

ARIN FELLOWSHIP PROGRAM

Executive Summary

The ARIN Fellowship Program is a newly defined, staff-driven program designed to broaden inclusion, diversity, engagement, and volunteerism amongst community members within the ARIN region. Individuals who work for ARIN customer organizations or having a direct engagement in the ARIN community who reside in the ARIN region will be eligible to apply.

The refreshed ARIN Fellowship Program will welcome new voices and ideas into public policy discussions and promote long-term participation from fellows in ARIN activities. Financial assistance will be awarded for up to up to ten (10) individuals biannually to attend ARIN's two Public Policy and Members Meetings (PPMM). ARIN Fellows will participate in pre-meeting training and will be paired with an ARIN Advisory Council or community member mentor in preparation for attending an ARIN PPMM. This newly redesigned program will evolve by 2020 to include more structure to the selection process, a more formalized mentor program, pre and post meeting requirements for the fellows, and clearly measurable overall Program Goals for assessing project success.

[Note that the suggested retooling of the Fellowship Program leaves room to consider other specialized support efforts in the future to bring Government employees and/or university students to ARIN Meetings under a similar program or one that is lightweight in implementation.]

ARIN 44 Fellowship Program

The ARIN Fellowship Program is designed to bring a greater awareness about the work and services available through ARIN and to give those interested, an opportunity to participate in ARIN's Policy Development Process (PDP), and to network with colleagues throughout the community, specifically the ARIN region. ARIN Fellows will be given an opportunity to have an advanced impact through volunteer opportunities that exist within ARIN, the region, and specifically their community. At the conclusion of the Fellowship Program all fellows will be encouraged to:

- Participate in ARIN's new Leadership Development Webinar Series
- Participate in ARIN policy discussions and creation
- Participate in ARIN Mailing List discussions
- Volunteer to serve on an ARIN Committee
- Write a guest blog for TeamARIN
- Participate in ARIN Elections and potentially run for the ARIN Board of Trustees or Advisory Council
- Attend in-person or virtually future ARIN PPMMs

- Present an overview of ARIN at a fellow's place of employment or an affiliated organization or school
- Promote ARIN's Fellowship Program

2019 Fall Program Goals

1. Form a new ARIN Fellowship Selection Committee with 100% participation (*Note: Discharge of current ARIN Fellowship Selection Committee with the option for current members of the Committee to continue serving for 2019. ARIN staff member will chair Committee for the remainder of 2019.*)
2. Utilize well defined fellowship selection criteria for the ARIN Fellowship Selection Committee in evaluating and selecting fellows
3. One hundred percent (100%) participation from selected ARIN Fellows
4. One hundred percent (100%) participation from selected ARIN Mentors

ARIN 2020 Fellowship Program

2020 Program Goals

1. ARIN Fellowship Selection Committee with 100% participation
2. Utilize well defined fellowship selection criteria for the ARIN Fellowship Selection Committee
3. One hundred percent (100%) participation from selected ARIN Fellows – meet all requirements
4. One hundred percent (100%) participation from selected ARIN Mentors- meet all requirements
5. Long-term (measurable) participation from ARIN Fellows. (i.e. mailing lists, volunteer opportunities, elections)
 - a. Annually, one ARIN Fellow alumnus participate in and successfully complete ARIN's Leadership Development Training
 - b. Annually, one eligible ARIN Fellow alumnus volunteer to serve on an ARIN Committee
 - c. Annually, one ARIN Fellow alumnus write a guest blog for TeamARIN
 - d. Every three years, one eligible ARIN Fellow alumni runs for office via the ARIN Advisory Council or ARIN Board of Trustees
 - e. Five percent (5%) of past ARIN Fellows participate via ARIN's mailing lists

Program Implementation Objectives – to be phased in throughout 2020

1. **Redesign Existing ARIN Fellowship Program:**
 - Identify and make available to the ARIN Fellowship Selection Committee well defined fellowship selection criteria and form.
 - Goal that seventy-five percent (75%) of participating ARIN Mentors are current ARIN Advisory Council members.

