

Terms of Reference: ccNSO Outreach & Involvement Standing Committee (OISC)

Version 2

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Table of Contents

1. Introduction and Purpose	2
2. Objective	2
3. Scope & Activities.....	2
4. Reporting	3
5. Composition of the OISC.....	3
5.1. The Chair of the OISC	3
5.2. Term of appointment	3
6. Miscellaneous.....	3
6.1. Conflict of Interest	3
6.2. Omission in or Unreasonable Impact of the ToR	4
6.3. Review and change of the ToR.....	4
6.4. Transitional Arrangement.....	4
ANNEX A: OISC Activities	5
ANNEX B: ccNSO Community Onboarding Programme (ccNSO COP)	6
1. Introduction and Background	6
2. Purpose	6
3. OISC sub-committee: COP Selection Committee	6
4. ccNSO COP mentor and mentee	7
4.1. ccNSO COP mentor: role	7
4.1.1. ccNSO COP mentor: Term of appointment.....	7
4.1.2. ccNSO COP mentee: Role	7
4.1.3. ccNSO COP mentee: Term of appointment.....	7
4.2. ccNSO Travel Support.....	8
5. Application to become a ccNSO COP mentor/mentee	8
5.1. Timeline	8
6. Application Assessment and Decision-Making Process.....	8
6.1. Selection Criteria.....	8
6.2. Decision Making Process	9
6.2.1. Conflict of Interest.....	10
6.2.2. Reporting on the Decision-Making Process.....	10
ANNEX C: ccNSO Travel Support.....	13
1. Introduction and Background	13
2. Purpose	13
3. ccNSO Travel Support.....	13
4. OISC sub-committee: The ccNSO Travel Support Committee.....	14

5.	<i>ccNSO Funded Travelers</i>	14
5.1.	<i>ccNSO Councillors</i>	14
5.2.	<i>Broader ccTLD Community</i>	14
6.	<i>Application to receive ccNSO Travel Support</i>	15
6.1.	<i>ccNSO Councillors</i>	15
6.2.	<i>Broader ccTLD Community</i>	15
6.3.	<i>Timeline</i>	15
7.	<i>Application Assessment and Decision-Making Process</i>	16
7.1.	<i>Selection Criteria</i>	16
7.2.	<i>Decision-Making Process</i>	17
7.2.1.	<i>Conflict of Interest</i>	17
7.2.2.	<i>Reporting on the Decision-Making Process</i>	18

1. Introduction and Purpose

The Terms of Reference (ToR) documents processes and procedures pertaining to the ccNSO OISC and defines roles and responsibilities of those involved in the communication, application, assessment, and decision-making processes regarding the ccNSO OISC.

2. Objective

The ccNSO OISC is established as a standing committee and will have a permanent nature, to ensure:

- A continued and ongoing coordinated approach regarding the existing and potential outreach and involvement efforts by and targeted at the ccNSO and ccTLD community
- ccTLDs awareness of and involvement in the aforementioned efforts.

For purposes of the OISC, it is understood that outreach is outbound and one-way, and involvement is two-ways, working collaboratively with and through groups of people affiliated by geography, special interest, or similar situations to address issues affecting the wellbeing of those people.

3. Scope & Activities

In pursuing its objective, the Committee will undertake the following activities:

1. Coordinate the various aspects of the outreach, involvement and capacity building activities undertaken by the ccNSO, including:
 - a. communication around those activities
 - b. planning related ccNSO sessions when appropriate
2. Develop an outreach and involvement strategy, which balances the workload against the required efforts.
3. Oversee the operation and execution of the strategy, which balances the work items against the capacity and capabilities.
4. Perform operational tasks, including, but not limited to the efforts listed in Annex A of this document.

The OISC will conduct its business in the manner it considers most appropriate and effective. Recordings of calls, transcripts - if provided - and documents produced by the group will be archived and available to the public.

4. Reporting

The Chair of the OISC will report regularly through email or in person to the ccNSO Council and the ccNSO membership.

