

<https://ccnso.icann.org/sites/default/files/field-attached/ccnso-draft-oisc-07jun21-en.pdf>

ccNSO Travel Support Fund Guideline

Guideline: ccNSO Travel Support Guideline

Version:

Date of review Travel Support Committee:

Date of review ccNSO Council:

Date of community consultation:

Date of adoption by the ccNSO Council:

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ANNEX C: ccNSO Travel Support

1. Introduction

1.1.1. ~~and~~ 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.

~~The ccNSO Travel Support Programme is provided by ICANN and 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.~~

~~At the start of 2021, the ccNSO Council decided to integrate the activities of the ccNSO Travel Fund Committee into the newly created Outreach and Involvement Committee (OISC). In February 2021, the ccNSO Council adopted the Terms of Reference of the OISC and Council resolved to launch a call for volunteers. Being part of the OISC activities, the ccNSO Travel Support-related activities are integrated into the OISC and specified in Annex C of the OISC Terms of Reference.~~

Commented [1]: OISC

2.1.2. Goal and Scope of the Guideline Purpose

Goal of the ccNSO Travel Support Funding 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.

Commented [2]: I would not add this paragraph. it is covered in the background, and in the criteria.

~~This Guideline Annex to the OISC Terms of Reference (ToR) documents the processes and procedures pertaining to the ccNSO Travel Support Programme. It and defines roles and responsibilities of those involved in the application, assessment, and decision-making processes regarding the ccNSO travel support.~~

2. ccNSO Travel Support

3. ~~Number of recipients~~ slots coverage

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 (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.

One (1) ccNSO Travel Support slot may be awarded:
either:

- On a fully supported basis (full funding), consisting of an economy class ticket to the travel destination, hotel costs for the approved duration of the trip and a per diem.

or

- On a partially supported basis (partial funding):
 - Option (a): economy class ticket to the travel destination. No hotel, no per diem. or
 - Option (b): hotel accommodation for the approved duration of the trip & per diem. No flight.

Applicants are asked to specify their preference for support on a full or partial basis. If the latter, they are requested to state a preference for option (a) or option (b). If several applicants request partial funding (options (a) and (b)), more applicants can be funded.

3. Roles and Responsibilities

4.3.1. ~~OISC sub-committee:~~ The ccNSO Travel Support Committee

There shall be a Travel Support Funding Committee, which is as a sub-committee of the ccNSO Council OISC. The sub-committee shall consist of three OISC members, namely one NomCom appointed Councillor, and 2 other Councillors, preferably from different ICANN geographic regions. The OISC chair will propose the members of the OISC Travel sub-committee to the ccNSO Council for appointment.

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, while ensuring community members have at least minimum of 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, that in alignment with the goals of the ccNSO Travel Funding, enabling significant contributions and encouraging broader participation.

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.

-

, assessment and decision-making processes is responsible for receiving and assessing all applications for ccNSO Travel Support.

The Committee will ensure that a simple mechanism exists by which applicants may apply for travel support (e.g., a web form). All applications will be publicly archived.

The Committee will assess the applications according to the selection criteria included in this Annex. Each application will be evaluated to determine support or not, and, if supported, whether on a full or partial support basis. This process will consider the number of slots available to the broader ccTLD community.

The ccNSO Travel Funding Committee makes decisions online and meets either in person at an ICANN meeting or via conference call when convenient.

Commented [3]: data privacy concerns. accessible on a need-to-know basis.

5.4. Eligible ccNSO Supported Funded Travelers

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

5.1. ccNSO Councilors

Three (3) ccNSO full travel funding slots will be available for the NomCom appointed ccNSO Councilors. If a NomCom Councilor declines allocated funding, the slot will be allocated to the "Broader ccTLD community" category.

At least one (1) Councilor from every ICANN geographic region is eligible to receive travel support for an ICANN meeting. The Councilors representing the region are to decide among themselves who will receive funding to attend a meeting.

