







EURALO Trip Proposal 2



Instructions:

1. You must be logged in to the Community Wiki with a valid Username and Password in order to complete forms within CROP.
2. **Your organization must first complete and get approval for the Outreach Strategic Plan before any CROP trip could be processed.**
3. There are two CROP forms required for each Trip: a) a **Trip Proposal**; b) a **Trip Assessment (must be complete within three (3) weeks of all travelers having returned from the event, no later than the assessment due date which is automatically calculated based on the trip return date).**
4. Multiple travelers are asked to collaborate as a team in pulling together the appropriate information.
5. To fill out the the form, click  (top of the screen)
6. Answer each of the questions that appears within the form. Use the scroll bar (right) to reveal all contents. [Click here to read the full instructions >>](#)
7. Some information fields are 'richtext' so that they can accommodate tables, links, images, attachments, and other formatting capabilities that may be useful in explaining/describing this proposal.
8. **CROP forms must be completed in English.** For those who do not speak English, all of the pages within this Wiki may be translated using the "Translate" option located at the end of the status line just below the page title. (Disclaimer: These translations are computer-generated and, as such, may not be technically correct in all instances).
9. When you are finished answering the questions, remember to  the page (bottom right of the screen).
10. This form may be edited/saved as many times as needed. If you need to amend any information/contents subsequently, you simply click on the appropriate form and then click  on the top  menu bar. Don't forget to  any changes you make. All prior versions are automatically archived.
11. Once any form has been completed, please notify your Program Coordinator (PC) for further processing. The designated PC is responsible for (a) reviewing each form for completeness, (b) coordinating within the ICANN structure and with the Stakeholder Engagement VPs to determine which trips will be approved, and (c) communicating form dispositions to the CROP Administrators (Staff) for further processing.
12. Once any form is fully approved and has received concurrence from the designated Regional VP, Program Administrators (Staff) will mark  in the status section and lock the forms to prevent further changes by you. It will receive continued management, processing, and tracking by Staff.
13. Have questions? Check out the [Frequently Asked Questions page](#), and reach out to your designated [Program Coordinator \(PC\)](#).



IMPORTANT: This form must be completed by the traveler him/herself.

Person Completing Form

Name:	Natalia Filina	Date:	04-Oct-2018
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STAFF USE ONLY

Application Status

APPROVED

TRAVELER DEADLINE**Assessment Due Date**

06-Dec-2018

Link to Trip Assessment[EURALO Trip Assessment 2](#)**Trip Proposal Section****1) Traveler Contact Information and Itinerary:**

Traveler	Email	From City	From Country	Depart Date	Return Date
Natalia Filina	filinafilka@gmail.com	Moscow	Russian Federation	11-Nov-2018	14-Nov-2018

2) Special Travel Circumstances, Arrangements, Explanations, or Notations:
(Please identify each traveler, as applicable)

This trip is part of a wider coordinated plan by At-Large participants to IGF from several RALOS. The traveller is aware of this coordination and looks forward to work in collaboration with other ALAC/RALO participants to the IGF to support the At-Large outreach mission at this important annual event.

3) Event/Conference Name, Title, or Descriptor:

UN Internet Governance Forum (IGF), Paris 2018, France. A platform for multistakeholder dialogue on digital policy issues.

4) Event/Conference Dates:

Start:	11-Nov-2018	End:	14-Nov-2018
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5) Event/Conference Website Link:

<https://www.intgovforum.org/multilingual/content/igf-2018-0>
<http://igf2018.fr/>

6) Primary Event/Conference Location:

Street Address:	UNESCO 7 Place de Fontenoy 75007 Paris France		
City:	Paris	Country:	France

7) ICANN Global Stakeholder Engagement Region:

Europe

8) Activity Sponsors:
(Note: all event sponsors must be identified in order to comply with ICANN travel guidelines).EURALO: <http://www.euralo.org>United Nations <http://www.un.org>UNESCO: <https://en.unesco.org/>

