

Report of Public Comments

Title:	Draft FY 12 Community Travel Support Guidelines											
Publication Date:	17 October 2011											
Prepared By:	Steve Antonoff											
Comment Period:		Important Information Links										
Open Date:	25 May 2011	Announcement										
Close Date:	26 June 2011	Public Comment Box										
Time (UTC):	23:59	View Comments Submitted										
Staff Contact:	Steve Antonoff	Email:	steve.antonoff@icann.org									
Section I: General Overview and Next Steps												
<p>The FY 12 Travel Support Guidelines were developed to provide guidance on the process(es) utilized to book travel for constituent/stakeholders receiving financial support from ICANN for travel to ICANN International Meetings. The Draft Guidelines will be finalized and published following this comment period and in time for booking travel for the 42nd ICANN Meeting to be held in Dakar, Senegal.</p>												
Section II: Contributors												
<p><i>At the time this report was prepared, a total of four (4) community submissions had been posted to the Forum. The contributors, both individuals and organizations/groups, are listed below in chronological order by posting date with initials noted. To the extent that quotations are used in the foregoing narrative (Section III), such citations will reference the contributor's initials.</i></p>												
<u>Organizations and Groups:</u>												
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Section III: Summary of Comments												
<p><i>General Disclaimer: This section is intended to broadly and comprehensively summarize the comments submitted to this Forum, but not to address every specific position stated by each contributor. Staff recommends that readers interested in specific aspects of any of the summarized comments, or the full context of others, refer directly to the specific contributions at the link referenced above (View Comments</i></p>												

Submitted).

Funded Traveler Support

DY stated that at the Singapore Meeting the ALAC barely reached quorum for a vote as some members financially supported by ICANN to be in Singapore did not attend this specific meeting creating the potential for a lack of quorum. DY recommended that there be a moratorium on at-large travel support until the ALAC develops a policy for dealing with abuse. DT responded by stating that a quorum was present, and of the six voting members not present three were unable to come to Singapore (their support was transferred to other members of the at-large community but those individuals did not have voting rights), one voting member was ill and voted by e-mail, one voting member needed to attend a different meeting representing the ALAC, and one individual was unaccounted for. DT stated objection to DY's recommendation because not all relevant facts had been gathered prior to the recommendation being made.

Who/What is Covered Under the Travel Support Guidelines

RySG noted that the Travel Support Guidelines clarifies travel support coverage for both constituent/stakeholder groups (SO's and AC's) as well as non-constituent groups such as the Fellowship Program. RySG asked where guidelines for Board travel can be found since they are not in the Travel Support Guidelines.

Differences Between the FY 12 Travel Support Guidelines and the approved FY 12 Budget

RySG notes that there are discrepancies between the Draft Plan/Budget and the Draft Travel Support Guidelines. CSG/BC noted a similar set of differences.

Selection Process

CSG/BC notes that they support the selection process as described in the Guidelines and recommends that the funding mechanism should be divisible based on the recommendation of the individual group, that if a group does not have such a mechanism the group could turn to ICANN staff for assistance in developing one, and that funding must be dependent upon a commitment to active attendance at the entire ICANN public meeting.

Section IV: Analysis of Comments

General Disclaimer: This section is intended to provide an analysis and evaluation of the comments received along with explanations regarding the basis for any recommendations provided within the analysis.

Funded Traveler Support

ICANN fully supports the multi-stakeholder model and the need to foster participation whenever

possible. The constituent/stakeholder travel support program plays an important role in the process and represents a significant financial commitment of ICANN's allocated resources. ICANN relies on each of the working groups to ensure that the allocated funds for supported travel for that group are used in accordance with their intended purpose.

Who/What is Covered Under the Travel Support Guidelines

The Travel Support Guidelines have evolved over time to cover those groups whose travel is coordinated by the ICANN Constituency Travel Support Team as part the outreach/public participation efforts. This includes groups such as ACs, SOs, Fellows program, Review Teams, and the Nominating Committee. ICANN's Board of Directors is not coordinated by the ICANN Constituency Travel Support Team and therefore not covered under the Travel Support Guidelines.

Differences Between the FY 12 Travel Support Guidelines and the approved FY 12 Budget

The FY 12 Travel Support Guidelines were drafted prior to the approval of the FY 12 Budget. An updated version of the FY 12 Travel Support Guidelines will be published prior to the Dakar, Senegal meeting which will reflect any changes based on the approved FY 12 budget.

The differences include the addition of 14 additional supported GAC members for each of the three International Meetings, \$60,000 for SSAC, an additional \$80,000 for At-Large, and \$30,000 for IPC.

Selection Process

ICANN budgets funds each year for the ACs and SOs based on "full traveler equivalents". A "full traveler equivalent" includes airfare, hotel, and per diem based on authorized travel dates. ICANN allows supported groups to "split" or "divide" support among travelers as long as the number of paid airfares, paid hotel rooms, and paid per diems does not exceed the approved budgeted total. Due to administrative constraints, division must be made in "wholes" – that is, one whole airfare, one whole hotel stay, one paid per diem. As an example, a group could allocate one airfare to one individual, one hotel stay to a second individual, and one per diem to a third individual. While split among three individuals, this would be one "full traveler equivalent".

ICANN's Constituency Stakeholder Travel Support can provide guidance to groups seeking assistance on how to allocate full traveler equivalencies.

ICANN relies on each of the working groups to ensure that the allocated funds for supported travel for that group are used in accordance with their intended purpose.