

Guideline: ccNSO Travel Funding Guidelines

Draft Version:

Date of Review: December 2016

Date of adoption by the ccNSO Council:

1 Introduction and Background

The ccNSO Travel funding programme aims at advancing the work of the ccNSO as a whole and is therefore aimed at supporting community members that are contributing towards its work.

2 Purpose of the Guideline

The Guideline documents processes and procedures pertaining to the ccNSO Travel Funding Programme, and defines roles and responsibilities of those involved in the allocation of ccNSO Travel Funding

3 The ccNSO Travel Funding Committee

3.1. Composition of the ccNSO Travel Funding Committee

The Travel Fund Committee shall consist of a non-voting member of the ccNSO Secretariat + three Councillors (preferably from three different regions). The ccNSO Chair shall not be a member of the Travel Fund Committee, as the Chair has a final say in the event that the guidelines do not provide guidance and/or their impact is unreasonable.

The three Councillors should serve for a three-year period and the individuals should be replaced on a rotating basis. The ccNSO Council appoints the three Committee members.

3.2. Role of the ccNSO Travel Funding Committee

{to be completed}

4 ccNSO travel funding

4.1. Definition

ccNSO Funding to attend ICANN public meetings is made available for those who

actively participate in the work of the ccNSO and make a special contribution to its projects and meetings.

4.2. Selection Criteria

ccNSO travel funding is granted to eligible applicants for the following purposes, which in order of priority are:

- To advance the work of the ccNSO and the ccNSO Council
- To provide support for those who might not be able to afford to attend ccNSO meetings otherwise
- To broaden participation in the ccNSO.

The ccNSO can fund 12 full slots in total per ICANN public meeting. One (1) ccNSO Travel Funding slot corresponds to once “full funding” (flight + hotel + per diem), or twice “partial funding”:

- partial funding – flight (economy class ticket to the travel destination)
OR
- partial funding – hotel costs for the time of the meeting & per diem

Applicants are asked to specify their preference, if they indicated they would be comfortable with partial funding only.

4.3. Eligibility ccNSO funded travelers

4.3.1. Eligibility ccNSO Council Members

Three (3) out of twelve (12) ccNSO travel funding slots will be available for the NomCom appointed ccNSO Councillors. If a NomCom Councillor does not want to use the allocated funding, the funds will be allocated to the “Other Eligible Parties Category” or remain available for use during the remainder of the current fiscal year, to be determined by the respective Councillors.

One (1) Councillor from each of the 5 regions will receive travel funding for an ICANN meeting (i.e. a Councillor from each region will be funded per meeting). The Councillors representing the Region are to decide among themselves who will receive funding to attend a meeting. If no decision is made, or if none of the Councillors from a region wants to use the allocated funding, the funds for that region will be allocated to the “Other Eligible Parties” Category. or remain available for use during the remainder of the current fiscal year, to be determined by the Councillors from that Region.

4.3.2. Other Eligible Parties

A minimum of four (4) out of twelve (12) ccNSO travel funding slots will be

available for the “Other Eligible Parties” that submitted an EoI to receive ccNSO Travel Funding. Other Eligible Parties include for instance:

- Speakers / presenters
- Session Chairs
- Working Group Chairs actively meeting at the ICANN meeting
- Working Group members actively meeting at the ICANN meeting
- Liaisons
- Observers

5 Expression of Interest to receive ccNSO Travel Funding

4.1. ccNSO Council Members

The ccNSO Council members representing a region, and the NomCom appointed council members, 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 funding to attend a meeting, and are to communicate their decision to the ccNSO Secretariat before the end of the application period.

The name of the council members that receive ccNSO travel funding will be listed – per ICANN public meeting - on the ccNSO website.

4.2. Other Eligible Parties

Applicants can submit their Expressions of Interest to receive ccNSO travel funding for the following ICANN public meeting via a web form published on the ccNSO website. All applications will be archived here: <https://forum.icann.org/lists/ccnso-travelfunding/> Statements of Interest need to include: the full name and contact details (e-mail address) of the party as well as a short description of the contribution of their work to the ccNSO. In addition, if the applicant is employed, the name and e-mail address of the employer needs to be included in the application form. The applicant is asked to specify how often ccNSO travel funding was granted to him/her during the current calendar year.

