

## ICANN63 Travel Support for Eligible EPDP Team Members

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The EPDP Team has limited funds available to support F2F meetings that are deemed necessary to progress the EPDP Team's work in light of the 25 May 2018 deadline. A first F2F meeting is planned for 24-26 September 2018. A second set of F2F meetings is planned to take place in the confines of ICANN63 in Barcelona (20-25 October 2018). Based on our assessment of the EPDP Team membership list, 18 members are currently not ICANN funded travelers<sup>1</sup>. However, that does not necessarily mean that these 18 members do not have the means to come to an ICANN meeting as their costs may be covered in another way, for example, by their employer, as the EPDP Team may not be their only reason for attending an ICANN meeting. Similarly, for those not able to attend, either as a result of lack of funding or other commitments, alternates that are already funded to attend ICANN63, either as an ICANN funded traveler or by other means, may be able to replace members not attending.

However, in the exceptional circumstance where a member is not able to attend due to lack of travel support AND an alternate is not able to replace the member, members can submit an application for travel support to the EPDP Team leadership taking into account the application and eligibility criteria outlined below which are modelled on the GNSO PDP WG Chairs Support Pilot.

### Application Requirements:

- Candidates must submit an application for travel support to the EPDP Team Leadership (gnso-epdp-lead@icann.org) by the 14 September, clearly explaining how they meet the eligibility criteria.
- If at any time during the application process, the candidate no longer wishes or needs to be considered, they must promptly inform the EPDP Team Leadership. Failure to notify promptly may result in an inability for the funds to be reallocated.

### Eligibility Criteria:

- The candidate:
  - must be a recognized member of the EPDP Team;
  - must be able to demonstrate their active participation in the proceedings of the EPDP Team (e.g. minimum attendance of 75% of all scheduled meetings directly relevant to the candidate);
  - as best as they can determine at the time of making the application, should not be eligible for other community travel support. Acknowledging that deadlines for other community travel support programs and this pilot may overlap, candidates **must** identify any other potential sources of funding they are considering/have considered/have applied for/will apply for and an explanation for why they

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<sup>1</sup> An ICANN Funded Traveler refers to an individual that is sponsored by ICANN, either through a slot designated by an SO/AC or other means, to attend an ICANN meeting.

believe they will be ineligible or otherwise unable to receive funding through those sources. If partial funding will be provided by another source, this must be noted to enable the most effective allocation;

- must confirm that no alternates are expected to be in attendance who could replace the candidate during the F2F meeting;
- should disclose recent past funding options and explain why those options are no longer available, if applicable; and,
- must demonstrate that their attendance is critical to the success of the EPDP Team meeting or an aspect of the meeting that cannot be achieved by participating remotely.

#### **Selection Panel:**

- For the purposes of this program, the Selection Panel of the EPDP Team leadership (Chair and Vice-Chair) will make recommendations to the relevant ICANN budget manager.
- 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 applicants. To that end, the Selection Panel may take into consideration funds available as well as expected representation from the various groups.
- Candidates will be scored against each of the eligibility criteria. Failure to meet one or more of the eligibility criteria could result in disqualification for consideration.
- Selection Panel must notify all candidates of the results of their evaluation in due time for travel arrangements to be made by ICANN Constituency Travel.
- Selection Panel must notify the EPDP Team which individuals have been selected to receive travel support.

#### **Support Provided:**

- Full travel support is provided, including transportation (economy class flight), lodging, and per diem in line with ICANN's travel policy.<sup>2</sup> Hotel and per diem are limited to the number of days relevant to the EPDP Team meeting(s) and intervening days between relevant meetings, if applicable.
- Partial travel support may be provided where an applicant has received funding from another source.

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<sup>2</sup> See ICANN's Community Travel Support Guidelines: <https://www.icann.org/resources/pages/travel-support-2012-02-25-en#guidelines>

### Some Elements of the Travel Support Guidelines<sup>3</sup>:

- 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).
- 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 EPDP Team meetings** during the ICANN meeting for which funding is provided.
- Failure to attend the EPDP Team meetings during the ICANN meeting may make an individual ineligible for future rounds of funding.
- If at any time an approved candidate determines that they no longer require funding, they should inform EPDP Leadership and/or support staff as soon as practicable.

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<sup>3</sup> Please see the complete Community Travel Support Guidelines can be found here: <https://www.icann.org/resources/pages/travel-support-2012-02-25-en#guidelines>