

# CROPP Program Elements



## CROPP FY15 Program Elements

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### Deliverables

1. Travel Allocations: Five (5) individual regional trips are allocated to the following ICANN structures:
  - At-Large RALOs including: AFRALO, APRALO, EURALO, LACRALO, and NARALO
  - GNSO Constituencies<sup>1</sup> including: Business, Intellectual Property, Internet Services Provider, Non-Commercial Users, and Not-for-Profit Operational Concerns.
2. Funded Costs/Expenses: Includes transportation (economy class), lodging, and \$50 USD per diem (3 days, 2 nights standard).
3. Booking: All travel booked via ICANN Constituency Travel to ensure consistency, proper accounting, recordation, and tracking against budget. See also [CROPP Program Elements](#), Operating Guidelines tab.

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<sup>1</sup> This program does not apply to ICANN contracted parties.

### Principles

#### Efficient, Effective, and Timely Process

- A streamlined process and template for completing Trip Proposals via ICANN Wiki (see [Community Workspaces](#)), including documented workflow (see [Outreach Pilot Processing Flow Diagram](#)), timelines and deadlines, to ensure timely trip planning and approvals<sup>1</sup>
- A template for completing a Trip Assessment via ICANN Wiki at the conclusion of the event (*Note: Assessments should focus on the benefits to the Community, the Region, and ICANN through participation including specific follow-up actions*).
- Assistance provided by ICANN Program Administrators (procedural, technical, et al.).
- Flexibility with potential program process adjustments identified throughout the fiscal year.
- Coordination of each Trip Request through:
  - Participant's organization/structure
  - Stakeholder Engagement Vice-President strategies and/or ICANN mission

### Transparency

Information concerning the management and administration of this program will be made publicly available including:

- Applications:
  - Accessible via ICANN Community Wiki
  - Includes program participants, events, dates, purposes, proposed outcomes, et al.
- Approval Process:

- Occurs internally within each organization or structure
  - Coordinated with the Stakeholder Engagement Vice-President for strategy congruence with regional engagement strategies (where applicable) or overall ICANN Mission
- Trip Assessments:
    - Accessible via Community Wiki
    - Includes actual travel dates, accomplished goals/objectives, achieved outcomes (both strategic and tactical), et al.

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<sup>1</sup> Due to the coordination, planning, and approvals required, last minute trips cannot be honored. Proper processing will require a minimum of six (6) weeks notice before the event or activity that is the objective of the trip proposal.

## Criteria

### Trip Proposal Evaluation Criteria

#### For each proposed trip:

- It must be pre-approved within the participant's organization/structure, including coordination within the applicable region (where applicable), before an online Trip Proposal is considered officially submitted.
- Its purpose/goal is consistent with any established regional engagement strategy, where applicable, and/or ICANN's overall mission.
- It is not duplicative of any other scheduled ICANN event with a similar purpose/outcome.
- The proposed program participant(s) has(have) agreed to the terms and conditions of the pilot program, including:
  - Travel arrangements are made only by ICANN Staff consistent with the published [ICANN Travel Guidelines](#), that is, self-booking is not permitted for this pilot program.
  - Agreement to provide an accurate and complete post-event Trip Assessment within three weeks of the return date.

## Operating Guidelines

### General Guidelines

ICANN's intention with respect to this pilot program is to resource individual trips to specific events for the purposes of conducting regional outreach. No funds are being granted or allocated to any structure or organization, only a fixed number trips (5) within the 2015 fiscal year. The following guidelines will apply for the duration of this pilot program:

1. Any single outreach event may be attended by multiple persons; however, each traveler is counted as utilizing one of structure's allocated trips.
2. If an approved trip is voided or cancelled for some unanticipated and/or extraordinary reason, a replacement trip will be allocated to the affected organization within FY15.
3. Travel may not be booked individually or through the event organizers; ICANN's Constituency Travel department will ensure that any financial outlays are optimized to the maximum extent possible.
4. For this pilot program, it will not be possible to support trip "compounding" or "splitting" of expenses or any other strategy with a goal of increasing the number of individual trips (limit of 5) assigned to an organization. ICANN appreciates all reasonable efforts on the part of participants to minimize expenses; however, to properly manage this unique new resource during this pilot phase, each individual trip stands on its own and will require separate authorization and tracking.
5. Trips must originate and conclude within the same region and should, wherever practicable, be taken by someone working in or proximate to that territory.
6. All trips must be completed before the end of ICANN's 2015 fiscal year, that is, the participant must have returned to his/her originating destination on or before 30 June 2015. If the program is continued in a succeeding year, any pilot trip allocated but not taken will not carry over.
7. A Trip Assessment must be completed for each outreach event attended, which describes how the original purpose(s) and outcome(s) were realized.

### Travel Policies Pertaining to this Pilot Program

- For any ICANN supported travel, it is the traveler's responsibility to comply with all local laws and legislation of the country or countries to which he or she will travel (including but not limited to laws pertaining to immigration, taxation, customs, employment and foreign exchange control).
- It is the traveler's responsibility to comply with all regulations (including those dealing with visas and required vaccinations) of any country visited.
- ICANN is not responsible for obtaining visas for the traveler; that is the responsibility of the traveler. Travelers will be reimbursed for any visa fees (up to \$200 USD) consistent with the most current ICANN Travel Summary (see for example [London Travel Summary-May 2014](#)).
- ICANN will not support/approve any claim for work permits or any other costs relating to compliance with the national legislation of any country in the world from a fellow or any third party.
- ICANN is a California non-profit public benefit corporation incorporated in the United States and must therefore comply with all of the laws and regulations of California and the United States.

## Roles/Responsibilities

### PPC Responsibilities (see also Outreach Pilot Processing Flow Diagram)

Each structure/organization is responsible for appointing 1-2 Pilot Program Coordinators (PPC<sup>1</sup>) whose responsibility will be to:

1. Consult within the applicable structure/organization and assist members, where needed, in completing DRAFT Trip Proposals via the Wiki.
2. Facilitate and manage trip pre-approvals within the organization and with the appropriate ICANN Stakeholder Engagement Vice-President.

3. Regarding alternates, it may be helpful to informally identify an individual who could attend the event if some unanticipated condition prevents the original traveler from participating. It is important to recognize that, due to logistics (visa, airfare, accommodations, et al.), it may not be feasible to substitute another person depending upon when the contingency is identified and how much time remains prior to the event. *(Note: Alternate information is no longer required to be added to the Trip Proposal form).*
4. Within three (3) weeks of the return date,
  - a. Ensure that the participant(s) collect information and collaborate to complete the online DRAFT Trip Assessment form;
  - b. After verifying proper form completion, ensure that the assessment meets the approval of the structure/organization's leadership; and
  - c. Notify the CROPP Program Administrators when the form is ready for submission.

## Program Administrator Responsibilities

The role of ICANN's Program Administrators (Staff) will be to:

1. Provide guidance and interpretation to the community consistent with the program's principles;
2. Confirm that all applications meet the established principles/guidelines/criteria and have been properly authorized by the applicable parties;
3. Coordinate with other ICANN departments (e.g., Communications, Meetings, Constituency Planning) as needed to maximize outreach effectiveness;
4. Monitor the pilot implementation for completeness and accuracy;
5. Manage, track, and report the program's status as requested by ICANN management and/or community leaders.

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<sup>1</sup> To facilitate organizational members being able to contact PPCs, their email addresses will be displayed on [CROPP Contacts](#). Use of the information will be consistent with ICANN's existing Privacy Policy which can be found here - <http://www.icann.org/en/help/privacy>.