Guideline: ccNSO Travel Support

Draft Version: version 3
Date of Review: November 2018
Date of adoption by the ccNSO Council: xxx 2019

1   Introduction and Background

The ccNSO Travel Support Programme is provided by ICANN and aims at advancing the work of the ccNSO as a whole and is therefore aimed at supporting the attendance to ICANN public meetings for community members that are contributing towards its work.

2   Purpose of the Guideline

The Guideline documents processes and procedures pertaining to the ccNSO Travel Support Programme and defines roles and responsibilities of those involved in the application assessment and decision-making process regarding the ccNSO travel support.

3   ccNSO Travel Support

ICANN provides support for a limited number of ccNSO recipients. The number of travel support slots for the ccNSO is defined in ICANN's yearly budget and is published on the ccNSO website in the section dedicated to the ccNSO Travel Support Programme.

One (1) ccNSO Travel Support slot may be awarded:

either
- On a fully supported basis (full funding), consisting of an economy class ticket to the travel destination, hotel costs for the approved duration of the trip and a per diem;

or
- On a partially supported basis (partial funding):
  - Option (a): economy class ticket to the travel destination. No hotel, no per diem;

  or
  - Option (b): hotel accommodation for the approved duration of the trip & per diem. No flight.

Applicants are asked to specify their preference for support on a full or partial basis. If the latter, they are requested to state a preference for option (a) or option (b). If several applicants request partial funding (options (a) and (b)), more applicants can be funded.

4   The ccNSO Travel Funding Committee

There shall be a Travel Funding Committee which shall have four members. The ccNSO Council will appoint the members of the committee.

4.1 Makeup of the ccNSO Travel Funding Committee

The Travel Funding Committee (Committee) shall consist of a non-voting member from the staff of the ccNSO Secretariat and three Councillors: one (1) NomCom appointed councillor, and two (2) elected councillors, preferably from different regions.

In appointing voting members, the Council should take into account the need for a broadly-based Committee membership, including skills as well as regional diversity.

4.2 Terms of Service

The Committee members will serve for a three-year period and are not eligible for re-appointment. Members may resign at any time if circumstances arise that prevent them from effectively performing their function. If a member resigns, the ccNSO Council may appoint a replacement, who will serve for the remainder of the three-year period. If that remainder period is less than 18 months, then the replacement member will be eligible for appointment to a regular three-year term on the Committee.

4.3 Role of the ccNSO Travel Funding Committee

The ccNSO Travel Funding Committee is responsible for receiving and assessing all applications for ccNSO Travel Support. The Committee will ensure that a simple mechanism exists by which applicants may apply for travel support (e.g. a web form). All applications will be publicly archived.

The Committee will assess the applications according to the selection criteria included in this guideline. Each application will be evaluated to determine support or not, and, if supported, whether on a full or partial support basis. This process will take into account the number of slots available to the broader ccTLD community.

The ccNSO Travel Funding Committee makes decisions online and meets either in person at an ICANN meeting or via conference call when convenient.

5 ccNSO Funded Travelers

5.1 ccNSO Councillors

Three (3) ccNSO full travel funding slots will be available for the NomCom appointed ccNSO Councillors. If a NomCom Councillor declines allocated funding, the slot will be allocated to the "Broader ccTLD community" category.

At least one (1) Councillor from every ICANN geographic region is eligible to receive travel support for an ICANN meeting. The Councillors representing the region are to decide among themselves who will receive funding to attend a meeting.

5.2 Broader ccTLD Community

The broader ccTLD Community includes, for instance:

- ccNSO Council members
- Speakers / presenters at ccNSO relevant sessions during ICANN public meetings
- Members to the Customer Standing Committee (CSC)
- ccNSO appointed co-chairs to CCWGs
- Session Chairs at ccNSO relevant sessions during ICANN public meetings
- ccNSO Working Group Chairs actively meeting at the ICANN meeting
- ccNSO Working Group members actively meeting at the ICANN meeting
- ccNSO appointed liaisons and observers as described in the Guideline "ccNSO Liaisons and Observers", published on https://ccnso.icann.org/about/guidelines.htm

