



# Community Travel Support Guidelines for Fiscal Year Ending 30 June 2010 (FY10)

## Request for Community Comment

Date of Publication

27 May 2009

### Summary

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. Providing the correct level of support for the appropriate individuals in the most effective and efficient manner is a challenging balancing effort. The purpose of this paper is to clarify the guidelines for travel support.

#### 1. Background Summary

Over the years, as ICANN has matured, the community has called upon ICANN to consider community travel support in various forms. For FY09, ICANN endeavored to clarify and standardize the travel support procedures across all community groups. In order to solicit feedback from the community on travel support, several workshops, online fora, and community calls were held.

- In February 2008, a travel support [workshop](#) was held at the New Delhi meeting
- From March to May, [online fora solicited comments on community travel support](#)
- In May 2008, a [draft Travel Procedure](#) was posted for community feedback
- In June 2008, [online fora](#) solicited feedback on the draft Travel Procedures
- At the Paris meeting, further community feedback was received

In August 2008, a [revised Travel Support Procedure](#) was posted which clarified the level of travel support provided for each community group for FY09. With the understanding that this was an initial step, the document called for another review of the procedure as part of the FY10 budget development.

In order to solicit community feedback on the travel support for FY10, [a travel support workshop](#) was held during the Mexico City meeting, and an [online forum soliciting feedback on travel support](#) was held from the 24th of March to the 24th of April 2009. In addition, other comments on travel support were received via the [FY10 Operating Plan and Budget Framework online forum](#).

The FY10 Operating Plan and Budget Framework posted prior to, and considered during and after, the Mexico City meeting, assumed that travel support for the community was not to grow from FY09. In response to community feedback, additional travel support was included in the financial assumptions of the draft FY10 Budget which was posted on the 17th of May. This additional support includes:

- GNSO: Increase in support to 23 travelers per meeting
- GAC: Limited travel support introduced
- At- Large: 15 ALAC members supported per meeting (not reduced), and some travel support for At-Large regional structures as has been the case in prior years (not reduced)

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 FY10. This draft version is provided for community feedback, and after the feedback is synthesized, the Travel Support Guidelines will be finalized and posted for implementation after the Sydney meeting.

### 1.1 Purpose of Community Travel Support

Three primary purposes for providing travel support for ICANN community members are:

- Allow those who advance the development of policy and other work of ICANN the opportunity to participate in person (supplement remote participation);
- 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
- 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. For example, the ICANN Board and liaisons to the Board are reimbursed for ICANN travel expenses. Members of the Nominating Committee (NomCom) have also been reimbursed for travel expenses to the bi-annual NomCom meetings. At-Large Advisory Committee members have been reimbursed for their travel to ICANN meetings. Other members of the community are offered support through the Fellowship program. In FY09, travel support was extended to some participants selected by the GNSO and ccNSO,

and offered to, but not accepted by, the ASO. In addition, at the Mexico City meeting, the At-Large Summit was held and ICANN supported travel to enable representatives of At-Large Structures throughout the world to participate in person.

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 they, and others, point out that alternative, more cost effective methods of completing the work of ICANN (e.g. remote participation tools and alternative venues) should be more fully explored.

### 1.2 Review of Current (FY09) Travel Support to ICANN Meetings

In FY09, ICANN provided travel support for community members for the three international public meetings.

1. Held in Cairo (2nd to 7th of November, 2008)
2. Held in Mexico City (1st to 6th of March, 2009)
3. Planned for Sydney (21st to 26th of June, 2009)

Figure 1 summarizes how the travel support is provided to community members in FY09.

