



# **Africa Top Level Domains Organization (AFTLD)**

## **AFTLD Policy for Appointment, Duties, and Funding of the Alternate AFTLD Representative in International Fora**

## **Objective**

1. This document sets out the AFTLD policy for appointing, duties of, and funding to, the AFTLD alternate representative to attend international fora on behalf of AFTLD.

## **Background**

2. AFTLD (Africa Top Level Domains Organization) is a membership-based, not-for-profit organization that serves ccTLD (country-code Top Level Domain) registries in the Africa region.

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

As prescribed by the AFTLD Constitution and General Managers Contract, the General Manager acts in the international fora as the Association's authorized representative to present and report at gatherings and provide updates and reports for the Members, network and promote the Association and its activities internationally, and engage with peer Regional Organizations and other organizations of the Internet ecosystem.

## **The Rationale for Having Alternate Representative**

3. Where the General Manager proves unavailable for the aforementioned activities due to his/her physical condition, or prior commitments, or otherwise, the Association and its Members should still benefit from the same level of services and be duly represented at international fora.

## **The Policy Implementation**

4. Where the General Manager realizes he/she is not available for an originally scheduled international forum (or conference, etc.) the duty of representation and reporting should be assigned to the Board Chair.

Where the Board Chair is not available for that forum either, he/she shall promptly engage in consultations with the Board members suggesting they volunteer for the assignment.

In a situation where there are more than one volunteer, the Chair should make his/her choice by giving priority to the Office Bearers (Vice-Chair, Secretary, and Treasurer). Should none of them is available, the Chair selects, at his/her

discretion, one of the other Board members who has volunteered for the assignment.

Where no Board member has volunteered for the assignment, the Chair should, at his/her discretion, contact AFTLD Members with an RFP to solicit volunteers. In so doing, the Chair should be guided by the following criteria:

- The Member's commitment to/availability for the meeting or Forum;
- His/her general exposure to the industry's specificity and agenda, as well as to international events, and a due degree of awareness and understanding of their content, flow, and logistics;
- Level of his/her professional expertise, ability to deliver presentations and draft reports to the Members, and the English or French language skills;

- The Member's ability to sponsor his/her travels and accommodation. Upon receipt of responses to the RFP, the Chair communicates them to the Board; it shall be up to the Board to render the final decision and nominate the representative.

For the sake of transparency the RFP and the subsequent Board decision should be made publicly available on the AFTLD website.

As a follow-up, the Board may undertake a review of the thus selected representative to ensure his/her performance was up to the requirements.

### **Funding to the Alternate Representative's Participation in the International Fora**

5. Where neither a Board Member nor an AFTLD member has funding available to accomplish the mission, the Board may consider sponsoring an Alternate Representative's travel expenses, particularly in a situation where the latter requests for such a funding or claims refund on the expenses incurred earlier in conjunction with the exercise of the AFTLD representative function. Should it be the case, the Board should observe the terms and conditions established in the AFTLD Policy of Funding for AFTLD Board Members to Attend Face-to-Face Board Meetings that is, the request for funding (claim for refund), if approved by the Board, should cover the costs of a reasonably priced hotel and return economy airfare, and daily per diem allowance in an amount of USD50.

### **Effective Date and Amendment**

6. This policy shall take effect after it has been endorsed by the AFTLD Board and may be amended by the Board where necessary.