2022 SG/SIG Activity Plan Process

For 2022, the Internet Society has allocated a maximum of 30'000 USD per SG/SIG to pursue significant activities that support the mission of the Internet Society through the SG/SIGs work. SG/SIGs are an opportunity for Internet Society members to collaborate on and find solutions for topics of interest that are not necessarily addressed directly by the projects under the Internet Society Action Plan.

This template will provide the basis for developing a program for each SG/SIG. The template will be inclusive of Key Performance Indicators (KPIs) and an activity budget. The activity framework will conceptualize, measure, and evaluate the work the SG/SIG will carry out throughout 2022. Please read the definitions carefully and utilize the guide to help fill in the template.

Once templates are completed they will be reviewed by a review committee comprised of former SIG leadership as well as respected individuals in the ISOC community who will provide constructive feedback to help strengthen the plans.

Process Assumptions
1. The template is to be completed by SG/SIG leadership with input from SIG/SG members to ensure collaboration and inclusiveness.
2. Funds may be used for operational spending and programmatic activities
3. Each SIG/SG can apply for max. 30'000 USD per year.
4. The Activity Plans will be reviewed for completeness

Process Steps
1. **SG/SIG leadership:** Prepare 2022 SG/SIG Activity Plan Template with SG/SIG Leadership and Members.
2. **SG/SIG Planning and Reporting Officer:** Review Activity Plan with Community Engagement Manager for any feedback and or clarification.
3. Activity Plan reviewed by **Review Committee.**
4. **SG/SIG:** If the plan is approved, SG/SIG may begin work. If improvements are needed, SG/SIG
5. **SG/SIG:** Implement the plan.

2022 Activity Plan for SG/SIG Program Evaluation

Recommended Resources
[2022 Action Plan](#)
[Guide to KPIs](#)

Developing An Activity Plan

1. **Vision Statement:** A vision statement is the anchor point of any activity plan. It outlines what the working group would like to achieve and gives purpose to its existence.

    A. SG/SIG Vision Statement:

    B. A description of what the SG/SIG promotes/does to go on ISOC Website:

2. **Internet Society's Mission:** The Internet Society supports and promotes the development of the Internet as a global technical infrastructure, a resource to enrich people's lives, and a force for good in society. Our work aligns with our goals for the Internet to be open, globally-connected, secure, and trustworthy. We seek collaboration with all who share these goals. Together, we focus on:
    - Building and supporting the communities that make the Internet work;
    - Advancing the development and application of Internet infrastructure, technologies, and open standards;
    - Advocating for policy that is consistent with our view of the Internet

    How does the work of the SG/SIG connect to the mission of the Internet Society:

3. **Goals:** A goal can be a broad statement about the outcome you would like to achieve for the SG/SIG. Goals can vary in duration, they can be short-term (within a year), medium-term (1-2 years), and long-term (beyond 2 years).

What is/are the overall goal(s) of the SG/SIG (long-term)?

What is/are the goal(s) for the SG/SIG in next 2 years before next election cycle (medium-term)?

What is/are the goal(s) you trying to accomplish in 2022(short-term)?

4. **Activity: The** work that is connected directly or indirectly to achieving the goals of the group. An activity is anything from producing a report, hosting a webinar or event, submitting a recommendation

   What are the activities for 2022?

5. Key Performance Indicators: A Key Performance Indicator (KPI) is a metric that demonstrates how effectively the group is in achieving its goals and objectives. If a goal is to inform/ coach an audience on adopting a best practice, a KPI could be the number of webinars or events held to educate an audience.

   What are the KPIs in 2022 that you will use to work toward achieving your short-term goals?

6. **Target:** The level or benchmark you are aiming to achieve for your KPIs. This is the desired level of performance needed to meet your goals. Using the previous example, In order for your audience to adopt a best practice, you hold 3 events (the target) over the course of the year to promote the adoption of the best practice.

   What are the targets for 2022?

Goal	Activity	KPI	Target
Example (for a SIG on community networks): connecting the unconnected	Deployment of community networks in remote areas	The number of community networks Deployed	4 community networks deployed in 2022.
Educate individuals on the socio-economic benefits	Host webinars and training on community	Number of individuals trained	500 trained or

of bringing Internet to a remote community and train how to deploy a community network	networks	or overall satisfaction with Community Network Training (conduct a survey)	80% satisfaction 4/5 Stars

7. Provide an estimated budget breakdown for the cost of any activities if they require funds. The budget allocated will need to directly support the above plan. The budget will be managed by Internet Society staff to pay 3rd party vendors for services to support the approved plan. Internet Society will not be sending any funds directly to SG/SIGs. Funds may not be used for stipends or fellowships for travel. Vendors will be vetted by the Internet Society, and the contract will be direct with the Internet Society. Activities supported by vendors may only start after contracts are signed.

Item No.	Activity Name	Description	Qty	Unit Cost	Total Cost (local)	Total Cost (USD)	Proposed Vendor
1.1	Example: Deployment of CN	Equipment needed to deploy Community Network	4	500	1850 Euros	2000	Cisco (Provide Link/ contact point)
1.2							
1.3							
Etc.							