than a few words in each column as the text runs into the column. In trying it myself, I found that they were correct. Could you please look into this?
 - **[atlarge:Juan Ojeda]** The text will still be there, even if it doesn't show. Attached is a file where the cells are formatted to "wrap" the text. Please use this file...simply increase the height of the rows to see the entire text entered.