Closure of the CROP Review Team - During their monthly meeting of 23 July 2018, the ALAC voted unanimously to close the CROP RT. The RALOs will work directly with their CROP Points of Contacts on their RALO trips going forward.

Introduction

This Working Group has been used by At-Large to coordinate and manage its efforts related to ICANN's Community Regional Outreach Pilot Program (CROPP). The program is no longer a pilot, and has thus been renamed “CROP”. Each of the 5 RALOs may apply for CROP funding for up to 5 "regional" outreach trips (limited to four days; three nights) within a fiscal year (FY). FY18 is from July 1, 2017 to June 30, 2018.

Similar to how RALO budget requests were reviewed by the ALAC Subcommittee on Finance and Budget (FBSC) before submitting to ICANN Finance, the At-Large CROP Review Team (CROP RT) was established by the ALAC to:

- Review and approve RALO requests for CROP funding to ensure the objectives of travel requests are in line with both ICANN and regional engagement strategy, as well as At-Large outreach strategy.
- Confirm with the regional Global Stakeholder Engagement (GSE) VPs that the purpose of CROP requests are consistent with the specific RALO outreach strategic plan and ICANN's regional engagement strategy.
- Submit the travel requests to ICANN once approved by the CROP RT.

The At-Large CROP Review Team (CROP RT) has 10 members. Two members are from each RALO, one each from:

- ALAC Subcommittee on Outreach and Engagement (Outreach SC)
- ALAC Subcommittee on Finance and Budget (FBSC)

It is not possible to subscribe directly to the mail list for this WG.

To understand the basics of CROP RT, please kindly review the former CROPP presentation slides At-Large-CROPP-15-Oct-2014.pdf.

Procedure for RALOs to Apply for CROP Funding

1. RALO Must Have an Outreach Strategic Plan, Approved by Regional GSE

Before a RALO is able to submit CROP proposals, it must have a clear Outreach Strategic Plan explaining its FY18 outreach goals, strategy, and planned outcomes so that its specific activity can be coordinated with the appropriate ICANN GSE team. The Outreach Plan should be developed by the ALAC Subcommittee on Outreach and Engagement in close coordination with RALO leaders, and must be approved by the regional ICANN Global Stakeholder Engagement VP.

CROP RT members must ensure that the approved Outreach Strategic Plans are filed on the CROP wiki.

2. RALO-Specific CROP RT Draft Trip Proposal

Once a Outreach Strategic Plan is in place, the RALO-specific CROP RT, in coordination with RALO Leaders and members of the ALAC Subcommittee on Outreach and Engagement, may draft proposals linked to the RALO CROP Draft Proposals Status Page.

RALO-specific CROP RT members and RALO Leadership should develop proposals to confirm that each proposal:
3. CROP RT Submits Proposal for CROP RT to Begin Review Process

Once the proposal by the RALO is complete and RALO Leadership approves, the RALO-specific CROP RT will email the CROP RT mailing list with a link to the proposal for the CROP RT to begin review. Please note under the CROP Procedures & Guidelines, a proposal must be approved by the CROP RT and the applicable regional GSE VP a minimum of 6 weeks prior to the proposed travel date. Therefore, to allow sufficient time for CROP RT and regional GSE VP to review, and for RALOs to update proposals based on comments received, proposals should be submitted to the CROP RT list 8 weeks prior to the proposed travel date.

4. CROP RT Review

The CROP RT will review the proposal, ask questions regarding the purpose and goals of the proposed trip and details provided. Are the goals specific enough and in line with the relevant RALO Outreach Plan?

The RALO-specific CROP RT members will respond and update the proposal based on the feedback from CROP RT.

It is anticipated that this review process should take 5-7 days. Typically approval is called by the Chair, followed by a last call for comments on the mailing list.

Discussion point: Should a more structured process for approval (or disapproval) be done? For example, have on the proposal wiki page, a section requiring CROP RT members to login, edit the wiki outlining their approval (or disapproval).

5. Regional GSE Review

The RALO-specific CROP RT, upon obtaining the CROP RT approval, will email the regional GSE VP directly for their review and comment.

Discussion point: Should the regional GSE VPs be added to the CROP RT mailing list so that the review by both CROP RT and regional GSE VPs can happen concurrently?

6. Submission of Approved Proposal to ICANN CROP

Throughout each stage, the RALO-specific CROP RT update the "Acknowledgements" section of the proposal, noting (dis)approvals. Only when this section is completed will ICANN CROP Support Staff process the proposal (if done 6 weeks before proposed travel date).

