FY19 COMMUNITY REQUEST FORM

The deadline for FY19 Budget consideration is **31 January 2018.** All questions and completed forms should be sent to **planning@icann.org**.

REQUEST INFORMATION

Title of Proposed Activity	
Working Group Enrollment tool development	

Community Requestor Name	Chair
GNSO	Heather Forrest

ICANN Staff Community Liaison	
Marika Konings	

REQUEST DESCRIPTION

1. Activity: **Please describe your proposed activity in detail**

With an increase in Policy Development Process (PDP) Working Group (WG) activity and membership, there is a need for a centralized platform to optimize WG onboarding of interested community members. This need has already been expressed by the GNSO Council previously (https://www.icann.org/en/system/files/files/report-comments-op-budget-fy17-five-year-06jun16-en.pdf comment 103 p.80). The GNSO Council is aware that a Working Group Enrollment tool is part of the ICANN I.T. budget, but wishes to see active development in the matter. The GNSO Council is of the view that this request should not be dealt with as an Additional Budget Request but rather be confirmed as part of the FY19 budget. Onboarding is currently handled by GNSO Secretariat staff via Google sign up forms, and individual email follow ups regarding Statement of interest completion. The current process is slow, decentralized and administratively heavy, both for staff persons involved and community members. An automated sign-up tool would allow for a clear and centralized access to working group onboarding, facilitate group management from sign up to meeting attendance management, facilitate adherence with applicable legislation such as the GDPR and would therefore provide clear reporting capabilities. The GNSO Council notes that this tool also aligns with the GNSO Review recommendations which were adopted by the ICANN Board.

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

Working Group engagement and management.

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

Once the is tool created and deployed, it would be used recurrently for all GNSO WGs, with potential use beyond the GNSO community.

REQUEST OBJECTIVES

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

This request strategically aligns with:
1. Evolve and further globalize ICANN
1.3 Evolve policy development and governance processes, structures and meetings to be more accountable, inclusive, efficient, effective and responsive.
4. Promote ICANN's role and multistakeholder approach
4.1 Encourage engagement

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

Community members participating in WGs, CCWGs, Drafting Teams etc

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

Once the Working Group Enrollment tool is created and tested, it would facilitate access to working group activity to newcomers through a user-friendly portal, would ensure onboarding consistency in terms of data collected, facilitate adherence with applicable legislation such as the GDPR, and would allow clear reporting capabilities on membership representation and activity.

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

The reporting capabilities would allow staff to measure a decrease in onboarding delays and record membership activity. Furthermore, staff would assess community satisfaction with the Working Group Enrollment tool (this could even be done as part of the sign-up process with a request for immediate feedback on the experience and possible suggestions for improvements).

RESOURCE PLANNING – INCREMENTAL TO ACCOMMODATE THIS REQUEST

Staff Support Needed (not including subject matter expertise):

Description	Timeline	Assumptions	Costs basis or parameters	Additional Comments
Policy staff	TBD	TBD	TBD	
Secretariat staff	TBD	TBD	TBD	
IT staff	TBD	TBD	TBD	

Subject Matter Expert Support:

ICANN Policy and Secretariat staff familiar with the on-boarding process and ICANN IT staff for tool development.

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

Not applicable

Language Services Support:

Not applicable

Other:

Not applicable

Travel Support:

Not applicable

Potential/planned Sponsorship Contribution:

Not applicable