5. Composition of the OISC

The OISC shall have minimum five (5) and maximum eight (8) members, plus up to four (4) representatives of the Regional Organizations (ROs). Membership of the OISC is open to all ccTLD managers (members and non-members of the ccNSO alike). At least four (4) of the members on the Committee should be members of the ccNSO Council, including one NomCom appointed Councillor. The ccNSO Meetings Programme Committee (MPC) Chair should be a member as well.

The ccNSO Council will appoint the members of the committee. In appointing members, the Council should consider the need for a diverse Committee membership, including regional diversity.

5.1. The Chair of the OISC

The Chair of the OISC is appointed by the ccNSO Council upon nomination by the committee members. The Chair will manage ongoing activities and ensure an appropriate working environment by:

- Promptly sharing relevant information with the entire Committee
- Planning the work of the Committee to achieve its goals and lead the Committee through its discussions

5.2. Term of appointment

The term for the initially appointed members is for either one (1) year; two (2) years; or three (3) years.

The ccNSO Council decides on the terms of the initially appointed members.

After the initial appointment the regular term of appointment shall be three (3) years. Committee members are not eligible for re-appointment. Members may resign at any time if circumstances arise that prevent them from effectively performing their function. If a member resigns, the ccNSO Council may appoint a replacement, who will serve for the remainder of the period.

6. Miscellaneous

6.1. Conflict of Interest

A Committee member should declare a conflict of interest at any stage if the member or someone employed by the same entity has an interest in or is impacted by a decision of the Committee, for example whether to receive travel funding. After such a declaration, the Committee member ceases to be involved

in the specific OISC-related decision process. The ccNSO Council chair and vice-chairs will make the final decision in this case.

6.2. Omission in or Unreasonable Impact of the ToR

In the event the ToR does not provide guidance, and/or the impact is unreasonable to conduct the business of the ccNSO COP, the ccNSO Council, or the Chair of the ccNSO, may decide to override these ToR.

6.3. Review and change of the ToR

The ToR will be reviewed two (2) years after adoption by Council, with a view on whether to continue the programme. The ToR will also be reviewed after any changes to the relevant sections in the related procedures or otherwise adjusted when considered necessary. Any amendment becomes effective after adoption by Council and publication on the ccNSO website. Before publishing the updated ToR, the Secretariat will update the version number and insert the date the ToR was reviewed and amended by the ccNSO Council.

6.4. Transitional Arrangement

Once the OISC is created, specific tasks such as those by the travel funding committee, by the ccNSO Community Onboarding Committee, etc., will be transferred to the OISC, after the relevant guidelines and charters have been updated and published on the ccNSO website.

ANNEX A: OISC Activities

The outreach, involvement and capacity building activities referred to in this document may include - but are not limited to - the following examples:

1. ccNSO Travel Funding, in accordance with the applicable ccNSO Guideline
2. ccNSO Community Onboarding Programme, in accordance with the applicable ccNSO Guideline
3. ICANN org Fellowship Programme
4. ICANN org Leadership Programme
5. ccNSO courses on ICANN Learn
6. ccNSO newcomer webinars
7. Quick Guide to the ccNSO
8. Onboarding package for new ccNSO Councillors
9. Fact Sheets Working Groups and Committees
10. Tips & Tricks for presenters and session chairs at the ccNSO Members Meeting

ANNEX B: ccNSO Community Onboarding Programme (ccNSO COP)

1. Introduction and Background

Following discussions between the community and the ICANN starting at ICANN49 and concluding at ICANN51, an ICANN Community Onboarding Programme was set up to address volunteer burnout and improve newcomer retention rates. In January 2016, the ICANN COP Pilot was launched to develop an individualized, tailored mentorship process. The ICANN COP programme concluded at the end of ICANN's FY18.

Based on the example of the ICANN COP, in December 2018, a ccNSO Community Onboarding Programme was designed to improve engagement and retention of new participants within the ccNSO by creating a structured, year-round onboarding process and mentorship structure, tailored to the needs and within the limits of the ccNSO environment.

