Policy Formation Methodology

Policy development will be governed by The Travel Partnership Corporation (TTPC) board of directors and supported by its executive committee, with policy delivery managed by its communications committee. Tralliance Corporation is the secretariat to TTPC providing support and coordination services to assist in all phases of policy development and delivery.

The associations that make up the TTPC members and board reflect the diversity of the travel industry and the issues it faces. TTPC and the **.travel** domain provide these associations a framework and platform for addressing adoption of technology and the Internet. Issues of the Internet, technology and related policy are new and changing and TTPC will play a useful role in developing industry Internet policy by expanding the group of community participants beyond the associations that make up its board.

The role of the TTPC executive committee, working closely with the Registry, is to elicit views from independent registrants, individual members of associations and registrars, on policy and planning processes and procedures for **.travel** services .

The TTPC board is large and will meet twice a year. Policy development and formation is an ongoing task that is better suited to a small group that has a precise mandate. The Executive Committee will be comprised of three people nominated and elected by the TTPC board. The Executive Committee acts under the board's direction and mandate.

TTPC has also created a Communications Committee which, in co-ordination with the Registry, will serve as a platform for the community to provide input to the TTPC board concerning how policies have been implemented, the experience of registrants with these policies, the effectiveness of procedures (both technical and non-technical) and opportunities to improve support and services. In this way, the committee will complete the review cycle by addressing the actual application of policy in the community.

As with the executive committee, the communications committee will be a three-person committee drawn from the TTPC board and drawing its mandate from and reporting to the board.

The **.travel** TLD, represented by the Registry, will participate fully in ICANN's mechanisms for registry involvement, while the **.travel** registrants will be encouraged to participate, in those parts of the ICANN structure that are set up for participation by registrants.

Manner of Representation and Input

TTPC, the sponsor of the **.travel** domain, is a body formed solely to represent the travel industry in determining the eligibility policies for the top level domain. Its membership and board structure are expressly designed to be fully representative of the travel community. This is the core, base and guarantee of representation and input. In addition, the policies and procedures adopted by TTPC for eligibility, authentication of eligibility, denial review processes and

communication are all designed to reinforce its representative purposes and implement its community mission. However, TTPC will take further steps to extend participation beyond the core group of TTPC members to encompass as many travel associations as possible.

Policy development will be supported by the executive committee, and delivery by the communications committee.

Openness

The structure of TTPC is based on the principle that it is the representative of the associations that make up the travel industry. TTPC is designed to be fully open to the eighteen industry sectors identified as making up the **.travel** community, with these sectors together electing 25 board members. The membership of TTPC is not closed and it will actively solicit participation by any body operating within its community.

Transparency

A sponsored top level domain receives policy delegation from ICANN to the Registry, and its community is part of the broad Internet community. It looks to ICANN as its forum for Internet participation. As such, a sponsor's policy and feedback mechanisms can and should be drawn with ICANN's processes in mind, as they now exist and as they may be altered in the future. Transparency is a case in point. Transparency, as it has developed and is evolving, involves two layers, one layer of predictable forums and procedures and one layer of reporting, comment, recommendation and modification. This first layer includes standard agreements, documented practices and procedures, predictable timetables for meetings, review, consultation and comment, constituencies with defined roles and review processes that do not include any non-essential private stages. The second layer involves broad dissemination of reports and mechanisms to receive input. TTPC plans to adopt a similar two-layer system: a layer of standard forms and procedures and layer of reporting and input.

TTPC, during its startup phase and before launch will finalize and publish the following elements covering both layers of transparency:

- A **.travel** domain organization description, including its committees

- Meeting timetables for the TTPC board and its committees

- A policy and procedure manual covering all aspects of domain management from registration to disputes, to renewal transfers, privacy and registrar selection.

- A policy review and initiation procedure

Also, after the **.travel** launch, TTPC will finalize and publish communications and feedback procedures, and mechanisms including:

- A segment of the **.travel** website devoted to communication to and from registrants, with a mechanism for public posting of communications from registrants.

- A procedure for broad dissemination of board reports and policies for its members

- A procedure for policy initiation and modification by registrants through the members, executive committee and the board of TTPC

Ongoing Outreach

Beyond these formalized mechanisms of communication, TTPC and Tralliance will use membership drives—promoting membership in TTPC—as a mechanism to continue to strengthen the membership, representativeness and participation in TTPC and the **.travel** TLD policy processes. In addition, more than 25 annual international trade shows and association newsletters will provide recurring and broad-based means of communication and interaction with the travel community.