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ccNSO Travel Support Guideline

Guideline: ccNSO Travel Support Guideline

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Date of review Travel Support Committee:

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1. Introduction

1.1. Background

ICANN supports community members to attend ICANN Public Meetings to advance policy development and other work. As part of this ICANN provides travel support for a limited number of ccNSO recipients. This ccNSO Guideline documents the application process, the eligibility criteria and the selection process for ccNSO funded travelers. In the event of a conflict between this Guideline and the ICANN Community Travel Support Guideline, the latter shall prevail.

1.2. Goal and Scope of the Guideline

Goal of the ccNSO Travel Support is to provide a limited number of ccNSO community members travel funding who are expected to make significant contributions during the meeting for which they seek travel funding or who the Travel Funding Committee want to encourage to participate more broadly.

This Guideline documents the processes and procedures pertaining to the ccNSO Travel Support Programme. It defines roles and responsibilities of those involved in the application-, assessment- and decision making processes regarding the ccNSO travel support.

2. ccNSO Travel Support

Number of recipients

ICANN provides support for a limited number of ccNSO recipients. The number of travel support slots for the ccNSO is defined in ICANN's yearly budget and is published on the ccNSO website in the section dedicated to the ccNSO Travel Support Programme. Unused slots cannot be carried forward for future events or applied to prior events.

2.1. Coverage

Supported travelers can receive funding for one or more of three main categories of travel expenses:

- Airfare, consisting of an economy class ticket to the travel destination
- Lodging for the approved duration of the trip
- Meals and other incidental expenses

Allocations in the three categories may be split among supported travelers; however, the allocation of the three parts must equal one supported traveler.

3. Roles and Responsibilities

3.1. The ccNSO Travel Support Committee

There shall be a Travel Support Committee, which is a sub-committee of the ccNSO Council. The sub-committee shall consist of three members, namely one NomCom appointed Councillor, and 2 other Councillors, preferably from different ICANN geographic regions. The ccNSO Travel Funding Committee oversees the application process, assesses the applications and selects the ccNSO funded travelers for each ICANN Public Meeting. The committee determines the key dates for application submissions and evaluations, in line with the deadlines provided by ICANN Travel Support and other operational requirements by ICANN org. In determining the key-dates the Committee should ensure community members have at least one (1) and a maximum of three (3) weeks to submit their applications.

Overall, the committee should ensure a fair distribution of travel funding slots, in alignment with the goals of the ccNSO Travel Funding. The committee meets virtually, or during ICANN Public Meetings.

The ccNSO Secretariat provides support to the committee.

3.2. ccNSO Supported Travelers

ccNSO supported travelers are expected to:

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

ICANN Travel Support might require ccNSO funded travelers to sign an ICANN acknowledgement and waiver for the funded meeting. Funded Travelers must confirm to have read, understand, and agree to comply with the ICANN Community Travel Support Guidelines and the ICANN Expected Standards of Behavior.

4. Eligible ccNSO Supported Travelers

Eligible ccNSO supported travelers are ccNSO Councillors and members from the broader ccTLD community, including:

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- Speakers at ccNSO relevant sessions during ICANN public meetings. This includes presenters, session chairs, moderators or session facilitators.
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- ccNSO Working Group Chairs actively meeting at the ICANN meeting
- ccNSO Working Group members actively meeting at the ICANN meeting
- Individuals appointed by Council as liaisons or observers to other ICANN SO/ACs or committees
- [Individuals appointed by Council to a ccNSO-relevant role within the ICANN ecosystem \(also referred to as "External appointments by Council"\)](#)

5. Application Process

5.1. Application Process for ccNSO Councillors

The ccNSO Secretariat will approach all Councillors before the start of the application period. All three (3) NomCom appointed Councillors are eligible as supported travelers for each of the ICANN Public Meetings

All Councillors appointed by the ccNSO membership, are expected to make decisions on a per ICANN region basis regarding how to distribute the three categories of travel expenses (air, lodging, per diem). Allocations in the three categories may be split among supported travelers; however, the allocation of the three parts must equal one supported traveler per region.

Councillors are to communicate their decision to the ccNSO Secretariat before the end of the application period. If no decision is made, NomCom appointed Councillors, or Councillors from a region decline the funding, the travel slots will be available for the broader ccTLD community. Councillors not funded via this mechanism can apply as members of the broader ccTLD community.

5.2. Application Process for Members of the Broader ccTLD Community

For each application round, the ccNSO Secretariat will publish an announcement on the ccNSO website with instructions on how members of the broader ccTLD community can submit an application, including deadlines and required application data and materials. Applications need to be submitted in English. Any personal data provided in connection with travel support will be processed in accordance with the ICANN Privacy Policy.

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Selection Criteria and Process

Anyone who is associated with a ccTLD and who believes that they are eligible for ccNSO Travel Support can apply for ccNSO Travel Support.

Decisions on whether to award travel support shall be based on the merits of each application and the criteria included in this Guideline.

In allocating the three categories of travel expenses (air, lodging, per diem), the Travel Support Committee members will be guided by the following requirements and weighing the following criteria:

Requirements: The applicant must be related to a ccTLD, and, if relevant, must have the approval of the ccTLD to attend the meeting

Criteria:

- Recognising the applicant's level of Contribution to the work of the ccNSO, taking into account the applicant's past and potential future contributions to ccNSO activities
- Providing support for those who might not be able either to fund their involvement, or to justify the cost of attending the meeting without support.

- Broaden participation in the ccNSO, by attracting new and motivated community members, regardless of region or location.
- [1].

The assessment will be made for each of the criteria , based on how well each applicant matches the Selection Criteria.

The ccNSO Secretariat will prepare an initial assessment to assist the Travel Support Committee in allocating the support.

5.3. Decision-Making Process

A majority of the Committee decides, based on the requirements and criteria above, as to whether each applicant may receive ccNSO travel support and if so, the type of support provided (air, lodging, per diem).

The Committee may place conditions on the grant of travel support (e.g., to attend certain meetings, to present a paper, to compile a report for publication, etc.). If a recipient of travel support does not fulfill such conditions, the Committee may take that into account when considering any future applications from the applicant. The Committee does not have to give reasons for declining any application, but it may do so if it chooses, or may give other feedback on the application. Applications received prior to the opening date or after the closing date will not be considered.

5.3.1. Conflict of Interest

A Committee member should declare a conflict of interest at any stage. After such a declaration, the Committee member ceases to be involved in the appointment process. The ccNSO Council chair and vice chairs will make the final decision in this case.

Committee members themselves can apply for ccNSO Travel Support Programme. Their applications will be evaluated exclusively by the other Committee members. A Committee applicant must recuse themselves from evaluating and voting on their own application.

5.3.2. Reporting on the Decision-Making Process

The Secretariat must inform all applicants on the outcome of the application within five (5) business days of the Committee concluding its deliberations. The Secretariat shall publish the names of the ccNSO supported travelers on the ccNSO website within 3 business days after the applicants have been informed on the outcome of their applications.

The Travel Support Committee shall provide a regular status report to Council.

6. Miscellaneous

6.1. 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.

6.2. *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 Committee will decide, and inform the ccNSO Council accordingly.

6.3. *Publication and Review of the Guideline*

The Guideline will be reviewed every other year at the time of review of the Work plan or adjusted when considered necessary. To become effective the updated Guideline needs to be adopted by the ccNSO Council and published on the ccNSO website.

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

