



FY11 Community Travel Support Guidelines v2

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 paper is to clarify the guidelines for community travel support.
- As there has been much community feedback, in various forums, regarding modifications to existing travel support, ICANN is issuing this Version 2 edition of the FY11 guidelines at this time in response to public comment. Community feedback has indicated a strong desire to change the way travelers can book travel.
- The Travel Guidelines in this Version 2 have been modified to allow supported travelers to book their own air and rail transportation and receive reimbursement up to a specified allowance (by region) to be determined for each meeting. This modification does not change the level

of support or the estimated overall costs for providing support. The modification can be found in Section 5 of this Guideline.

- The modification of the Travel Guidelines will take effect for the 40th ICANN Meeting to be held in March 2011 in North America in San Francisco, California. Version 1 of the Guidelines (as posted on ICANN's website) along with the affiliated Travel Summary for Cartagena will apply for the Cartagena meeting.

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1. 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 approximately 100 community members for each ICANN meeting using standardized processes based upon fair and consistent treatment.

The development of ICANN's travel guidelines over the last few years, including the community feedback used to develop the guidelines, are summarized here:

- In Feb 2008, a travel support [workshop](#) was held at the New Delhi meeting, and in May 2008, a [draft Travel Procedure](#) was posted for community feedback. In June 2008, [online fora](#) solicited feedback on the draft Travel Procedures, and in August 2008, a [revised Travel Support Procedure](#) was posted which clarified the level of travel support provided for each community group for FY09.
- 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 opened in March of 2009. In addition, other comments on travel support were received via the [FY10 Operating Plan and Budget Framework online forum](#).
- On the 24th of July, 2009, the [Community Travel Support Guidelines for Fiscal Year Ending 30 June 2010 \(FY10\)](#) was posted. The budget for the FY10 Travel Support for community members was \$1.46 million and included maintaining support for the ALAC as well as increased support for the GNSO and GAC, based upon community feedback.

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 remaining International ICANN meetings during the fiscal year from 1 July 2010 to 30 June 2011 (FY11). This draft is provided for community feedback, and after the feedback is synthesized, the Travel Support Guidelines for FY11 will be finalized and posted for implementation after the Cartagena meeting.

2. 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

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. 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. Members of the GNSO, ccNSO, and 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 FY10, travel support was extended to more participants of the GNSO and members of the GAC were offered travel support as well. Travel support has been offered, but not accepted by, the ASO.

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.

3. Travel Support for Community Members to attend ICANN Meetings

In FY10, ICANN provided travel support for community members for the three international public meetings:

1. Held in Seoul, South Korea (26th to 30th of October, 2009),
2. Held in Nairobi, Kenya (8th to 12th of March, 2010), and
3. Held in Brussels, Belgium (21st to 26th of June, 2010).

Figure 1 summarizes how the travel support is provided for the community members in FY10.

Travel Support for Community Members in FY10								
	Seoul	Nairobi	Brussels (Estimate)	FY10 Total	Average per Meeting	FY10 Total Costs (Estimate)	FY10 Budget	
							Travelers per Meeting	Budget Impact
GNSO	21.0	13.0	23.0	57.0	19.0	\$273,000	23.0	\$350,000
ccNSO	11.5	10.0	12.0	33.5	11.2	\$152,000	12.0	\$170,000
ASO	0.0	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	0.0	\$0
RSSAC **	0.0	0.0	0.0	0.0	0.0	\$0	0.0	\$0
ALAC	26.0	24.5	25.0	75.5	24.2	\$380,000	25.0	\$375,000
GAC	4.5	5.5	6.0	16.0	5.3	\$75,000	6.0	\$100,000
	63.0	53.0	66.0	182.0	59.7	\$880,000	74.0	\$1,110,000
Fellows	31.5	24.0	25.0	80.5	26.8	\$320,000	25.0	\$300,000
Nom Com *	15.5	4.0	22.0	41.5	13.8	\$180,000	3.0	\$50,000

Note: Most travelers receive Airfare, lodging and meals/per diem/stipend support. Some only receive airfare and others only receive lodging/per diem. Thus partially supported travelers appear on the schedule.

Figure 1: FY10 Travel Support (# of travelers and \$ Amounts)

* Note: Travel support is offered to the 22 NomCom members to attend two NomCom meetings held immediately after the Seoul and Brussels ICANN meetings. Three NomCom leaders are regularly supported to attend all ICANN meetings.

** Note: SSAC and RSSAC liaisons to the Board are funded as part of Board travel.

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

ICANN Board and Liaisons

Travel support is provided to all ICANN Board members and liaisons to attend all three ICANN meetings and two Board workshops. 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

In FY10, travel support for the Generic Names Supporting Organization (GNSO) was expanded to include an allowance for 23 supported travel positions. This is equivalent to the 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. 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. The direct financial impact on ICANN for GNSO travel support for FY10 is estimated to be \$273,000, less than the amount anticipated in the budget primarily due to lower participation at the Nairobi meeting.

Justification: As participants in one of the three policy making Supporting Organizations of ICANN, GNSO participants carry significant responsibility for ICANN and invest 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.