7. Completing Trip Assessment

After the event, the RALO-specific CROP RT will collaborate with travellers to complete the trip assessment forms under the At-Large RALO Drafts page, as to how the purpose and goals of the proposal were or were not realised.

Once the trip assessment has been completed by travellers, the RALO-specific CROP RT will email the CROP RT and regional GSE VP for review and comment.

Discussion point: Trip assessments by travellers could be used to assess whether such travellers be able to use the CROP for future proposals.

CROP FY18

Submitting CROP Proposals for FY18

Please note that CROP proposals must be coordinated with the RALO leadership AND At-Large Community Regional Outreach Pilot Program Review Team (CROP RT) members!

CROP RT will use the forms to submit proposals can be found on the At-Large RALO CROP Draft Proposal Status Page

Approved CROPP proposals can be found at Approved At-Large RALO CROP proposals

CROPP FY17

For CROPP Proposals approved and filed with ICANN for FY17, see At-Large Proposals approved by CROPP RT and filed with ICANN.
CROPP FY16

For CROPP Proposals approved and filed with ICANN for FY16, see [At-Large Proposals approved by CROPP RT and filed with ICANN](#).

CROPP FY15

For CROPP Proposals approved and filed with ICANN for FY15, see [At-Large Proposals approved by CROPP RT and filed with ICANN](#).

CROPP FY14

For FY14, see [At-Large Proposals approved by CROPP RT in FY14](#) (trip reports are on the same page as the filed proposal).

For FY14, from 3Q 2013 to June 2014, the CROPP RT used a Google Form to collect information about the travel proposal. The links to this Google Form and other resources for FY14 are in [CROPP FY14 Documents](#) and are for historical reference only. See also [CROPP FY14 Approved Proposals](#) for the proposals approved and filed by the CROPP RT for FY14.

Members

The members of the At-Large Community Regional Outreach Review Team for FY18, organized by regional affiliation, are:

<table>
<thead>
<tr>
<th>Region</th>
<th>Member</th>
<th>Office</th>
<th>Group Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFRALO</td>
<td>Dev Anand Teelucksingh</td>
<td>Chair</td>
<td></td>
</tr>
<tr>
<td>AFRALO</td>
<td>Tijani Ben Jemaa</td>
<td>Member</td>
<td>FBSC</td>
</tr>
<tr>
<td>AFRALO</td>
<td>Daniel Nanghaka</td>
<td>Member</td>
<td>O&amp;E</td>
</tr>
<tr>
<td>APRALO</td>
<td>Cheryl Langdon-Orr</td>
<td>Member</td>
<td>FBSC</td>
</tr>
<tr>
<td>APRALO</td>
<td>Ali AlMeshal</td>
<td>Member</td>
<td>O&amp;E</td>
</tr>
<tr>
<td>EURALO</td>
<td>Olivier Crepin-Leblond</td>
<td>Observer</td>
<td>FBSC/O&amp;E</td>
</tr>
<tr>
<td>EURALO</td>
<td>Yuliya Morenets</td>
<td>Member</td>
<td>O&amp;E</td>
</tr>
<tr>
<td>EURALO</td>
<td>Wolf Ludwig</td>
<td>Member</td>
<td>FBSC</td>
</tr>
<tr>
<td>LACRALO</td>
<td>Leon Sanchez</td>
<td>Member</td>
<td>FBSC</td>
</tr>
<tr>
<td>LACRALO</td>
<td>Juan Manuel Rojas</td>
<td>Member</td>
<td>O&amp;E</td>
</tr>
<tr>
<td>NARALO</td>
<td>Alan Greenberg</td>
<td>Observer</td>
<td>FBSC/O&amp;E</td>
</tr>
<tr>
<td>NARALO</td>
<td>Glenn McKnight</td>
<td>Member</td>
<td>O&amp;E</td>
</tr>
<tr>
<td>NARALO</td>
<td>Judith Hellerstein</td>
<td>Member</td>
<td>FBSC</td>
</tr>
</tbody>
</table>

Meetings

Next meeting: TBD

Workspaces

[Community Regional Outreach Pilot Program FY15](#)

[Community Regional Outreach Pilot Program FY14](#)
Monthly Reports
Documents
Contact

Staff Support Lead: Silvia Vivanco
cropp-rt@atlarge-lists.icann.org

The mailing list is not public.