

Dear Community Leaders:

The purpose of the Prague “invite-only” meeting was to discuss steps that Staff and community members can take to improve the ICANN annual budget process.

At the meeting, attendees were introduced to an effort to improve the budget process and asked to identify specific improvements that they would like to see: to the budget development process generally and specifically to the draft budget document review effort. Community comments and suggestions were captured by the Finance Team.

Topics noted for improvement in this session:

- Public Comment
 - Need more time for comments
 - Need to understand issues with each SO and AC on timing for public comment relative to budget process
 - Cut short the strategic plan process to expand the timeframe for comments on the budget and operating plan
 - Work on how Finance completes responses so questions have adequate answers; quick responses are appreciated but it is the actual complete answer that is important
 - Budget document written in a way to make public comments easier to categorize: perhaps use templates
- Communication
 - Increased interaction and communication with community required on a global level
 - Provide opportunities for physical working room with a group of community WG members (January may be good time in Los Angeles)
- Quantifiable and measurable metrics to be emphasized in Operating Plan
- Strategic Plan
 - Strat Plan should be aligned with budget and Ops Plan
 - Don't overload priorities/goals in strategic plan; needs to be maintainable
- Document structure and content
 - Structure of Data: detail and how it is presented
 - Better identification of projects
 - Internal and external reporting of projects required
 - Development of a timeline of deliverables
- Process overall
 - Consider using existing budget committees to improve process
 - Bring final budget document approval to an earlier date

At the end of the session, community volunteers came forward to continue help develop recommendations for specific improvements in the following 3 areas:

Focused Areas of Improvement:

- *Overall Strategic Planning for Budget Process: Roelof Meijer, Community Lead*
- *Budget Document structure and content: Chris Chaplow, Community Lead*
- *Operating Plan and Budget timeline and benchmarks: Chuck Gomes and Tijani Ben Jemaa, Community Leads*

Timeline for Community Working Meetings:

1. *ICANN staff to set up first kickoff session by 20 July and hold meeting by 31 July*
2. *Second session to be scheduled in August and Third session if needed would be in September prior to the 14th (should get all available dates at first session and schedule then and there)*
3. *Staff and Community Leads finalize Agenda for Toronto session by 28 September, based on work completed*

Community volunteers will work closely with ICANN staff on these areas of improvement; please feel free to contact the Community leads above if you would like to assist with any of this work.

By Toronto, we will be more prepared to kick off the FY14 budget process and can assess next steps in each of the three areas for further improvements.

Janice Lange on behalf of Xavier Calvez, ICANN CFO