

## NPOC CROP Coordinator

Each structure/organization is responsible for appointing 1-2 Program Coordinators (PC) whose responsibility will be to:

1. Consult within the applicable structure/organization and assist members, where needed, in completing an Outreach Strategic Plan DRAFT and DRAFT Trip/Event Proposals via the Wiki templates provided within the FY20 Community Workspaces area.
2. Facilitate and manage trip/event approvals within the organization and with the appropriate regional ICANN Stakeholder Engagement Vice-President(s).
3. Within three (3) weeks of the return date (or event termination):
  - a. Ensure that the participant(s) collect information and collaborate to complete the online DRAFT Trip/Event Assessment form;
  - b. After verifying proper form completion, ensure that the assessment meets the approval of the structure/organization's leadership; and
  - c. Notify the CROPP Program Administrators when the form is approved internally.