<p>9) Proposed Goals and Outcomes:</p> <p>>> Content Guidelines (click here)</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Please develop specific goals/outcomes for as many of the following categories as applicable:</p> <p>1) Workshops/Seminars/Presentations including roles (e.g., speaker, facilitator, organizer), relevant content, literature to be disseminated, and specific purposes/objectives.</p> <p>2) Engagement/Outreach including broadening awareness of ICANN in targeted regional areas (e.g., under-represented).</p> <p>3) Recruitment including formal/informal invitations to become involved in ICANN stakeholder communities, working groups, and/or fellowship programs.</p> <p>4) Fulfillment of documented Outreach Strategic Plans and/or ICANN Regional Strategies.</p> <p>5) Knowledge Sharing including intentions to extend learnings within and among ICANN stakeholder communities.</p> </div>	<ol style="list-style-type: none"> 1. <i>Represent</i> At-Large community, particularly EURALO at the IGF. This will include presence at the booth that EURALO/At-Large are sharing with an Internet Society Special Interest Group. 2. Actively <i>distribute</i> EURALO and At-Large outreach material throughout the IGF venue by targeting specific groups 3. <i>Meet</i> with current EURALO ALS representatives attending IGF in person in order to get to know them better (networking) 4. To actively <i>coordinate</i> any informal meeting of European Stakeholders, in coordination with the Regional VPs for Global Stakeholder Engagement 5. <i>Assist</i> the At-Large and/or EURALO performing outreach activities both for individual and ALS member applications 6. Attempt to <i>organize</i> a speaking slot at IGF for EURALO where EURALO Engagement in ICANN activities will be presented to gain the attention of various experts in the ICANN multistakeholder development processes. 				
<p>10) Additional Information (optional):</p>					
<p>11) Consent & Authorization:</p> <p>By submitting my personal data, I agree that my personal data will be processed in accordance with the ICANN Privacy Policy, and agree to abide by the website Terms of Service.</p> <p>If you agree to text above, please fill out your name and date in the box on the right.</p>	<table border="1"> <thead> <tr> <th>Name</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Natalia Filina</td> <td>04-Oct-2018</td> </tr> </tbody> </table>	Name	Date	Natalia Filina	04-Oct-2018
Name	Date				
Natalia Filina	04-Oct-2018				

Acknowledgements Section

Note: The first three elements below should be completed by a Program Coordinator (PC) designated by this organization/structure.

Acknowledgements	Confirmed?	Who Confirmed?	Date of Confirmation	Notes
The participants identified in this application agree to abide by the terms and conditions of this FY18 Community Regional Outreach Program (CROP) as outlined on the CROP Procedures & Guidelines page.	Yes	Natalia Filina	04-Oct-2018	Candidate chosen by polling EURALO Board after an open application process.
The ICANN Organization / Structure's leadership has authorized the submission of this Trip Proposal.	Yes	Olivier Crépín-Leblond	27-Sep-2018	Authorisation received at the meeting of the EURALO ALS Engagement Task Force and confirmed in the selection of the candidate (forthcoming) by the EURALO Board.
The ICANN Stakeholder Engagement Vice-President has concurred that the Proposed Goals/Outcomes of this Trip Proposal are consistent with operational plans and/or strategies.	Yes	Jean-Jacques Sahel	28-Sep-2018	Regional VP noted that there should be an ICANN booth as in previous years, and would welcome EURALO presence there (both in person and brochures etc.); traveler to liaise with Regional VP and Adam Peake to coordinate booth and workshop participation
The CROP Staff Administrators confirm that this trip satisfies the program's terms, guidelines, and policies.	Yes	Benedetta Rossi	28-Sep-2018	Traveler name to be submitted to CROP staff by Oct. 4th, 2018
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Program Administration: STAFF USE ONLY

Approved Travel Elements:

Traveler	Approved Arrival Date	Approved Departure Date	Approved Fees
Natalia Filina	11-Nov-2018	14-Nov-2018	Airfare Hotel/Lodging Per Diem

Staff Department Notifications:

Program Requirement	Date Satisfied/Confirmed	Staff Name	Notes
Program Criteria Satisfied	28-Sep-2018	Benedetta Rossi	
Constituency Travel Notified	09-Oct-2018	Benedetta Rossi	
Travel Booking Initiated with Attendees	10-Oct-2018	Joseph de Jesus	
Travel Booking Completed/Confirmed	22-Oct-2018	Nichole Kennedy	