

DotAsia Board / Governance / Policy Document:		Doc ID:	BFC-003		
Board Community Engagement Support					
Current Version:	https://dot.asia/BFC-003				
Archive URL:	https://dot.asia/policies/BFC-003-BoardCommunityEngagementSupport-v1-0-20220907.pdf				
Board Resolution:	2022.09.002	Approved:	2022.09.07	Effective:	2022.09.07
Maintainer:	Board Finance Committee (BFC)	Status:	COMPLETE	Version:	1.0

This document describes a framework for providing travel support to DotAsia Board members for attending relevant conferences and events to enhance community engagement and in furthering DotAsia’s mission and vision.

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1. Background and Purpose

The Board Community Engagement Support policy is put in place to enhance Board participation within the DotAsia Board, as well as to extend Board Member’s participation in relevant community activities, serving as Ambassadors of DotAsia, in accordance with the DotAsia Board Governance Framework (BGC-001) as part of the Responsibilities of the Board of Directors.

In accordance with Article 5(a) of the DotAsia Memorandum and Articles of Incorporation (M&A), “No member of the Board (except the Chief Executive Officer) or governing body of the Company shall be appointed to any salaried office of the Company, or any office of the Company paid by fees and no remuneration or other benefit in money or money’s worth shall be given by the Company to any member of the Board (except the Chief Executive Officer) or governing body.

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This document does not change the intent as set out in the DotAsia M&A. This document sets out the criteria and scope of providing travel support to DotAsia Board members for adequate participation in activities that further the mission and vision of DotAsia, such as Asia Pacific Internet community and Internet governance related events. This policy covers Board members traveling to further DotAsia activities and applies to all Board members but excluding the Chief Executive Officer as consistent with the DotAsia M&A.

2. DotAsia Board Travel for DotAsia Board Meetings

Each year, Board Members are expected to attend two DotAsia Board meetings in person, once in conjunction with the APRICOT conference where the DotAsia AGM is held annually, and another meeting usually in Hong Kong where DotAsia is located. Occasionally the second meeting may be organized at a different location, usually in alignment with other community events, such as the APriGF.

3. Eligibility for Board Community Engagement Support

Besides the two in-person Board meetings, this policy introduces eligibility of travel support for one additional person-trip to attend relevant community activities that are in alignment with DotAsia's vision and mission, and as operationalized in the DotAsia Core Values and Core Competence Framework (BCC-001).

3.1. Active Participation in DotAsia Board Activities

Board Member must demonstrate active participation in DotAsia Board and Board Committee activities. Board Member should be at least involved in one Board Committee and maintain an attendance rate of 70% in Board and Board committee meetings in the past 12 months.

3.2. Activity in Alignment to Furthering DotAsia's Mission and Vision

The activity for which a Board Member is requesting travel support for must be reasonably aligned with DotAsia's mission and vision as operationalized in BCC-001. For example: ICANN, RIR and related meetings; IGF, NRIs, YIGF and Schools of Internet Governance events; Domain and DNS industry events; etc.

For the efficiency of process, the Board Secretariat in consultation with the BCC will maintain a list of Known Aligned Community Events (KACEs) both as reference as well as for expedited approval.

For activities not included in the KACEs, the Core Values and Core Competence Framework (BCC-001) will be used as a guiding framework to assess the alignment of the engagement in the particular activity to the DotAsia mission and vision. In

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summary and application of BCC-001, the following criteria will be used to consider a request:

Core Values	
Asia at Heart	Does the event feature or involve components highlighting the global Asia Pacific community?
Community Driven	Is the event related to the Asia Pacific Internet community?
Economically Successful	Is the event related to the Domain Industry? Or can help promote .Asia domain registrations? May there be potential grants funds interested in community projects supported by DotAsia?
Core Competence	
Relationships & Networks	Does participation enhance, expand or reinforce DotAsia's relationship with the community?
Positioning & Communications	Does DotAsia's presence convey a positive engagement by DotAsia with the community? Will DotAsia's presence position ourselves favourably in new opportunities?
Pioneering Innovations	Does presence in the event promote DotAsia's position in supporting and realizing socio-technical innovations?