6   Application to Receive ccNSO Travel Support

6.1 ccNSO Councillors

The ccNSO Councillors representing a region, and the NomCom appointed Councillors will be approached individually by the ccNSO Secretariat prior to the start of the application period. The Councillors are to decide among themselves who will receive the guaranteed funding to attend the upcoming ICANN public meeting and are to communicate their decision to the ccNSO Secretariat before the end of the application period. If no decision is made, or if none of the Councillors from a region applies to the allocated funding, the funds for that region will be allocated to the Broader ccTLD community category. The councillors from a region with an unused slot can communicate to the Travel Funding Committee a preference for the allocation of that unused slot, to an applicant from the broader ccTLD community. Allocation of the slots happens at the discretion of the Committee.
The names of the Councillors that receive ccNSO travel support will be listed on the ccNSO website.

6.2. Broader ccTLD Community

The application needs to include at a minimum: the full name and contact details (e-mail address) of the applicant as well as a short description of how they intend to contribute to the work of the ccNSO. Applications need to be submitted in English. In addition, if the applicant is employed, the name and e-mail address of the employer needs to be included in the application form. If the applicant has received ccNSO travel support within the previous 12 months, he or she will be asked to state the details on the form. By submitting its application, the applicant is required to agree to have its application publicly archived, and agrees that personal data will be processed in accordance with the ICANN Privacy Policy (https://www.icann.org/privacy/policy), as well as agrees to abide by the website Terms of Service (https://www.icann.org/privacy/tos).

If the applicant is successful in being awarded travel support, it will be a condition that they:
-    Actively participate in the ccNSO sessions relevant to his/her application.
-    Fulfill the tasks committed to in the application
-    Have the funded traveler's name published on the ccNSO website

6.3. Timeline

The names, contact information, type of funding and the approved arrival and departure dates of the successful ccNSO Travel Support Programme applicants need to be sent to ICANN Constituency Travel in advance of the following ICANN meeting, respecting the deadline as determined by ICANN Constituency Travel. Accordingly, the Secretariat will prepare a timeline to be sent for approval to the ccNSO Travel

Funding Committee. The timeline should allow sufficient time for the receipt of all applications, and the evaluation of the applications by the Travel Funding Committee.

A notice soliciting applications shall be sent to the ccNSO members and other relevant ccTLD community email lists and published on the ccNSO website. This notice shall include all relevant information for potential applications and clearly state the closing date of the application period, which shall be not earlier than two weeks after the notice. On the first working day after closure of the call for applications, the Secretariat will send the applications received to the Travel Funding Committee members. The Committee must carry out its evaluations and make its decision within two (2) weeks of receiving the applications from the Secretariat. Immediately after the committee has made its decisions - which should be in advance of the following ICANN meeting, respecting the deadline as determined by ICANN Constituency Travel - the details of the Committee's decision must be sent to ICANN Constituency Travel by the Secretariat.

7   Application Assessment and Decision-Making Process

7.1   Selection Criteria

Candidates from all regions and sectors may apply for ccNSO travel support. Decisions on whether to award travel support to an application shall be based on the merits of each application and the criteria included in this Guideline. In allocating slots, Travel Funding Committee members should be guided by the following principles, which - in order of priority - are:

- Being an active member of the broader ccTLD Community. Details must be provided in the application on why and how the applicant is currently contributing to the work of the ccNSO.
- To provide support for those who might not be able either to fund their involvement, or to justify the cost of attending the meeting without support.
- To broaden participation in the ccNSO[1].

The following attributes or qualifications will be considered by the Travel Funding Committee in assessing each application individually, determining a score of

[-1] did not meet the criterion;
[1] partly met the criterion;
[2] fully met the criterion;
[0] not applicable or unknown.

for each factor on the table below by ticking one (1) box per row, based on how well each applicant matches the Selection Criteria. The applications will then be ranked by the ccNSO Secretariat.

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[1]   It is recommended that people who are new to the ccNSO and ICANN and cannot yet contribute to the work of the ccNSO seek travel support through ICANN's Fellowship Programme.

