Reference Documents

Civil Society Information Society Advisory Council (CSISAC)

Contents

1 The Civil Society Declaration

This gathering of civil society organizations and organized labor at the *OECD Ministerial Conference on the Future of the Internet Economy* provides a unique opportunity to bring to the attention of the OECD Ministers assembled and the OECD member countries the concerns and aspirations of people around the globe, those who are on the Internet and those who are not.

We thank the OECD and the Government of Korea for the opportunity to organize a civil society and labor event and to participate in the OECD Ministerial Conference. Civil society and labor together prepared a paper for the OECD and organized a conference "Making the future of the Internet work for citizens, consumers and workers." A wide range of organizations participated in this effort, and this Declaration builds on its results.

1.1 A Broad Framework for the Future of the Internet Economy

The policy goals for the Future Internet Economy should be considered within the broader framework of protection of human rights, the promotion of democratic institutions, access to information, and the provision of affordable and non-discriminatory access to advanced communication networks and services. Compliance with international human rights standards and respect for the rule of law, as well as effective human rights protection, must be the baseline for assessing global information society policies. Economic growth should be for the many and not the few. The Internet should be available to all. We therefore call attention of the OECD to Ministers to the following issues and we make the following recommendations[1]:

- **Freedom of expression**. Freedom of expression is being violated around the globe by state censorship and by more subtle measures such as content filtering, privatized censorship and restrictions on so-called "harmful content." We urge the OECD to defend freedom of expression and to oppose mandated filtering, censorship of Internet content, and criminalization of content that is protected under international freedom of expression standards.

- **Protection of Privacy and Transparency**. We reaffirm our support for the OECD Privacy Guidelines as a fundamental policy instrument setting out minimal requirements for the transborder flow of personal data. We recommend adoption of the recent policy guidance on RFID and Online Identity Theft as Council Recommendations. We call on OECD countries to adopt and enforce data protection laws covering all sectors, both online and offline, and to establish international data protection standards that are legally enforceable. We further urge member states to ensure fairness, transparency, and accountability for all data processing for border security, identification, and decision-making concerning individuals.

- **Consumer Protection**. Trust and confidence are critical to the success of the Internet economy. The OECD should ensure that consumer protection laws are properly enforced and cover

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[1]Originally published as *CIVIL SOCIETY - TUAC "THE SEOUL DECLARATION" TO THE OECD MINISTERIAL CONFERENCE ON THE FUTURE OF THE INTERNET ECONOMY Seoul, Korea 16 June 2008*

digital products to the same extent that other consumer goods and services are covered. We recommend that the OECD adopt the policy proposals on Empowering Consumers in Communications Services and in Mobile Commerce as Council Recommendations, and that the OECD member countries implement these recommendations. We support the OECD's efforts to facilitate cross- border enforcement of anti-spam laws and to develop effective online dispute resolution mechanisms.

- **Employment, Decent Work and Skills**. We recommend that OECD Member countries promote learning and training opportunities for workers and address the technological and organizational change in the workplace. We further urge the OECD to lower the carbon footprint of the ICT industry and to promote compliance with core labor standards and the OECD Guidelines for Multinational Enterprises.

- **Promotion of Access to Knowledge**. We support open access to government-funded scientific and scholarly works and endorse the OECD Principles and Guidelines for Access to Research Data. We support the OECD Recommendation for Enhanced Access and More Effective Use of Public Information. OECD countries should oppose extensions of copyright terms and private ownership of essential knowledge and cultural information that can be made available on the Internet. We recommend that the OECD undertake a study on the importance of copyright exceptions for education, libraries and archives, the disability community, and new innovative services.

- **Internet Governance**. Internet governance structures should reflect democratic values and be transparent and publicly accountable to users. Global Internet policymaking should involve equal participation of all people, countries, and stakeholders. We call upon the OECD member states to support the Internet Governance Forum and to promote the multi-stakeholder process of the World Summit on the Information Society.