At the start of 2021, the ccNSO Council decided to integrate the activities of the ccNSO COP into the newly created Outreach and Involvement Committee (OISC). In February 2021, the ccNSO Council adopted the Terms of Reference of the OISC and Council resolved to launch a call for volunteers. Being part of the OISC activities, the COP-related activities are integrated into the OISC and specified in Annex B of the OISC Terms of Reference.

2. Purpose

This Annex to the OISC Terms of Reference (ToR) documents processes and procedures pertaining to the ccNSO COP, and defines roles and responsibilities of those involved in the application, assessment, and decision-making processes regarding the ccNSO COP.

3. OISC sub-committee: COP Selection Committee

There shall be a ccNSO COP Selection Committee as a sub-committee of the OISC. The sub-committee shall consist of three OISC members, namely one NomCom appointed Councillor, and 2 other Councilors, preferably from different regions. The OISC chair will propose the members of the OISC Travel sub-committee to the ccNSO Council for appointment.

The ccNSO COP Selection Committee is responsible for receiving and assessing all applications by candidate mentors and mentees under the ccNSO COP. The committee will ensure that a simple mechanism exists by which applicants may apply for mentor or mentee-ship. The Committee will assess the applications according to the selection criteria included in this Annex. The ccNSO COP Selection Committee makes decisions online and meets either in person at an ICANN meeting or via conference call when convenient.

4. ccNSO COP mentor and mentee

4.1. ccNSO COP mentor: role

A mentor is defined as an experienced member of the community best suited to share knowledge of and experience in the ccNSO environment.

The role of the mentor:

- Be available to the mentee through previously agreed upon communication channels, at reasonable time frames throughout the experience (pre-, during and post- an ICANN meeting)
- Guide the mentee through all available resources and share relevant information
- Respond in a timely manner to any queries from the mentee
- Facilitate introductions to Community Members, for instance while attending ICANN meetings
- Provide an update the ccNSO Council and/or Secretariat when requested to do so
- Whenever possible, attend ccNSO-relevant sessions at ICANN meetings.

4.1.1. ccNSO COP mentor: Term of appointment

The term of appointment shall be one (1) year. A mentor may be re-appointed for two additional terms (in total 3 terms).

4.1.2. ccNSO COP mentee: Role

A mentee is defined as a relatively new member of the community who has demonstrated both the potential and desire to actively engage and participate in the work of the ccNSO.

The role of the mentee:

- Be available to the mentor through previously agreed upon communication channels, at reasonable time frames throughout the experience (pre-, during and post- an ICANN meeting)
- Read the available ccNSO onboarding materials, and where possible provide suggestions for improvements
- Be a good listener and have an open mind to allow guidance through the ccNSO activities
- Work towards the goal of contributing to the work of the ccNSO
- Provide an update the ccNSO Council and/or Secretariat when requested to do so
- Whenever possible, attend ccNSO-relevant sessions at ICANN meetings.

4.1.3. ccNSO COP mentee: Term of appointment

The term of appointment shall be one (1) year. A mentee cannot be re-appointed.

4.2. ccNSO Travel Support

The ccNSO Travel Support Programme is provided by ICANN to advance the work of the ccNSO as a whole and is therefore aimed at supporting the attendance to ICANN public meetings for community members that are contributing towards its work.

ICANN provides support for a limited number of ccNSO slots. Candidates from all regions and sectors, including the ccNSO COP mentor and mentee, may apply for ccNSO travel support. Decisions on whether to award travel support to an application shall be based on the merits of each application and the criteria included in the ccNSO Travel Support Guideline as published on the ccNSO website.

5. Application to become a ccNSO COP mentor/mentee

The application (see annex B1) needs to include at a minimum: the full name and contact details (e-mail address) of the applicant as well as a short description of how they intend to fulfill their role as ccNSO COP mentor/mentee. Applications need to be submitted in English. In addition, if the applicant is employed, the name and e-mail address of the employer needs to be included in the application form. By submitting its application, the applicant is required to agree to have its application publicly archived, and agrees that personal data will be processed in accordance with the ICANN Privacy Policy (<https://www.icann.org/privacy/policy>), and agree to abide by the website Terms of Service (<https://www.icann.org/privacy/tos>).

If the applicant is successful in being awarded the role of ccNSO COP mentor/mentee, it will be a condition that they have their name published on the ccNSO website

5.1. Timeline

A notice soliciting applications shall be sent to the ccNSO members and other relevant ccTLD community email lists and published on the ccNSO website. This notice shall include all relevant information for potential applications and clearly state the closing date of the application period, which shall be not earlier than two weeks after the notice. On the first working day after closure of the call for applications, the Secretariat will send the applications received to the ccNSO COP Selection Committee members.

6. Application Assessment and Decision-Making Process

6.1. Selection Criteria

People associated with a ccTLD manager, whether members or non-members of the ccNSO, may apply for the role of ccNSO COP mentor/mentee. Decisions on whether to award the role of ccNSO COP mentor/mentee shall be based on the merits of each application and the criteria included in these ToR. The ccNSO COP mentor and mentee will be selected based on how well the application material they submitted meet the following set of criteria:

Requirements for mentees:

- Able to work and communicate in written and spoken English
- Have a basic knowledge of ICANN and specifically the ccNSO
- Be a fairly new community member
- Show genuine interest to contribute to the work of the ccNSO
- Should be employed or have active backing by a ccTLD manager and should demonstrate the support by the ccTLD manager in respect to the required time commitment to participate actively in the ccNSO COP

Requirements for mentors:

- Able to work and communicate in written and spoken English
- Have a good knowledge of ICANN and specifically the ccNSO
- Actively contributes to the work of the ccNSO
- Be approachable and accessible, with the goal of advancing the onboarding experience of the mentee
- Ability and willingness to share best practices and experiences
- Should be employed or have active backing by a ccTLD manager and should demonstrate the support by the ccTLD manager in respect to the required time commitment to participate actively in the ccNSO COP

6.2. Decision Making Process

The Committee decides, based on the above documented criteria, which of the candidates will be appointed as ccNSO COP Mentor (max 1) and ccNSO COP mentee (max 1). Only if a candidate is considered to meet the above criteria the following diversity criteria should be considered:

- Geographic regions.
- Gender diversity.
- Type, experience, and size of ccTLD manager.

The ccNSO COP Selection Committee members will compile a list of their preferred candidates. If more candidates apply than are needed, the Committee members will each compile a list of their up to top 5 candidates, based on the Selection Criteria, by assigning 5 points to the most preferred candidate, 4 points to the second preferred candidate, etc. The committee members should base their preference and be guided by the required skills and expertise included in the relevant application. Each of the Committee members should send her/his list of preferred candidates to the e-mail address of the Secretariat Staff support, within 5 working days after having received the list of candidates and their application material. Based on the individual committee members' rankings, the secretariat will prepare the overall ranking of the candidates and report the ranking to the Committee latest 2 working days after having received the rankings from the individual Committee members. If, after compiling the list, it is possible to identify the preferred nominees unambiguously, the selection process is closed.

The ccNSO Council chair and vice-chairs will make the final decision, should the committee remain deadlocked. The Committee does not have to give reasons for declining any application, but it may do so if it chooses, or may give other feedback on the application. Applications received prior to the opening date or after the closing date will not be considered.

6.2.1. Conflict of Interest

A Committee member should declare a conflict of interest at any stage. After such a declaration, the Committee member ceases to be involved in the appointment process. The ccNSO Council chair and vice-chairs will make the final decision in this case.

6.2.2. Reporting on the Decision-Making Process

The Secretariat must inform all applicants on the outcome of the application within five business days of the Committee concluding its deliberations. The Secretariat will publish the names of the ccNSO COP mentor/mentee on the ccNSO website within 3 business days.

ANNEX B1

COP Application form

Instructions

Fill in the form below. All applications should be submitted in English.

Next Steps?

Once the application window closed, the ccNSO COP Committee members will evaluate all applications. The outcome of the Committee's deliberations will be published on the ccNSO website. All applicants will receive a personal notification as well.