Three (3) ccNSO full travel funding slots will be available for the NomCom appointed ccNSO Councilors. If a NomCom Councilor declines allocated funding, the slot will be allocated to the "Broader ccTLD community" category.

5.2. Broader ccTLD Community

The broader ccTLD Community includes, for instance:

- ccNSO Council members
- Speakers / presenters at ccNSO relevant sessions during ICANN public meetings. This includes presenters, session chairs, moderators or session facilitators.
- Individuals appointed by Council to a ccNSO relevant role within the ICANN ecosystem (also referred to as "External appointments by Council")
- Members to the Customer Standing Committee (CSC)
- ccNSO appointed co-chairs to CCWGs
- 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

- Individuals appointed by Council as ccNSO-appointed liaisons and observers to other ICANN SO/ACs or committees as described in the Guideline “ccNSO Liaisons and Observers”, published on <https://ccnso.icann.org/about/guidelines.htm>
- Individuals appointed by Council to a ccNSO-relevant role within the ICANN ecosystem (also referred to as “External appointments by Council”)

6.5. Application Process to receive ccNSO Travel support

6.1.5.1. Application Process for ccNSO Councillors

The ccNSO Secretariat will approach all Councillors representing a region, and the NomCom appointed Councillors will be approached individually by the ccNSO Secretariat before prior to 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 All Councillors appointed by the ccNSO membership, are expected to decide on a ICANN region-by ICANN region basis to decide among themselves. The Councillors from the region are to decide on a per region basis among themselves 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.

All three NomCom appointed Councillors are eligible as supported travelers for each of the ICANN Public Meetings. Councillors 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 NomCom appointed Councillors, or Councillors from a region decline the funding, the travel slots funds will be available for used go to the broader ccTLD community. Councillors not funded via this mechanism can apply as members of the broader ccTLD community.

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 councillors from a region with an unused slot can communicate to the Travel Funding Committee a preference for the allocation of that unused slot, to an applicant from the broader ccTLD community. Allocation of the slots happens at the discretion of the Committee. The names of the Councillors that receive ccNSO travel support will be listed on the ccNSO website.

6.2.5.2. 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.

The application 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. Applications need to be submitted in English. In addition, if the applicant is

employed, the name and e-mail address of the employer needs to be included in the application form. If the applicant has received ccNSO travel support within the previous 12 months, he or she will be asked to state the details on the form. By submitting its application, the applicant is required to agree to have its application publicly archived, and agrees that personal data will be processed in accordance with the ICANN Privacy Policy (<https://www.icann.org/privacy/policy>), as well as agrees to abide by the website Terms of Service (<https://www.icann.org/privacy/tos>). If the applicant is successful in being awarded travel support, it will be a condition that they:

- 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

6.3. Application Timeline

The names, contact information, type of funding and the approved arrival and departure dates of the successful ccNSO Travel Support Programme applicants need to be sent to ICANN Constituency Travel support staff in advance of the following ICANN meeting, respecting the deadline as determined by ICANN Constituency Travel. Accordingly, the Secretariat will prepare a timeline to be sent for approval to the ccNSO Travel Funding Committee. The timeline should allow sufficient time for the receipt of all applications, and the evaluation of the applications by the Travel Funding Committee.

A notice soliciting applications shall be sent to the ccNSO members and other relevant ccTLD community email lists and published on the ccNSO website. This notice shall include all relevant information for potential applications and clearly state the closing date of the application period, which shall be not earlier than two weeks after the notice. On the first working day after closure of the call for applications, the Secretariat will send the applications received to the Travel Funding Committee members. The Committee must carry out its evaluations and make its decision within two (2) weeks of receiving the applications from the Secretariat. Immediately after the committee has made its decisions which should be in advance of the following ICANN meeting, respecting the deadline as determined by ICANN Constituency Travel the details of the Committee's decision must be sent to ICANN Constituency Travel by the Secretariat.

7. Application Assessment and Decision-Making Process

7.1. 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.

