

ANNEX TO BOARD SUBMISSION NO. 2014.11.17.2a

**SUBMISSION TITLE: Meeting Strategy Working Group (MSWG)
Recommendations Implementation Plan for 2016**

Implementation Actions:

Under a resolution adopted at the 26 June 2014 Board Meeting, the Board directed staff to provide an implementation plan for recommendations made by the Meeting Strategy Working Group (MSWG) in time for implementation in 2016.

Implementation tasks are included below for consideration.

- Staff to identify dates and regional rotation for ICANN Meetings 2016 – 2020.
(See Exhibit A)
- Staff to develop requirements for the three different meeting formats (see Exhibit B), and ways to engage local meeting hosts.
- Staff to consult with ICANN SOs and ACs on scheduling needs for Meetings A, B, and C.
- Upon completion of consultations, staff will develop and post block schedules for the three different meetings.
- Staff to clarify and define processes for schedule development and scope of work for each of the three meetings.
- Plan/design Outreach programs.

Proposed Resources:

The plan mainly requires efforts from the current meetings staff. Additional support from other ICANN departments will be required for various scheduling and outreach development, such as:

- Policy department support
- Board administration support

- Global Stakeholder Engagement support

Estimated Resource Costs:

Meeting A: No change.

Meeting B: Estimated 25% decrease

Reduced delegate count for Meeting B may result in additional savings. Costs for regional outreach have been considered.

Meeting C: Estimated 25% increase

Key Consultations:

ICANN Executive Staff, ICANN Board, and all ICANN SOs/ACs.

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