

ICANN BOARD SUBMISSION No. 2023.06.20.1a

TITLE: **June 2024 ICANN Meeting Venue and Hotel Contracting**

PROPOSED ACTION: **For Board Consideration and Approval**

EXECUTIVE SUMMARY:

The Board is being asked to authorize ICANN organization to take all steps necessary to complete contracting for the host venue and hotels in Kigali, Rwanda for the June 2024 ICANN Public Meeting. While it is the organization's responsibility to identify and select sites for ICANN Public Meetings in accordance with the Board-approved strategy, per the [ICANN Contracting and Disbursement policy](#) the Board must approve any expenditures that will exceed US\$500,000, as this will. The Reference Materials for this paper summarize the steps taken to locate a site for the June 2024 Public Meeting and outline the facility costs.

ICANN ORG AND BOARD FINANCE COMMITTEE (BFC) RECOMMENDATION:

Both ICANN org and the BFC recommends that the Board authorize the Interim President and CEO, or her designee(s), to take all actions necessary to enter into contract(s), and make expense disbursements pursuant to the contract(s), for the host venue in Kigali, Rwanda where ICANN will hold its June 2024 Public Meeting in an amount not to exceed ^{Confidential Negotiation Information}

PROPOSED RESOLUTION:

Whereas, ICANN intends to hold its second Public Meeting of 2024 in the Africa region.

Whereas, selection of the Kigali, Rwanda location adheres to the geographic rotation guidelines established by the Meeting Strategy Working Group.

Whereas, ICANN organization has completed a thorough review of the venue and hotels and finds the ones in Kigali, Rwanda to be suitable.

Whereas, both ICANN organization and the Board Finance Committee have recommended that the Board authorize the Interim President and CEO, or her designee(s), to enter into and make disbursement in furtherance of contracts for the June 2024 ICANN Public Meeting in Kigali, Rwanda.

Resolved (2023.06.20.xx), the Board authorizes the Interim President and CEO, or her designee(s), to engage in and facilitate all necessary contracting and disbursements for the host venue for the June 2024 ICANN Public Meeting in Kigali, Rwanda in an amount not to exceed ^{Confidential Negotiation} _{Information}

Resolved (2023.06.20.xx), specific items within this resolution shall remain confidential for negotiation purposes pursuant to Article 3, section 3.5(b) of the ICANN Bylaws until the President and CEO determines that the confidential information may be released.

PROPOSED RATIONALE:

As part of ICANN's Public Meeting strategy, ICANN seeks to host a meeting in a different geographic region (as defined in the ICANN Bylaws) three times a year. ICANN80 is scheduled for 10-13 June 2024. Following a search and evaluation of available venues, the organization identified Kigali, Rwanda as a suitable location for the ICANN Public Meeting.

The organization performed a thorough analysis of the available locations and prepared a paper to identify those that met the Meeting Location Selection Criteria (see <http://meetings.icann.org/location-selection-criteria>). Based on the proposals and analysis, ICANN has identified Kigali, Rwanda as the location for ICANN80. Selection of this Africa location adheres to the geographic rotation guidelines established by the Meeting Strategy Working Group.

The Board Finance Committee (BFC) has carried out its standard due diligence in reviewing the proposed Board decision to recommend approval to the Board. As part of this diligence, the BFC has reviewed the financial risks associated with the proposed decision and the information provided by the org on the measures in place to mitigate those risks. The BFC has found these financial risks and the mitigation in place reasonable and acceptable.

The Board has reviewed the organization's briefing for the costs of hosting the meeting in Kigali, Rwanda and agrees with the BFC's recommendation that the proposal met the significant factors of the Meeting Location Selection Criteria, as well as the related costs for the facilities selected, for the June 2024 ICANN Public Meeting.

ICANN conducts Public Meetings in support of its mission to ensure the stable and secure operation of the Internet's unique identifier systems and acts in the public

interest by providing free and open access to anyone wishing to participate, either in person or remotely, in open, transparent, and bottom-up, multistakeholder policy development processes.

There will be a financial impact to ICANN in hosting the meeting and providing travel support as necessary, as well as to the community in incurring costs to travel to the meeting. However, such impact would be faced regardless of the location and venue of the meeting.

This action will have no impact on the security or the stability of the Domain Name System.

This is an Organizational Administrative function that does not require public comment.

Submitted by:	Sally Costerton
Position:	Sr. Advisor to President and SVP, Global Stakeholder Engagement & Interim President and CEO
Date Noted:	15 June 2023
Email:	sally.costerton@icann.org

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REFERENCE MATERIALS TO BOARD SUBMISSION No. 2023.06.20.1a

TITLE: **June 2024 ICANN Meeting Venue Contracting**

DETAILED ANALYSIS:

1. Background:

Since 2010, ICANN has held six meetings in the Africa region: two in Morocco; two in South Africa; one in Kenya; one in Senegal. It is time to return to Central/Eastern Africa and we are pleased that the recently-opened Kigali Convention Centre in Kigali, Rwanda is available for the ICANN80 Policy Forum in June 2024.

2. Site Visit:

- Kigali, Rwanda: A preliminary site visit was conducted in January 2020. A second site visit was conducted in December 2022.

3. Discussion of Issues:

- Meeting Rooms: The Kigali Convention Centre has excellent conference facilities for an ICANN Meeting.
- Host Hotels: The attached Radisson Blu hotel will serve as the host hotel for the Meeting.
- Area Hotels: Many nearby hotels, accessible via taxi or an ICANN shuttle, offer a wide variety of guest room accommodations at varying price points.
- Local Host: Multiple community and government groups as well as the Rwanda Convention Bureau are anxious to host a meeting in Kigali.
- Food & Beverage Outlets: The Kigali Convention Centre and Radisson Blue hotel have several restaurants onsite.
- Air Travel: Kigali Airport is serviced by only five international airlines, with the remainder being operated by RwandAir and providing limited connections to international destinations. As a result, some travelers may have to make multiple stops to reach Kigali.
- Ground Transportation: Kigali International Airport is 6 km/3.7 miles/20 minutes from the meeting venue and Radisson Blu Hotel. Transportation between the airport and various local hotels ranges from US\$8.00 to US\$30.00.
- Safety & Security: A risk assessment by ICANN security has not identified any areas of concern for Kigali, Rwanda that would require other than standard health and safety measures provided for an ICANN Meeting.

Staff recommends that the Board approve Kigali, Rwanda as the location of the June 2024 ICANN Meeting.

Confidential Negotiation Information

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Submitted by: Sally Costerton

Position: Sr. Advisor to President and SVP,
Global Stakeholder Engagement
& Interim President and CEO

Date Noted: 15 June 2023

Email: sally.costerton@icann.org