An event should obtain a Composite Strategic Priority Level of B (based on BCC-001) to be considered eligible. This essentially means that 2 out of the 3 Core Values, including economical viability as one of which, and 2 out of the 3 Core Competencies must be fulfilled.

3.3. Attendance as a DotAsia Board Member

The attendance of a DotAsia Board Member at a travel supported event must primarily benefit DotAsia, and the Board Member must present themselves as a DotAsia Board Member at the event.

Utilization of the Board Community Engagement Support to advance personal gains or to engage in activities representing the interests of other organizations that do not benefit DotAsia is inappropriate and could be considered to be a conflict of interest. Further consideration on avoiding conflicts of interests are included in section 4.2 below.

4. Requesting and Reporting of Supported Travel for Board Community Engagement

Travel support for Board Members to attend in-person Board meetings are not required to be requested.

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4.1. Community Engagement Travel Support Request

Travel support for Board Community Engagement at relevant events and activities must be submitted reasonably in advance (ideally 3-4 weeks) of the actual meeting to the Board Secretariat team for processing.

A travel support request form either through email or online including the following elements to be submitted:

- Event name, location & dates
- Event type (Internet Governance, Domain Industry, Government/IGO, Internet Security/Technology, Academic, etc.) and category (Conference, Capacity Development, Panel/Roundtable/Workshop, etc.)
- Explain how attendance at the event furthers DotAsia's vision and mission
- Role of Board Member at the event (e.g. speaking role, keynote, panellist, moderator, participant, etc.)
- Estimated cost of airfare and hotel accommodation

Additional information relevant to substantiating the support for travel may also be included for consideration. The travel support request received will be circulated to the Board Community Committee (BCC) Chair and the Board Exco for reference and record.

4.2. Declaration of Conflicts of Interest and Abidance to Code of Conduct

In addition to the information to be provided as included in section 4.1 above, the Board Member must also make declarations that:

- (a) Board Member's participation in the event will be presented primarily in the capacity as a DotAsia Board of Director, and not in a personal capacity nor in the capacity of representing other organizations;
- (b) Board Member has properly declared to DotAsia any potential conflict of interest prior to the participation in the event, and that the Board Member affirms that it will not be taking for themselves personally opportunities related to DotAsia works, using DotAsia's property, information, or position for personal gain, or competing with DotAsia for business opportunities; and,
- (c) As an Ambassador of DotAsia, Board Member is expected to adhere to a high standard of ethical conduct and to act in accordance with DotAsia's mission and vision and in abidance to the DotAsia Code of Conduct (BGC-002). The good name of DotAsia depends upon the way Board Members conduct business and the way the public perceives that conduct. Board Members should not be, or appear to be, subject to influences, interests or relationships that conflict with the interests and shall act so as to protect DotAsia's interests and those of its staff members, assets and legal rights, and Board Members shall serve the interests of DotAsia organization and the global Internet Community, especially the Asia Pacific community as a whole over those of any other person, group or stakeholder.

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For the avoidance of doubt, it is understood that Board Members are community members also and are likely to engage in conversations and be meeting with others at the events discussing matters outside of DotAsia's scope, such incidental discussions are acceptable where appropriate especially for relationship building and networking. What is to be avoided is the utilization of DotAsia travel support primarily for conducting other businesses, and more importantly, Board Members must avoid engaging in activities for personal gain, conflicting with DotAsia's interests or competing with DotAsia opportunities.

4.3. Event Debriefing Report

Board Members receiving travel support through this policy is required to submit an Event Debriefing Report summarizing the learning and takeaways from the participation in the event.

An Event Debriefing Report form to be sent via email or online including the following elements to be submitted:

- Event name, location & dates
- Event summary
- Follow up and next steps considerations (if any)
- Other related meetings, media coverage, etc. of interest

Where appropriate, the experience should also be reported to the Board and Board Committee(s) such that the knowledge and experience gained can be shared with other Board Members.

4.4. Travel Support Acceptance Process

Travel support for Board Members to attend in-person Board meetings (section 2) do not require separate acceptance. If travel support is requested for attending an activity within the list of Known Aligned Community Events (KACEs), satisfies other requirements (as included in section 3 above), and the requested funding support is within or below the expected per person-trip level (as included in section 5 below), the request will be processed without need for further acceptance and reported to the BCC and the full Board at their respective next meetings.