By submitting its EoI, the applicant is required to agree to have its application published on <https://forum.icann.org/lists/ccnso-travelfunding/>

Should the applicant be granted ccNSO travel funding, the applicant is required to agree to:

- Actively participate in the ccNSO sessions relevant to his/her application
- Fulfull the tasks committed to in the EoI
- Have the funded traveller’s name published on the ccNSO website

4.3. Timeline

The details of who will receive ccNSO travel funding need to be sent to ICANN constituency Travel latest 90 days in advance of the following ICANN meeting.

In order to meet this deadline, the ccNSO Secretariat will prepare a timeline, to be sent for approval to the ccNSO Travel Fund Committee members. This timeline should allow sufficient time for the collection of the statements of Expression of Interest by both the Council Members and the Other Eligible Parties, and the evaluation of those statements by the Travel Fund Committee Members.

The ccNSO Council members representing a region, and the NomCom appointed council members, 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 funding to attend a meeting, and are to communicate their decision to the ccNSO Secretariat before the end of the application period.

The call for applications of expressions of interests by the Other Eligible Parties to receive ccNSO Travel Funding, should be open for at least 2 weeks. The first working day after closure of the call for Expression of Interest, the Secretariat will send the information received from the interested community members to the individual ccNSO Travel Fund Committee members. The committee has 2 weeks to agree on the final distribution of the travel funding slots to the Other Eligible Parties category. Latest one day after the decision by the ccNSO Travel Fund Committee on how to allocate the funds, this decision will be communicated to ICANN constituency travel by the ccNSO Secretariat.

The call for Expression of Interest will be sent to the ccNSO members and other relevant ccTLD community email lists, and published on the ccNSO website. This call for Expression of Interest shall include all relevant information and the closing date of the application period, which shall be not earlier than two weeks after the call for Expression of Interest has been issued.

3 Selection Process

There will usually be more applications for funding than the ccNSO is able to support. In determining which applications to fund, the Travel Fund Committee will consider the previous and potential contribution of the applicant to the work of the ccNSO, whether the applicant has been funded for travel previously, the likelihood of the applicant being able to afford to attend ccNSO meetings if not funded, whether the funding of the applicant would assist in broadening participation in the ccNSO and the information provided in the application.

As the ccNSO has only limited travel funding, necessary emphasis is put on how much the applicant is able to contribute towards the work of the ccNSO. Hence, those

applicants who actively contribute but would not be able to do so without travel funding are given priority when allocating funding. 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.

The Committee decides, based on the aforementioned criteria, whether the applicant is eligible to receive funding. The ccNSO Secretariat does not have a vote.

If there is no consensus, the decision will be taken by majority voting.

In cases where the Committee is unclear about how to decide, the ccNSO Council and the appropriate Regional Liaison will be asked for guidance.

If the Committee finds that the funded traveller did not fulfill the condition placed upon them any next application from the candidate can be turned down based on that.

If the committee members are of the view that one or more candidates do not meet the Selection Criteria, the candidate(s) will be informed accordingly and their application will not be considered.

Responses on the call for Expressions of Interest received after the closing date will not be considered. Based on the individual committee member rankings, the Secretariat will prepare a ranking of the ccNSO funded travelers based on the number of available slots. If, after compiling the list, it is possible to identify the preferred candidates and distribution of the slots unambiguously, the selection process is closed.

3.1. Reporting on the Selection Process

Within two business days after closure of the selection process, the Secretariat will publish the names of the ccNSO funded travelers on the ccNSO website.

4 Miscellaneous

4.1 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.

4.2 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, will decide.

4.3 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 change of the Operating Standards, or otherwise adjusted when considered necessary. In order to become effective the updated Guideline must be adopted by the ccNSO Council and published on the ccNSO website.

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.