GNSO PDP WG Chairs Support Pilot Project

Background:
The ICANN Board approved the GNSO Council's additional budget request for FY18 for a GNSO Policy Development Process (PDP) Working Group (WG) Chairs (Leadership Team) Support Pilot Project earlier this year. It specifically noted that:

> *In an effort to test the effectiveness of furthering face-to-face working group deliberations at ICANN public meetings, four travelers from GNSO Policy Development Process (PDP) Working Group (WG) leadership teams are approved on a pilot basis per each ICANN public meeting in FY18 (ICANN60, 61 and 62). The GNSO Council is expected to develop clear and transparent guidelines for how candidates can apply and how selections are made, in keeping with the criteria outlined in the request. A report is to be submitted by the GNSO Council evaluating the value of attendance to the meeting against the metrics[1] included in the request to sbr-outcomes@icann.org within 60 days of attending each meeting.*

> *Due to substantial traveler support increases across the organization, meeting space planning and hotel room blocks arrangements, the community will not have the flexibility to reallocate unused slots to other public meetings throughout the year. Unused slots cannot be carried forward to future meetings and will remain unused.*

> *Approved travel: economy airfare + hotel + per diem. Number of hotel nights limited to the number of days relevant to the PDP-WG meeting. If this pilot proves successful, permanent travel slot increases will need to be approved through the normal operating plan and budget development process.*

Pilot Overview:
ICANN meetings provide an important opportunity for PDP WGs to take advantage of face-to-face time to address and resolve complex issues that may have come up in the course of deliberations. In order to fully take advantage of face-to-face opportunities, the GNSO Council has at recent meetings carved out substantial blocks of time for PDP WGs to conduct their deliberations. The GNSO Council has developed this pilot to provide travel funding to members of the Leadership Teams[2] of these PDP WGs that would not otherwise be able to attend the

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[1] The FY18 Additional Budget Request identified the following metrics:
- Evidence that the selected individuals would not otherwise have been able to attend the ICANN Meeting
- Evidence that the selected individuals, at a minimum, added value to the ICANN Meeting activities for which they were considered critical.

[2] The composition of PDP WG Leadership Teams vary. For the purpose of this Pilot, eligible members of the Leadership Team are intended to include PDP WG Chairs, Co-Chairs and Vice-Chairs as well as Sub Group or Work Track Chairs, Co-Chairs, Vice Chairs, and Leads.

meeting without travel funding and who are considered critical to the WG deliberations during the nominated ICANN meeting.

Under this pilot program, the GNSO Council can allocate, at its discretion, up to four (4) travel slots for each ICANN meeting to enable members of PDP WG Leadership Teams, to participate in face-to-face meetings of their respective PDP WG and any related sessions at an ICANN meeting.

Full travel support (i.e., airfare, hotel, and per diem) is provided for up to four individuals per ICANN meeting, though hotel support and per diem are limited to the number of days relevant to the PDP WG meeting(s) and intervening days between relevant meetings, if applicable.

While an additional budget request was submitted for this pilot in FY19, input from supported travelers is critical in determining the pilot's importance in allowing the GNSO to carry out its primary function of developing policy. As this travel support program remains a pilot and is dependent upon additional funding via the Additional Budget Request process, its effectiveness will be evaluated no later than at the conclusion of FY18. To the extent the pilot receives funding again in FY19, the Selection Panel may determine that the criteria related to previous support under this program is reset for the new fiscal cycle.

Application Requirements:

- Candidates must submit an application for travel support to the Selection Panel by the communicated deadline clearly explaining how they meet the eligibility criteria.

Eligibility Criteria:

- The candidate:
  - must be a recognized member of the Leadership Team of a PDP WG (Chair/Co-Chair, Vice-Chair, or lead of a working group sub group[3]). **Applications submitted by a sub group lead must be supported by the PDP WG Chair(s) and endorsement by the GNSO Council liaison to the PDP is strongly encouraged**; The sub group lead should submit the application to the PDP WG Chair(s). The PDP WG Chair(s) will then evaluate all applications received from sub group leaders and submit relevant materials with a recommendation to the Selection Panel.
  - must be able to demonstrate their active participation in the proceedings of the PDP WG (e.g. minimum attendance of 75% of all scheduled meetings directly relevant to the candidate. For instance, a WG Co-Chair's attendance would be

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[3] In the event that two or more PDP WG leaders from the same PDP are submitting applications for the same ICANN meeting, those leaders should coordinate their submissions and provide their guidance on how the applications should be prioritized by the Selection Panel.

measured against all full WG meetings and any relevant sub group meetings where they play a leadership role. Similarly, a sub group lead's attendance would be measured against full WG meetings and the relevant sub group meetings for which they lead.[4]);

- should not be eligible for other community travel support. Candidates should identify any other sources of funding they considered and an explanation for why they would be ineligible or otherwise unable to receive funding through those sources. The Selection Panel may request further details on why previous funding options are unavailable, if applicable; and,

- must demonstrate that their attendance is critical to the success of the PDP WG meeting or an aspect of the meeting that cannot be achieved by participating remotely.