1. **First/given name:** *
2. **Last/family name:** *

3. Gender: *

- Female
- Male
- Other

4. E-mail Address: *

.....

5. I am employed by a ccTLD manager or have the support of a ccTLD manager. *

- yes
- no

If yes, please specify which ccTLD, and the e-mail address of your employer:

.....

If yes, please select the relevant ICANN region for your ccTLD

- Africa
- Asia-Pacific
- Europe
- Latin America / Caribbean
- North America

6. I have the support by my ccTLD manager in respect to the required time commitment to participate actively in the ccNSO COP. *

- yes

If yes, please submit supporting documentation

- no

7. I am applying for the position of *

- ccNSO Community Onboarding Programme Mentor

And I intend to fulfill my role as follows:

.....

- ccNSO Community Onboarding Programme Mentee

And I intend to fulfill my role as follows:

.....

8. I am currently contributing to the work of the ccNSO. *

yes

If yes, please specify:
.....

no

9. In the future, I intend to contribute to the work of the ccNSO. *

yes

If yes, please specify:
.....

no

10. I currently am an active member of the broader ccTLD community. *

yes

If yes, please specify:
.....

no

11. I have an interest in becoming an active member of the broader ccTLD community. *

yes

If yes, please specify:
.....

no

not applicable

12. Any additional information you would like to share?

.....

By submitting my personal data, I agree that my personal data will be processed in accordance with the ICANN Privacy Policy (<https://www.icann.org/privacy/policy>), and agree to abide by the website Terms of Service (<https://www.icann.org/privacy/tos>).

I agree.*

[S E N D]

Thank you.

ANNEX C: ccNSO Travel Support

1. Introduction and Background

The ccNSO Travel Support Programme is provided by ICANN and aims at advancing the work of the ccNSO as a whole and is therefore aimed at supporting the attendance to ICANN public meetings for community members that are contributing towards its work.

At the start of 2021, the ccNSO Council decided to integrate the activities of the ccNSO Travel Fund Committee into the newly created Outreach and Involvement Committee (OISC). In February 2021, the ccNSO Council adopted the Terms of Reference of the OISC and Council resolved to launch a call for volunteers. Being part of the OISC activities, the ccNSO Travel Support-related activities are integrated into the OISC and specified in Annex C of the OISC Terms of Reference.

2. Purpose

This Annex to the OISC Terms of Reference (ToR) documents processes and procedures pertaining to the ccNSO Travel Support Programme and defines roles and responsibilities of those involved in the application assessment and decision-making process regarding the ccNSO travel support.

3. ccNSO Travel Support

ICANN provides support for a limited number of ccNSO recipients. The number of travel support slots for the ccNSO is defined in ICANN's yearly budget and is published on the ccNSO website in the section dedicated to the ccNSO Travel Support Programme.

One (1) ccNSO Travel Support slot may be awarded:

either

- On a fully supported basis (full funding), consisting of an economy class ticket to the travel destination, hotel costs for the approved duration of the trip and a per diem.

or

On a partially supported basis (partial funding):

- Option (a): economy class ticket to the travel destination. No hotel, no per diem.

or

- Option (b): hotel accommodation for the approved duration of the trip & per diem. No flight.

Applicants are asked to specify their preference for support on a full or partial basis. If the latter, they are requested to state a preference for option (a) or option (b). If several applicants request partial funding (options (a) and (b)), more applicants can be funded.

4. OISC sub-committee: The ccNSO Travel Support Committee

There shall be a Travel Funding Committee as a sub-committee of the OISC. The sub-committee shall consist of three OISC members, namely one NomCom appointed Councillor, and 2 other Councilors, preferably from different regions. The OISC chair will propose the members of the OISC Travel sub-committee to the ccNSO Council for appointment.

The ccNSO Travel Funding Committee is responsible for receiving and assessing all applications for ccNSO Travel Support. The Committee will ensure that a simple mechanism exists by which applicants may apply for travel support (e.g., a web form). All applications will be publicly archived.