Name Applicant:				
	Applicant does not meet the criterion (no)	Applicant partly meets the criterion (partial)	Applicant fully meets the criterion (yes)	Not applicable, or unknown
Applicant expresses that he/she is unable to attend the upcoming ICANN meeting without funding.				
Applicant is employee of, or has the support of, a ccTLD manager.				
Applicant is a ccNSO Council member.				
Applicant is expecting to be a speaker/presenter/session chair at ccNSO relevant sessions during the ICANN public meeting for which funding is requested.				
Applicant is a ccNSO appointed co-chair to a Cross-Community Working Group (CCWG)				
Applicant is a CSC member.				
Applicant is a ccNSO Working Group Chair actively meeting at the ICANN meeting for which funding is requested.				
Applicant is a ccNSO Working Group member actively meeting at the ICANN meeting for which funding is requested.				
Applicant is an observer, as described in the Guideline "ccNSO Liaisons and Observers", published on https://ccnso.icann.org/about/guidelines.htm.				
Applicant is a liaison, as described in the Guideline "ccNSO Liaisons and Observers", published on https://ccnso.icann.org/about/guidelines.htm.				
Applicant provides specifics on having a different ccNSO-relevant role.				

Applicant is an active member of the broader ccTLD Community.				
Applicant expressed an interest in becoming an active member of the broader ccTLD Community.				
Applicant provides specifics on why and how the applicant is currently contributing to the work of the ccNSO.				
Applicant provides specifics on why and how the applicant intends in the future to contribute to the work of the ccNSO.				
Applicant was previously granted ccNSO travel funding.				
If the answer to the previous question is yes: Applicant was previously granted ccNSO travel funding, and at the same time previously fulfilled the condition placed upon them.				

7.2   Decision Making Process

The Committee decides, based solely on the above documented criteria, as to whether each applicant may receive ccNSO travel support and if so, whether the support is on a full or partial basis.

If there is no consensus, the Committee must vote, and the decision will be made by a majority of votes cast. Should the Committee remain deadlocked, the appropriate Regional organisations might be asked for guidance. The ccNSO Council chair and vice-chairs will make the final decision, should the committee remain deadlocked.

Committee members themselves can apply for ccNSO Travel Support Programme. Their applications will be evaluated exclusively by the other voting Committee members. A Committee applicant must recuse themselves from evaluating and voting on their application.

The Committee may place conditions on the grant of travel support (e.g., to attend certain meetings, to present a paper, to compile a report for publication, etc.). If a recipient of travel support does not fulfil such conditions, the Committee may take that into account when considering any future applications from the applicant. The Committee does not have to give reasons for declining any application, but it may do so if it chooses, or may give other feedback on the application.
Applications received prior to the opening date or after the closing date will not be considered.

7.2.1 Reporting on the Decision-Making Process

The Secretariat must inform all applicants on the outcome of the application within five business days of the Committee concluding its deliberations. The Secretariat will publish the names of the ccNSO supported travelers on the ccNSO website within 3 business days.

8 Miscellaneous

8.1 ccNSO Internal Guideline

This Guideline is an internal rule of the ccNSO in accordance with Article 10 section 3.11 and Article 10 section 4.2 of the ICANN Bylaws. This Guideline should also be considered as the internal procedure of the ccNSO to select ccNSO funded travelers.

8.2 Omission in or Unreasonable Impact of the Guideline

In the event the Guideline does not provide guidance, and/or the impact is unreasonable to conduct the business of the ccNSO, the ccNSO Council, or the Chair of the ccNSO Council, may decide to override the guideline.

8.3 Publication and Review of the Guideline

The Guideline will be published as part of the rules and guidelines of the ccNSO after adoption by the ccNSO Council.
The Guideline will be reviewed after any changes to the relevant sections in the ICANN bylaws or otherwise adjusted when considered necessary. Before publishing the updated Guideline, the Secretariat will update the version number and insert the date the Guideline was reviewed and adopted by the ccNSO Council.

APPENDIX I

Application Form

Instructions
Fill in the form below. All applications should be submitted in English.

Next Steps?
Once the application window closed, the ccNSO Travel Funding Committee members will evaluate all applications. The outcome of the ccNSO Travel Funding Committee deliberations will be published on the ccNSO website, latest 120 days ahead of the upcoming ICANN public meeting. All applicants will receive a personal notification as well.

