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

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| REQUEST INFORMATION |
| Title of Proposed Activity  |  |  |
|  Working Group Enrollment tool development |  |  |
| Community Requestor Name | Chair |
| GNSO | Heather Forrest |
| ICANN Staff Community Liaison |  |
| Marika Konings |  |

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| 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. 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. |

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|  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 ICANN1.3 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 approach4.1 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).  |

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| Resource Planning – incremental to accommodate this request  |
| Staff Support Needed (not including subject matter expertise):  |
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| **Description** | **Timeline** | **Assumptions** | **Costs basis or parameters** | **Additional Comments** |
| Policy staff | TBD | TBD | TBD |  |
| Secretariat staff | TBD | TBD | TBD |  |
| IT staff | TBD | TBD | TBD |  |

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| 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 |