The Committee will assess the applications according to the selection criteria included in this Annex. Each application will be evaluated to determine support or not, and, if supported, whether on a full or partial support basis. This process will consider the number of slots available to the broader ccTLD community.

The ccNSO Travel Funding Committee makes decisions online and meets either in person at an ICANN meeting or via conference call when convenient.

5. ccNSO Funded Travelers

5.1. ccNSO Councillors

Three (3) ccNSO full travel funding slots will be available for the NomCom appointed ccNSO Councillors. If a NomCom Councillor declines allocated funding, the slot will be allocated to the “Broader ccTLD community” category.

At least one (1) Councillor from every ICANN geographic region is eligible to receive travel support for an ICANN meeting. The Councillors representing the region are to decide among themselves who will receive funding to attend a meeting.

5.2. Broader ccTLD Community

The broader ccTLD Community includes, for instance:

- ccNSO Council members
- Speakers / presenters at ccNSO relevant sessions during ICANN public meetings
- Members to the Customer Standing Committee (CSC)
- ccNSO appointed co-chairs to CCWGs
- Session Chairs at ccNSO relevant sessions during ICANN public meetings
- ccNSO Working Group Chairs actively meeting at the ICANN meeting
- ccNSO Working Group members actively meeting at the ICANN meeting
- ccNSO appointed liaisons and observers as described in the Guideline “ccNSO Liaisons and Observers”, published on <https://ccnso.icann.org/about/guidelines.htm>

6. Application to receive ccNSO Travel Support

6.1. ccNSO Councillors

The ccNSO Councillors representing a region, and the NomCom appointed Councillors will be approached individually by the ccNSO Secretariat prior to the start of the application period. The Councillors are to decide among themselves who will receive the guaranteed funding to attend the upcoming ICANN public meeting and are to communicate their decision to the ccNSO Secretariat before the end of the application period. If no decision is made, or if none of the Councillors from a region applies to the allocated funding, the funds for that region will be allocated to the Broader ccTLD community category. The councillors from a region with an unused slot can communicate to the Travel Funding Committee a preference for the allocation of that unused slot, to an applicant from the broader ccTLD community. Allocation of the slots happens at the discretion of the Committee. The names of the Councillors that receive ccNSO travel support will be listed on the ccNSO website.

6.2. Broader ccTLD Community

The application needs to include at a minimum: the full name and contact details (e-mail address) of the applicant as well as a short description of how they intend to contribute to the work of the ccNSO. Applications need to be submitted in English. In addition, if the applicant is employed, the name and e-mail address of the employer needs to be included in the application form. If the applicant has received ccNSO travel support within the previous 12 months, he or she will be asked to state the details on the form. By submitting its application, the applicant is required to agree to have its application publicly archived, and agrees that personal data will be processed in accordance with the ICANN Privacy Policy (<https://www.icann.org/privacy/policy>), as well as agrees to abide by the website Terms of Service (<https://www.icann.org/privacy/tos>).

If the applicant is successful in being awarded travel support, it will be a condition that they:

- Actively participate in the ccNSO sessions relevant to his/her application.
- Fulfill the tasks committed to in the application
- Have the funded traveler's name published on the ccNSO website

6.3. Timeline

The names, contact information, type of funding and the approved arrival and departure dates of the successful ccNSO Travel Support Programme applicants need to be sent to ICANN Constituency Travel support staff in advance of the following ICANN meeting, respecting the deadline as determined by ICANN Constituency Travel. Accordingly, the Secretariat will prepare a timeline to be sent for approval to the ccNSO Travel Funding Committee. The timeline should allow sufficient time for the receipt of all applications, and the evaluation of the applications by the Travel Funding Committee.

A notice soliciting applications shall be sent to the ccNSO members and other relevant ccTLD community email lists and published on the ccNSO website. This notice shall include all relevant information for potential applications and clearly state the closing date of the application period, which shall be not earlier

than two weeks after the notice. On the first working day after closure of the call for applications, the Secretariat will send the applications received to the Travel Funding Committee members. The Committee must carry out its evaluations and make its decision within two (2) weeks of receiving the applications from the Secretariat. Immediately after the committee has made its decisions - which should be in advance of the following ICANN meeting, respecting the deadline as determined by ICANN Constituency Travel - the details of the Committee's decision must be sent to ICANN Constituency Travel by the Secretariat.

