



**Asia Pacific Top-Level Domain Association  
(APTLD)**

**APTLD FELLOWSHIP POLICY  
FOR  
SUB-REGIONAL CAPACITY BUILDING  
WORKSHOPS  
(UPDATED ON 19 OCTOBER 2017)**

## **Background**

APTLD (Asia Pacific Top Level Domain Association) is a membership-based, not-for-profit organization that serves ccTLD (country-code Top Level Domain) registries in Asia Pacific region.

APTLD operates as the forum of information exchange regarding technological and operational issues of domain name registries in Asia Pacific region. As an interface to other international Internet coordinating bodies, APTLD fosters and elevates participation of AP ccTLDs in these global fora, as well as acts in the best interest of APTLD members in global Internet policy making process.

The APTLD community holds its meetings twice a year for information and best practices sharing, training and networking purposes, with the Annual General Meeting held in the beginning of the year. In addition, APTLD members voluntarily engage in sub-regional capacity-building workshops with a specific focus on cctlds from a respective subregion and open for other cctlds in Asia Pacific.

To broaden the engagement with the Asia Pacific ccTLD community and enrich its expertise, APTLD offers up to 5 (five) Fellowships per annum to its members to participate in sub-regional capacity-building workshops

## **Purpose**

The Fellowship is awarded to:

- a) Complement and promote the APTLD's capacity building efforts
- b) Promote greater understanding of, and participation in, the APTLD community's activities
- c) Ensure an opportunity for APTLD members to network with the community in a respective subregion

## **Eligibility**

- a) Fellowship is awarded to those APTLD ordinary and associate members who represent ccTLD registries with no more than 50,000 registrations.
- b) Fellowship is awarded based on competition. To qualify for the Fellowship, applicants must submit:
  - A short bio-note (no more than 300 words);
  - A recommendation from the employer;
  - A rationale for his/her participation in the Workshop (up to 300 words), including:
    - interest and involvement in a ccTLD's operation;
    - professional achievements and successes;
    - expected outcomes and how the Fellowship will help him/her develop professional skills and promote professional growth
  - A successful fellow must submit, upon the conclusion of the meeting, his/her written testimony (approximately 500 words) on the feedback and areas of learning to be posted by APTLD on the APTLD website,

(d) To qualify for the Fellowship the applicant should demonstrate a sufficient degree of proficiency in the English language. General Manager may at his/her discretion set up a conference call with an applicant to test his/her level of command of the English language. The findings of the test should be reported to the Board to make an informed decision on the applicant's eligibility for the Fellowship.

## **Transportation**

- a) All airfare is economy class return and should not be in excess of a lowest refundable fare available on an on-line booking site.
- b) Travel is booked and prepaid by APTLD, while the Fellow must apply for visas if necessary well in advance of the Meeting.
- (c) Claims for visa application should be supported by documentary proof. However, any cost incurred (e.g. transport cost) for obtaining the visa to enter the host country is not claimable.

### **Accommodation**

APTLD does not offer any accommodation and/or refund therefor. A selected Fellow(s) is (are) encourage to seek other opportunities to arrange accommodation for the length of the workshop.

### **Allowances**

APTLD does not offer any allowances, whether per diem or otherwise.

### **Personal Safety and Health**

- a) Fellows are responsible for obtaining and covering the cost of any and all insurance, including but not limited to travel insurance. APTLD does not refund insurance costs
- b) Claim processing against such insurance (including any costs involved) is the Fellow's responsibility.

### **Cost of Material Preparation**

APTLD does not refund any costs the selected Fellow has incurred in preparing for the presentation material for participation in the Program.

### **Selection Process**

- (a) The selection process is carried out by the General Manager of APTLD, with call for applications advertised using the APTLD members list and via the APTLD website approximately 3 months prior to the Workshop.
- (b) General Manager assesses all the applications against the list of established eligibility and selection criteria, and submits a short list of applicants to the Board to make the final selection.
- (c) The Board decides with a view to providing opportunities to ccTLDs representatives from respective sub-regions within Asia Pacific.
- (d) .Successful Fellow(s) is/are advised individually by the General Manager. The nominations and the Board's decision are advertised via the APTLD website.

### **Unavailability of Fellow**

A successful fellow, who is unavailable for the Meeting, must immediately notify the General Manager as soon as possible for the latter to arrange for the replacement by another eligible fellow. A successful fellow who is unavailable for the meeting will not have any priority over other applicants in a subsequent round of the Program.

### **Other Provisions**

A successful fellow may not apply for this and any other APTLD fellowship again in the same and the next calendar year.