



27 January 2018

Subject: SSAC2018-4: SSAC Response to Questionnaire of Community Resource Consultation

1. What guidelines does your group have for supported travelers? How do these differ from the ICANN Community Travel Support Guidelines?<sup>1</sup>

*SSAC Response:*

*All SSAC members are eligible for funding at all times. If more members seek funding than is available a random selection is used to determine who gets funding. Thus, there are no specific guidelines as to who gets funding.*

*SSAC members are expected to comply with ICANN Community Travel Support Guidelines. There are no additional nor different guidelines.*

2. What aspect of the current ICANN Community Travel Support Guidelines work well for your group?

*SSAC Response:*

*Some SSAC members appreciate the ability to use their own travel agents. Some members have preferred travel agents due to geographic location or experience working with a particular agent.*

*In general, SSAC members find both the hotels and the per-diem rates reasonable.*

3. What specific area of the ICANN Community Travel Support Guidelines affect your group the most?

*SSAC Response:*

*In general, the SSAC is content with ICANN's Community Travel Support Guidelines. If ICANN is considering issuing changes the SSAC would prefer those changes gave greater flexibility to individual SSAC members instead of instituting more prescriptive rules.*

4. What area might be added to the ICANN Community Travel Support Guidelines to provide additional support to your group?

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<sup>1</sup> See <https://www.icann.org/en/system/files/files/travel-support-guidelines-fy14-02aug13-en.pdf>

*SSAC Response: The SSAC follows the travel guidelines, which in general works out well. However, individual members have raised questions related to the need for clarity or consistency regarding:*

- If one chooses to procure airfare one gets the cost of the ticket (up to the maximum cap) while for hotel costs one has to accept the hotel selected by ICANN. An option to select an alternate hotel would be welcome.*
- Recently the rules about airfare reimbursement have changed. It used to be that if you had a preferred itinerary, as long as it did not exceed the allowed amount it would be approved. However, ICANN travel has been pushing back, seemingly arbitrarily, forcing SSAC members to take the itinerary ICANN travel has selected, which they have identified as the least expensive itinerary. This has included being forced to travel at unsafe times (arrival/departure in the middle of the night) and even staying an extra day. There are many reasons for preferring one itinerary over another. Clarity on the ability to select preferred options with an appropriate constraint (maximum cost) would be welcome.*
- ICANN uses per-diem for any costs outside of lodging and airfare. However, there appears to be some disparity as to whether or not travel to and from airports, parking, and other miscellaneous but ordinary travel expenses are covered. Consider that sometimes it makes sense, and is cheaper overall, for members to travel by car to a less expensive airport, but they may be unwilling to do so if their driving and parking costs cannot be reimbursed. Consideration to alternate travel options, particularly when proposed by the traveler, would be welcome. Perhaps travel expenses could be defined as hotel, transportation expenses, and everything else. Transportation could cover airfare, to/from airport expenses, parking, and mileage if appropriate. Per diem could cover everything else. Alternate structures are also possible.*
- ICANN travel can sometimes be so slow that members have sometimes provided precise itineraries, only to have the itineraries expire before they can be booked.*
- ICANN travel sometimes fails to understand that members cannot transfer between airports in the same city. Or they have trouble understanding travel that is not simple city-to-city airline travel with taxi trips at either end.*
- SSAC members with special travel requirements have to submit these requirements every time they book travel.*

5. How does your group allocate its community travel support slots? How are members prioritized? How are newcomers to ICANN considered?

*SSAC Response:*

- SSAC has 15 slots for each ICANN meeting plus one interim workshop to which all SSAC members may receive travel funding.*
- For the ICANN meetings, any SSAC member may request travel funding.*
- Two slots for the ICANN meetings are allocated for chair and vice chair.*
- If more than 13 members request travel funding, we perform a random selection according to RFC 3797.*

6. What, if any, educational and informational activities does your group conduct to inform participants of ICANN community resources?

*SSAC Response:*

- *An email is sent to the SSAC is sent prior to each funded travel event requesting interested members to apply for travel funding if desired.*
- *Nothing is published advising potential members of travel cost coverage, however, if asked that information is provided.*

7. What are actionable and measurable expectations your group or leadership has for members who receive travel support? Are there follow-up reporting requirements for members who attend ICANN Public Meetings and/or receive Community Regional Outreach Program (CROP) funding?

