ccNSO Travel Support Guideline

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1. Introduction

1.1. Background

ICANN supports community members attending ICANN Public Meetings to advance policy development and other work. As part of this, ICANN provides travel support for a limited number of ccNSO selected recipients. This ccNSO Guideline documents the application process, the eligibility criteria, and the selection process for ccNSO-supported travelers. In the event of a conflict between this Guideline and the ICANN Community Travel Support Guideline, the latter shall prevail.

1.2. Goal and Scope of the Guideline

The goal of the ccNSO Travel Support is to provide travel funding to a limited number of ccNSO community members who are expected to make significant contributions during the meeting for which they seek travel funding or who the Travel Support Committee want to encourage to participate more broadly.

This Guideline documents the processes and procedures pertaining to the ccNSO Travel Support Committee and related matters. It defines the roles and responsibilities of those involved in the application-, assessment-, and decision-making processes regarding ccNSO travel support.

2. ccNSO Travel Support

2.1. Number of recipients

ICANN provides support for a limited number of ccNSO-selected recipients. The number of travel support slots for the ccNSO is defined per meeting in ICANN's yearly budget and is published on the ccNSO website in the section dedicated to the ccNSO Travel Support.
Unused slots cannot be carried over: These cannot be used for past or future events.

2.2. Coverage

A travel slot comprises one or more of three main categories of travel expenses: an economy class ticket to the travel destination; accommodation for the approved duration of the trip; and meals and other incidental expenses. Allocations in the three categories may be split among supported travelers, provided that the total allocation for all three categories amounts to one complete funded travel slot.

3. Roles and Responsibilities

3.1. The ccNSO Travel Support Committee

There shall be a Travel Support Committee, which is a subcommittee of the ccNSO Council. The subcommittee shall consist of three members: one NomCom-appointed Councillor and two

other Councilors, preferably from different ICANN geographic regions.

The ccNSO Travel Support Committee oversees the application process, assesses the applications and selects the ccNSO-supported travelers for each ICANN Public Meeting. The committee determines the key dates for application submissions and evaluations, which are in line with the deadlines provided by ICANN Travel Support and other operational requirements by ICANN org. In determining the key dates, the Committee should ensure community members have at least one (1) and a maximum of three (3) weeks to submit their applications.

Overall, the committee should ensure a fair distribution of funded travel slots in alignment with the goals of the ccNSO Travel Support. The committee meets virtually or during ICANN Public Meetings, and the ccNSO Secretariat supports the committee.

3.2.   ccNSO Supported Travelers

ccNSO-supported travelers are expected to:
- Actively participate in the ccNSO sessions relevant to their application.
- Fulfill the tasks committed to in the application
- Have the funded traveler's name published on the ccNSO website

ICANN Travel Support might require ccNSO-funded travelers to sign an ICANN acknowledgement and waiver for the funded meeting. Funded Travelers must confirm that they have read, understood, and agreed to comply with the ICANN Community Travel Support Guidelines and the ICANN Expected Standards of Behavior.

4.   Eligible ccNSO Supported Travelers

Eligible ccNSO supported travelers are individuals associated with a ccTLD, ccNSO Councilors and members from the broader ccTLD community, including, in no particular order:
- Speakers at ccNSO-relevant sessions during ICANN public meetings. This includes presenters, session chairs, moderators or session facilitators.
- Members, including Chairs or Vice Chairs, of ccNSO Working Groups or Committees actively meeting at the ICANN meeting
- Individuals appointed by Council to a ccNSO-relevant role within the ICANN ecosystem (also referred to as "External appointments by Council")

5.   Application Process

5.1.   Application Process for ccNSO Councillors

All three (3) NomCom-appointed Councillors are eligible to attend each ICANN Public Meeting as supported travelers. In addition, each ICANN region is allocated one funded travel slot for councillors elected by the ccNSO members from that region. Councillors who are not funded via this mechanism may submit an application when the call for members of the broader ccTLD community opens.

It is the responsibility of Councillors elected by the ccNSO members from each ICANN region to determine how to allocate the three categories of travel expenses (air, lodging, per diem)

equivalent to one funded travel slot within their region. Councillors are required to communicate their decision to the ccNSO Secretariat before the end of the application period.

In the event that no decision is made, or if Councillors decline the funding, the funded travel slots will be made available to the broader ccTLD community.

5.2.   Application Process for Members of the Broader ccTLD Community

For each application round, the ccNSO Secretariat will publish an announcement on the ccNSO website with instructions on how members of the broader ccTLD community can apply, including deadlines and required application data and materials. Applications need to be submitted in English. Any personal data provided in connection with travel support will be processed in accordance with the ICANN Privacy Policy.

6.   Selection Criteria and Process

Decisions on whether to award travel support shall be based on the merits of each application and the criteria included in this Guideline. In allocating the three categories of travel expenses (air, lodging, per diem), the Travel Support Committee members will be guided by the following requirements and weighing the following criteria:

Requirements:
- The applicant must be related to a ccTLD and, if relevant, must have the approval of the ccTLD to attend the meeting and receive the funding.

Criteria:
- Recognizing the applicant's level of contribution to the work of the ccNSO, taking into account the applicant's past and potential future contributions to ccNSO activities
- Providing support for those who might not be able to fund their involvement or justify the cost of attending the meeting without support.
- Broadening participation in the ccNSO, by attracting new and motivated community members, regardless of region or location.

The assessment will be based on how well each applicant matches the Selection Criteria. The ccNSO Secretariat will prepare an initial evaluation to assist the Travel Support Committee in allocating the support.

6.1.   Decision-Making Process

A majority of the Committee decides, based on the requirements and criteria above, whether each applicant may receive ccNSO Travel Support and, if so, the type of support provided (air, lodging, per diem).

The Committee may place conditions on the grant of travel support (e.g., to attend specific meetings, to present a paper, to compile a report for publication, etc.). If a recipient of travel support fails to fulfill such conditions, the Committee may consider that when considering any future applications from the applicant. The Committee does not have to give reasons for declining any application, but it may do so if it chooses or may provide other feedback on the

application. Applications received prior to the opening date or after the closing date will not be considered.

6.1.1. Conflict of Interest

A Committee member should declare a conflict of interest at any stage. Once such a declaration has been made, the Committee member will no longer be involved in the selection process for which the conflict is declared.

Committee members themselves may apply for ccNSO Travel Support. Their applications will only be evaluated by the other committee members. A committee applicant must abstain from considering and voting on their application.

6.1.2. Reporting on the Decision-Making Process

The Secretariat must inform all applicants of the application's outcome within five (5) business days of the Committee concluding its deliberations. The Secretariat shall publish the names and types of funding of the ccNSO-supported travelers on the ccNSO website within three (3) business days after the applicants have been informed of the outcome of their applications.

The Travel Support Committee shall provide a regular status report to the Council.

7. Miscellaneous

7.1. ccNSO Internal Guideline

This Guideline is an internal rule of the ccNSO in accordance with Article 10 Section 3.11 and Article 10 Section 4.2 of the ICANN Bylaws.

7.2. Omission in or Unreasonable Impact of the Guideline

In the event the Guideline does not provide guidance and/or the impact is unreasonable for the ccNSO to conduct its business, the Committee will decide and inform the ccNSO Council accordingly.

7.3. Publication and Review of the Guideline

The Guideline will be reviewed every other year or adjusted when necessary. To become effective, the updated Guideline must be adopted by the ccNSO Council and published on the ccNSO website. Before publishing the updated Guideline, the Secretariat will adjust the version number and insert the date the Guideline was reviewed and adopted by the ccNSO Council.