The deadline for FY20 Budget consideration is **25 January 2019.** All questions and completed forms should be sent to **planning@icann.org**.

REQUEST INFORMATION

Title of Proposed Activity	
AtLarge Policy Comment Writing Course/Workshop	

Community Requestor Name	Chair
Glenn McKnight	Eduardo Diaz

ICANN Staff Community Liaison	
Heidi Ulrich	

REQUEST DESCRIPTION

1. Activity: **Please describe your proposed activity in detail**

To create an online and Face to Face **Policy Comment Writing Course/Workshop**, designed to help ATLARGE members to prepare policy comments, provide constructive and critical feedback on policy issues and learn more about the policy shepparding process at ICANN.

The course would be provided as a preparatory webinar offered on two separate times and a face to face one day event at ICANN Montreal in November 2019

Background
ICANN has funded the creation and delivery of a Policy Writing Course for NCUC.
The NCUC course was structured into two parts. Two separate remote webinars, One hour each and a face to face meeting in San Juan, PR during ICANN 61 . 40 people attended the two webinars and unknown face to face attendance. Without a post survey isn't unknown on what parts they liked or disliked.

Reference
https://www.ncuc.org/policy/policy-writing-course/

2. Type of Activity: **e.g. Outreach - Education/training - Travel support - Research/Study - Meetings - Other**

Education and Training for RALO members to learn how to effectively create and submit valuable policy comments
-Pre community survey to ALS

-Promotion of the webinars/face to face
-Registration
-Post community survey to ALS

3. Proposed Timeline/Schedule: e.g. one time activity, recurring activity

Online webinars following by face to face meetings at all three ICANN meetings

REQUEST OBJECTIVES

1. Strategic Alignment. Which area of ICANN's Strategic Plan does this request support?

1. Evolve and further globalize ICANN;

2. Bring ICANN to the world by creating a balanced and proactive approach to regional engagement with stakeholders;

3. Evolve policy development and governance processes, structures and meetings to be more accountable, inclusive, efficient, effective and responsive;

4. Develop and implement a global public interest framework bounded by ICANN's mission;

2. Demographics. What audience(s), in which geographies, does your request target?

All geographical locations

3. Deliverables. What are the desired outcomes of your proposed activity?

40 attendees for online course

20 attendees at one day face to face course

Increase in ATLARGE policy comments

Heighten awareness of the importance of Policy Comments to the ICANN multistakeholder model

Increased number of policy comments at ICANN from ALS members

4. Metrics. What measurements will you use to determine whether your activity achieves its desired outcomes?

Pre and Post survey
Creation of manual and slideshow presentation on the Policy Process
Student assignments
Monitoring of policy comments
Number of comments

RESOURCE PLANNING – INCREMENTAL TO ACCOMMODATE THIS REQUEST

Staff Support Needed (not including subject matter expertise):

Description	Timeline	Assumptions	Costs basis or parameters	Additional Comments

Subject Matter Expert Support:

Technology Support: (telephone, Adobe Connect, web streaming, etc.)

Adobe room
Onsite room booking at ICANN Montreal with projector etc

Language Services Support:

Other:

Travel Support:

Potential/planned Sponsorship Contribution: