Key Deliverables & Operating Guidelines

Key Deliverables

1) <u>Travel Allocations:</u>

- Five (5) individual regional trips are allocated to the following ICANN structures:

    - At-Large RALOs including: AFRALO, APRALO, EURALO, LACRALO, and NARALO
    - GNSO Constituencies[1] including: Business, Intellectual Property, Internet Services Provider, Non-Commercial Users, and Not-for-Profit Operational Concerns.

2) <u>Funded Costs/Expenses</u>: includes transportation (economy class), lodging, and $50 USD per diem (3 days, 2 nights standard).

3) <u>Booking</u>: all travel booked via ICANN Constituency Travel to ensure consistency, proper accounting, recordation, and tracking against budget. See also Important Travel Guidelines.

Operating Guidelines

Section A: Program Guidelines

ICANN's intention with respect to this pilot program is to resource individual trips to specific events for the purposes of conducting regional outreach. No funds are being granted or allocated to any structure or organization, only a fixed number trips (5) within the 2014 fiscal year. The following guidelines will apply for the duration of this pilot program:

1. Any single outreach event may be attended by multiple persons; however, each traveler is counted as utilizing one of structure's allocated trips.
2. If an approved trip is voided or cancelled for some unanticipated and/or extraordinary reason, a replacement trip will be allocated to the affected organization within FY14.
3. Travel may not be booked individually or through the event organizers; ICANN's Constituency Travel department will ensure that any financial outlays are optimized to the maximum extent possible.
4. For this pilot program, it will not be possible to support trip "compounding" or "splitting" of expenses or any other strategy with a goal of increasing the number of individual trips (limit of 5) assigned to an organization. ICANN appreciates all reasonable efforts on the part of participants to minimize expenses; however, to properly manage this unique new resource during this pilot phase, each individual trip stands on its own and will require separate authorization and tracking.
5. Trips must originate and conclude within the same region and should, wherever practicable, be taken by someone working in or proximate to that territory.
6. All trips must be completed before the end of ICANN's 2014 fiscal year, that is, the participant must have returned to his/her originating destination on or before 30 June 2014. If the program is continued in a succeeding year, any pilot trip allocated but not taken will not carry over.
7. A Trip Assessment must be completed for each outreach event attended, which describes how the original purpose(s) and outcome(s) were realized.

Section B: PPC Responsibilities

Each structure/organization is responsible for appointing 1-2 Pilot Program Coordinators (PPC[2]) whose responsibility will be to:

1. Facilitate and manage trip pre-approvals within the organization and with the appropriate ICANN Stakeholder Engagement Vice-President.
2. Once approvals have been obtained, complete the online Wiki Trip Proposal (see Forms) for subsequent processing on behalf of <u>each</u> traveling participant to the event/conference.
3. Ensure that an alternate traveler is identified for each participant in the event that some unanticipated condition prevents the originally identified person from attending the event[3].
4. Within three (3) weeks of the return date, collect trip assessment information from the participant(s) and complete the online Trip Assessment form section.

Section C: Program Administrator Responsibilities

The role of ICANN's Program Administrators (Staff) will be to:

1. Provide guidance and interpretation to the community consistent with the program's principles;
2. Confirm that all applications meet the established principles/guidelines/criteria and have been properly authorized by the applicable parties;
3. Coordinate with other ICANN departments (e.g., Communications, Meetings, Constituency Planning) as needed to maximize outreach effectiveness;
4. Monitor the pilot implementation for completeness and accuracy;
5. Manage, track, and report the program's status as requested by ICANN management and/or community leaders.

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[1] This program does not apply to ICANN contracted parties.

[2] To facilitate organizational members being able to contact PPCs, their email addresses will be displayed on CROPP Contacts. Use of the information will be consistent with ICANN's existing Privacy Policy which can be found here - http://www.icann.org/en/help/privacy.

[3] Without an identified alternate, a trip may need to be cancelled if the primary traveler cannot attend.