



# Providing Administrative Support Services to GNSO Stakeholder Groups and Constituencies – *The Toolkit*



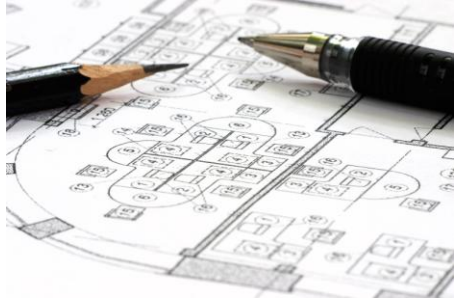
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# Our Agenda



- Toolkit Background and Concept
- Review the Menu Items
- How Do I Get ...? (requesting, modifying and cancelling service)
- Next Steps

# Background



- Toolkit recommended by BGC Report
- Community surveyed for interest (2008 - Staff; 2009 - Work Team)
- Priorities identified and approved by GNSO Council
- Environment still flexible

# Toolkit Concept

- “ICANN should provide appropriate Staff support for constituencies to assist with standardization, outreach and administrative work, which can **lower constituency costs and fees.**”
- “ICANN must find ways to foster free participation in policy processes for all interested parties and to ensure that cost is not a barrier to constituency entry wherever possible.”
- Focus on **“in-kind assistance”** rather than financial aid

# The Toolkit Menu Items - 1

1. Assembling background and reference materials for Working Groups
2. Support for organizing face-to-face meetings (e.g. date/time, location, equipment, telephone bridge and, in certain venues, arranging accommodations)
3. Support for organizing teleconferences (schedule, announce, monitor)
4. Preparing minutes of formal meetings and teleconferences
5. Assisting volunteer leaders by identifying/scheduling liaison contacts within ICANN

# The Toolkit Menu Items - 2

6. Web site hosting and content maintenance (i.e., keeping site up to date with relevant documents and information)
7. Provide grants/funding for constituencies to provide their own administrative support
8. Organizational record keeping (e.g., statements of interest, archives)
9. Maintaining up-to-date member contact info, mailing/discussion list
10. Producing MP3 recordings of meetings
11. Assisting in conducting elections for officers



# Menu Item 1: Assembling background and reference materials for Working Groups

- For GNSO Council chartered Working Groups
- Defined by Working Group Guidelines
- Currently provided - One Policy Staff staff liaison and one Secretariat team member (drafting, edits, admin)
- Added concept of Issue Briefing Package - including relevant historical data and recommended materials for participant review prior to the first WG meeting.

## Menu Item 2: Support for organizing face-to-face meetings

- Arranging date/time, location, equipment, telephone bridge; and, in certain venues, accommodations
- Currently availability limited to F2F sessions during ICANN Public Meetings
- Possibility for F12 expansion? - look to regional intercessional examples; but need to consider staff support and no travel support as issues



# Menu Item 3: Support for organizing teleconferences

- Capability currently exists. Support to include a conf bridge permitting recorded toll-free international calls and dial-out capability where toll-free calling not available.
- Staff to schedule and announce one call per month average, but live call monitoring may not be provided in every instance.
- FY11 experience will be studied to determine if community interest and the budget adequately support increased level of community calls.

# Menu Item 4: Preparing minutes of formal meetings and teleconferences

- Staff support of Council (full minutes) and GNSO Working Groups (action item reports) will continue without change.
- Staff does not have the current resources to produce full minutes for all community conference calls and meetings.
- Need to discuss value of extending action item report format to all GNSO Eligible Groups - eye toward FY12

# Menu Item 5: Assisting volunteer leaders by identifying/scheduling liaison contacts within ICANN

- Currently available
- Instances infrequent and not labor/time intensive
- Staff will track requests for contact introductions and meetings in FY11 for FY12 planning.

# Menu Item 6: Web site hosting and content maintenance

- FY 11 resources have been devoted to the new GNSO web site. Staff status review offered.
- Additional resource and funding commitments likely needed in FY12. Need to confirm interest specifics.
- Key FY 12 data points - FY11 progress on the GNSO Web site and feedback on community interest.

# Menu Item 7: Provide grants/funding

- Specific dollar grants to eligible GNSO Groups to fund contracts for establishing secretariat and other administrative support services.
- Concept counter to BGC recommendations - Funds were not allocated for this menu item in FY11.
- Based on community input, potential funding of this category could be considered as part of the FY12 budget process.

# Menu Item 8: Organizational Record Keeping

- New GNSO Ops Procedures outline types of info that SGs and Cs should maintain and make publicly available. (Chapter 7.2.4)
- But GOPs do not define a process for collecting the information or how it is to be made available.
- Secretariat does not presently have resources to provide the actual data collection support.
- Interested groups and Staff to define roles for collecting and maintaining data.



# Menu Item 9: Up-to-date member contact info, mailing/discussion lists

- Archived community mailing/discussion lists already available for GNSO Council and Working Groups.
- Membership database support (aka “community-wide record keeping and management of community contact records”) could be quite labor intensive - but community need/desire not clear. Until clarity - member info collected and maintained by each community.
- This service is closely linked to website support. Staff will track community requests for web site support in FY11 and apply to FY12 plans.

# Menu Item 10: Producing MP3 recordings of meetings

- Currently available as part of telecomm package for Council meetings, Working Group discussions and F2F meetings. Service will also be made available for monthly community conference calls in service item 3.
- Staff will analyze FY11 experience and feedback from community to plan for FY12.

# Menu Item 11: Assisting in conducting elections for officers

- GNSO Secretariat has served as the manager for many community elections over the years.
- Secretariat will continue as neutral election manager for GNSO Eligible Groups who have clear set of procedures at least two months in advance of the start of any nomination process.
- FY12 assessment will be made based upon Staff/community experience during FY11.

# How Do We Get ... ?



- Requesting Services
- Modifying Services
- Next Steps

# Requesting Services



## GNSO Toolkit Services Checklist Fiscal Years (FY) 2011-2012

Please complete the following information indicating the requesting organization representative presenting this checklist on its behalf:

Checklist Prepared By:	
Organization:	
Position/Title:	
Date:	

**Service #1: Assembling Background & Reference Materials for V**

- Fill out checklist emailed from Secretariat – available soon after Cartagena
- Indicate FY11 and FY12 requests
- 15 February Target for Upcoming FY

# Modifying Services

- Email the Secretariat as early as possible
- Consider FY12 Budget proceeding comments
- Modification requests will be addressed by the Secretariat on a case-by-case basis.



# Next Steps:

- Finalize Check list (staff)
- Circulate (staff) and Fill-out/submit (community) Checklist
- Comment in FY12 Budget proceeding (community)
- Schedule further discussions on items of interest (s and c)

# Questions

One World

One Internet



Thank You