- **Promotion of Open Standards and Net Neutrality**. Standards-making processes should be open and should encourage competition. This promotes innovation and development. We support the procurement policies that promote open standards, open data formats, and free and open software. We further recommend that the OECD Member Countries oppose discrimination by network providers against particular applications, devices, or content and preserve the Internet's role in fostering innovation, economic growth, and democratic communication.

- **Balanced Intellectual Property Policies**. We urge the OECD member countries to maintain a balanced framework for intellectual property protection that is least intrusive to personal privacy, least restrictive for the development of new technologies, and that promotes creativity, innovation, and learning. We support the OECD Policy Guidance for Digital Content. OECD countries should oppose proposals that would deny individuals access to all Internet services and opportunities based on alleged copyright infringement. We are also concerned about the secrecy of the "Anti-Counterfeiting Trade Agreement" (ACTA) treaty process and the possibility

of policies that may limit legitimate business activity, the participative web, and e-government service delivery.

- **Support for Pluralistic Media**. The Internet is a universal platform for innovation, growth, and the ability of people to express and share their views. New forms of media and new applications are emerging that challenge old paradigms and enable broader public participation. At the same time, dominant Internet firms are moving to consolidate their control over the Internet. It is vitally important for the OECD to develop a better understanding of the challenge industry consolidations pose to the open Internet. The OECD Policy Guidance on Convergence and Next Generation Networks provides a basis this work.

- **Inclusive Digital Society**. The Internet should be accessible to all. OECD member countries should ensure that all residents have the means to access the Internet and should provide public Internet access, training and support. Particular attention should be paid to rural, remote and aboriginal populations, as well as the disability community.

- **Cultural Diversity**. We support the efforts of the OECD to promote access to the full range of the world's cultures and to ensure that the Internet economy reflects the true diversity of language, art, science, and literature in our world. The deployment of International Domain Names should be a priority.

1.2 Participation of Civil Society and Labour

This participation of civil society and organized labor reaffirms the role of all stakeholders in the Future of the Internet Economy. Now it is time to formalize this process.

In 1998 civil society and labor urged the OECD Ministerial Conference in Ottawa to establish an Advisory Council, similar to the Business Industry Advisory Committee (BIAC) for business and the Trade Union Advisory Committee (TUAC) for labor. We said that this new Advisory Council should include civil society groups in such fields as human rights and democracy, privacy and data protection, consumer protection, and access to information and knowledge.

We urge the OECD to establish now the *Civil Society Advisory Committee*. The creation of an OECD Civil Society Advisory Committee is necessary to help realize the democratic goals of inclusion, participation, transparency and accountability at the OECD.

The OECD offers an important forum for the discussion of policies concerning the future of the Internet. We welcome this dialogue and urge the Ministers and members countries of the OECD to fully engage civil society and labor organizations within their own countries.

In all decisions related to the Internet economy, we advise the OECD Ministers and the members countries to give particular attention to those indicators concerning literacy, education, and health. The success of the Internet Economy should be measured by the well-being of citizens, and not simply the extent of technology diffusion.

2 CSISAC Charter

2.1 Background

At the *2008 OECD Ministerial Conference on the Future of the Internet Economy* in Seoul (South Corea), the OECD Secretary General expressed support for an effort to formalize the participation of civil society in the work of the OECD concerning the future of the Internet. This recommendation follows from almost two decades of civil society participation at the OECD and the specific proposals of civil society put forward to the *1998 OECD Ministerial Conference* and again in the *Civil Society Declaration* delivered at the 2008 Ministerial Conference in Seoul (South Corea).

This Charter was published in November 2008, and adopted by the OECD in 2009 as the reference document to formally recognize the *Civil Society Information Society Advisory Council* (CSISAC) as the main channel for civil society participation at the Committee for Information, Computer and Communications Policy (ICCP). In 2015 the ICCP Committee updated its mandate to become the Committee on the Digital Economy Policy (CDEP), keeping unaltered the status of the CSISAC. The Charter was updated to reflect the referred developments, including the endorsement made by the OECD at the Civil Society Forum organized in the context of the 2016 OECD Ministerial Meeting on the Digital Economy, to extend the mandate of the CSISAC from the CDEP to the entire OECD.

