

# Guideline: ccNSO Travel Funding

Draft Version: 1.0

Date of Review: February 2018

Date of adoption by the ccNSO Council:

## 1 Introduction and Background

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

## 2 Purpose of the Guideline

The Guideline documents processes and procedures pertaining to the ccNSO Travel Funding Programme, and defines roles and responsibilities of those involved in the application assessment and decision making process regarding the ccNSO Travel Funding.

## 3 ccNSO Travel Funding

The ccNSO has 12 full funding slots in total per ICANN public meeting. Additional slots might be available on a fiscal year basis. One (1) ccNSO Travel Funding slot corresponds to:

- one “full funding” (flight, economy class ticket to the travel destination + hotel costs for the approved duration of the trip + per diem);
- or two “partial funding” slots:
  - flight, economy class ticket to the travel destination. No hotel, no per diem; or
  - hotel costs for the approved duration of the trip & per diem. No flight.

Applicants are asked to specify their preference, if they indicated they would be comfortable with partial funding only.

## 4 The ccNSO Travel Funding Committee

### 4.1 Makeup of the ccNSO Travel Funding Committee

The Travel Fund Committee shall consist of a non-voting member of the ccNSO Secretariat and three Councillors (preferably from different regions and/or a NomCom appointed Councillor).

## **4.2 Terms of Service**

The three Councillors are asked to serve for a three-year period and the individuals should be replaced on a rotating basis. Members may resign at any time if circumstances arise that prevent them from effectively performing their function. The ccNSO Council appoints the three Committee members. The ccNSO Travel Fund Committee makes decisions online, and meets either in person at an ICANN meeting or via conference call if needed.

## **4.3 Role of the ccNSO Travel Funding Committee**

The ccNSO Travel Funding Committee is responsible for assessing all vetted applications received through the web form published on the ccNSO website, to determine which applicants have best met the Selection Criteria to receive ccNSO travel funding.

# **5 ccNSO Funded Travelers**

## **5.1 ccNSO Councillors**

Three (3) of ccNSO full travel funding slots will be available for the NomCom appointed ccNSO Councillors. If a NomCom Councillor declines allocated funding, those funds will be allocated to the “Broader ccTLD community” category.

At least one (1) Councillor from every region will receive travel funding for an ICANN meeting. The Councillors representing the Region are to decide among themselves who will receive funding to attend a meeting. If no decision is made, or if none of the Councillors from a region applies to the allocated funding, the funds for that region will be allocated to the “Broader ccTLD community” category.

## **5.2 Broader ccTLD Community**

A minimum of four (4) of ccNSO travel funding slots will be available for the “Broader ccTLD Community” applicants that submitted an Expression of Interest (EoI) to receive ccNSO Travel Funding. The broader ccTLD Community includes for instance:

- ccNSO Council members
- Speakers / presenters at ccNSO relevant sessions during ICANN public meetings
- Session Chairs at ccNSO relevant sessions during ICANN public meetings
- ccNSO Working Group Chairs actively meeting at the ICANN meeting
- ccNSO Working Group members actively meeting at the ICANN meeting
- Liaisons and observers as described in the Guideline “ccNSO Liaisons and Observers”, published on <https://ccnso.icann.org/about/guidelines.htm>

## **6 Expression of Interest (Eol) to Receive ccNSO Travel Funding**

### **6.1 ccNSO Councillors**

The ccNSO Councillors representing a region, and the NomCom appointed Councillors will be approached individually by the ccNSO Secretariat prior to the start of the application period. The Councillors are to decide among themselves who will receive the guaranteed funding to attend the upcoming ICANN public meeting, and are to communicate their decision to the ccNSO Secretariat before the end of the application period. If no decision is made, or if none of the Councillors from a region applies to the allocated funding, the funds for that region will be allocated to the Broader ccTLD community category.

The names of the Councillors that receive ccNSO travel funding will be listed on the ccNSO website.

### **6.2. Broader ccTLD Community**

Applicants can submit their Eol to receive ccNSO travel funding for the following ICANN public meeting via a web form published on the ccNSO website. All applications will be publicly archived.

The Eol needs to include at a minimum: the full name and contact details (e-mail address) of the applicant as well as a short description of how they intend to contribute to the work of the ccNSO. In addition, if the applicant is employed, the name and e-mail address of the employer needs to be included in the application form. The applicant is asked to specify how often ccNSO travel funding was granted to him/her over the previous 12 months.

By submitting its Eol, the applicant is required to agree to have its application publicly archived. Should the applicant be granted ccNSO travel funding, the applicant is required to agree to:

- Actively participate in the ccNSO sessions relevant to his/her application.
- Fulfill the tasks committed to in the Eol.
- Have the funded traveller's name published on the ccNSO website.

### **6.3. Timeline**

The details of who will receive ccNSO travel funding need to be sent to ICANN Constituency Travel at least 90 days in advance of the following ICANN meeting. In order to meet this deadline, the Secretariat will prepare a timeline to be sent for approval to the ccNSO Travel Funding Committee members. This timeline should allow sufficient time for the collection of the statements of Eol from both the Council Members and the broader ccTLD community, and the evaluation of those statements by the Travel Funding Committee.

