ICANN

FY14 Community Travel Support Guidelines

Summary Points

- ICANN provides travel support for selected community members in order to: advance the work of ICANN, to provide support for those who might not be able to afford to attend ICANN meetings otherwise, and to broaden participation in ICANN's processes.

  The purpose of this document is to clarify the guidelines for community travel support for constituents, stakeholders and others working in a voluntary capacity for ICANN. This includes travel to ICANN Meetings as well as travel for review team work, Nominating Committee, and other similar groups and teams.

- The implementation of these Travel Guidelines will take effect as of the 47th ICANN Meeting to be held in July 2013 in Durban, South Africa.

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1. Evolution of Community Travel Support Guidelines

As ICANN's community travel support program has grown and evolved, several points have become clear to the staff involved with the program:

- In the past, the Community Travel Support Guideline has been written at the end of each fiscal year for community comment, discussion and implementation during the next fiscal year. While reviewing all of the reports and documentation on the travel support website, it appears that there is some unintended duplication of information on the site. For example, the Community Member Travel Support Guidelines have traditionally summarized the amount of annual travel support provided to each group in the previous fiscal year; this same data is available as a report for each meeting, including an estimate of expenses posted prior to each meeting and reports of actual costs posted subsequent to each meeting. The reports will be found on the travel support webpage. ICANN's budget information is also readily available on other locations on the ICANN website.

- Another example of duplication of information is the summarization of travel guidelines that are summarized in the Community Travel Guidelines each year. This is the same information that is contained in the Travel Summary written and distributed prior to each ICANN meeting (See the Travel Summary for the Prague Meeting as an example).

- These two examples above indicate information and/or data available in two different places on the same website. It would seem a worthy goal to consolidate information in the most efficient way where it can be easily found by our extremely busy community of supported travelers.

For the reasons stated above, the Travel Support group suggests a slight change in direction for the purpose and appearance of the Community Travel Support Guidelines. It is recommended that specific information about travel budget spent and travel support guidelines be found in the reports mentioned above. It is proposed that two key purposes of the Community Travel Support Guidelines be to: (1) list the **basic** number of supported travelers per group. Any increases or special allocations that may be approved on an exception basis by the Board during the budgeting process results in data available elsewhere on the ICANN website. (2) Description of any proposed changes in process and guidelines for discussion and review by the public; this process is exactly the same as it always has been.

2. <u>ICANN Basics "By the Numbers"</u>

As mentioned above, there is a core number of supported travelers for each supported group who are supported on a regular basis each meeting to attend ICANN meetings. These numbers per meeting are as follows:

At Large	25
GNSO	20
ccNSO	12
SSAC	10
GAC	20
Fellows	30
ASO, RSSAC	

Additional groups may be added to this list as appropriate.

3.<u>Travel Rules Per Group</u>

In general, travelers are supported for coach class tickets. Chairs may fly business class. Exceptions may be granted based on individual circumstances.

At-Large: The travel support for At-Large has been set to 25 positions. This support includes the costs for air travel, lodging, and a per diem amount set for each city. At-Large supported members receive economy class level of airfare, except for the Chair who is eligible to receive air travel at business class

GNSO: The Generic Names Supporting Organization (GNSO) support is set for 20 supported travel positions. The GNSO travel support includes the cost of air travel, lodging, and a per diem amount set for each city. GNSO supported members receive air travel at economy levels, except for the Chair who is eligible to receive all travel at business class. How travelers are selected and support allocated amongst the specific groups are all recommended by the GNSO itself. The recommended list of supported travelers for each meeting is then communicated to ICANN staff.

ccNSO: The Country Code Names Supporting Organization (ccNSO) support has been set to 12 positions. Support is provided for the Chair the three NomCom appointees to the ccNSO and half the remaining ccNSO council members. The travel support for the ccNSO includes the cost of air travel, lodging, and a per diem amount set for each city. ccNSO members receive economy class airfare except for the chair who is eligible to receive air travel at business class.

SSAC: The Security and Stability Advisory Committee (SSAC) is allocated 10 members.

GAC: The travel support for the GAC has been set to 20 members for each ICANN meeting. The GAC support includes the cost of air travel, lodging, and a per diem amount set for each city.

ASO, RSSAC: ASO and RSSAC. Travel support has traditionally been declined by the ASO/NRO members. For the Root Server Security Stability Advisory Committee (RSSAC), no direct travel support is provided; Travel support is provided for the RSSAC liaison to the Board.

