


Frequently Asked Questions



This page contains Questions about CROPP not elsewhere answered within Program Tools & Resources.

 Click each question to reveal the answer.

Outreach Strategy Plan Questions

>> My organization completed an Outreach Strategic Plan for CROPP-FY16. Can we just reuse it for FY17's program?

Answer: It is understood that certain elements of the Outreach Strategic Plan may be replicated for the next fiscal cycle; however, the content should be based upon a fresh perspective as to outreach goals, plans, and objectives and, where applicable, it should dovetail with Global Stakeholder Engagement (GSE) regional strategies. In every case, a new Outreach Strategic Plan template must be completed including confirmations and approvals per the [CROPP Procedures & Guidelines](#).

>> Can the CROPP forms/templates be completed before the Outreach Strategic Plan is submitted and approved?

Answer: Yes, the templates may be completed at any time; however, no action (e.g., travel booking) will be taken officially until the Outreach Strategic Plan has secured all of its confirmations and approvals.

Policies/Guidelines Questions

>> Why do approved requests need to be delivered to ICANN Constituency Travel at least 6 weeks in advance of an approved trip?

Answer: In efforts to ensure that ICANN supported travelers and ICANN Staff have the same expectations of service deliverables, the following explains why we have instituted a 6 week requirement for fully approved CROPP proposals to be provided to the Travel team. We understand that some travel arrangements can be done quickly, others are more complex. A consistent time frame ensures equal treatment for all travelers in a transparent manner.

Traveler Steps	ICANN Staff Steps
<ul style="list-style-type: none">• Allow time to apply for a visa, if applicable (even some intra-regional travel requires transit and final destination visas).• Allow time to apply through ICANN's Travel Provider portal in order to: register /update traveler profiles and have best opportunity to book airline and hotel of choice, especially for impacted and popular conferences.• Allow time to arrange for best available seating, pricing, and routing for the benefit of the traveler and ICANN.• Allow time to have <i>per diem</i> wired in advance of travel.	<ul style="list-style-type: none">• Allow ICANN Staff time to comply with state and US requirements for vetting funded travelers (see CROPP Procedures & Guidelines).• Allow time for administrative work with Finance and CROPP team re: budget identification, set up new travelers in system and wire transfer information.• Allow time for coordination with ICANN's Travel Provider to finalize most fiscally responsible travel.• Allow time to execute the least expensive registration fees (if applicable).

Trip Proposal/Allocation Questions

>> I am a member of the NCSG, but I do not belong to the NCUC or NPOC. How can I participate in this program since trips appear to be allocated only to Constituencies?

Answer: Trip allocations were authorized only to the five (5) recognized GNSO Constituencies. You may petition either the NCUC or NPOC and, if either Constituency agrees to sponsor your outreach event with one or more of their allocated trips, that usage will be acceptable within the Pilot Program guidelines.

>> Who is supposed to complete, review, and approve the Trip/Event Assessment?

Answer: ICANN envisions the Trip/Event Assessment to be a joint responsibility:

- The traveler(s) or host(s), consistent with the structure's internal procedures, prepare(s) the information about the trip/event and how its original goals and outcomes were realized.
- The designated Pilot Program Coordinator (PPC) reviews the form for completeness.
- The applicable regional GSE team concurs that the assessment represents a satisfactory report of the trip/event as it relates to its originally proposed goals/outcomes.

Engagement Event Questions

>> What is the CROPP Administrator's role in the coordination of the Event?

Answer: The CROPP Administrator can serve as the facilitator for connecting community planners and the appropriate regional engagement team to discuss and collaborate about the potential activity/event. The Administrator can streamline communications, explain procedures, and facilitate resolution of any planning issues.

>> What type of information is required for an Engagement Event to be approved?

Answer: City, Country, Month and days of proposed event are required to be approved (internally and regionally) no later than 8 weeks before the proposed event. Information should include proposed audience/attendee/participant goals and demonstrated linkage to the proposing community's strategic outreach/engagement plan. Demonstrated linkage to the ICANN Regional Strategic Plan is also expected (can be coordinated with appropriate ICANN regional team). Concurrence by the appropriate Regional Stakeholder Engagement Vice-President is a critical component of the planning process.

>> Do Engagement Events need to be part of existing events/conferences or can communities sponsor their own event?

Answer: Proposed engagement activities can be associated with an existing event (except for ICANN public meetings) or can be developed and planned as a solo stand-alone activity. All details should be explored with the appropriate regional GSE team (see [CROPP Contacts](#)) as early in the fiscal year as possible to maximize coordination, scheduling and planning.

>> Do communities need to liaise with the regional GSE teams to coordinate events? What is their role?

Answer: Yes. Collaboration and partnership with the appropriate ICANN regional GSE team (see [CROPP Contacts](#)) is a critical element of the CROPP program. Regional teams can help with planning, speakers, local arrangements and the like. Linking the event with the existing regional plan and calendar is critical to the maximize the potential success of every event.

>> What other ICANN departments need to be notified upon reception of an event proposal and what are their roles vs. the CROPP Staff?

Answer: The following departments should also be included in the proposal/development/planning process:

- **Regional GSE Team:** For linkage with regional strategic plans and calendar
- **Meetings Team:** For potential advice on locations and arrangements
- **Constituency Travel Team:** For potential travel components of any event budget
- **Communications Team:** For potential content production and promotion opportunities.

Regional Questions

>> For transparency purposes, what criteria will the Regional Stakeholder Engagement VPs use in determining whether proposed outreach events will be approved?

Answer: There are no set criteria for all regions at this time. The expectations and activities within each geographic region are likely to vary depending on the status of the various regional strategies. During this inaugural pilot program, each Stakeholder Engagement VP is expected to have a methodology for coordinating community proposals with the Program Administrators.

>> Can you please define, for the purposes of this program, what is a "Region"? There are five official U.N. regions; however, there are eight operational regions as shown on the [CROPP Contacts](#) page. For example, what happens if a traveler is leaving from New Zealand and traveling to the Pacific Islands? That is only one official ICANN region, but would involve two Stakeholder Engagement VPs?

Answer: Although there are 5 official ICANN regions for purposes of Board diversity and ICANN Meeting rotations, the GSE team operates in a larger number of regions (8). The CROPP program respects the operational design of the GSE team and its various regional teams. Pilot Program Coordinators (PPC) should connect with the Stakeholder Engagement VP responsible for the city/country in which the trip event/activity will take place. If there is any possible confusion about which VP is responsible, please contact the [CROPP Staff](#) to facilitate the connections.

>> Trip Proposals are supposed to be consistent with regional strategies; however, do they exist and, if so, where can we find them?

Answer: Regional strategies can be found on this Wiki under the GSE tab/category, then [Regional Strategic Plans-Final](#).