Anyone related to a ccTLD, who believes to be eligible for ccNSO Travel Funding Candidates from all regions and sectors may apply for ccNSO travel support. Decisions on whether to award travel support to an application 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 slots, Travel Funding Committee members will should be guided by the following requirements and weighing the following criteria/principles, which in order of priority are:

Requirements:

The applicant must be related to a ccTLD, and, if relevant, must havehas the approval of the

Commented [4]: added to the Roles and Responsibilities of the Travel Fund Committee

Commented [5]: what are the criteria? Where can I find them?

ccTLD to attend the meeting

Criteria:

- Recognising the applicant's Level of C~~Recognising contributions to the work of the ccNSO work, taking into account including the applicant's past and potential future contributions to ccNSO activities~~
Being an active member of the broader ccTLD Community. Details must be provided in the application on why and how the applicant is currently contributing to the work of the ccNSO.
- ~~PT~~o ~~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.~~
- ~~BT~~o ~~broadening participation in the ccNSO, by~~- attracting new and motivated community members, regardless of region or location.
- ~~to wh and avoiding repeat funding for the same individuals. [1].~~

The following attributes or qualifications will be considered by the Travel Funding Committee in assessing each application individually:

- [1] did not meet the criterion.
- [1] partly met the criterion.
- [2] fully met the criterion.
- [0] not applicable or unknown.

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

The applications will then be ranked by the ccNSO Secretariat will prepare an initial assessment rank the applications. The ranking serves as guidance to assist the Travel Support Committee in allocating the support.

- ~~Applicant is employee of, or has the support of, a ccTLD manager.~~
- ~~The applicant states: I have my employer's approval to attend the meeting for which I requested ccNSO travel support~~
- ~~Applicant expresses that he/she is unable to attend the upcoming ICANN meeting without funding.~~
- ~~Applicant is a ccNSO appointed co-chair to a Cross-Community Working Group (CCWG)~~
- ~~Applicant is a ccNSO Council member.~~
- ~~Applicant is a CSC member.~~
- ~~Applicant is expecting to be a speaker/presenter/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 a liaison, as described in the Guideline "ccNSO Liaisons and Observers", published on <https://ccnso.icann.org/about/guidelines.htm>~~
- ~~Applicant is an observer, as described in the Guideline "ccNSO Liaisons and Observers", published on <https://ccnso.icann.org/about/guidelines.htm>.~~
- ~~Applicant is a ccNSO appointed observer/liaison to another SO/AC, as per the definition included in the relevant ccNSO Guideline: Liaisons and Observers~~

- ~~Applicant is currently contributing to the work of the ccNSO in another capacity~~
- ~~Applicant provides specifics on having a different ccNSO-relevant role.~~
- ~~Applicant is currently an active member of the broader ccTLD Community.~~
- ~~Applicant expressed an interest in becoming an active member of the broader ccTLD Community.~~
- ~~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 ccNSO travel funding.~~
- ~~If the answer to the previous question is yes:~~
 - ~~Applicant was previously granted ccNSO travel funding, and at the same time previously fulfilled the condition placed upon them.~~
 - ~~Applicant provides additional information~~

7.2.5.3. Decision-Making Process

A majority of ~~t~~he Committee decides, based on the [requirements and above documented](#) criteria [above](#), as to whether each applicant may receive ccNSO travel support and if so, [the type of support provided \(air, lodging, per diem\)](#) ~~whether the support is on a full or partial basis.~~ ~~If there is no consensus, the Committee must vote, and the decision will be made by a majority of votes cast.~~

~~Should the Committee remain deadlocked, the appropriate Regional Organisations might be asked for guidance. The ccNSO Council Chair and vice chairs will make the final decision, should the committee remain deadlocked.~~

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.

7.2.1.5.3.1. 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 ~~voting~~ Committee members. A Committee applicant must recuse themselves from evaluating and voting on their [own](#) application.

7.2.2.5.3.2. 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 [OISC Travel Support Committee Fund sub-committee](#) shall provide a regular status report to [Council](#) ~~the OISC~~.