Non-Constituent Stakeholder Groups
Fellows: There has been a request for FY14 to standardize the number of supported Fellows for each meeting, rather than determining the number of attendees based upon the anticipated travel cost for a given region. Fellows are supported with economy class airfare, lodging, and a stipend to attend an ICANN meeting. The decision on who will receive a Fellowship is through an independent selection committee. Additionally, once per year ICANN provides travel support for the selection committee at the last public meeting of the fiscal year to collaborate with the community and fellows; their airfare, hotel and stipend are provided within the guidelines of the Fellowship Program.

Any allocation of support above and beyond these numbers is part of the annual budgeting process, whereby special requests for support can be made and approved or disapproved as part of the process.

4.Background Summary

As ICANN has grown, the community has called upon ICANN to consider community travel support in various forms. In recent years, ICANN has solicited community feedback on its travel support guidelines which has resulted in support for more than 100 community members for each ICANN meeting using standardized processes based upon fair and consistent treatment.

The development of ICANN's travel guidelines has occurred over the last few years incorporating the community feedback through public comment, open meetings at ICANN International Public Meetings, formal AC/SO feedback (e.g. ALAC EXCOM) and individual feedback received from various ICANN community members.

As ICANN continues to mature, travel support must be well considered, documented, and implemented in a transparent way. ICANN relies, in part, on the face to face interaction of community members, both to get the policy development and other work done and to broaden participation of those not yet fully engaged with ICANN. Although tools and methods to increase remote participation are critical, and an extensive amount of ICANN work is done over the Internet and through conference calls outside of ICANN meetings, travel to meetings continues to be an important part of the ICANN process. The Travel Support Guidelines are to be used to clarify travel support for community members to the ICANN Public meetings during the fiscal year from 1 July 2013 to 30 June 2014 (FY14). This draft is provided for community feedback, and after the feedback is synthesized, the Travel Support Guidelines for FY14 will be finalized and posted for implementation after the Beijing meeting.

5. Purpose of Community Travel Support

Three primary purposes for providing travel support for ICANN community members are:
1. Allow those who advance the development of policy and other work of ICANN the opportunity to participate in person (supplement remote participation);
2. To overcome financial hardship, especially for those in least, or lesser, developed countries, assist some community members who might not otherwise be able to afford to attend and participate; and

3. Outreach, especially to those unfamiliar with the ICANN processes but who can benefit from and may ultimately give benefit to ICANN, by attending and participating at ICANN meetings.

Participation in ICANN's multi-stakeholder model comes at a cost of time, energy, effort and often direct expense for community members. It is entirely appropriate for ICANN revenue, derived primarily from registrant fees, to offset some of the direct expense of community members, and for travel expenditures to be maximized (ensuring that people travel as economically as is feasible to benefit the maximum number of travelers).

For years, ICANN has had a practice of offsetting some costs of participation. Clearly, there is a balance point between purpose and budget to consider when thinking about how far to extend travel support. Providing support for any community members and/or any potential members, who might require travel support for the purposes of (1) outreach, (2) overcoming financial hardship, and/or (3) furthering ICANN's work, would require many more millions of dollars than the current budget allows. This would present an extreme burden on ICANN's financial resources. It is critical that ICANN demonstrate fiscal responsibility and strike the best balance possible. In particular, Registries and Registrars who provide most of the funding for ICANN on behalf of registrants, have expressed the strong view that travel support is carefully spent and properly justified. Furthermore, alternative and possibly more cost effective methods of completing the work of ICANN (e.g., remote participation tools) are continually being explored.

6. Community Travel Support Guidelines – Supporting Details

- The overall guidelines for each ICANN meeting are contained in the Travel Summary written for each meeting, which is distributed to all approved constituent travelers. The Travel Summary explains:
    o   How the list of authorized travelers is to be provided to ICANN staff;
    o   How travel arrangements are to be made;
    o   All travel support related deadlines for community groups and travelers;
    o   How all requests for exceptions are to be made, and how the responses will be communicated (examples of exceptions include those related to health concerns, travel itinerary changes, convenience requests); and
    o   Answers to frequently asked questions (FAQ)

    See the Travel Summary for the Prague Meeting as an example.

    To ensure efficient responses to such requests, ICANN has established an exceptions response process. All requests should be sent to the Constituency Travel email: constituency-travel@icann.org.