For travel support to events outside of the KACEs list, or if other requirement are not apparently satisfied, the Board Secretariat team will prepare a scoring of the Core Values and Core Competence Framework (BCC-001), as well as attendance record, and present it to the BCC Chair for consideration. If the BCC Chair is satisfied with the eligibility, the BCC Chair may recommend the acceptance to the Board Exco for no objections. If no objections are received, the request will be processed and reported to the BCC and the full Board at their respective next meetings.

Where concerns are identified, BCC Chair may consider seeking further information from the Board Member making the request, or seek the input from the Board Exco,

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BCC or full Board for consideration. Such considerations should take into account the eligibility requirements as set forth in section 3 above alongside the received request as set out section 4 above.

5. Scope of Travel Support

For in-person Board meetings only visa, airfare and hotel accommodation costs will be supported. Travel support for transit between the airport and hotel of the meeting location may be organized and arranged, and Board meals and dinners will be organized generally.

For Board Community Engagement Support, the expected support level for a person-trip is US\$2,000-US\$2,300 including event registration, visa, airfare and hotel accommodation. For the purposes of in-person Board meetings, considerations are provided for appropriate reallocations of Board members who may not require travel support or have a lower cost of travel to those who may have a higher cost of travel.

5.1. Reasonable Level of Travel Costs

DotAsia travel support flights based on the following criteria, in descending order of priority:

- Economy (preferable non-refundable class or lowest class available, or lowest refundable fare where appropriate)
- Event dates (arriving the night before the event begins or in the morning if the meeting begins in the afternoon or in the evening, and departing the night of or the morning after the event if the meeting ends in late afternoon or evening)
- Preferable nonstop/direct flight routes from the supported traveler's original main domicile airport location
- Lowest fare available at time of booking.

DotAsia travel support hotel accommodations based on the following criteria

- Single occupation in queen size bed or equivalent
- Event dates (arriving the night before the event begins or in the morning if the meeting begins in the afternoon or in the evening, and departing the night of or the morning after the event if the meeting ends in late afternoon or evening)
- Proximity to the event venue (with preference for venue hotel)
- Reasonably mid-range fares based on local and global average hotel rates

In general, a balance between efficiency and effective participation in an event should be made. Where it is important to be located at the meeting venue hotel or arrive at particular dates and times to allow for social interaction and exploration of collaboration opportunities for DotAsia, such arrangement should be prioritized.

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5.2. Repurposing of Board Meeting Travel Support

If in the case that a Board Member is able to utilize other travel support funding to attend the DotAsia Board Meetings, it is encouraged that the Board Member try to utilize such support. Where a Board Member utilizes other travel support funding to attend the DotAsia Board Meetings, the Board Member may substitute the funding for an extra portion of Board Community Engagement Support for travel, being either the airfare or the hotel accommodation costs for the supported travel.

If a Board Member is able to utilize other travel support funding to attend both DotAsia Board Meetings in the year, the Board Member will therefore be eligible for one extra person-trip (for a total of two) under this policy to participate in eligible community events.

In the case any of the in-person Board Meetings are cancelled for any reason, such travel support may not be substituted for additional Board Community Engagement Support. Likewise, if a Board Member is unable to attend a particular in-person Board meeting for any reason, the travel support for such trip may not be substituted for additional Board Community Engagement Support.

5.3. Insurance, Medical, Registration and Other Miscellaneous Expenses

All other travel expenses and incidentals are not covered by this policy, including medical care and expenses during travel, vaccination and medical requirements, etc. All Board Members traveling on DotAsia supported travel are expected to maintain their own travel insurance for the trip.

The DotAsia team will use reasonable best efforts to support Board Members through their travel but must not be liable for any accidents or inconveniences caused in the travel and during the trip. In cases of emergencies (e.g. unexpected quarantine requirements, force majeure situations, etc.) DotAsia will use reasonable efforts and funds to support Board Members traveling to return home.

6. Updates to the Board Community Engagement Support policy

This document may be updated from time to time to improve the processes and address issues as they arise. Updates to the document should be considered and reviewed by the Board Finance Committee (BFC) and recommendations made to the whole DotAsia Board for consideration and adoption.