Travel Support for Community Members in FY09								
	Cairo	Mexico City	Sydney (Estimate)	FY09 Total	Average per Meeting	FY09 Travel Support Costs (Estimate)	Per FY09 Budget and Aug-08 Travel Procedure	
							Travelers per Meeting	Budget Impact
GNSO	14.5	12.0	13.0	39.5	13.2	\$ 170,000	13.0	\$ 185,000
ccNSO	5.0	12.0	16.0	33.0	11.0	\$ 147,500	12.0	\$ 170,000
ASO	0.0	0.0	0.0	0.0	0.0	\$ -	8.0	\$ 115,000
SSAC ***	0.0	0.0	0.0	0.0	0.0	\$ -	0.0	\$ -
RSSAC ***	0.0	0.0	0.0	0.0	0.0	\$ -	0.0	\$ -
ALAC *	24.0	15.0	25.0	64.0	24.2	\$ 296,500	23.0	\$ 310,000
GAC	0.0	0.0	5.0	5.0	1.7	\$ 18,000	0.0	\$ -
	<b>43.5</b>	<b>39.0</b>	<b>59.0</b>	<b>141.5</b>	<b>50.0</b>	<b>\$ 632,000</b>	<b>56.0</b>	<b>\$ 780,000</b>
Fellows	26.0	17.0	33.0	76.0	25.3	\$ 275,500	25.0	\$ 300,000
NomCom **	14.0	10.0	22.0	46.0	15.3	\$ 222,000	3.0	\$ 50,000
At-Large Summit *	0.0	63.5	0.0	63.5		\$ 210,000	79.0	\$ 286,000

Figure 1 – FY09 Travel Support (# of travelers and \$ Amounts)

- \* Note 1: Travel Support for ALAC in the Mexico City meeting reflects only expenditures for the 15 ALAC members who participated. The At-Large Summit, held concurrently in Mexico City, had a separate budget for representatives of At-Large Structures, Regional Chairs and Secretariats. The budget approved by the Board was \$511,000, of which \$286,000 represented airfare, lodging and per diem for 79 participants. Costs received through May 2009 are \$428,000, of which \$210,000 represents airfare, lodging and per diem for the 66 participants (excluding the 15 ALAC members).
- \*\* Note 2: Travel support is offered to the 22 NomCom members to attend two NomCom meetings held immediately after the Cairo and Sydney ICANN meetings. The total NomCom travel budget is \$282k for FY09. Travel support was provided for 14 NomCom members for the Cairo ICANN meeting, and for 11 NomCom members for the Mexico City ICANN meeting. 14 NomCom members are estimated to be supported for the Sydney ICANN meeting. The chart shows only the three NomCom leaders that are regularly supported to attend all ICANN meetings.
- \*\*\* Note 3: SSAC and RSSAC liaisons to the Board are funded as part of Board travel.

The following describes in more detail the travel support by community groups provided in FY09.

### **ICANN Board and Liaisons**

Travel support is provided to all ICANN Board members and liaisons to attend all three ICANN meetings (as well as for other Board meetings). The travel support includes the costs for air travel, ground travel, lodging, and meals paid directly to providers, or reimbursed to those Board members who pay directly. Board members and liaisons are eligible to receive air travel at business class levels.

*Justification: ICANN Board members carry some of the most significant personal and professional responsibility for the ICANN organization. This level of support is intended to recognize that responsibility and to afford a higher level of performance efficiency and comfort in their extensive travel on behalf of ICANN.*

### **GNSO**

The travel support allowance for the Generic Names Supporting Organization (GNSO) for FY09 is for 13 individuals for each meeting; this covers the Chair of the GNSO, the NomCom appointees to the GNSO, and the equivalent to half of the remaining GNSO council members (rounded up). This was estimated to have an FY09 budget impact of \$185,000. The travel support for the GNSO includes the costs for air travel, lodging, and a per diem amount set for each city. Decisions on how supported travelers are selected and which individuals are supported is decided by the GNSO. GNSO supported travelers receive air travel support set at economy levels, except the Chair who is eligible to receive air travel at a business class level, equivalent to ICANN Board members.

*Justification: As participants in one of the three policy making Supporting Organizations of ICANN, GNSO participants carry significant responsibility for ICANN and provide a large amount of time. This level of support is intended to recognize that responsibility and effort, and help ensure that the policy making efforts of the GNSO are accomplished as effectively as possible.*

### **ccNSO**

The travel support allowance for the Country Code Names Supporting Organization (ccNSO) for FY09 is for 12 individuals for each meeting, which is based upon the Chair, the three NomCom appointees to the ccNSO, and the equivalent to half of the

remaining ccNSO council members (rounded up). This was estimated to have an FY09 budget impact of \$170,000. The travel support for the ccNSO includes the costs for air travel, lodging, and a per diem amount set for each city. Decisions on how supported travelers are selected and which individuals are supported are decided by the ccNSO. ccNSO supported travelers receive air travel support set at economy levels, except for the Chair who is eligible to receive air travel at a business class level, equivalent to ICANN Board members.