In addition, the PDP WG must have at least one face-to-face meeting scheduled during the ICANN meeting for which the candidate is seeking travel support.

Selection Panel:

- For the purposes of this pilot program, the Selection Panel will be comprised of the GNSO Council Leadership Team.
- The Selection Panel is expected to conduct the evaluation in a transparent and predictable manner.

Application Evaluation Process:

- Evaluation and selection process, to the extent possible, must be open, transparent, consistent, and repeatable.
- The Selection Panel will give due consideration to providing equitable treatment across the various PDP WGs that may be active at any given time. To that end, the Selection Panel may take into consideration whether, in terms of the PDP WG's lifecycle, a PDP WG has a more immediate need than another.
- Candidates will be scored against each of the eligibility criteria. All else being equal, the highest scoring candidates that meet all criteria are chosen. A maximum of four candidates can be chosen, but fewer than four candidates may be chosen regardless of the number of applicants.
  - In case there are numerous candidates that have received the same evaluation score and there is equivalent PDP WG need, the Selection Panel may decide to seek input from the PDP WG Chair(s) to assist in decision making.

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[4] WG attendance is taken for all GNSO working group efforts. The candidate's attendance will only be measured against the potential opportunities to attend (e.g., which would be impacted by their sign-up date). See here as an example for the already concluded non-PDP Data & Metrics for Policy Making WG: https://community.icann.org/x/XbfhAg

- o Candidates that meet the criteria and have not previously received support via this mechanism previously will be given priority. If a candidate has already been supported for a previous meeting, he/she may only receive support if there are less than four applications that qualify (assuming the candidate meets the evaluation criteria for a subsequent request) – this applies even if the candidate achieves a higher score than a candidate that has not received support previously.
  - o Spreading travel support across the various PDP WGs will be emphasized. Multiple candidates from a single PDP WG will only be considered if there are less than four applications that qualify – this applies even if the candidate achieves a higher score than a candidate from a different PDP WG.
- Selection Panel must notify all candidates of the results of their evaluation.
- Selection Panel must notify the GNSO Council which individuals have been selected.
- Approval of candidates should be considered contingent upon the PDP WG having a meeting(s) at the relevant ICANN Meeting.
- This process will follow the Sample Timeline below.

Support Provided:

- Full travel support is provided, including transportation (economy class flight), lodging, and per diem in line with ICANN's travel policy.[5] Hotel and per diem are limited to the number of days relevant to the PDP WG meeting(s) and intervening days between relevant meetings, if applicable.

Travel Policies:

- All travel must be booked via ICANN Constituency Travel and can only be arranged after the Selection Panel has determined that the applicant is approved and deemed eligible. ICANN Constituency Travel will support you in arranging for transportation (air and/or ground), hotel, and per diem/stipend/expenses.
- 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).

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[5] See ICANN's Community Travel Support Guidelines: https://www.icann.org/resources/pages/travel-support-2012-02-25-en#guidelines

- 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.

Requirements for Funded Travelers:

Funding recipients must:
- Attend and actively participate in all relevant PDP WG meetings during the ICANN meeting for which funding is provided.
- Provide a short report by the communicated deadline confirming meeting attendance, describing the value of their attendance, providing an opinion about whether or not the pilot should continue, and suggesting potential modifications, if any.
  - If the funding recipient is a sub team chair, the PDP WG leadership should independently consider and provide input on the same questions.
- Failure to provide an acceptable report in a timely manner may make an individual ineligible for future rounds of funding until the report has been provided.
- If at any time an approved candidate determines that they no longer require funding, they should inform Council leadership and/or support staff as soon as practicable.

Sample Timeline:

Step	Timing
Launch of call for applications (to be communicated to PDP WG Leadership Teams)	T – 40 days
Deadline for submissions	T - 20 days
Deadline for Selection Committee evaluations	T - 10 days
Tentative confirmation of Selection Committee results	T - 3 days
GNSO Secretariat communicates tentative results to Constituency Travel and to approved candidates.	T (must be 90 days ahead of the ICANN meeting)
Confirmation of relevant PDP session at ICANN meeting	Schedule publication date (at the latest)

Final confirmation of Selection Committee results	Schedule publication date + 2 days