



Travel Support Guidelines

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GOALS

- Clarify why, for whom, and how travel support is provided for members of the ICANN community
- Balance Community Feedback on levels of support
- Deliver travel support effectively

Facilitate, not distract from, the work of ICANN

WHY PROVIDE SUPPORT

- Facilitate policy development -- to advance ICANN work
- Participation – allows those who can not afford to attend otherwise, including those from developing countries
- Outreach – broaden participation in ICANN's processes

Striking the right balance



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DEVELOPING TRAVEL SUPPORT GUIDELINES

FY09 Travel Support Guidelines

- ✓ Initial workshop – Delhi, Feb 2008
- ✓ Posted draft support procedure -- 22 May 2008
- ✓ Community input at Paris meeting and online fora
- ✓ Posted FY09 travel support procedures -- Aug 2008

FY10 Travel Support Guidelines

- ✓ Mexico City workshop, online comment, calls
- ✓ Posted draft Travel Support Guidelines -- 3 Jun 2009
- ✓ Integrated in FY10 Operating Plan and Budget
- Post final Travel Support Guidelines – July 2009



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IN FY09, WHO RECEIVED TRAVEL SUPPORT

Travel Support for Community Members in FY09

	Cairo	Mexico City	Sydney (Estimate)	FY09 Total	Average per Meeting	FY09 Travel Support Costs (Estimate)	Per FY09 Budget and Aug-08 Travel Procedure	
							Travelers per Meeting	Budget Impact
GNSO	14.5	12.0	13.0	39.5	13.2	\$ 170,000	13.0	\$ 185,000
ccNSO	5.0	12.0	16.0	33.0	11.0	\$ 147,500	12.0	\$ 170,000
ASO	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	\$ -
RSSAC ***	0.0	0.0	0.0	0.0	0.0	\$ -	0.0	\$ -
ALAC *	24.0	15.0	25.0	64.0	24.2	\$ 296,500	23.0	\$ 310,000
GAC	0.0	0.0	5.0	5.0	1.7	\$ 18,000	0.0	\$ -
	43.5	39.0	59.0	141.5	50.0	\$ 632,000	56.0	\$ 780,000
Fellows	26.0	17.0	33.0	76.0	25.3	\$ 275,500	25.0	\$ 300,000
NomCom **	14.0	10.0	22.0	46.0	15.3	\$ 222,000	3.0	\$ 50,000
At-Large Summit *	0.0	63.5	0.0	63.5		\$ 210,000	79.0	\$ 286,000

WHAT WE HEARD FROM COMMUNITY

- Some suggest that ALAC reduce to SO level
- ALAC request to NOT reduce level of support
- RALO, face-to-face, for each of the five RALOs
- GNSO constituencies request more support – all councilors
- Some request GNSO council support at Board level
- Some suggest GNSO restructuring necessitates more support
- GAC request support
- Objection to travel funding/funding increases



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WHAT WE HEARD FROM COMMUNITY

- Per diem amounts per day are ok
- Per diem for some cities not enough
- Need per diem for travel days
- Need more for extra costs (e.g., extra trip for visa)
- Need higher economy class
- Need business class
- Need more for Internet costs
- Need more for breakfast



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WHAT WE HEARD -- ADMINISTRATION

- For obtaining visas, clarify responsibility
- Need more time to get visa and book flights
- Want to book own travel
- Some travelers could not come to meeting due to visa timing
- Travel agent not responsive, administrative confusion, confused dates
- Can find lesser priced tickets on their own w/out agent
- Schedules too late to take advantage
- Lack of responsiveness
- Travel email address is incorrect
- Inconsistent across groups (e.g., Fellows need to be same structure)



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WHAT ELSE WE HEARD

- Travel support is effective tool to help advance the work of ICANN's stakeholders
- Some would like to have other venues selected – based on costs, accessibility
- Provide more travelers support by obtaining less costly tickets
- Use technology and other tools to improve remote participation



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In FY10, WHO RECEIVES SUPPORT

- Travel Support *Guidelines* describe who can receive travel support from each community group for fiscal year FY10
- Travel Support *Summaries* describe how travel support is provided for each meeting
- Travel Support *Reports* describe who received support for each meeting by community group

Community Group	Guidelines for Travel Support for FY10
GNSO	Full support equivalent. 21 council members plus 2 liaisons. Economy level, except chair at business class. More than FY09
ccNSO	Half support equivalent. 12 members. Chair, NomCom appointees , ½ the remaining counselors. Economy level, except business class for chair. Same level as FY09
ASO	Half support equivalent. 8 members. Chair, ½ the remaining counselors. Traditionally declined
Board	All 21 Board members and liaisons. Business class
At Large	All 15 council members plus allowance for 10 RALOs at ICANN meeting or general assemblies. Not reduced from FY09
Fellowships	25 fellows selected for ICANN meetings. Same as FY09
NomCom	All members for NomCom meetings. Chair, vice chair, and advisor to the chair , also for ICANN meetings
SSAC	None, except liaison to Board
RSSAC	None, except liaison to Board
GAC	Allowance of 6 members with focus on those from least developed and lesser developed countries. Expanded from FY09.

ACCOMPLISHMENTS THUS FAR

- Listened to and synthesized feedback from community
- Posted draft Travel Support Guidelines for feedback
- Issued Travel Summary for Sydney
- Posted travel Reports for Cairo and Mexico City
- Travel administration improvements including:
 - Set up of a “one stop serves all” email account
 - Established exceptions process, now following
 - Clarified roles and responsibilities
 - Strong management of travel agent
 - Identified issues/discrepancies list, FAQ
 - Engaged with active stakeholders
 - Developed a master template capturing all Sydney travel info
 - Prepared template for Sydney Travel support
 - Completed guideline for cash payment at ICANN meetings
 - Lessons learned document



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WHAT IS NEXT?

- Open comment period on draft Guidelines for Community -- 6 July
- Post final Travel Support *Guidelines – July*
- Submit Travel *Summary* for Seoul -- July

Goal: Community members discuss policy, not travel.



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Thank you

