Travel Support Guidelines

22 June 2009
Kevin Wilson
Chief Financial Officer
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

June 22, 2009
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

June 22, 2009
IN FY09, WHO RECEIVED TRAVEL SUPPORT

<table>
<thead>
<tr>
<th></th>
<th>Cairo</th>
<th>Mexico City</th>
<th>Sydney (Estimate)</th>
<th>FY09 Total</th>
<th>Average per Meeting</th>
<th>FY09 Travel Support Costs (Estimate)</th>
<th>Per FY09 Budget and Aug-08 Travel Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>GNSO</td>
<td>14.5</td>
<td>12.0</td>
<td>13.0</td>
<td>39.5</td>
<td>13.2</td>
<td>$170,000</td>
<td>13.0 $185,000</td>
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<tr>
<td>ccNSO</td>
<td>5.0</td>
<td>12.0</td>
<td>16.0</td>
<td>33.0</td>
<td>11.0</td>
<td>$147,500</td>
<td>12.0 $170,000</td>
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<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>$-</td>
<td>8.0 $115,000</td>
</tr>
<tr>
<td>SSAC ***</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>$-</td>
<td>0.0 $-</td>
</tr>
<tr>
<td>RSSAC ***</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>$-</td>
<td>0.0 $-</td>
</tr>
<tr>
<td>ALAC *</td>
<td>24.0</td>
<td>15.0</td>
<td>25.0</td>
<td>64.0</td>
<td>24.2</td>
<td>$296,500</td>
<td>23.0 $310,000</td>
</tr>
<tr>
<td>GAC</td>
<td>0.0</td>
<td>0.0</td>
<td>5.0</td>
<td>5.0</td>
<td>1.7</td>
<td>$18,000</td>
<td>0.0 $-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>43.5</td>
<td>39.0</td>
<td>59.0</td>
<td>141.5</td>
<td>50.0</td>
<td>$632,000</td>
<td>56.0 $780,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Fellows</th>
<th>NomCom **</th>
<th>At-Large Summit *</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY09 Total</td>
<td>26.0</td>
<td>14.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Average per Meeting</td>
<td>33.0</td>
<td>22.0</td>
<td>63.5</td>
</tr>
<tr>
<td>FY09 Travel Support Costs (Estimate)</td>
<td>$275,500</td>
<td>$222,000</td>
<td>$210,000</td>
</tr>
<tr>
<td>Per FY09 Budget and Aug-08 Travel Procedure</td>
<td>25.0 $300,000</td>
<td>3.0 $50,000</td>
<td>79.0 $286,000</td>
</tr>
</tbody>
</table>
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)
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
<table>
<thead>
<tr>
<th>Community Group</th>
<th>Guidelines for Travel Support for FY10</th>
</tr>
</thead>
<tbody>
<tr>
<td>GNSO</td>
<td>Full support equivalent. 21 council members plus 2 liaisons. Economy level, except chair at business class. More than FY09</td>
</tr>
<tr>
<td>ccNSO</td>
<td>Half support equivalent. 12 members. Chair, NomCom appointees, ½ the remaining counselors. Economy level, except business class for chair. Same level as FY09</td>
</tr>
<tr>
<td>ASO</td>
<td>Half support equivalent. 8 members. Chair, ½ the remaining counselors. Traditionally declined</td>
</tr>
<tr>
<td>Board</td>
<td>All 21 Board members and liaisons. Business class</td>
</tr>
<tr>
<td>At Large</td>
<td>All 15 council members plus allowance for 10 RALOs at ICANN meeting or general assemblies. Not reduced from FY09</td>
</tr>
<tr>
<td>Fellowships</td>
<td>25 fellows selected for ICANN meetings. Same as FY09</td>
</tr>
<tr>
<td>NomCom</td>
<td>All members for NomCom meetings. Chair, vice chair, and advisor to the chair, also for ICANN meetings</td>
</tr>
<tr>
<td>SSAC</td>
<td>None, except liaison to Board</td>
</tr>
<tr>
<td>RSSAC</td>
<td>None, except liaison to Board</td>
</tr>
<tr>
<td>GAC</td>
<td>Allowance of 6 members with focus on those from least developed and lesser developed countries. Expanded from FY09.</td>
</tr>
</tbody>
</table>

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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.
Thank you