Draft Process for Expressions of Interest requesting CCWG Travel Support

The current budgeted amount to support the work of CCWG WS2 members allocates support (travel, hotel and per diem) for an amount equivalent to 20 appointed members to attend a CCWG face-to-face meeting in association with an ICANN meeting with support for 7 days. The Co-Chairs have the authority to re-allocate this amount – this could include supporting requests for partial funding to allow them to maximize the number of members attending (e.g. if someone only needs a few additional days of hotel this could be acceptable).

You are eligible for travel support from the CCWG if you are an officially appointed member of WS2 from a chartering SO or AC.

Travel support arrangements will follow Constituency Travel Guidelines located at: https://community.icann.org/display/trvlconstit/Constituency+Travel+Home

The CCWG travel support slots will be allocated as follows:

> CCWG Co-Chairs – 3 slots (or equivalent amount)
> CCWG Appointed Members – 17 slots (or equivalent amount)

CCWG appointed Members requesting consideration by the Co-Chairs for travel support to attend a face-to-face meeting must complete the travel request form three (3) months in advance of the date of the CCWG face-to-face meeting in order to be considered for funding.

NOTE: In evaluating the applications for travel funding the Co-Chairs will consider applicant's attendance to CCWG meetings and their contributions to the ongoing work.

CCWG Staff support will send out an announcement regarding the application for travel support and deadline for application submissions as soon as a face-to-face meeting has been approved. Applications to request travel support are located at: **xxxxxxxxxxxx**

CCWG approved members seeking travel support must submit their applications by the deadline in order to be considered.

Completed forms can be sent to Acct-Staff@icann.org for submission to the Co-Chairs for review and approval.

All applicants for CCWG WS2 travel support will be posted on the CCWG WS2 wiki under Travel Support. Names will be listed under Requested and then once approved will be list under approved for travel support including the type of support that is approved

The Co-Chairs will review the applications received, including the requests for partial support, and determine the list of approved CCWG members who will receive travel funding.

The CCWG approved travel support list will be submitted to ICANN Constituency Travel for processing according to community travel guidelines.

The approved list of funded CCWG members will be posted on the WS2 wiki at https://community.icann.org/display/WEIA/Travel+Support