*Justification: As one of the three policy making Supporting Organizations of ICANN, ccNSO participants carry significant responsibility for ICANN. This level of support is intended to recognize that responsibility and help ensure that the policy making efforts of the ccNSO are accomplished as effectively as possible.*

### **ASO**

The travel support allowance for the Address Supporting Organization (ASO) for FY09 is for 8 individuals for each meeting, which is based upon the Chair and half of the remaining ASO council members (rounded up). This was estimated to have an FY09 budget impact of \$115,000. The travel support offered for the ASO has traditionally been declined by the ASO/NRO representatives, as was the case in FY09.

*Justification: As one of the three policy making Supporting Organizations of ICANN, ASO participants carry significant responsibility for ICANN. This level of support is offered to recognize that responsibility and help ensure that the policy making efforts of the ASO are accomplished as effectively as possible.*

### **At-Large**

The travel support allowance for At-Large for FY09 reflects travel support for 15 ALAC members, 8 representatives of the Regional At-Large Organizations (RALOs) for the Cairo and Sydney meetings, and a more extensive At-Large attendance (66 in addition to the ALAC council members) at the At-Large Summit held in Mexico City. The travel support for At-Large includes the costs for air travel, lodging, and a per diem amount set for each city. At-Large supported travelers receive air travel support set at economy levels.

*Justification: At the inception of the At-Large organization seven years ago, it was determined to be important to fund travel participation for the entire ALAC to support its "start-up." At ICANN's Paris meeting, the Board adopted a resolution that approved specific travel support funding for a one-time, At-Large Summit. This Summit was held in concert with the Mexico City ICANN meeting, with one member from each ALS offered funding to attend the meeting. Also, the Board recognized the key milestone that this Summit represents in the development of the At-Large organization, and called for future ALAC travel support to be in concert with the level of travel support provided to other of ICANN's organizations.*

### **Nominating Committee**

The travel support allowance for the Nominating Committee in FY09 reflects travel support for all 22 NomCom members to attend NomCom meetings. Travel support for the NomCom consists of air travel, lodging, and reimbursement of reasonable expenses (e.g., meals, transport and visa) for Committee members' participation in a full program of structured events at their meetings, including interviews of candidates for leadership

positions within ICANN. The Chair, Vice Chair and Advisor to the Chair are supported for attendance at all three ICANN meetings as well.

*Justification: The Nominating Committee is an independent committee tasked with selecting a set of ICANN's Board of Directors and other positions within ICANN's Supporting Organizations and a Advisory Committees. As such, it works independently of the policy process. Nominating Committee members are supported to allow them to participate in two meetings a year that they are required to attend.*

### **Fellowship Program**

ICANN has operated a Fellowship Program since the San Juan meeting in June 2007. This program has the specific goal of increasing participation from those in least developed and lesser developed countries within the ICANN regions who might not otherwise be able to attend an ICANN meeting. Fellows are supported with economy class airfare, lodging, and a \$300 stipend to attend an ICANN meeting. In addition they attend daily briefings customized to the participants at that particular meeting, in order to become oriented to the ICANN structures and processes, as well the current topics under discussion. The Fellowship Program does not self select supported travelers; instead, it specifically targets new participation into the ICANN processes by identifying and supporting participants who might not have attended a meeting previously. Support for any one traveler is limited generally to three ICANN meetings. The decision on who will receive a Fellowship is through an independent selection committee made up of regional representation that scores applications. The travel has been managed according to budget amounts rather than a set number of individuals to be supported. The awarding of Fellowships is also geographically weighted to increase participation from the region in which the ICANN meeting is held and abutting regions, in order to maximize the number of recipients that can be supported by the budgeted amount.