2.2 Mission

The main purpose of the *Civil Society Information Society Advisory Council* (CSISAC) is to contribute constructively to the policy work of the OECD Committee for the Digital Economy Policy (CDEP) and to promote the exchange of information between the OECD and the civil society participants most active in the information technology field. Information from the OECD provides civil society participants with a stronger empirical basis to make policy assessments; inputs into research and policy development from civil society provides the OECD with the essential perspective of stakeholders "at the receiving end" of policy. Strengthening the relationship between civil society and the OECD leads to better-informed and more widely accepted policy frameworks.

2.3 Activities

The CSISAC undertakes the following activities:

- Engage in constructive input and dialogue with the CDEP Committee about policy issues of interest to civil society;

- Pursue the agenda set out in the *Civil Society Seoul Declaration*;

- Report to civil society organizations about the OECD publications, events, and policy recommendations of interest to civil society;

- Identify and publicize opportunities for participation by civil society organizations in the work of the OECD;

- Maintain appropriate communications tools (e.g. website, content management system, mailing list, social network platform) that highlight key OECD-CDEP developments of interest to civil society and facilitate broader civil society participation;

- Report on an annual basis the accomplishments of the past year and the goals for the next year.

2.4 Structure

In keeping with the structure of other non-governmental stakeholders at the OECD, the CSISAC has a structure that seeks to facilitate the participation of interested parties in the work of the OECD and to promote effective communications between stakeholders and the OECD.

The CSISAC includes the CSISAC Membership, the CSISAC Steering Committee, and the CSISAC Liaison. The roles and structure of these entities are outlined below.

2.4.1 CSISAC Membership

CSISAC Membership is open to civil society participants who:

- Endorses the *Civil Society Declaration*

- Demonstrate a commitment to the public interest; and

- Do not represent any business, technical organization, government entity or other institution that sets public policy (e.g., ICANN, RIR, WIPO staff).

All civil society participants that signed the *Civil Society Declaration* shall be considered founding members of the CSISAC. Particular efforts will be made to ensure that the interests of disadvantaged groups are represented within the CSISAC. CSISAC members will provide expertise in policy issues relevant to the work of the OECD-CDEP committee and its working parties.

2.4.2 CSISAC Steering Committee

The CSISAC Steering Committee manages the coalition and represents the CSISAC Membership in the work of the OECD-CDEP. Members of the Steering Committee have access to all OECD draft documents made available for OECD committee members with the understanding that OECD rules regarding disclosure must be respected. The Steering Committee is also responsible for assembling ad-hoc working groups who can review OECD policy issues.

The Steering Committee is elected by the CSISAC Membership to serve a two-year term, and it comprises 6-8 individual or organizational representatives from the CSISAC Membership. The Steering Committee is accountable to the CSISAC membership, with selection done in such a way as to account for regional and issue diversity.

In order to fulfill CSISAC's mission and objective, the members of the Steering Committee have the following duties and responsibilities:

1. Strategic policy oversight and policy input

   - Proactively influence the two-yearly work and project planning of the OECD CDEP in order to ensure civil society issues are on its work agenda.

   - Agree priority issues from the CDEP and its working parties that CSISAC will systematically work on.

   - Support the liaison in identifying and assembling members working groups to review the priority OECD policy issues over their whole 'life-cycle',

   - Identify/ designate issue leaders as appropriate.

   - Support the liaison in reaching out to potential new CSISAC members.

   - Active and timely contribution to CSISAC policy activities according to expertise.

   - Represent CSISAC in committees and other meetings as appropriate.

   - Final say on action or policy on 'controversial' issues or when CSISAC endorsement is needed, considering CSISAC members inputs.

   - Help with identifying and approaching potential founders.

   - Ensure that information about OECD activities, and policy documents. obtained by CSISAC are distributed to CSISAC Members in timely manner.