*SSAC Response:*

*We expect members to participate in ICANN meetings and to report on their participation to the entire SSAC.*

8. Instead of reimbursement for travel-related expenses, would your members prefer to receive a stipend or per diem from the ICANN organization?

*SSAC Response:*

*We don't have enough data to know if this would be beneficial.*

9. Are there categories of travel and events that you are not presently able to support?

*SSAC Response:*

*There is a disparity concerning applicability of per diem to different people (see response to question 4), but we don't have enough data to speak definitively about this.*

10. How does your group plan for upcoming events? What is your planning cycle for deciding on whether ICANN community or organization resources might be used?

*SSAC Response:*

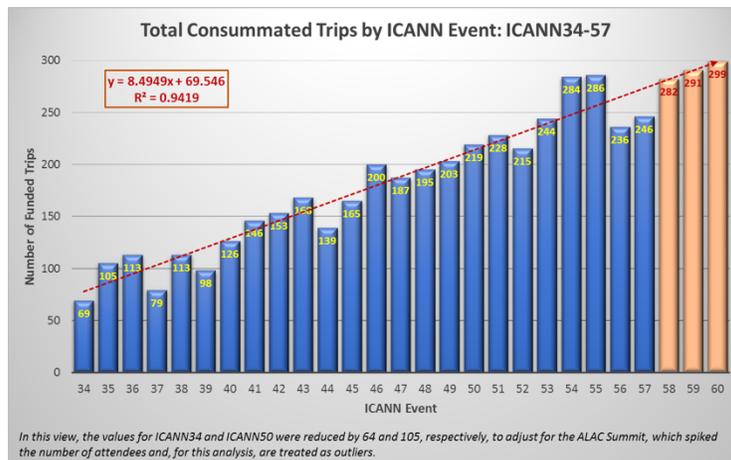
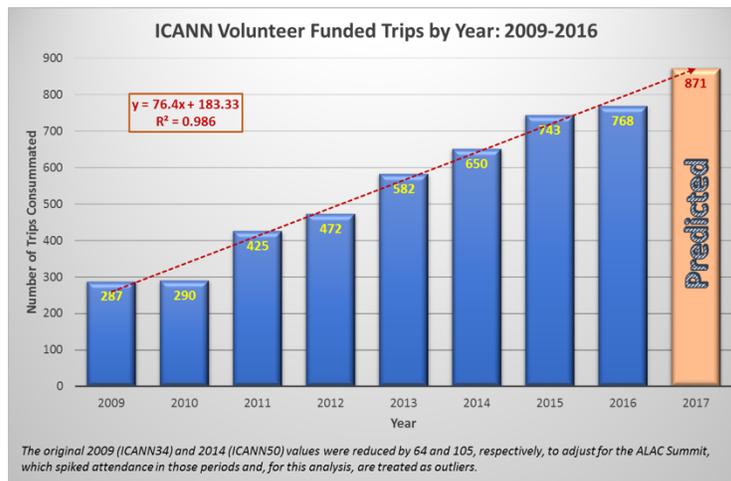
- *Roughly four months prior to an ICANN meeting SSAC members are given two weeks to respond if they would like to receive travel funding. At the end of the two weeks if there are enough slots for all requests then all requesters receive travel funding. If not, then random selection is used to award the slots to SSAC members. SSAC members responding after the two weeks and members not selected by the random selection process are placed on a waiting list. Then if slots become available they will be awarded to members on the waiting list in the order they were placed on the list.*
- *The SSAC chair and vice-chair are not part of the random selection process and always receive travel funding.*