7. Application Assessment and Decision-Making Process

7.1. Selection Criteria

Candidates from all regions and sectors may apply for ccNSO travel support. Decisions on whether to award travel support to an application shall be based on the merits of each application and the criteria included in this Guideline. In allocating slots, Travel Funding Committee members should be guided by the following principles, which - in order of priority - are:

- Being an active member of the broader ccTLD Community. Details must be provided in the application on why and how the applicant is currently contributing to the work of the ccNSO.
- To provide support for those who might not be able either to fund their involvement, or to justify the cost of attending the meeting without support.
- To broaden participation in the ccNSO ^[1].

The following attributes or qualifications will be considered by the Travel Funding Committee in assessing each application individually:

- [-1] did not meet the criterion.
- [1] partly met the criterion.
- [2] fully met the criterion.
- [0] not applicable or unknown.

The assessment will be made for each of the factors listed below, based on how well each applicant matches the Selection Criteria. The applications will then be ranked by the ccNSO Secretariat.

- Applicant is employee of, or has the support of, a ccTLD manager.
- The applicant states: I have my employer's approval to attend the meeting for which I requested ccNSO travel support
- Applicant expresses that he/she is unable to attend the upcoming ICANN meeting without funding.
- Applicant is a ccNSO appointed co-chair to a Cross-Community Working Group (CCWG)
- Applicant is a ccNSO Council member.
- Applicant is a CSC member.
- Applicant is expecting to be a speaker/presenter/session chair at ccNSO relevant sessions during the ICANN public meeting for which funding is requested.
- Applicant is a ccNSO Working Group Chair actively meeting at the ICANN meeting for which funding is requested.

- Applicant is a ccNSO Working Group member actively meeting at the ICANN meeting for which funding is requested.
- Applicant is a liaison, as described in the Guideline “ccNSO Liaisons and Observers”, published on <https://ccnso.icann.org/about/guidelines.htm>.
- Applicant is an observer, as described in the Guideline “ccNSO Liaisons and Observers”, published on <https://ccnso.icann.org/about/guidelines.htm>.
- Applicant is a ccNSO appointed observer/liaison to another SO/AC, as per the definition included in the relevant ccNSO Guideline: Liaisons and Observers
- Applicant is currently contributing to the work of the ccNSO in another capacity
- Applicant provides specifics on having a different ccNSO-relevant role.
- Applicant is currently an active member of the broader ccTLD Community.
- Applicant expressed an interest in becoming an active member of the broader ccTLD Community.
- Applicant provides specifics on why and how the applicant intends in the future to contribute to the work of the ccNSO.
- Applicant was previously granted ccNSO travel funding.
- If the answer to the previous question is yes:
 - Applicant was previously granted ccNSO travel funding, and at the same time previously fulfilled the condition placed upon them.
 - Applicant provides additional information

7.2. Decision-Making Process

The Committee decides, based on the above documented criteria, as to whether each applicant may receive ccNSO travel support and if so, whether the support is on a full or partial basis.

If there is no consensus, the Committee must vote, and the decision will be made by a majority of votes cast. Should the Committee remain deadlocked, the appropriate Regional organisations might be asked for guidance. The ccNSO Council chair and vice-chairs will make the final decision, should the committee remain deadlocked.

The Committee may place conditions on the grant of travel support (e.g., to attend certain meetings, to present a paper, to compile a report for publication, etc.). If a recipient of travel support does not fulfil such conditions, the Committee may take that into account 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 give other feedback on the application.

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

7.2.1. Conflict of Interest

A Committee member should declare a conflict of interest at any stage. After such a declaration, the Committee member ceases to be involved in the appointment process. The ccNSO Council chair and vice-chairs will make the final decision in this case.

