

# ICANN



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## **AT-LARGE ADVISORY COMMITTEE**

### **MONTHLY REPORT OF THE AT-LARGE STAFF**

*prepared by the Staff*

*Introductory Note*

The staff provides the following as the written report summarizing staff activities for the month of August 2007.

Questions arising may be sent to [staff@alac.icann.org](mailto:staff@alac.icann.org).

[End of Introduction]

### Review of Travel Planning / Logistics Management

A series of internal meetings subsequent to the San Juan meeting have produced a new process by which travel which is ICANN-subsidised will be dealt with. More details are imminently to be released but amongst other elements will be:

- A slightly revised At-Large Travel Policy
- A single point of contact within ICANN for all travel – this specialist in travel and logistics is dedicated to travel management. As a result the At-Large staff will no longer be involved in booking or overseeing the booking of travel.
- American Express travel services will now be providing hotel and airline bookings for authorized travelers – which should simplify arrangements for the community.

### Membership Database

The Membership database is almost ready for production use. Final work is being completed on the handling of ALS applications forms and the due diligence process in the database and introductory information about the system for the community being prepared (which will be translated).

Secretariat and ALAC members who have not yet received their training on the system will be able to go through the features during the Los Angeles meeting.

### Website Improvement

As previously reported, the work to replace the current static ICANN microsite for the community at [www.alac.icann.org](http://www.alac.icann.org) has begun. The new site will be located at: [www.atlarge.icann.org](http://www.atlarge.icann.org).

Considerable work is being done with developers and internal staff to ensure that key features, such as multilingual access and localization, will work as required, since the At-Large constituency site is expected to become the framework running the microsities of the multiple constituencies within ICANN, needless to say, it is important that the ability to share certain kinds of data be well-engineered in the content management system which operates the site, and a key part of this relates to localization. This is taking some extra time, but we do expect to have preview versions of the site will be made available so that feedback can be received on the user interface and the functionality tested by the staff and any members of the community that wish to help around the time of the LA meeting.

### Staff Capacity Increases

The recruitment of a full-time ‘At-Large Coordination Officer’ (formerly referred to as ‘At-Large Administrative Support Officer’ is underway with a number of interviews having been conducted in the last several weeks. Recruitment for the second full-time position, the ‘At-Large Regional Affairs Officer’ is similarly underway. More info on these positions is posted at <http://www.icann.org/general/jobs.htm>.

### Translation Framework Development

The Director for At-Large is one of the members of staff engaged in the process of helping ICANN develop a policy on translation in specific and multilingualism in general. Important

advise on best practices and the development of the framework, the initial spec for an interface that will ultimately extend multilingual access to mailing lists and public comment forums, and of course the increased capacity of the translation verification system to review statically translated text in advance of general release – a recent email asking for translation checkers produced more than 40 volunteers for this project which is very good news. Planning associated with multilingual access at the Los Angeles meeting has also been a key area of work and the community should find that the LA meeting benefits from these plans.

#### Planning for Los Angeles

The Secretariats of the various regions have asked for travel support to go to the Los Angeles meeting in October, and this request has been granted. The Secretariats teleconference on 10<sup>th</sup> September resulted in three main areas of work for these meetings being identified and the coordination between staff, the ALAC, and the Secretariats is now beginning to ensure that the Secretariats and ALAC, as well as others, have productive meetings and bring back concrete deliverables for the community post-Los Angeles.