## Background and Rationale

### *Community Consultation Process to Review Current ICANN Community Travel Support Guidelines*

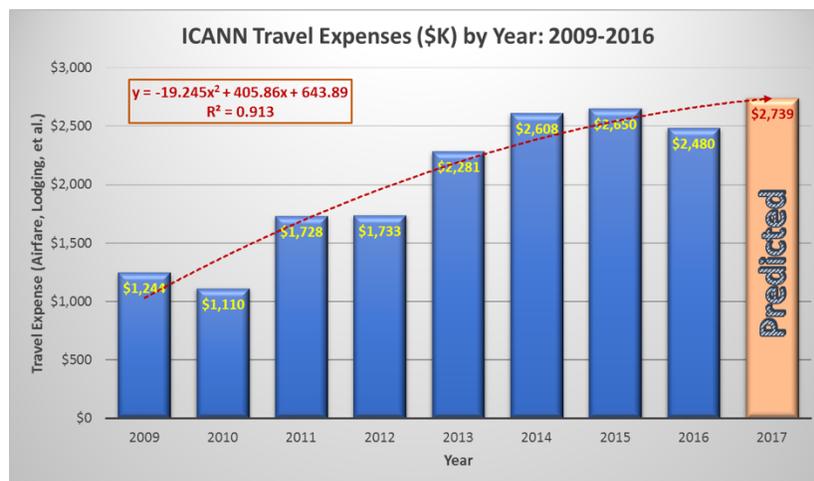
The ICANN organization supports the work of the ICANN volunteer community to ensure the Internet remains interoperable, resilient and secure. Volunteer participation comes in many forms—through working groups, attending ICANN Public Meetings, joining a stakeholder community. The ICANN organization is committed to providing the necessary resources to invest in a sustainable community. This includes capacity development, administrative and travel support, outreach and engagement.

Supporting diverse, global participation in ICANN’s policy-making work is a key part of the [ICANN mission](#). Demands are growing over time, driven by many factors including but not limited to increasing cross-community work, robust policy development and implementation, growth in working groups, and expansion of reviews.



As part of delivering these contributions, the ICANN organization recognizes the significant value provided to its mission and work by community leaders and contributing participants at ICANN Public Meetings. Likewise, the ICANN organization recognizes that individual community requests to increase permanent travel support levels at ICANN Public Meetings are important and strategic, requiring consideration as part of the overall Operating Plan and Budget.

As the community grows, we need to examine whether the current ICANN Community Travel Support Guidelines are still fit for purpose. For example, over the past few years, several communities have experimented with increased levels of funding through the Additional Budget Request process. In a number of those cases, increased travel support was later incorporated into the Operating Plan and Budget.



These experiences and growing demand have revealed that the guidelines for community travel support are no longer comprehensive and need updating. The [ICANN Community Travel Support Guidelines](#) were last updated in 2013 for fiscal year 2014 and published on the [Community Travel Support page](#). In the spirit of greater accountability and transparency, the ICANN organization seeks to begin strategic conversations with the community about travel support and community resources.

The long-term sustainability of community travel support requires strategic consideration by the entire community. As part of these strategic conversations, the ICANN organization is initiating a community consultation to examine and assess the best approach to review the purpose, value, and resources needed to continue supporting the community in its deliberations at ICANN Public Meetings. Through this process, the ICANN organization will collect feedback and views from the Supporting Organizations and Advisory Committees and their constituent groups. This information will guide resource planning for future Operating Plans and Budgets.

## Proposed Consultation Plan and Timeline

As a first step, Patrick Jones and Carlos Reyes from the Global Stakeholder Engagement and Policy Development Support teams, respectively, have drafted a questionnaire to begin the community consultation. Patrick and Carlos are available to speak with community groups about the current ICANN Community Travel consultation and the questionnaire. This questionnaire explores community travel support at a high-level.

The answers to these questions will inform more targeted engagements in the near future. Potential engagements may include a focus group at ICANN60 and a public comment proceeding on the current ICANN Community Travel Support Guidelines. Patrick and Carlos will build on feedback from these engagements and the questionnaire to revise the current ICANN Community Travel Support Guidelines, consulting with relevant ICANN organization departments and community groups as necessary. The goal is to have draft guidelines by the end of 2017.

Patrick and Carlos will then share the draft guidelines in January 2018 with all community groups for initial feedback. Patrick and Carlos will capture this initial input and update the draft guidelines as necessary. The draft guidelines will then be posted for public comment in February 2018 following the standard 40-day (minimum) process.

Once all feedback is received from the community groups and the public comment proceeding, Patrick and Carlos will prepare the final draft of the new ICANN Community Travel Support Guidelines in coordination with the relevant ICANN organization departments and recommend a target implementation date. Patrick and Carlos will brief all community groups on the updated ICANN Community Travel Support Guidelines and the target implementation date through a webinar and at ICANN61 in March 2018 if requested.

After ICANN61, Patrick and Carlos will work with the relevant ICANN organization department to prepare for implementation of the updated ICANN Community Travel Support Guidelines.