All questions and completed forms should be posted to the Community Ad-Hoc Wiki.

Please remember that the deadline for FY15 Budget consideration is **March 7th 2014**

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| REQUEST INFORMATION | | |
| Title of Proposed Activity |  |  |
| Secretariat Services |  |  |
| Community Requestor Name | Chair | |
| ISPCP – GNSO | Tony Holmes | |
| ICANN Staff Community Liaison |  | |
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| request description |
| *1. Activity:* Please describe your proposed activity in detail |
| **To provide secretariat services in a professional manner, meeting all requirements of the organization including full independence and transparency and fulfilling the increasing administrative and support demands on the Constituency.**  **Improving and maintaining the constituency website.**  ***Note from FY14 budget approval:***  ***In collaboration with the community, ICANN staff will provide part-time in-kind support on a pilot basis for administrative staff support resources. Funds will not be provided directly to the ISPCP. Support will be managed by the ICANN staff.***  ***We suppose an up to 12 hrs/week provided ICANN support. Details to be discussed with ICANN Staff Community Liaison*** |
| *2. Type of Activity*: e.g. Outreach - Education/training - Travel support - Research/Study - Meetings - Other |
| **Secretariat Support** |
| *3. Proposed Timeline/Schedule:* e.g.one time activity, recurring activity |
| **Recurring activity** |

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| request objectives |
| 1. *Strategic Alignment.* Which area of ICANN’s Strategic Plan does this request support? |
| **This proposal supports the following ICANN strategic objectives:**   1. **Ease of global participation** 2. **Increase stakeholder diversity and cross-stakeholder work** 3. **Onboarding of participants** 4. **Enhance communications, accessibility and participation** |
| 2. *Demographics.* What audience(s), in which geographies, does your request target? |
| **ISPCP members in all regions** |
| 3. *Deliverables.* What are the desired outcomes of your proposed activity? |
| Increased participation and awareness of ICANN activities from ISP and Connectivity providers across the world.  Effective front door for potential new members with a rapid response to all enquiries.  Coordinated focal point for ISPCP activities.  Up-to-date constituency website.  Support in reporting and drafting.  Support to the Constituency at ICANN meetings |
| 4. *Metrics.* What measurements will you use to determine whether your activity achieves its desired outcomes? |
| **Logging ‘time to respond’ against benchmark targets.**  **Measurement of progress against set targets for outreach.**  **Regular communications to ISPCP members.**  **Maintenance of website and upload of new policy position statements.**  **Timely advice on planned ISPCP meetings and prompt posting of minutes.** |

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| Resource Planning – incremental to accommodate this request |
| Staff Support Needed (not including subject matter expertise): |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Description** | **Timeline** | **Assumptions** | **Costs basis or parameters** | **Additional Comments** | | *Secretariat* | *FY 2015* | *Staff to provide administrative support to ISPCP* | *Up to 12 hours a week* |  | |  |  |  |  |  | |  |  |  |  |  | |
| Subject Matter Expert Support: |
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| Technology Support: (telephone, Adobe Connect, web streaming, etc.) |
| *Consistent with those provided to other AC/SO’s* |
| Language Services Support: |
| *Consistent with those provided to other AC/SO’s* |
| Other: |
|  |
| Travel Support: |
| *Travel support to ICANN meetings – crucial for effective functioning of the Constituency during those busy times* |
| Potential/planned Sponsorship Contribution: |
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