   - Ensure that CSISAC members are consulted when CSISAC develops its own position statements.

2. Administrative and process duties

   The elected Steering Committee will nominate a bureau of three of its members which will be responsible for organisational decisions:

   - Support and oversight of the Liaison and Community Manager, including setting targets, periodic appraisals and contract renewal;

   - Ensuring timely reporting to funders, including activity and financial reporting;

   - Travel budgets review and approval;

   - Support the Liaison with fund raising applications.

   CSISAC members who are nominated (or self-nominate) to stand for the Steering Committee undertake to fulfill these duties if elected. This includes commitment to participate in Steering Committee meetings (teleconferences) and timely responses to requests for action from the Liaison or fellow CSISAC members.

2.4.3 CSISAC Liaison

The CSISAC Liaison facilitates communication among the OECD-CDEP, the CSISAC Membership, and the CSISAC Steering Committee. The CSISAC Steering Committee selects the CSISAC Liaison. The Liaison serves as a point of contact and primary conduit for information flow between the CSISAC and the OECD-CDEP, with decision-making capacity reserved for the Steering Committee. Additionally, the Liaison and one other member of the CSISAC Steering Committee are expected to participate regularly in the OECD-CDEP meetings. The Liaison serves a renewable two-year term, which coincides with the OECD-CDEP work cycle.

2.5 Participation of CSISAC at the OECD

It is anticipated that the CSISAC will evolve into the *Civil Society Advisory Council* (CSAC) and provide the basis for civil society input to all OECD activities, to have the same standing as the BIAC and the TUAC. This provision was endorsed by the OECD at the Civil Society Forum held in conjunction with the 2016 Ministerial Conference, with particular reference to the planned Horizontal Project on Digitalisation[2].

2.6 References

- *Civil Society Forum* at the 2016 OECD Ministerial on the Digital Economy, June 2016 `http://csisac.org/events/cancun16/`

- *Civil Society Statement* at the 2016 OECD Ministerial on the Digital Economy, June 2016 Cancun (Mexico) `http://csisac.org/2016/06/civil_society_issues_statement.php`

- *Civil Society Seoul Declaration*, June 2008 `http://thepublicvoice.org/events/seoul08/seoul-declaration.pdf`.

- *Civil Society Background Paper*, June 2008 `http://thepublicvoice.org/events/seoul08/cs-paper.pdf`

- OECD, *The Future of the Internet Economy OECD Ministerial Meeting*, 17-18 June 2008, Seoul, South Korea, `http://www.oecd.org/FutureInternet`

- Closing remarks by Angel Gurría, OECD Ministerial Meeting on the Future of the Internet Economy," 18 June 2008.

`http://www.oecd.org/korea/closingremarksbyangelgurriaoecdministerialmeetingonthefutureof`
`htm`

- OECD, Convention on the Organization for Economic Co-operation and Development (1960). `http://www.oecd.org/document/7/0,3343,en_2649_34483_1915847_1_1_1_1,00.html`

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[2]`http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/index_en.htm`

3   The Election Procedure and Voting Rules

3.1   Overview

This documents provides a description of the process followed to elect the members of the CSISAC Steering Committee. As defined in the CSISAC Charter, the Steering Committee is composed by 6 to 8 members, selected either as individuals or as organization representatives. The selection of the Steering Committee's is performed through two phases:

- In the first phase, 5 CSISAC's members are elected through a voting process among those who entered the nomination process.

- In the second phase, the elected nominees appoint a maximum of 3 additional CSISAC's members in order to ensure regional, gender and expertise balance.

This system allows CSISAC to conduct a fair election process, while ensuring that the Steering Committee will not be dominated by members with too similar a profile. This process has been used by other international organizations in order to enhance, for example, the representation of members from developing countries.

