AFRALO Trip Proposal 1

ⓘ *Please use the **<Edit Contents>** menu option (directly above) to complete this form. Remember to **<Save>** the page (bottom right) after making updates. Other than the two required fields immediately below, you may complete any portion of this form, save, and return later to continue where you left off.*

⚠ *Trip Proposals must be completed at least six (6) weeks before the event start date.*

Person Completing Form:	Mohamed Tijani BEN JEMAA	Date:	01-Oct-2015

STAFF USE ONLY

Application Status	Assessment Due-Date	Form ID #
APPROVED	26-Dec-2015	AF01

Trip Proposal Section	**LINK**: AFRALO Trip/Event Assessment 1
1) Number of Travelers: *(Note: Each traveler uses one trip of the five (5) allocated to each organization/structure).*	1

2) Traveler Contact Information and Itinerary:

Traveler	Email	From City	From Country	Depart Date	Return Date
Mohamed Tijani BEN JEMAA	tijani.benjemaa@planet.tn	Tunis	Tunisia	30-Nov-2015	05-Dec-2015

3) Special Travel Circumstances, Arrangements, Explanations, or Notations: *(Please identify each traveler, as applicable)*	Travel to Pointe Noire (Congo Brazaville) to participate actively in the AFRINIC 23rd meeting
4) Event/Conference Name, Title, or Descriptor:	AFRINIC 23

5) Event/Conference Dates:	**Start:** 28-Nov-2015	**End:** 04-Dec-2015

6) Event/Conference Website Link:	https://meeting.afrinic.net/afrinic-23/en/

7) Primary Event/Conference Location:	**Street Address:**	Hotel Azur Le Gilbert's, Pointe Noire, Republic of Congo		
	City:	Pointe Noire	**Country:**	Republic of Congo (Brazaville)

8) ICANN Geographic Region:	Africa
9) Activity Sponsors: *(Note: all event sponsors must be identified in order to comply with ICANN travel guidelines).*	Not yet announced
10) Proposed Goals and Outcomes:	Give a presentation in the plenary session, reach out to the participants and particulary the end-users to explain the role the mission and the activities of ICANN, and try to drag them to participate in all ICANN work.
11) Additional Information *(optional)*:	

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Community Confirmation Section

Note: To be completed by a Pilot Program Coordinator (PPC) designated by this organization/structure.

Acknowledgements	Confirmed?	Name	Date	Notes
The participants identified in this application agree to abide by the terms and conditions of this FY16 Community Regional Outreach Pilot Program (CROPP) as outlined on the Program Elements page.	Yes	Fatimata Seye Sylla	05-Oct-2015	Very important for AFRALO to be at that meeting and to continue to raise awareness and engage the African communty into ICANN related issues
The ICANN Organization / Structure's leadership has authorized the submission of this Trip Proposal.	Yes	Daniel K. Nanghaka	06-Oct-2015	I acknowledge the trip as it will be of great value for AFRALO in Congo Brazaville.
The ICANN Stakeholder Engagement Vice-President has concurred that the Proposed Goals/Outcomes of this Trip Proposal are consistent with operational plans and/or strategies.	Yes	Daniel K. Nanghaka	13-Oct-2015	After discussion with the GSE (Pierre Dandjinou), the Proposal has been approved.
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Program Administration: STAFF USE ONLY

Approved Travel Elements:

Traveler	Approved Arrival Date	Approved Departure Date	Approved Fees
Tijani Ben Jemaa	30-Nov-2015	02-Dec-2015	Airfare Hotel/Lodging Per Diem

Staff Department Notifications:

Program Requirement	Date Satisfied /Confirmed	Initials	Notes
Constituency Travel Notified	13-Oct-2015	JDL	approved ICANN hotel funding 30 Nov - 1 Dec / flight 30 Nov - 5 Dec / 3 days per diem
Travel Booking Initiated with Attendees	18-Oct-2015	JDJ	Sent BCD a note to send Tijani a proposed itinerary. Hotel funding should be: Monday, November 30, 2015 - Wednesday, December 2, 2015.
Travel Booking Completed /Confirmed	22-Oct-2015	JDJ	

Program Admin Transfers from Community Drafts to Approved Forms:

Trip Proposal	15-Oct-2015	Trip/Event Assessment	03-Mar-2016

CROPP Trip Proposal Template v4 (Aug 2015)