Committee members themselves can apply for ccNSO Travel Support Programme. Their applications will be evaluated exclusively by the other voting Committee members. A Committee applicant must recuse themselves from evaluating and voting on their application.

7.2.2. Reporting on the Decision-Making Process

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

The OISC Travel Fund sub-committee shall provide a regular status report to the OISC.

ANNEX C1

Travel Fund Application form

Instructions

Fill in the form below. All applications should be submitted in English.

Next Steps?

Once the application window closed, the ccNSO Travel Funding Committee members will evaluate all applications. The outcome of the ccNSO Travel Funding Committee deliberations will be published on the ccNSO website, latest 120 days ahead of the upcoming ICANN public meeting. All applicants will receive a personal notification as well.

1. **First/given name:** *
2. **Last/family name:** *

3. Gender: *

- Female
- Male
- Other

4. E-mail Address: *

5. I am employed by a ccTLD manager or have the support of a ccTLD manager. *

- yes
- no

If yes, please specify which ccTLD:

If yes, please select the relevant ICANN region for your ccTLD

- Africa
- Asia-Pacific
- Europe
- Latin America / Caribbean
- North America

6. I have my employer's approval to attend the meeting for which I requested ccNSO travel support. *

- yes
- no

7. Please select your preference*:

- I apply for *full* funding (economy class ticket to the travel destination, hotel costs for the approved duration of the trip and a per diem)
- I apply for *partial* funding (economy class ticket to the travel destination. No hotel, no per diem)
- I apply for *partial* funding (hotel accommodation for the approved duration of the trip & per diem. No flight.)

8. I am unable to attend the upcoming ICANN meeting without ccNSO Travel Support. *

- yes
- no

9. I am a ccNSO-appointed co-chair to a Cross-Community working Group (CCWG)*

yes

no

10. I am a ccNSO Council member. *

yes

no

11. I am a Customer Standing Committee (CSC) member. *

yes

no

12. I am expecting to be a speaker/presenter/session chair at ccNSO relevant sessions during the ICANN meeting for which I apply for funding. *

yes

no

If yes, please specify: (role + session)

.....
.....
.....

13. I am a ccNSO Working Group Chair actively meeting at the ICANN meeting for which funding is requested. *

yes

no

14. I am a ccNSO Working Group member actively meeting at the ICANN meeting for which funding is requested. *

yes

no

15. I am a liaison to the ccNSO Council, as per the definition included in the relevant [ccNSO Guideline: Liaison and Observers](#). *

yes

If yes, please specify:

.....
.....

no

16. I am an observer, as per the definition included in the relevant [ccNSO Guideline: Liaison and Observers](#). *

yes

If yes, please specify:

.....
.....

no

17. I am a ccNSO appointed observer/liaison to another SO/AC, as per the definition included in the relevant [ccNSO Guideline: Liaisons and Observers](#). *

yes

If yes, please specify:

.....
.....

no

18. I am currently contributing to the work of the ccNSO in another capacity. *

yes

If yes, please specify:

.....
.....

no

19. I have a different ccNSO-relevant role. *

yes

If yes, please specify:

.....
.....

no

20. I currently am an active member of the broader ccTLD community. *

yes

If yes, please specify:

.....
.....

no

21. I have an interest in becoming an active member of the broader ccTLD community. *

yes

If yes, please specify:

.....
.....

no

not applicable

22. In the future, I intend to contribute to the work of the ccNSO. *

yes

If yes, please specify:

.....
.....

no

23. I was previously granted ccNSO travel funding. *

yes

If yes, please specify:

.....

.....

no

24. Any additional information you would like to share?

.....

.....

.....

By submitting my personal data, I agree that my personal data will be processed in accordance with the ICANN Privacy Policy (<https://www.icann.org/privacy/policy>), and agree to abide by the website Terms of Service (<https://www.icann.org/privacy/tos>).

I agree.*

[S E N D]

Thank you.

[1] *It is recommended that people who are new to the ccNSO and ICANN and cannot yet contribute to the work of the ccNSO seek travel support through ICANN's Fellowship Programme.*