3.2   The Election Process

The election process starts with the *Census Review*. Once the census has been revised by the membership, the Liaison announces the *Election Call* and invites *Nominations*. The provisional list of nominees is circulated to allow cancellation and better understanding of the proposal during the *Deliberation*. After that the membership proceeds to cast their ballots according to the *Voting Rules*. The results produced by the voting platform are announced, the elected nominees appoint other members to ensure gender, regional and expertise balance, and the final result is announced during the *Proclamation*. Older and newer members of the Steering Committee stay together during the *Transition Period*.

3.2.1   Census Review

The census review consists in the circulation to the membership of the list of voters. The purpose of the review is to allow the membership to check the correctness of the census, and to amend any error or mismatch. The census review proceeds as follows:

1. At the end of the term, or instructed by the Steering Committee, the Liaison starts to organize the election.

2. The Liaison sends the latest census to the Steering Committee. From that point on, any new or ongoing membership requests is postponed until the new Steering Committee is constituted.

3. The Steering Committee solves any incidence and aproves the consolidated census.

4. The Liaison announces the start of the census review in the mailing list of the membership. The announcement can be made at the same time of the election announcement, and needs to include:

   - a deadline for the review, and

   - a voting list, extracted from the consolidated census, where each member of CSISAC is listed with two elements:

     - i) Name. This is the personal name in the case of individual members, or the name of the organisation otherwise,

     - ii) Type. The characterization of the member as an individual or as an organisation;

5. CSISAC members review the census and report any eventual request for change to the Liaison. Only errors and updates can be committed during the census review. Any ongoing or new request for membership is postponed until the constitution of the new Steering Committee;

6. The Liaison contacts the electors asking them to confirm their status, and informs the Steering Committee about any proposed change and updates the census accordingly;

7. After the deadline, the census is considered final, so no further changes can be committed. The Liaison updates the membership list in the website of the CSISAC, and uploads the final census to the voting platform[3].

The maximum time for the census review is two weeks.

3.2.2 Election Call

The Election Announcement consists in a message sent to the CSISAC membership to inform about the process, and define a deadline for the nominations. This step proceeds as follows:

1. The Liaison posts in the membership mailing list an announcement of the elections in behalf of the Steering Committee. The announcement needs to include:

   - overview of the election process,

   - electing rules.

2. The Steering Committee enters an interim period where decisions should be restricted to ensure the success of the elections. The interim period finishes with the constitution of the new Steering Committee.

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[3]The voting platform is selected by the Steering Committee and operated by the Liaison. The NIC.br platform was used in previous election processes.

3.2.3   Nomination

The Nomination consists in the proposal of members of CSISAC who can be voted to be part of the Steering Committee. All members of the CSISAC included in the census are eligible for the Steering Committee. The nomination proceeds as follows:

1. The Liaison announces the start of the nomination process. The announcement needs to include:

    - The deadline to nominate candidates;

    - The rules for nomination.

2. Any member of CSISAC can send a nomination proposal to the membership mailing list. Members can nominate themselves or nominate another member. The nomination proposal is a document which needs to include:

    - Indication of whether the nominee is an individual or organization;

    - full name and contact e-mail address of the nominee;

    - country/Region of the person and, if applicable, organization and gender;

    - a selection of CSISAC's goals5 related to the nominee's main competences;

    - a brief biography including achievements relevant to the CSISAC steering committee (please, refer to the already sent description of the Steering Committee's composition and role, past work with CSISAC and the Public Voice Coalition and other relevant committees or processes;

    - a brief statement of what you or your organization can contribute to the coalition and the issues at the OECD Committee for the Digital Economy (CDEP).

The nomination call can be done at the same time of the Election Announcement. The reference time for the nomination is two weeks.

3.2.4   Deliberation

The deliberation period is an optional time slot to ensure a proper understanding of the nomination proposals, enabling the members of CSISAC to address the nominees with regard to their respective statements of interest, and also allowing the nominees to cancel their nominations. This step proceeds as follows:

1. The Liaison announces the deliberation period. This announcement needs to include:

    - a deadline for the deliberation,

    - the provisional list of nominees, ordered following the temporal sequence of the proposals

2. The members of CSISAC contact the nominees,

3. The nominees asks the Liaison to apply any necessary ammendment or to cancel their nomination,

4. After the deadline, the Liaison posts the final list of nominees in the membership mailing list. No further updates are allowed from this point.