1. First/given name: * …………………………………………………………………..………….
2. Last/family name: * …………………………………………………………………..……...

3. Gender: *
[   ] Female
[   ] Male
[   ] Other

4. E-mail Address: *…………………………………………………..…………………………..………

5. I am employed by a ccTLD manager or have the support of a ccTLD manager. *
[   ] yes
[   ] no
If yes, please specify which ccTLD: ………………………………………………..…………….……......
If yes, please select the relevant ICANN region for your ccTLD
[   ] Africa
[   ] Asia-Pacific
[   ] Europe
[   ] Latin America / Caribbean
[   ] North America

6. I have my employer's approval to attend the meeting for which I requested ccNSO travel support. *
[   ] yes
[   ] no

7. Please select your preference*:
[   ] I apply for *full* funding (economy class ticket to the travel destination, hotel costs for the approved duration of the trip and a per diem)
[   ] I apply for *partial* funding (economy class ticket to the travel destination. No hotel, no per diem)
[   ] I apply for *partial* funding (hotel accommodation for the approved duration of the trip & per diem. No flight.)

8. I am unable to attend the upcoming ICANN meeting without ccNSO Travel Support. *
[   ] yes
[   ] no

9. I am a ccNSO-appointed co-chair to a Cross-Community working Group (CCWG)*

[   ] yes
[   ] no

10. I am a ccNSO Council member. *

[   ] yes
[   ] no

11. I am a Customer Standing Committee (CSC) member. *

[   ] yes
[   ] no

12. I am expecting to be a speaker/presenter/session chair at ccNSO relevant sessions during the ICANN meeting for which I apply for funding. *

[   ] yes
[   ] no
If yes, please specify: (role + session)
………
………
………

13. I am a ccNSO Working Group Chair actively meeting at the ICANN meeting for which funding is requested. *

[   ] yes
[   ] no

14. I am a ccNSO Working Group member actively meeting at the ICANN meeting for which funding is requested. *

[   ] yes
[   ] no

15. I am a liaison to the ccNSO Council, as per the definition included in the relevant ccNSO Guideline: Liaison and Observers. *

[   ] yes
If yes, please specify: ……………………………………………………………….…………………………………
……………………………………………………………………………………………………….
……………………………………………………………………………………………………….
[   ] no

16. I am an observer, as per the definition included in the relevant ccNSO Guideline: Liaison and Observers. *

[   ] yes
If yes, please specify: …………………………………………………………………………………………………
……………………………………………………………………………………………………….……….
……………………………………………………………………………………………………….……….
[   ] no

17. I am a ccNSO appointed observer/liaison to another SO/AC, as per the definition included in the relevant ccNSO Guideline: Liaisons and Observers. *

[   ] yes

If yes, please specify: ……………………………………………………………………………………………

……….

……….

[   ] no

18. I am currently contributing to the work of the ccNSO in another capacity. *

[   ] yes

If yes, please specify: ……………………………………………………………………………………………

……….

……….

[   ] no

19. I have a different ccNSO-relevant role. *

[   ] yes

If yes, please specify: ……………………………………………………………………………………………

……….

……….

[   ] no

20. I currently am an active member of the broader ccTLD community. *

[   ] yes

If yes, please specify: ……………………………………………………………………………………………

……….

……….

[   ] no

21. I have an interest in becoming an active member of the broader ccTLD community. *

[   ] yes

If yes, please specify: ……………………………………………………………………………………………

……….

……….

[   ] no

[   ] not applicable

22. In the future, I intend to contribute to the work of the ccNSO. *

[   ] yes

If yes, please specify: ……………………………………………………………………………………………

……….

……….

[   ] no

23. I was previously granted ccNSO travel funding. *

[   ] yes

If yes, please specify: …………………………………………………..…………………………………………

…………………………………………………………………….…………………………………..…………….

…………………………………………………………………….…………………………………..…………….

[   ] no

24. Any additional information you would like to share?

…………………………………………………………………….…………………………………..…………….

…………………………………………………………………….…………………………………..…………….

…………………………………………………………………….…………………………………..…………….

By submitting my personal data, I agree that my personal data will be processed in accordance with the ICANN Privacy Policy (https://www.icann.org/privacy/policy), and agree to abide by the website Terms of Service (https://www.icann.org/privacy/tos).

[   ] I agree.*

[**S E N D**]

Thank you.