- Reports: An estimate of expenses is posted prior to each meeting and, as actual data is gathered, reports of actual costs are posted subsequent to the meeting. In addition to providing accountability on who is supported and the resources required for that support, travelers will periodically be asked to help assess the Travel Support Guidelines for further improvements. The reports will be found on the travel support webpage.

7. New Proposed Modifications to Travel Policy

Payment Deferment - Reimbursements of small amounts of money

- For small reimbursable amounts of money (less than $100 USD), those amounts will be held for reimbursement, either: (a) until after the next meeting; or (b) the traveler can elect to receive this amount in cash at the current meeting, by sending an email to constituency-travel@icann.org to inform us. If the traveler due to receive a reimbursement of less than $100 USD is not supported to attend the next meeting, he or she should submit an expense reimbursement request form with supporting receipts to constituency-travel@icann.org.

Reimbursement Time Limitation

If a supported traveler chooses to purchase their own airfare and/or have any other approved reimbursable expenses, requests for reimbursement must be submitted within sixty days after the end of the meeting. Anything received after sixty days will not be reimbursed.

Hotel Bookings

ICANN must estimate the number of hotel rooms it will be financially responsible for well in advance of each meeting. Once these rooms are committed to, ICANN supported travelers are expected to utilize these rooms as they are part of ICANN's overall financial commitment for the meeting. Travelers who choose to book their own hotel rooms, regardless of reason, will not be reimbursed for any hotel room costs.

Time Limitation to Respond to "Welcome Email" from Constituency Travel

If a supported traveler does not respond to the initial "Welcome Email" from constituency travel within 14 days, one final attempt will be made to contact them. If they do not respond within seven days, the Chair of the supported traveler's organization along with the appropriate ICANN liaison will be notified that the traveler will be dropped from funding. Groups will be able to substitute new travelers for non-responding travelers up to forty five (45) days prior to the start of the meeting.

Time Limitation to Respond to BCD travel agent submitted itinerary for approval

If a traveler does not respond to the BCD travel agent's email to confirm their itinerary within five business days after the agent provides them with an itinerary for review, one last final attempt will be made to contact them. If they do not respond within seven days, the Chair of the supported traveler's organization along with the appropriate ICANN liaison will be notified that the traveler will be dropped from funding. Groups will be able to substitute new travelers for non-responding travelers up to forty five (45) days prior to the start of the meeting.

Visa Policy

If a traveler requires a visa to enter the country where the meeting will be held, it will be the traveler's responsibility to secure all necessary visas (including transit visas, if necessary) PRIOR to departing the country. Travel Support will assist whenever possible, but it will be the traveler's responsibility to acquire the visa.

Travelers should continue to keep in contact with Travel Support to inform them of any unduly expensive, unreasonable or time-consuming conditions required in order for the traveler to obtain their visa(s). In the case of any unusual circumstances required to obtain a visa, a decision will be made on a case by case basis, in consultation with the ICANN liaison for their group, regarding whether ICANN will be able to support that particular traveler for that particular meeting or whether ICANN will provide financial support to the traveler to travel to a consulate/embassy to apply for and/or obtain the necessary visa(s) to attend the ICANN Meeting.

Wire Transfer Fee Policy (For Receiver of Funds)

ICANN does not reimburse wire transfer fees below $50 USD. If a traveler incurs a wire transfer fee on a wire received from ICANN and the fee for one wire transfer exceeds $50 USD, you may submit to ICANN for reimbursement.

Transit Hotel Internet Fees

When it is necessary for a traveler to make a stopover at a hotel on the way to or returning from a meeting, ICANN attempts to reserve a hotel which includes internet as part of the accommodation. However, since this is not always possible or cost-effective, any hotel internet fees or other incidental expenses incurred by the traveler are to be paid by the traveler as part of their travel per diem or stipend.

The topics above are open for comment by the Community at the travel support page on the ICANN website. In addition, a meeting will be conducted during the Beijing meeting to discuss these proposed changes and elicit further community comment.

8. Summary

ICANN spends considerable resources on travel support for community members. Fiscal responsibility and accomplishment of the objectives of (1) Outreach, (2) Overcoming financial hardship, and (3) Advancing the policy and other work of ICANN, are of paramount consideration in determining how travel support is provided and to which community members. The ICANN travel support team is committed to ensure that travel support, as described in this Travel Support Guidelines document, is implemented fairly, economically, and with administrative ease for travelers.

There will be a public session at the 47th ICANN Meeting in Beijing where an ICANN staff member will be available to discuss the Travel Guidelines as well as obtain input from community members.