This period is intended to allow CSISAC's members to address the nominees, and nominees to explain and foster their candidacy. Nominees are allowed to amend or cancel their nominations during this period. The reference time for the deliberation is one week.

3.2.5 Voting Rules

The voting process consists in the collection of the votes casted by the members of the CSISAC in support to the nominees of their preference. The vote is performed following rules:

- All the members of the CSISAC included in the final census can vote (see census review).

- All the members of the CSISAC included in the list of nominees can be voted (see nomination).

- Each member of the CSISAC is allowed to cast one and only one single ballot.

- Ballots are casted using the e-mail address registered in the final census. The same e-mail address could be used by different organizations to vote, so a single e-mail address could be used to cast more than one ballot.

- Each ballot allows to select a minimum of zero and a maximum of five nominees.

The voting step proceeds as follows:

1. The Liaison loads the voting platform with the voters list and the final list of nominees.

2. The Liaison announces the start of the voting (voting call). This announcement needs to include:

    - the deadline to cast the vote;
    - the instructions to cast the vote;

3. Each member of the CSISAC receives the instructions to cast their vote in the e-mail registered in the final census;

4. The Liaison retrieves and solves, together with the Steering Committee, any possible incidence during the vote.

The reference time span for the voting process is one week.

3.2.6 Proclamation

The proclamation step consists in the announcement of the voting results and the constitution of the elected Steering Committee. The election is performed according to the following rules:

- The final size of the steering committee cannot exceed 8 members.

- The 5 nominees with the larger number of votes are selected.

- In the event of having more than 5 nominees selected due to tie votes, all these nominees will be considered as elected. A random selection will be performed among the tie votes in the case that the number of elected nominees exceeds the maximal final size of the Steering Committee.

- The elected candidates can appoint more CSISAC members up to maximal final size in order to ensure gender, regional and expertice balance of the final Steering Committee.

The proclamation process proceeds as follows:

1. The Liaison posts the result of the vote in the CSISAC membership mailing list as soon as the voting platform provides the result.

2. The Liaison asks the elected nominees to appoint, by internal deliberation and within 5 days, so much CSISAC members as needed to ensure regional, gender and expertise balance of the Steering Committee. The final size of the Steering Committee cannot exceed 8 members.

3. The Liaison forwards the proposal of the elected nominees to the appointed members, asking for confirmation in a maximum of 3 days.

4. After the deadline, the Liaison announces the final composition of the Steering committee in the membership mailing list. The composition of the Steering Committee is considered final, once announced at the membership mailing list.

5. The Liaison subscribes the new members to the mailing list of the Steering Committee. The Steering Committee is considered as formally constituted, once subscribed to the mailing list.

The proclamation period should be done as quickly as possible, and should not exceed one week.

3.2.7 Transition Period

The transition period is the final step of the election process, when the new configuration is consolidated and reflected in the public site.

1. The members of the previous Steering Committee stay in the mailing list during a coexistence period up to two week, to facilitate the induction of the new members of the Steering Committee.

2. After the coexistence period is over, the Liaison unsubscribes any non elected member from the mailing list of the Steering Committee.

3. The Liaison asks the Steering Committee to appoint three members to form a Bureau in charge of the administrative and organisational duties.

4. The Liaison publishes the final composition of the Steering Committee in the website, along with the results of the vote.

4 The CSISAC Travel Policy

4.1 Summary

This document sets our the procedure to allocate the travel funds so as to ensure that civil society participation is expert, effective, transparent, fair, and balanced in terms of interests and regions represented.

CSISAC travel fund was housed and managed by European Digital Rights (EDRI), a well-established organizational founding member of CSISAC, elected to CSISAC Steering Committee as a result of its 2009 election process. Given this good previous experience, the CSISAC Steering Committee has chosen to continue with EDRI housing and managing its travel fund, under the same conditions.