The call for Eol will be sent to the ccNSO members and other relevant ccTLD community email lists, and published on the ccNSO website. This call for Eol shall include all relevant information and the closing date of the application period, which shall be not earlier than two

weeks after the call for EoI has been issued. The first working day after closure of the call for EoI, the Secretariat will send the information received from the interested community members to the individual ccNSO Travel Funding Committee members. The Committee has 2 weeks to agree on the final distribution of the travel funding slots to the broader ccTLD community category. Latest one day after the decision by the ccNSO Travel Funding Committee on how to allocate the funds and at least 90 days in advance of the following ICANN meeting, this decision will be communicated by the Secretariat to ICANN Constituency Travel.

## 7 Application Assessment and Decision Making Process

### 7.1 Selection Criteria

Candidates from all regions and sectors are welcome to apply for ccNSO travel funding. The final selection will be based on the assessment by the ccNSO Travel Funding Committee, in large part guided by the information provided in the EoI, and the following criteria, which - in order of priority - are:

- Being an active member of the broader ccTLD Community, providing specifics on why and how the applicant is currently contributing to the work of the ccNSO.
- To provide support for those who might not be able either to fund their involvement, or to justify the cost of attending the meeting without support.
- To broaden participation in the ccNSO<sup>1</sup>.

The following attributes or qualifications will be considered by the Travel Fund Committee in assessing each application individually, determining a score of “0 - did not meet criteria”; “1 - met some part of criteria”; “2 - met all parts of criteria” for each factor on the table below by ticking 1 box per row, based on how well each applicant matches the Selection Criteria. The applications will then be ranked by the ccNSO secretariat with respect to sum value of all individual scores combined.

<b>Name Applicant:</b>			
	<b>Applicant does not meet the criteria (no)</b>	<b>Applicant meets some parts of the criteria (partial)</b>	<b>Applicant meets all parts of the criteria (yes)</b>
Applicant expresses financial hardship			

<sup>1</sup> 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.

Applicant is employee of, or has the support of, a ccTLD manager			
Applicant is a ccNSO Council member			
Applicant is a speaker/presenter at ccNSO relevant sessions during the ICANN public meeting for which funding is requested			
Applicant is a session chair at ccNSO relevant sessions during the ICANN public meeting for which funding is requested.			
Applicant is a ccNSO Working Group Chair actively meeting at the ICANN meeting for which funding is requested.			
Applicant is a ccNSO Working Group member actively meeting at the ICANN meeting for which funding is requested.			
Applicant is an observer, as described in the Guideline “ccNSO Liaisons and Observers”, published on <a href="https://ccnso.icann.org/about/guidelines.htm">https://ccnso.icann.org/about/guidelines.htm</a>			
Applicant is a liaison, as described in the Guideline “ccNSO Liaisons and Observers”, published on <a href="https://ccnso.icann.org/about/guidelines.htm">https://ccnso.icann.org/about/guidelines.htm</a>			
Applicant has a different ccNSO-relevant role			
Applicant is an active member of the broader ccTLD Community			
Applicant expressed an interest in becoming in the future an active member of the broader ccTLD Community			
Applicant provides specifics on why and how the applicant is currently contributing to the work of the ccNSO			
Applicant provides specifics on why and how the applicant intends in the future to contribute to the work of the ccNSO			
Applicant was previously granted travel funding, and previously fulfilled the condition placed upon them			

## **7.2 Decision Making Process**

The Committee decides, based on the aforementioned criteria, whether the applicant is eligible to receive funding. 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 organisations will be asked for guidance. Based on the individual committee member rankings, the Secretariat will prepare a ranking of the ccNSO funded travellers based on the number of available slots. If, after compiling the list, it is possible to identify the preferred candidates and distribution of the slots unambiguously, the selection process is closed.

If the Committee finds that the funded traveller did not fulfil the condition placed upon them any future application from the candidate might be turned down based on that. If the committee members are of the view that one or more candidates do not meet the Selection Criteria, the candidate(s) will be informed accordingly at least 90 days in advance of the following ICANN meeting, and their application will be rejected. Responses on the call for EoI received after the closing date will not be considered.

## **7.3 Reporting on the Decision Making Process**

Within two business days after closure of the selection process, the Secretariat will publish the names of the ccNSO funded travellers on the ccNSO website, and will inform all applicants.

# **8 Miscellaneous**

## **8.1 ccNSO Internal Guideline**

This Guideline is an internal rule of the ccNSO in accordance with Article 10 section 3.11 and Article 10 section 4.2 of the ICANN Bylaws. This Guideline should also be considered as the internal procedure of the ccNSO to select ccNSO funded travellers.

## **8.2 Omission in or Unreasonable Impact of the Guideline**

In the event the Guideline does not provide guidance and/or the impact is unreasonable to conduct the business of the ccNSO, the ccNSO Council, or the Chair of the ccNSO, may decide to override the guideline.

## **8.3 Publication and Review of the Guideline**

The Guideline will be published as part of the rules and guidelines of the ccNSO after adoption by the ccNSO Council.

The Guideline will be reviewed after any changes to the relevant sections in the ICANN bylaws or change of the Operating Standards, or otherwise adjusted when considered

necessary. In order to become effective the updated Guideline must be adopted by the ccNSO Council and published on the ccNSO website.

Before publishing the updated Guideline, the Secretariat will update the version number and insert the date the Guideline was reviewed and adopted by the ccNSO Council.