

Response to Documentary Information Disclosure Policy Request

To: Asvatha Babu on behalf of the Centre for Internet & Society

Date: 23 November 2016

Re: Request No. 20161024-4

Thank you for your Request for Information dated 24 October 2016 (Request), which was submitted through the Internet Corporation for Assigned Names and Numbers (ICANN) Documentary Information Disclosure Policy (DIDP) on behalf of The Centre for Internet & Society (CIS) on 24 October 2016. For reference, a copy of your Request is attached to the email forwarding this Response.

Items Requested

Your Request seeks the disclosure of documentary information regarding travel arrangements made by ICANN for its fellows, staff and Board members. Specifically, you seek the following:

- 1) Information on which staff or board members travel in economy, business and first class when sponsored by ICANN.
- 2) Any and all documents based on which this decision about who travels in which class is made.

Response

ICANN provides travel support for ICANN Board members, selected staff and 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. Information about community travel support, including travel support for ICANN fellows, is available on the Community Travel Support page at <https://www.icann.org/resources/pages/travel-support-2012-02-25-en#reports>. The following information can be found on this webpage:

- Travel Support Guidelines, <https://www.icann.org/resources/pages/travel-support-2012-02-25-en#guidelines>
- Travel Summary or each supported traveler for each ICANN meeting, <https://www.icann.org/resources/pages/travel-support-2012-02-25-en#summary>
- Travel Reports for each ICANN meeting, <https://www.icann.org/resources/pages/travel-support-2012-02-25-en#reports>

Items 1 and 2 of your Request seek information about the policy for travel classes for ICANN staff and Board members. ICANN is dedicated to being operationally efficient and a good steward of its funds. When incurring travel and other ICANN-related business

expenses, ICANN staff and Board Members are expected to make sound business choices. As a general policy, travel arrangements on the most economical basis possible consistent with the business requirements of the trip. Considerations such as personal health considerations, the need to accomplish ICANN work on the plane, and the demands of a specific flight itinerary are taken into account.

ICANN is the process of updating its formal travel policy for staff. Similarly, the ICANN Board is in the process of developing a formal Board travel policy. Once formalized, the policies will be published, as which point, ICANN will update the response to this DIDP with the URLs for the policies.

Additionally, to the extent that the Items seek the disclosure of individual travel-related decisions as it relates to each ICANN staff member, that confidential personnel information is subject to the following Defined Conditions of Nondisclosure and are not appropriate for public dissemination:

- Personnel, medical, contractual, remuneration, and similar records relating to an individual's personal information, when the disclosure of such information would or likely would constitute an invasion of personal privacy, as well as proceedings of internal appeal mechanisms and investigations.

Notwithstanding the foregoing applicable Defined Conditions of Nondisclosure, ICANN also evaluated the documents subject to these conditions to determine if the public interest in disclosing them outweighs the harm that may be caused by such disclosure. ICANN has determined that there are no particular circumstances for which the public interest in disclosing the information outweighs the harm that may be caused to ICANN and the privacy of the individuals who may be affected by the requested disclosure.

About DIDP

ICANN's DIDP is limited to requests for documentary information already in existence within ICANN that is not publicly available. In addition, the DIDP sets forth Defined Conditions of Nondisclosure. To review a copy of the DIDP, please see <http://www.icann.org/en/about/transparency/didp>. ICANN makes every effort to be as responsive as possible to the entirety of your Request. As part of its accountability and transparency commitments, ICANN continually strives to provide as much information to the community as is reasonable. We encourage you to sign up for an account at ICANN.org, through which you can receive daily updates regarding postings to the portions of ICANN's website that are of interest.

We hope this information is helpful. If you have any further inquiries, please forward them to didp@icann.org.