4.2 Travel Fund Management

CSISAC travel fund management will be conducted by European Digital Rights (EDRI) according to the following agreement:

- Decision on who is going to be funded to participate to a given OECD event/meeting on CSISAC behalf is made by CSISAC SC, and not by EDRI, according to the CSISAC Charter and the provisions below.

- Funding sources for the travel grant are directly transferred to EDRI bank account in Euros. Additional costs due to currency exchange or bank transfer fees, when applicable, will be charged on the global budget (i.e. neither on the reimbursed traveler, nor on EDRI).

- EDRI will prepare financial reports of the travel grant management according to CSISAC proposal and donor request.

- EDRI would charge 10% overhead of the transferred funds for its management tasks. EDRI commits to promptly and diligently reimburse CSISAC members by bank transfer, according to CSISAC travel policy

4.3 Travel Fund Policy

4.3.1 Criteria.

Criteria for CSISAC SC decision making for allocating the travel funds to civil society individuals and organizations is based on[4]:

- proven track record on the issues,

- activity in the development of policy papers,

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[4]Originally stated on p.5 of the June 2009 CSISAC Funding Proposal to the OSF

- compliance with the confidentiality rules when applicable,

- active participation in CSISAC activities

- compliance with the need to report back to CSISAC Members and the CSISAC Steering Committee, and

- adequate balance in terms of gender, regional diversity and participation.

It is important to highlight that OECD needs some continuity in representation.

4.3.2 Duties and Reporting Mechanism.

Those members representing CSISAC at an OECD meeting, should[5]:

- provide expertise in policy issues relevant to the work of the OECD-CDEP committee and its four working parties,

- read the OECD materials,

- work with the liaison to consult members in advance for their views on the agenda and documents to be discussed in the meeting,

- where appropriate, provide a written statement for the meeting, and

- report on the meeting outcomes to the entire CSISAC membership or to the CSISAC SC when applicable.

4.3.3 Expenses eligible to Reimbursement.

- The travel funds will cover travel, hotel and visa expenses for CSISAC members who attend the OECD-CDEP and its working party meetings.

- The CSISAC Steering Committee will ensure that all travel on behalf of CSISAC is appropriate and authorized.

4.3.4 Reimbursement Rules

- TRAVEL FARE: Air travel supported by the travel fund managed by EDRi will not exceed the amount of the economy class fare. It will be via the most direct and economical means determined by examination of all available carriers. Train travel will be preferred when reasonable, including flexible/ exchangeable conditions to allow booking in advance, unless equivalent air travel is cheaper. Participants may spend an additional night at the meeting location when this results in a significant decrease in travel cost.

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[5]Originally stated on on p.6 of the June 2009 CSISAC Funding Proposal to the OSF

- VISA: Visa expenses, when needed, are reimbursed. In case of different visa option, the most economical will be preferred.

- AIRPORT <-> City ground transportation: they are reimbursed on the basis that the most economical transportation means are used (no reimbursement of taxi, unless exceptional situation subject to prior approval by CSISAC SC: e.g. heavy documents to be carried, special health condition, very early or very late travel, in order to limit the number of hotel nights spent,...). Exceptional situations out of the traveler control (such as delayed flights) might be justified a posteriori.

- OTHER EXPENSES: All expenses besides travel and visa costs will be covered by per diem allocation (see next section on per diem rates). This applies in particular to ground transportation other than airport<->city transportation, hotels, meals, Internet access, etc. The per diem allocation is a lump daily sum, depending on the country/city where the event to be attended is held. The number of per diem corresponds to the exact period of time needed according to the event participation requirements and the travel plan, and needs prior agreement by CSISAC SC.

- Note on additional days spend as part of a private stay: private stay on the event place, making profit of the reimbursed travel costs, are free, provided that they are at the traveler's own charge.