Commented [6]: does not make sense with 3 committee members

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 or the ccNSO Council, the Committee chair of the ccNSO will decide, and inform the ccNSO Council accordingly.

6.3. 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 every other year annually at the time of review of the Work plan or

adjusted when considered necessary. In order 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.

ANNEX C1: Travel Fund Application form

Instructions

Fill in the form below. All applications should be submitted in English.

Next Steps?

Once the application window closed, the ccNSO Travel Funding Committee members will evaluate all applications. The outcome of the ccNSO Travel Funding Committee deliberations will be published on the ccNSO website, latest 120 days ahead of the upcoming ICANN public meeting. All applicants will receive a personal notification as well.

1. First/given name: *

.....

2. Last/family name:*

.....

3. Gender: *

- Female
 Male
 Other

4. E-mail Address: *

.....

5. I am employed by a ccTLD manager or have the support of a ccTLD manager.*

- yes
 no

If yes, please specify which ccTLD:

.....

If yes, please select the relevant ICANN region for your ccTLD

- Africa
 Asia-Pacific
 Europe
 Latin America / Caribbean
 North America

6. I have my employer's approval to attend the meeting for which I requested ccNSO travel support.*

- yes
 no

7. Please select your preference*:

- I apply for *full* funding (economy class ticket to the travel destination, hotel costs for the approved duration of the trip and a per diem)
 I apply for *partial* funding (economy class ticket to the travel destination. No hotel, no per

diem) I apply for *partial* funding (hotel accommodation for the approved duration of the trip & per diem. No flight.)

8. I am unable to attend the upcoming ICANN meeting without ccNSO Travel Support.*

yes
 no

9. I am a ccNSO-appointed co-chair to a Cross-Community working Group (CCWG)*

yes
 no

10. I am a ccNSO Council member.*

yes
 no

11. I am a Customer Standing Committee (CSC) member.*

yes
 no

12. I am expecting to be a speaker/presenter/session chair at ccNSO relevant sessions during the ICANN meeting for which I apply for funding.*

yes
 no

If yes, please specify: (role + session)

.....
.....
.....

13. I am a ccNSO Working Group Chair actively meeting at the ICANN meeting for which funding is requested.*

yes
 no

14. I am a ccNSO Working Group member actively meeting at the ICANN meeting for which funding is requested.*

yes
 no

15. I am a liaison to the ccNSO Council, as per the definition included in the relevant ccNSO Guideline: Liaison and Observers.*

yes

If yes, please specify:

.....
.....

no

16. I am an observer, as per the definition included in the relevant ccNSO Guideline: Liaison and Observers.*

yes

If yes, please specify:

.....
.....

no

17. I am a ccNSO appointed observer/liaison to another SO/AC, as per the definition included in the relevant ccNSO Guideline: Liaisons and Observers.*

yes

If yes, please specify:

.....
.....

no

18. I am currently contributing to the work of the ccNSO in another capacity.*

yes

If yes, please specify:

.....
.....

no

19. I have a different ccNSO-relevant role.*

yes

If yes, please specify:

.....
.....

no

20. I currently am an active member of the broader ccTLD community.*

yes

If yes, please specify:

.....
.....

no

21. I have an interest in becoming an active member of the broader ccTLD community.* yes

If yes, please specify:

.....
.....

no

not applicable

22. In the future, I intend to contribute to the work of the ccNSO.*

yes

If yes, please specify:

.....
.....

no

23. I was previously granted ccNSO travel funding.*

yes

If yes, please specify:

.....

no

24. Any additional information you would like to share?

.....

.....

.....

By submitting my personal data, I agree that my personal data will be processed in accordance with the ICANN Privacy Policy (<https://www.icann.org/privacy/policy>), and agree to abide by the website Terms of Service (<https://www.icann.org/privacy/tos>).

I agree.*

{ S E N D }

Thank you.

^[4] 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.