

TO: Community Leaders

FROM: David Olive

RE: For Feedback and Review -- Document Production Pilot Effort Update

It is my pleasure to share with you for your review and comments, a framework document for a new pilot program we are developing to assist ICANN communities with document development and drafting.

The proposed framework described in the attached document has been developed in response to your interest in having ICANN staff investigate the functional capability to provide substantive writing/drafting support to assist communities in their policy development activities.

Several of your communities were very helpful over the last several months sharing your views with staff and helping us collect information about what would make a successful pilot effort.

ICANN is working with Dan O'Neill of WBC Global to help us develop, coordinate and manage the implementation of this program for interested ICANN communities.

The goal of this effort is to help interested communities broaden their participation and be more effective in their policy development work with increased resources in researching and developing their policy positions and in drafting/writing their formal documents within ICANN policy processes.

Under the proposed pilot program we are hoping that eligible ICANN community groups will be allocated 100 hours of assistance during a four-month pilot program period (with a maximum of 40 hours utilized in any one month during the allotted time period) to focus on research, preparation of issue overviews, participation in community calls, writing, editing, or any combination of those services. The program will help us test what types of services can be provided and in what manner to see if it is possible to establish the capability as a regular ICANN support program.

In addition to sharing the proposed framework document for your review, I have also attached a questionnaire about the specific areas where your community might best utilize this new resource. I am asking for your feedback on this questionnaire in an effort to more directly focus the pilot program in the areas of greatest interest for your communities AND to determine how many communities may wish to help us test-run the program. You'll see that the questionnaire includes queries about the types of services you might utilize. It also lists many of the upcoming public comment opportunities that are currently anticipated by staff so that we can get an idea about the types of forums in which your community might want to be active.

By filling out the questionnaire, you are signaling the interest of your community to participate in the pilot effort. Unfortunately, we don't have the resources to offer pilot support to every community that wants to join the experiment, so we'll work to provide support to those interested in the order their questionnaires are received. If we hope to get the pilot rolling by the end of February time frame we would need any completed questionnaires in from you by 26 January 2016.

We would also welcome your input on any specific individuals you might recommend to serve in a test support role for the community. ICANN procurement principles would prevent someone from the same community helping out within that community, but if you are aware of any skilled writers and researchers who are interested in a temporary assignment, please let me know. We are hoping to drawing on potential resources from many different geographic regions and would value your suggestions.

The goal is to launch the pilot program before the start of ICANN55 in Marrakesh. We hope to gather as much feedback from ICANN communities as possible to these documents during the first few weeks of January. Your participation and feedback will be important to the success of this program.

Please share your feedback and comments directly with me and I will pass them on to Dan and the team.

We look forward to working with you to develop this new resource for document development and drafting support and welcome any questions you might have.

Best,

David