4.4   Per Diem Rate

Daily allowance (per diem) rates have been elaborated for the 2009-10 period by CSISAC SC on the basis of the policies of the European Commission[2]1 and the Council of Europe[6] policies, after examination of the CNRS (French National Public Research Centre) policy for invited researchers on short missions in France[7], and three governmental policies (French Ministry of Budget[8], Austrian Tax Association[9] and Treasury Board of Canada Secretariat [10]). The decision also considered CSISAC SC members' own internal policies when applicable, and the personal experience of their representatives.

Experience reported from CSISAC representatives having participated to OECD events during the 2009-2010 period have shown that the previously allocated per diem in Paris (180 EUR) makes it challenging to stay close to the OECD area (single room at approximately 150€ per night for the cheapest hotels). For the subsequent periods, the CSISAC Steering Committee have consequently decided to define the Paris per diem as 80% of EC per diem rate in France, which is, as of 1st January 2011, 245 EUR. For the sake of simplicity, the resulting 80% of this amount (196 EUR) is rounded to 200 EUR.

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[6]`https://wcd.coe.int/ViewDoc.jsp?id=1379329&Site=COE`

[7]`http://www.sg.cnrs.fr/dfi/Reg_fin/Faq/page-05_0.htm`

[8]`http://www.finances.gouv.fr/a_votre_service/informations_pratiques/chancellerie/mission.php`

[9]`http://www.steuerverein.at/hilfsmittel/reisekosten.htm`

[10]`http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/d03-eng.asp`

The CSISAC per diem rates will be allocated according to the resulting policy as stated below:

- 200 EUR for events held in Paris, France. This is the most common case, corresponding to participation to OECD meetings held at OECD headquarters,

- 80% of the European Commission (EC) per diem rates applicable in the framework of external cooperation programmes for events held in another country. This case happens when the CSISAC representative participates to a conference or workshop organized by OECD or related to CSISAC work with OECD, when participation is not funded by OECD itself[11],

- no per diem will be allocated in case the CSISAC representative participates to an event held in his/her town of residence,

- a full per diem (100%) is allocated for each complete period of 24 hours starting from the time of arrival in the town where the meeting is held (e.g. flight arrival time),

- for periods of less than 24 hours (in general in excess of any complete period of 24 hours), the allowance rate will be allocated as follows: 70% of the applicable per diem for a hotel night with breakfast, and 15% for lunch and 15% for diner, depending on the needs evaluated according to the following schedule: lunch from 12:00 to 14:00, diner from 19:00 to 21:00.

4.5   Reimbursement Claims

There will be no money provided in advance. All reimbursements will occur after the traveler has completed his/her trip, and has send to EDRI a claim for reimbursement. This claim for reimbursement should be sent by email to EDRI treasurer (email to be provided). It should include:

- The identification of the reason for travel (event name, city/country, date),

- the list of items to be reimbursed and their individual cost (travel, visa, airport<->city ground transportation, number of per diem, as agreed by CSISAC SC),

- the total amount claimed for reimbursement,

- if this is the first reimbursement, the traveler's bank account complete details, for bank transfer,

- a scan of each document as justificative (when applicable: flight/train ticket, boarding passes, visa, airport<->city transportation ticket), and

- the traveler must also send the original of the justificatives to EDRI postal address. These originals are needed for both OSI and the Belgian tax authorities for EDRI accounting.

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[11]The last updated version of these EC per diem rates will apply, and they are available at: `http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/index_en.htm`.

4.6   Coordination between CSISAC SC and EDRI

The CSISAC Steering Committee appoints one of its members to serve as liaison with EDRI regarding the management of the travel fund. The CSISAC SC liaison with EDRI is responsible for:

- Informing EDRI of CSISAC Steering Committee on the selected traveler and the amount of expenses for the given mission,

- notify CSISAC Steering Committee in case of any important and unjustified discrepancies between the pre-agreed amount of expenses and the reimbursement claim,

- notify CSISAC Steering Committee of reimbursements when made, and

- coordinate between CSISAC SC and EDRI on the preparation of the financial reports according to the agreed reporting frequency.