How supported travelers will be selected, how travel allowances are allocated amongst the stakeholder groups and/or constituency groups, and which specific individuals are to be supported are all to be recommended by the GNSO itself. The recommended list of supported travelers for each meeting is communicated to ICANN staff.

ccNSO

Travel support for the Country Code Names Supporting Organization (ccNSO) has been set to be 12 supported travel positions. This number is based upon 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. The direct financial impact on ICANN for ccNSO travel support for FY10 is estimated to be \$152,000, less than the amount provided for in the FY10 budget of \$170,000.

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

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.

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 reflects travel support for 15 ALAC Council members and an allowance for 10 regional At-Large representatives, two from each of the Regional At-Large Organizations (RALOs). 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). 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 members receive economy class level of airfare, except for the Chair who is eligible to receive air travel at business class. The direct financial impact on ICANN for At-Large travel support for FY10 is estimated to be \$380,000, close to the amount anticipated in the FY10 Budget.

Justification: At the inception of the At-Large organization eight 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 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, Associate Chair and Advisor to the Chair are supported for attendance at all three ICANN meetings as well. The direct budget financial impact on ICANN for NomCom travel support for FY10 is estimated to be \$180,000.

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 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 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 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. The direct financial impact on ICANN for Fellowship Program travel support for FY10 is \$320,000.

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

Travel support allowance was expanded in FY10 for GAC members based upon community feedback. An allowance of support for 6 members for each ICANN meeting is 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. The direct financial impact on ICANN for NomCom travel support for FY10 is estimated to be \$75,000.

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.

4. FY11 Community Travel Support

Figure 2 summarizes the FY11 Travel Support proposed for ICANN community

Travel Support for Community Members in FY11		
	Travelers per Meeting	FY11 Budget Impact
GNSO	23.0	\$350,000
ccNSO	12.0	\$170,000
ASO	0.0	\$115,000
SSAC **	0.0	\$0
RSSAC **	0.0	\$0
ALAC	25.0	\$375,000
GAC	6.0	\$100,000
	66.0	\$1,110,000
Fellows	25.0	\$312,750
Nom Com *	22.0	\$200,000

members:

Figure 2: FY11 Travel Support (# of travelers and \$ Amounts)

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). 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

In FY11, travel support includes an allowance for 23 supported travel positions to each of the three ICANN International meetings, which is 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. 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

In FY11, travel support for the ccNSO includes an allowance of 12 supported travel positions to each of the three ICANN International meetings. This number equates to 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. ccNSO supported members receive economy class level of airfare, except for the Chair who is eligible to receive air travel at business class.

ASO

In FY11, travel support offered for the ASO/NRO is for 8 travel positions. This number includes support for the Chair and half of the remaining ASO council members. The travel support available for the ASO has traditionally been declined by the ASO/NRO members.

At-Large

In FY11, travel support allowance for At-Large includes an allowance of 25 supported travel positions to each of the three ICANN International meetings. The amount equates to 15 ALAC council members and 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. 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

In FY11, travel support allowance for the GAC includes an allowance of 6 supported travel positions to each of the three ICANN International meetings 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 other than the liaisons to the Board.

RSSAC

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

NomCom

The travel allowance for the Nominating Committee (NomCom) is for 22 delegates to attend the twice annual NomCom meetings. The Chair, Associate Chair and Advisor to the Chair may receive support for attending 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.

Fellowship Program

Travel support for the Fellowship program continues with an average of 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.

5. Community Travel Support Guidelines – Supporting Details

- Selection process: Each community group adopts 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 include: a travel committee with members of each constituency (or geographic region) or an independent selection committee (e.g., 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.
- Travel booking: Each supported traveler may elect to have ICANN's authorized travel agent purchase air/train transportation (and any associated hotel/transportation needs while in transit) on behalf of the traveler with the cost billed directly to ICANN. Alternatively, the traveler may elect to book his or her own air/train transportation (and any associated hotel/transportation needs while in transit) and be reimbursed for costs expended within guidelines established. For each meeting ICANN will publish a maximum allowance (in USD) by region utilizing the United Nations set of 21 regions (<http://unstats.un.org/unsd/methods/m49/m49regin.htm>). Travelers may purchase transportation (and any associated needs) at costs greater than the published allowance but will only be reimbursed up to the published allowance amount. Reimbursement for travel arrangements booked by the supported traveler will be made after the conclusion of the ICANN meeting upon submission of an expense report supported with appropriate documentation including receipts, boarding passes, and other evidence of travel expenses taken. Hotel rooms at the ICANN meeting will be arranged and paid for directly by ICANN in accordance with the authorized arrival and departure dates for each supported traveler as published in the Travel Summary for each meeting. Authorized arrival and departure dates are based on the schedules of each of the working groups.
- Travel logistics: At least 90 days 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 (examples of exceptions include those related to health concerns, travel itinerary changes, convenience requests); and
 - Answers to frequently asked questions (FAQ)

See the [Travel Summary for the Nairobi Meeting](#) as an example.

- Exception process: Community members seeking travel support frequently ask for exceptions to the Travel Guidelines. Typical requests have included:

- Can I arrive before my authorized arrival date and/or depart after my authorized departure date?
- 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. In addition, as patterns of exception responses are identified, they will be documented for all to see on the FAQs and Travel Summary posted on the ICANN travel website:

<http://www.icann.org/en/topics/travel-support/>

- 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.

6. 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 39th ICANN Meeting in Cartagena where an ICANN staff member will be available to discuss the changes to the Travel Guidelines with the publication of this Version 2.