

Report of Public Comments

Title: DRAFT FY 14 Community Travel Support Guidelines																
Publication Date:	17 June, 2013															
Prepared By:	Karen Lettner															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left;">Comment Period:</th> </tr> <tr> <td>Comment Open Date:</td> <td style="text-align: center;">3-7-13</td> </tr> <tr> <td>Comment Close Date:</td> <td style="text-align: center;">4-21-13</td> </tr> <tr> <td>Reply Close Date:</td> <td style="text-align: center;">6-11-13</td> </tr> <tr> <td>Time (UTC):</td> <td style="text-align: center;">23:59</td> </tr> </table>	Comment Period:		Comment Open Date:	3-7-13	Comment Close Date:	4-21-13	Reply Close Date:	6-11-13	Time (UTC):	23:59	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">Important Information Links</th> </tr> <tr> <td style="text-align: center;">Announcement</td> </tr> <tr> <td style="text-align: center;">Public Comment Box</td> </tr> <tr> <td style="text-align: center;">View Comments Submitted</td> </tr> <tr> <td style="text-align: center;">Report of Public Comments</td> </tr> </table>	Important Information Links	Announcement	Public Comment Box	View Comments Submitted	Report of Public Comments
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Staff Contact: Diane Schroeder,	Email: Diane.schroeder@icann.org															
Section I: General Overview and Next Steps																
<p>The FY14 Travel Support Guidelines were developed to provide guidance on the process(es) utilized to book travel for constituent/stakeholders receiving financial support from ICANN for travel to ICANN international meetings. The Draft Guidelines will be finalized and published following this comment period and in time for booking travel for the 47th ICANN Meeting to be held in Durban, South Africa.</p>																
Section II: Contributors																
<p><i>At the time this report was prepared, a total of [number] (n) community submissions had been posted to the Forum. The contributors, both individuals and organizations/groups, are listed below in chronological order by posting date with initials noted. To the extent that quotations are used in the foregoing narrative (Section III), such citations will reference the contributor's initials.</i></p>																
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Section III: Summary of Comments																
<p><i>General Disclaimer: This section is intended to broadly and comprehensively summarize the comments</i></p>																

submitted to this Forum, but not to address every specific position stated by each contributor. Staff recommends that readers interested in specific aspects of any of the summarized comments, or the full context of others, refer directly to the specific contributions at the link referenced above (View Comments Submitted).

Constituency Special Budget requests

RySG stated that the Guidelines should spell out that any travel support in response to Special Budget requests is above and beyond the travel support contained in the Guidelines.

Numbers of Supported Travelers

RySG mentions that 20 travelers are shown for the GNSO; they believe original intent of travel support was to ensure that all GNSO counselors could request travel support if needed; there are 22 Council members including two non-voting liaisons and three Nominating Committee Appointees –Is liaison travel covered by travel support of respective organizations (ccNSO and ALAC)? Is any travel support needed by three NCA's covered in the 20 slots or is that to be covered by the Nominating Committee? This should be explained, perhaps as a footnote.

ALAC states that total number of ALAC supported travelers should be 27, not 25 as mentioned in the Guidelines. The 27 number consists of 15 ALAC members, 2 regional leaders per 5 RALO's (for a total of 10) plus 2 bylaw-mandated Liaisons (to GNSO and ccNSO), as well as additional nights for the SSAC liaison when they are traveling to an ICANN meeting through funding elsewhere.

Class of Travel/Level of Support

RySG states that class of travel should be stated for all groups eligible for travel support.

SSAC states that the travel rules for each supported group should be consistent. The Guidelines do not detail the rules and level of support for SSAC and GAC groups, while this data is listed for other SO's and AC's.

Purposes for travel support

RySG believes that financial needs should be the primary purpose for providing travel support and other purposes should be secondary.

Supported travelers from governments

OC states there should be more supported travelers from governments to reinforce the diversity in the GAC. Special focus should be given to developing regions and countries.

New Proposed Modifications to Travel Policy

Wire Transfer Fee Policy (for Receiver of Funds): ALAC states that the wire transfer fees should not be cut off at the \$50 level; they believe any amount could be important to volunteer travelers.

Visa Policy: ALAC believes that, although it is the traveler's responsibility to secure their visas, that ICANN should take all necessary actions to facilitate granting of visas, including negotiations with the host country.

Additional Comment: ALAC believes that community members should be allowed to arrive one day before their first working day with sufficient time to rest, and their approved departure date should be the day after their last working day.

Section IV: Analysis of Comments

General Disclaimer: This section is intended to provide an analysis and evaluation of the comments received along with explanations regarding the basis for any recommendations provided within the analysis.

Constituency Special Budget requests

In response to RySG's comment that Special budget requests should be spelled out, the FY 14 Travel Support Guidelines do state, on page 5 (last paragraph in Section 3) that "Any allocation of support above and beyond these numbers [previously mentioned] is part of the annual budgeting process, whereby special requests for support can be made and approved or disapproved as part of the process."

Numbers of Supported Travelers

In response to RySG questions about numbers of supported travelers, travel support is provided for two non-voting liaisons, and is included in their home group (such as ccNSO and ALAC). RySG is correct that there are 22 total travelers in the GNSO.

ALAC is correct that there should be 27 supported travelers in their group, two of them non-voting.

Class of Travel/Level of Support

The comments from RySG and SSAC noting discrepancy in the descriptions of class of travel descriptions and travel rules for several supported groups are correct, and this detail will be added to the revised final FY 14 Travel Support Guidelines.

Purposes for travel support

The three purposes of travel support (listed on pages 5 and 6) were from feedback from the community, and are listed in no particular order. However, it is noted that RySG believes that the financial need component is of primary importance.

Supported travelers from governments

The request to increase the number of travelers from governments needs to be received as an additional request and should be made through the annual budget process.

New Proposed Modifications to Travel Policy

All elements of the proposed modifications to travel policy will be undergoing a detailed review in FY 14, and will not be implemented until they can be revisited in preparation for FY 15.

The specific comments received from ALAC will be noted and be included in consideration of these potential policy changes.