*Justification: The explicit purpose of this program is to provide travel support to broaden participation. Hence the emphasis on identifying new participants, supporting and orienting them to have the best chance of continuing to independently participate in the ICANN processes.*

### **GAC**

The Governmental Advisory Committee (GAC) was not budgeted to receive travel support in FY09. After the GAC requested travel support consideration at the Paris meeting, GAC members were encouraged to seek support through the Fellowship Program, as well as to formally request support as part of the development of the FY10 Operating Plan and Budget. Five members of GAC are to receive travel support for the Sydney meeting.

### **SSAC**

No direct travel support is provided to the Security and Stability Advisory Committee (SSAC) members. Travel support is provided for the SSAC liaison to the Board.

### **RSSAC**

No direct travel support is provided to the Root Server Security Stability Advisory Committee (RSSAC) members. Travel support is provided for the RSSAC liaison to the Board.

## **2. Community Travel Support – Proposed support for FY10**

This draft Travel Support Guidelines proposes the following travel support for ICANN community members.

### **ICANN Board and Liaisons**

Travel support continues to be provided for all ICANN Board members and liaisons to attend all three ICANN meetings (as well as for other Board meetings and ICANN business). The travel support includes the costs for air travel, ground transportation, lodging, and meals paid directly to providers, or reimbursed to those Board members who pay directly. Board members and liaisons are eligible to receive air travel at business class levels.

### **GNSO**

Travel support is expanded to include an allowance for 23 members, which is basically equivalent to 21 GNSO council members, including those appointed by the NomCom, and 2 liaisons. The travel support for the GNSO includes the cost of air travel, lodging, and a per diem amount set for each city. How supported travelers will be selected, and which specific individuals are to be supported, is to be recommended by the GNSO and communicated to ICANN staff. GNSO supported members receive air travel support set at economy levels, except for the Chair who is eligible to receive air travel at business class.

### **ccNSO**

Travel support for the ccNSO continues at an allowance of 12 individuals. This number includes support for the Chair, the three NomCom appointees to the ccNSO, and half of 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. Decisions on how supported travelers will be selected and which specific individuals are to be supported is to be recommended by the ccNSO and communicated to ICANN staff. ccNSO supported members receive economy class level of airfare, except for the Chair who is eligible to receive air travel at business class.

### **ASO**

Travel support allowance for the ASO/NRO continues at an allowance of 8 individuals. This number includes support for the Chair and half of the remaining ASO council members. The budget impact is \$115,000. The travel support available for the ASO has traditionally been declined by the ASO/NRO members.

### **At-Large**

Travel support allowance for At-Large consists of 15 ALAC members to attend each ICANN meeting. In addition, an allowance for 10 regional At-Large representatives, two from each of the Regional At-Large Organizations (RALOs), is provided to attend the ICANN meetings. In response to the need for RALO regional meetings, the funds allocated for regional At-Large participation at ICANN meetings may be used instead to support a RALO regional meeting. The support costs should be less per traveler due to the regional nature of the meetings and the shorter schedule, thus allowing support for more RALO participants (e.g. airfare costs may be for local/short haul travel, and lodging may be for one or two days as opposed to the longer ICANN meeting time frame).

## GAC

Travel support allowance is expanded in FY10 for GAC members based upon community feedback. An allowance of support for 6 members for each ICANN meeting will be offered for GAC members with a focus on providing support from least developed and lesser developed countries. The travel support for the GAC includes the cost of air travel, lodging, and a per diem amount set for each city.

## SSAC

No direct travel support is provided for the Security and Stability Advisory Committee (SSAC) members.

## RSSAC

No direct travel support is provided for the Root Server Security Stability Advisory Committee (RSSAC) members.

## NomCom

The travel allowance for the Nominating Committee (NomCom) is for 22 delegates to attend the twice annual NomCom meetings which, for the past few years, have been scheduled immediately after the annual ICANN meeting in early November and at the end of fiscal year annual meeting in June. The Chair, Vice Chair and Advisor to the Chair have, for the past few years, been supported for attendance at all three ICANN meetings. NomCom members are offered support for all travel expenses including airfare, lodging, and reimbursement for meals, ground transportation and reasonable expenses incurred. The Board is considering changes to the NomCom as part of its structural review and improvement work, and these changes may result in travel support changes.

