

ccNSO Travel Funding Guidelines

Prerequisites

The funding is linked with the number of funded persons, not the total amount of costs. The ccNSO can fund 12 persons in total per meeting, of which three must be the three NomCom representatives to the ccNSO Council - i.e. the NomCom representatives will always receive funding for all ICANN meetings.

If the funding has not been fully used for one meeting, the balance of the funding can be carried over to the next meeting – within the same fiscal year (ending end of June each year).

ICANN needs to have the names of the funded persons no later than 90 days prior to the meeting.

Eligibility

Council members

Other eligible parties

- Speakers / presenters
- Session Chairs
- Working Group Chairs or members actively meeting at the ICANN meeting
- Liaisons
- Observers

Criteria for Eligibility

Philosophically, funding is made available for those who actively participate in the work of the ccNSO and make a special contribution to its projects and meetings.

A general rule is that no party shall receive funding more than once in the ICANN fiscal year, except for extraordinary situations.

For Councillors: one Councillor from each of the 5 regions, on a rotating basis, will receive travel funding for an ICANN meeting (i.e. a Councillor from each region will be funded once a year).

The Councillors representing the Region are to decide in which order the rotation shall take place. If no decision is made, the order is defined alphabetically.

If a Councillor does not want to use his allocated funding, the funds will be allocated to the “Other Eligible Parties Category” or remain available for use during the remainder of the current fiscal year. This will be determined by the committee.

Other eligible parties: The other four seats will be used for the other eligible parties, as defined in the aforementioned list.

Funding distribution shall be guided by the topics on the meetings agenda or ccNSO Working Group activities, if deemed by the Council to be necessary.

Expression of Interest

The Expressions of Interest shall be sent via email to a specially dedicated email address, reaching the Travel Fund Committee. It shall contain the name and contact details of the party as well as a short description of the contribution of their work to the ccNSO. In addition, if you are employed, you must obtain agreement from the individual that you directly report to at your place of employment, and copy him or her in your application email.

For timeline - see heading "Timing".

The Travel Fund Committee

The Travel Fund Committee shall consist of the ccNSO Secretariat + three Councillors (preferably from three different regions).

The ccNSO Council appoints the three Committee members.

Decision Process

The Committee decides, based on the aforementioned criteria, whether the applicant is eligible to receive funding. The ccNSO Secretariat does not have a vote.

If there is no consensus, the decision will be taken by majority voting.

In cases where the Committee is unclear about how to decide, the ccNSO Council and the appropriate Regional Liaison will be asked for guidance.

If the Committee finds that the funded traveller did not fulfil the condition placed upon them (see heading "Conditions"), any next application from the candidate can be turned down based on that.

There will be a possibility for the applicant to appeal directly to the ccNSO Council, if they don't agree with the decision of the Committee.

In case of appealing, a letter shall be sent to the Chair of the Council, who will then present it to the Council for discussion.

Council members of the travel committee will be able to provide input regarding the appeal, but shall not take part of the decision process.

Conditions

The funded traveller is required to agree to:

- Have their name published on a publicly available website (an ICANN condition)
- Actively participate in the ccNSO meeting
- Attend all ccNSO relevant meetings
- Submit a report at the end, which will be publically available (an ICANN condition).

In cases of invited speakers, their presentation will replace the report.

Timing

The Committee must reach a decision on who to fund 100 days in advance of the following ICANN meeting.

The call for travel funding applications must therefore start two weeks before the foregoing ICANN meeting and end one week after.

Omission in Case of Unreasonable Impact of Guidelines

In the event that the guidelines do not provide guidance and/or the impact is unreasonable, the ccNSO chair will take final decision.

Review of Travel Funding Guidelines

A review of the travel funding guidelines will take place when considered necessary, for instance when the general ICANN traveling policy changes and affects these guidelines. To be effective, the updated guidelines need to be adopted by the Council, and published on the ccNSO website.

Before publishing the updated guidelines the version number of the guidelines and date of adoption will be adjusted by the ccNSO Secretariat.