- Identify and make available to ARIN Mentors a Mentor Check-list.
- Identify and make available pre-meeting training for selected ARIN Fellows that will include, at a minimum, ARIN Newcomer Orientation and PDP Tutorial.
- Schedule and host separate conference calls, one call per meeting with ARIN Fellows and one call per meeting with Mentors. Consideration will be given to hosting one conference per meeting for both ARIN Fellows and Mentors.
- Host one Fellow Meet and Greet per ARIN Meeting for ARIN Fellows, Mentors, and key staff members. Every attempt will be made to schedule the event at a time when ARIN's President/CEO, COO, and other key senior leadership, including ARIN's Board of Trustees Chair, Board of Trustees, and ARIN's Advisory Council and Chair and Vice Chair can participate.
- Create a pre-meeting educational agenda that includes training and reading opportunities to fellows prior to attending the ARIN PPMM.
- Rewrite ARIN's Fellowship Terms and Conditions to include specific expectations fellows must complete pre and post meeting, including a post meeting project.

2. Fellowship Selection Committee:

- Beginning in 2020, select new members to sit on the Committee. Committee members may include representatives from ARIN General Members in Good Standing, ARIN staff, volunteer(s) from the Advisory Council and past ARIN Fellows.
- Written Volunteer Committee Member Job Description made available.
- Clearly defined written Committee role and responsibilities.
- Have available a Non-Disclosure Agreement for Committee members to sign and return within three days of being selected to serve on the Committee.

3. Fellowship Selection Criteria:

- Written fellowship selection criteria to guide the Fellowship Selection Committee on how to appropriately and equally evaluate fellowship applications.
- Feedback on past ARIN Fellows reapplying for another ARIN Fellowship will be shared with committee members by ARIN staff.

4. ARIN Fellows Engagement:

- Clearly defined short-term expectations set forth for selected ARIN Fellows.
 - i. ARIN Fellowship Paperwork
 - ii. Pre-meeting Training
 1. Policy Development Process (PDP) Tutorial (online)
 2. Newcomer Orientation (online)
 3. Conference Call (ARIN Fellows/Staff)
 - iii. Onsite
 1. One hundred percent (100%) participation at meeting: attend all sessions and events
 2. Attendance to and participation in Fellow Meet and Greet

- 3. Daily Onsite (scheduled) Warp-up Meeting/Check-in (30 minutes)
 - 4. Participation on Fellow/Mentor Slack channel
- iv. Post-meeting (2 Week)
 - 1. One hundred percent (100%) survey participation
 - 2. One-page experience summary
 - 3. Review Community Give-Back Plan and Implementation Action Items/Timeline
- Clearly defined long-term expectations set forth for selected ARIN Fellows.
 - v. Post-meeting (6 Month)
 - 1. Community Give-Back execution summary
 - 2. Guest Blog
 - 3. Referred an applicant to the program
 - 4. Promoted program within community
 - vi. Post-meeting (1 Year)
 - 1. Participation via ARIN Mailing List(s) (PPML, Announce)
 - 2. Participation via ARIN social media platforms
 - 3. Volunteer to serve on an ARIN Committee
 - 4. Attendance at subsequent ARIN Meeting (in-person or remotely)
 - 5. Participation in ARIN Elections (participated in nomination process, ran for office, and/or voted)
 - 6. Participation in ARIN Leadership Training Program

5. ARIN Mentors Engagement:

- Clearly defined expectations set forth for selected ARIN Mentors.
 - i. ARIN Mentor Paperwork
 - 1. ARIN Mentor Volunteer Job Description (sign/return)
 - 2. Mentor Check-list
 - 3. Mentor Photo / Bio
 - ii. Pre-meeting Training
 - 1. Conference Call (ARIN Staff/Mentors)
 - iii. Pre-meeting Preparation
 - 1. Conference Call(s) (ARIN Fellow)
 - 2. Guidance / Check-list
 - iv. Onsite
 - 1. Attendance to and participation at ARIN's Fellow Meet and Greet
 - 2. Participation on Fellow/Mentor Slack channel
 - 3. Coordinate to sit together during one breakfast and lunch
 - 4. Daily fellow check-in
 - 5. Track feedback
 - v. Post-meeting (2 Week)
 - 1. One hundred percent (100%) survey participation
 - 2. One hundred percent (100%) Fellow Feedback form participation

6. ARIN Fellowship Program Applications:

- Increase the number of qualified applications received by five (5) per application cycle. (Ten (10) new applications per year)
- Increase the number of applications received by women
- Increase the number of applications received from each ARIN region sector

Resources

One (1) ARIN staff member will be designated as lead to oversee the ARIN Fellowship Program. This team member will be responsible for the successful execution, including all related logistics of the program twice a year, and will be responsible for leading, supporting, and regularly meeting with the ARIN Fellowship Selection Committee, fellows, and mentors. The team lead will also be responsible for collecting metrics and input in order to evaluate the program's success against its stated goals.