## Fellowship Program

Travel support for the Fellowship program continues with an average of up to 25 selected participants for each meeting.

## Staff, consultants, and contractors

Travel support is provided for staff, consultants and contractors who are required to attend the ICANN meetings. The level of travel support is economy class.

Figure 2 summarizes the Community Travel Support Guidelines for FY10.

	<b>Travelers per Meeting</b>	<b>FY10 Budget Impact</b>
GNSO	23.0	\$ 350,000
ccNSO	12.0	\$ 170,000
ASO	8.0	\$ 115,000
SSAC	0.0	\$ -
RSSAC	0.0	\$ -
ALAC	25.0	\$ 375,000
GAC	6.0	\$ 100,000
	<b>74.0</b>	<b>\$ 1,110,000</b>
Fellows	25.0	\$ 300,000
NomCom	3.0	\$ 50,000

**Figure 2 – FY10 Travel Support (# of travelers and \$ Amounts)**

## 2.1 Community Travel Support Guidelines – Supporting Details

- **Selection process:** Each community group will adopt a selection/allocation process to determine who from the particular community group should receive



funding, in order to meet the policy-making needs of the group. Examples of a selection/allocation process could include: a travel committee with members of each constituency (or geographic region) or an independent selection committee (like the Fellowship program) that follows a publicly-posted process to select their ICANN-funded participants for each ICANN meeting; or the community could ask ICANN staff to execute a process based on some criteria the community group identifies. While the calculation of travel support funding is based in part on the size of each council and its liaisons, the community group is encouraged to support participants based on what will best serve their community's policy development work.

- Exception process: Each meeting some community members ask for minor exceptions to the Travel Guidelines. Typical requests might include:
- I have a medical condition that prohibits me from flying economy, may I be upgraded?
- We wish to split travel support between several individuals, may we provide airfare to one and hotel costs to another?
- I have a way to save ICANN costs by booking my own way, may I?
- It is more convenient for me to use a different airline or different itinerary, may I do that?
- If I can save money on airfare, will ICANN pay for more lodging nights?
- May I upgrade my class of travel with my personal mileage account?
- If we can save money on all of our travelers' costs, can we send more people?
- Can travel allocations be carried over from one fiscal year to another?

To ensure efficient responses to such requests, ICANN has established an exceptions response process. All requests should be sent to the travel support email: [Constituency-travel@icann.org](mailto:Constituency-travel@icann.org). In addition, as patterns of exception responses are identified, they will be documented for all to see on the FAQs posted on the ICANN travel website: <http://www.icann.org/en/topics/travel-support/>.

- **Travel logistics:** Shortly after each ICANN meeting and several months prior to the next ICANN meeting, a Travel Summary document for the next ICANN meeting will be posted and sent out to all community groups. The Travel Summary explains:
  - How the list of authorized travelers is to be provided to ICANN staff;
  - How travel arrangements are to be made;
  - All travel support related deadlines for community groups and travelers;
  - How all requests for exceptions are to be made, and how the responses will be communicated (e.g. health concerns, travel itinerary changes, convenience requests); and
  - Most frequently asked questions (FAQ)

See the [Travel Summary used for the Sydney meeting](#) as an example.

- **Follow up reports:** A report on travel support for each ICANN meeting will be posted on the [travel support webpage](#) which will include the level of travel support and other details. The Fellowship Program, for example, provides a follow-up report on their ICANN week, in order that they and ICANN can realize and appreciate the support provided, and share information gathered for use in their community, region and country. 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 web page.

### 3. 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.

The community is encouraged to provide feedback on this draft Travel Support Guidelines via the public forum opened for this purpose, via the [workshop in Sydney](#), and/or by requesting a conference call for your Constituency or community group by contacting the ICANN CFO at [kevin.wilson@icann.org](mailto:kevin.wilson@icann.org). See the [online public forum here](#). Additionally, this document will be posted on the new Community Travel Support Webpage located at <http://www.icann.org/en/topics/travel-support/>