



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

**APTLD MEETING FELLOWSHIP POLICY  
(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 the 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

To broaden the Asia Pacific ccTLD community's representation at the meeting, APTLD offers two Fellowships per annum to its members, one Fellowship for each APTLD meeting.

The Fellowship is awarded to:

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

## **Fellowship package**

### *Transportation.*

For the sake of accountability and transparency and audit requirements of APTLD, the following terms and conditions are applicable:

- a) All airfare is economy class return only 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.

### *Allowances*

- a) For APTLD meetings, a universal per diem amount of 50 USD will be available. The per diems will be wire transferred to a designated bank account at least one week prior to the start of the APTLD meeting. The per diems are based on arrival/departure dates. Any additional travel dates are not subject to per diems. To ensure timely completion of wire transfers, bank wire details must be provided to APTLD at least three weeks in advance of the Meeting.
- b) APTLD will make available for the Fellow only a standard single hotel accommodation for the duration of the meeting (including breakfast whenever possible) at a hotel APTLD finds appropriate for the Fellow to stay at. Any and all hotel surcharges (e.g. telephone calls, room service, laundry, movies) are the responsibility of the Fellow. The hotel may request a credit card from the Fellow to

guarantee these expenses. It is the Fellow's responsibility to have either a credit card or the necessary deposit to guarantee these expenses.

### *Personal Safety and Health*

- a) It is the sole and exclusive responsibility of the Fellow to obtain and cover 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.

### *Refund*

The Fellow will only claim refund of visa related post-Meeting by submitting a respective Request for Refund with soft copies of factual costs he/she incurred in connection with the meeting, including receipts, bills, invoices etc. If necessary, the Fellow must be ready to provide hard copies of the said documents.

Where possible the Fellow is refunded only by means of wire transfer.

In an a force-major situation (including but not limited to visa withdrawal, change of the immigration law, flight cancelation, political and/or military actions in the Fellow's or host country), the Fellow can claim refund of costs incurred prior to the occurrence of such a situation.

### **Selection process**

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 Meeting.

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. The Board makes its choice by simple majority vote with account of a desire to provide opportunities to ccTLDs representatives from geographical locations within Asia Pacific and selects one Fellow and one Alternate Fellow.

The Board's decisions are final and the selected Fellow and Alternate Fellow are advised individually by the General Manager, and the nominations and the Board's decision are advertised via the APTLD website.

### **Eligibility Criteria**

- a) Fellowship is awarded only to those APTLD full and associate members who represent ccTLD registries with no more than 50,000 second-level domains registrations. Where the Board finds it impossible to pass a simple majority vote, or no application has been submitted the funding is reallocated for next round of Fellowship.
- 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 program (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 synopsis of his/her presentation at the Meeting (up to 200 words), including:
  - Title of the presentation;
  - Main ideas and theses;
  - Conclusions and recommendations;
  - Practicality and usefulness for the community
- Post-Meeting, the Fellow must submit his/her written testimony (up to 500 words) to be posted on the APTLD website, as well as a written report on his/her experience to his/her employer

c) 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. All the documents are made in arbitrary form.

### **Other Provisions**

The program only supports one APTLD member from each eligible ccTLD per meeting.

Where the selected Fellow has proved unavailable for the Meeting, he/she must immediately notify thereof General Manager within a reasonable period of time to ensure he/she is replaced by the selected Alternate Fellow.

APTLD does not refund or accept any claims to refund any costs the selected Fellow has incurred in connection with his/her preparations for participation in the Program.

No cause for the selected Fellow's failure to attend the meeting will give him/her any legitimate preference/priority over other applicants in a subsequent round of the Program.

Upon completion of his/her Fellowship program, the same APTLD member may not apply for Fellowship again in the same and the next calendar year.