All questions and completed forms should be sent to controller@icann.org.

Please remember that the deadline for FY18 Budget consideration is 30 January 2017.

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| REQUEST INFORMATION | | |
| Title of Proposed Activity |  |  |
| Visa Services |  |  |
| Community Requestor Name | Chair | |
| NCSG | Tapani Tarvainen | |
| ICANN Staff Community Liaison |  | |
| Maryam Bakoshi |  | |

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| request description |
| 1. Activity: Please describe your proposed activity in detail |
| Visa services. Supported travelers needing a visa to attend an ICANN meeting shall be authorized, within a specified dollar amount, to use the services of a visa procurement firm to obtain the visa. |
| 2. Type of Activity: e.g. Outreach - Education/training - Travel support - Research/Study - Meetings - Other |
| Travel support |
| 3. Proposed Timeline/Schedule: e.g. one time activity, recurring activity |
| Recurring activity / ICANN Meetings |

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| request objectives |
| 1. Strategic Alignment. Which area of ICANN’s Strategic Plan does this request support? |
| 5.3 Empower current and new stakeholders |
| 2. Demographics. What audience(s), in which geographies, does your request target? |
| Supported travelers |
| 3. Deliverables. What are the desired outcomes of your proposed activity? |
| Supported travelers shall receive visas needed for Meeting attendance in a convenient and efficient manner. |
| 4. Metrics. What measurements will you use to determine whether your activity achieves its desired outcomes? |
| Satisfaction survey, managed by the NCSG FC, to measure satisfaction of supported travelers and success in obtaining visa. |

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| 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: |
| none |
| Technology Support: (telephone, Adobe Connect, web streaming, etc.) |
| none |
| Language Services Support: |
| none |
| Other: |
| N/A |
| Potential/planned Sponsorship Contribution: |
| N/A |