

# ccNSO Travel Funding Guidelines

## Introduction

ccTLD managers and other ccTLD community members are eligible for two ICANN travel funding programmes:

1. ICANN Fellowship Programme
2. ccNSO Travel Funding Programme

The ccNSO Travel Funding Programme is managed by the ccNSO and the Fellowship Programme is managed by different ICANN staff. Each of these programmes has its own, different purpose.

ICANN's Fellowship Programme is aiming to build capacity within ICANN's various stakeholder groups and, differing from the ccNSO Travel Funding Programme, no active contribution to ICANN's work is needed to be eligible. The Fellowship funding has a well-developed induction programme, which offers an excellent introduction into the work of ICANN and, in the long run, makes it possible to become an active member of the ccNSO community.

Read more on the Fellowship Programme at <http://www.icann.org/en/about/participate/fellowships>

The ccNSO Travel funding programme aims at advancing the work of the ccNSO as a whole and is therefore aimed at supporting community members that are contributing towards its work.

This Guideline documents the scope and process for ccNSO travel funding. In the event that the guidelines do not provide guidance and/or their impact is unreasonable, the ccNSO Chair will take a final decision.

## Statement of Purpose of ccNSO Travel Funding

ccNSO travel funding is provided for the following purposes, which in order of priority are:

1. To advance the work of the ccNSO and the ccNSO Council
2. To provide support for those who might not be able to afford to attend ccNSO meetings otherwise
3. To broaden participation in the ccNSO.

There will usually be more applications for funding than the ccNSO is able to support. In determining which applications to fund, the Travel Fund Committee will consider the previous and potential contribution of the applicant to the work of the ccNSO, whether the applicant has been funded for travel previously, the likelihood of the applicant being able to afford to attend ccNSO meetings if not funded, whether the funding of the applicant would assist in broadening participation in the ccNSO and the information provided in the application.

## **Contribution Criteria**

As the ccNSO has only limited travel funding, necessary emphasis is put on how much the applicant is able to contribute towards the work of the ccNSO. Hence, those applicants who actively contribute but would not be able to do so without travel funding are given priority when allocating funding. It is recommended that people who are new to the ccNSO and ICANN and cannot yet contribute to the work of the ccNSO seek travel support through ICANN's Fellowship Programme.

## **Prerequisites**

The funding is linked with the number of funded persons, not the total amount of costs.

The ccNSO can fund 12 persons in total per meeting, of which three must be the three NomCom representatives to the ccNSO Council.

ICANN needs to have the names of the funded persons no later than 90 days prior to the meeting.

## **Eligibility**

Council members

### ***Other eligible parties***

- Speakers / presenters
- Session Chairs
- Working Group Chairs or members actively meeting at the ICANN meeting
- Liaisons
- Observers

## **Criteria for Eligibility**

Funding is made available for those who actively participate in the work of the ccNSO and make a special contribution to its projects and meetings.

*For Councillors:* one Councillor from each of the 5 regions, on a rotating basis, will receive travel funding for an ICANN meeting (i.e. a Councillor from each region will be funded once a year).

The Councillors representing the Region are to decide in which order the rotation shall take place. If no decision is made, the order is defined alphabetically.

If a Councillor does not want to use his allocated funding, the funds will be allocated to the "Other Eligible Parties Category" or remain available for use during the remainder of the current fiscal year. This will be determined by the committee.

*Other eligible parties:* The other four seats will be used for the other eligible parties, as defined in the aforementioned list.

Funding distribution shall be guided by the topics on the meetings agenda or ccNSO Working Group activities, if deemed by the Council to be necessary.

### **Expression of Interest**

The Expressions of Interest shall be sent via email to a specially dedicated email address, reaching the Travel Fund Committee. It shall contain the name and contact details of the party as well as a short description of the contribution of their work to the ccNSO. In addition, if the applicant is employed, an agreement must be obtained from the individual that the applicant directly reports to, and he or she should be copied into the application email.

For timeline - see heading "Timing".

### **The Travel Fund Committee**

The Travel Fund Committee shall consist of the ccNSO Secretariat + three Councillors (preferably from three different regions). The ccNSO Chair shall not be a member of the Travel Fund Committee, as the Chair has a final say in the event that the guidelines do not provide guidance and/or their impact is unreasonable.

The three Councillors should serve for a three-year period and the individuals should be replaced on a rotating basis.

The ccNSO Council appoints the three Committee members.

### **Decision Process**

The Committee decides, based on the aforementioned criteria, whether the applicant is eligible to receive funding. The ccNSO Secretariat does not have a vote.

If there is no consensus, the decision will be taken by majority voting.

In cases where the Committee is unclear about how to decide, the ccNSO Council and the appropriate Regional Liaison will be asked for guidance.

If the Committee finds that the funded traveller did not fulfill the condition placed upon them (see heading "Conditions"), any next application from the candidate can be turned down based on that.

### **Conditions**

The funded traveller is required to agree to:

- Actively participate in the ccNSO meeting
- Attend all ccNSO relevant meetings
- Have the funded traveller's name published on a publicly available website
- Fulfill the task the funded traveller committed to in the application letter

## **Timing**

The Committee must reach a decision on who to fund 90 days in advance of the following ICANN meeting.

## **Omission in Case of Unreasonable Impact of Guidelines**

In the event that the guidelines do not provide guidance and/or the impact is unreasonable, the ccNSO Chair will take final decision.

## **Review of Travel Funding Guidelines**

A review of the travel funding guidelines will take place when considered necessary, for instance when the general ICANN traveling policy changes and affects these guidelines.

To be effective, the updated guidelines need to be adopted by the Council, and published on the ccNSO website.

Before publishing the updated guidelines the version number of the guidelines and date of adoption will be adjusted by the ccNSO Secretariat.