







NCUC Trip Proposal 1



Instructions:

1. You must be logged in to the Community Wiki with a valid Username and Password in order to complete forms within CROP.
2. **Your organization must first complete and get approval for the Outreach Strategic Plan before any CROP trip could be processed.**
3. There are two CROP forms required for each Trip: a) a **Trip Proposal**; b) a **Trip Assessment (must be complete within three (3) weeks of all travelers having returned from the event, no later than the assessment due date which is automatically calculated based on the trip return date).**
4. Multiple travelers are asked to collaborate as a team in pulling together the appropriate information.
5. To fill out the the form, click  (top of the screen)
6. Answer each of the questions that appears within the form. Use the scroll bar (right) to reveal all contents. [Click here to read the full instructions >>](#)
7. Some information fields are 'richtext' so that they can accommodate tables, links, images, attachments, and other formatting capabilities that may be useful in explaining/describing this proposal.
8. **CROP forms must be completed in English.** For those who do not speak English, all of the pages within this Wiki may be translated using the "Translate" option located at the end of the status line just below the page title. (Disclaimer: These translations are computer-generated and, as such, may not be technically correct in all instances).
9. When you are finished answering the questions, remember to  the page (bottom right of the screen).
10. This form may be edited/saved as many times as needed. If you need to amend any information/contents subsequently, you simply click on the appropriate form and then click  on the top  menu bar. Don't forget to  any changes you make. All prior versions are automatically archived.
11. Once any form has been completed, please notify your Program Coordinator (PC) for further processing. The designated PC is responsible for (a) reviewing each form for completeness, (b) coordinating within the ICANN structure and with the Stakeholder Engagement VPs to determine which trips will be approved, and (c) communicating form dispositions to the CROP Administrators (Staff) for further processing.
12. Once any form is fully approved and has received concurrence from the designated Regional VP, Program Administrators (Staff) will mark  in the status section and lock the forms to prevent further changes by you. It will receive continued management, processing, and tracking by Staff.
13. Have questions? Check out the [Frequently Asked Questions page](#), and reach out to your designated [Program Coordinator \(PC\)](#).



IMPORTANT: This form must be completed by the traveler him/herself.

Person Completing Form

Name: Mili Semlani Date: 17-Jan-2019

STAFF USE ONLY

Application Status

APPROVED

TRAVELER DEADLINE

Assessment Due Date

05-Apr-2019

Link to Trip Assessment

[NCUC Trip Assessment 1](#)

Trip Proposal Section

1) Traveler Contact Information and Itinerary:

Traveler	Email	From City	From Country	Depart Date	Return Date
Mili Semlani	milisemlani@gmail.com	Mumbai	India	07-Mar-2019	16-Mar-2019

2) Special Travel Circumstances, Arrangements, Explanations, or Notations: (Please identify each traveler, as applicable)

3) Event/Conference Name, Title, or Descriptor:

ICANN 64, Kobe

4) Event/Conference Dates:

Start: 09-Mar-2019 **End:** 14-Mar-2019

5) Event/Conference Website Link:

<https://meetings.icann.org/en/kobe64>

6) Primary Event/Conference Location:

Street Address: Kobe Portopia Hotel & Kobe International Conference Center
10-1, 6 Chome, Minatojima Nakamachi Chuo-ku, Kobe, 650-0046
Japan

City: Kobe **Country:** Japan

7) ICANN Global Stakeholder Engagement Region:

Asia

8) Activity Sponsors: (Note: all event sponsors must be identified in order to comply with ICANN travel guidelines).

Bruna Santos

9) Proposed Goals and Outcomes:

>> [Content Guidelines \(click here\)](#)

Please develop specific goals/outcomes for as many of the following categories as applicable:

- 1) Workshops/Seminars/Presentations** including roles (e.g., speaker, facilitator, organizer), relevant content, literature to be disseminated, and specific purposes/objectives.
- 2) Engagement/Outreach** including broadening awareness of ICANN in targeted regional areas (e.g., under-represented).
- 3) Recruitment** including formal/informal invitations to become involved in ICANN stakeholder communities, working groups, and/or fellowship programs.
- 4) Fulfillment of documented Outreach Strategic Plans and/or ICANN Regional Strategies.**
- 5) Knowledge Sharing** including intentions to extend learnings within and among ICANN stakeholder communities.

Engagement/Outreach: As an active member in the internet governance domain in Asia, I would like to attend ICANN64 representing NCUC to not only advance my learning and involvement at NCUC but also encourage and usher Asian participation and introduce them (specially youth and women participants at ICANN 64) to NCUC and its work.

Knowledge sharing: At the conference, I plan to work with my NCUC mentor/buddy to enhance my involvement on the above tracks while also learn about other ones I can help with. I am looking forward to advance my work with the CCWP on HR at ICANN (headed by Collin Kurre). One topic I am hoping to learn more about is: New gTLD Subsequent Procedures Policy Development Process and wish to use my time at the meeting to attend relevant discussions.

While I continue to absorb more discussions and information on NCUC work, in preparation for the ICANN 64 meeting, I am willing to dedicate 4-5 hours each week studying issues and working groups proceedings to be able to better contribute to these processes. I compensate in enthusiasm what I lack in experience at NCUC and my thirst to know more, rapidly, is a greater motivation for me to become an engaged NCUC member hoping to be able to help new members (specially bringing in more from Asia).

10) Additional Information (optional):

11) Consent & Authorization:

By submitting my personal data, I agree that my personal data will be processed in accordance with the [ICANN Privacy Policy](#), and agree to abide by the website [Terms of Service](#).

If you agree to text above, please fill out your name and date in the box on the right.

Name	Date
Mili Semlani	17-Jan-2019

Acknowledgements Section

Note: The first three elements below should be completed by a Program Coordinator (PC) designated by this organization/structure.

Acknowledgements	Confirmed?	Who Confirmed?	Date of Confirmation	Notes
The participants identified in this application agree to abide by the terms and conditions of this FY18 Community Regional Outreach Program (CROP) as outlined on the CROP Procedures & Guidelines page.	Yes	Bruna Martins dos Santos	17-Jan-2019	
The ICANN Organization / Structure's leadership has authorized the submission of this Trip Proposal.	Yes	Bruna Martins dos Santos	17-Jan-2019	Participant went through an application process and was selected by the NCUC Executive Committee.
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	Jia Rong Low	19-Jan-2019	Entered by Ozan S.
The CROP Staff Administrators confirm that this trip satisfies the program's terms, guidelines, and policies.	Yes	Ozan Sahin	19-Jan-2019	Although the depart and return dates on the proposal are 9 days/8 nights (7-16 March, with an arrival on the 8th) CROP will cover accommodation and per diem for 4 days/3 nights as per the guidelines. Extra days will be covered by the traveler.
		=====	=====	=====

Program Administration: STAFF USE ONLY**Approved Travel Elements:**

Traveler	Approved Arrival Date	Approved Departure Date	Approved Fees
Mili Semlani	08-Mar-2019	16-Jan-2019	Airfare Hotel/Lodging Per Diem

Staff Department Notifications:

Program Requirement	Date Satisfied /Confirmed	Staff Name	Notes
Program Criteria Satisfied	19-Jan-2019	Ozan Sahin	Although the depart and return dates on the proposal are 9 days/8 nights (7-16 March, with an arrival on the 8th) CROP will cover accommodation and per diem for 4 days/3 nights as per the guidelines. Extra days will be covered by the traveler.
Constituency Travel Notified	19-Jan-2019	Ozan Sahin	