



Fellowship Process and Terms & Conditions

1. Application Process

- a. All applications must be written in English and submitted on time as per Fellowship Application Guide.
- b. A PICISOC Fellowship Selection committee reviews all received applications and is made up of representatives nominated by PacIGF Organising committee after notice sent to PICISOC community for volunteers to the Organizing committee. The Fellowship committee assesses each application according to the PICISOC Fellowship Applicant Selection Criteria and will consider comments from PICISOC members on individual applications, the overall needs for each island countries and community group in PICISOC organization's multistakeholder model. Confidentiality is a crucial component of the selection process.
- c. All successful candidates are announced on PICISOC website as per Fellowship Application Guide and to the PICISOC mailing list. Successful candidates will receive an email from the PICISOC Fellowship Selection Committee to the email provided on their application and asked to confirm acceptance of fellowship. The confirmation must be received by the Fellowship Committee within 7 days. If the selected candidate wants a support letter for Visa purposes, the PacIGF Fellowship committee will provide this letter. If a candidate declines the fellowship, an established list of alternates will be used to fill the vacated position.

2. Travel and other support once selected.

- a. Travel will be booked by PICISOC Logistics Committee through its designated Travel Management company. This will help ensure that the most economical travel costs are attained to maximise sponsorships.
- b. PICISOC Logistics Committee will not purchase any travel tickets for a fellow unless they are in receipt and can show proof of valid travel documents: passport (biometric data), required destination and transit visa, and travel insurance if required.
- c. PICISOC shall not be liable for any loss or expenses (including airfares) for travel delays incurred by the fellow as a result of inaccurate information provided by the fellow, delays in submitting the appropriate forms to the relevant authorities or refusals of host or transit country authorities to grant a visa to the fellow.
- d. PICISOC is not liable for any cost of a fellow's partner or family who wishes to take with her or him to the PacIGF event.
- e. PICISOC will cover the cost of the lowest economy class airfare at the time of the booking based on the fellows approved dates of arrival and departure.
- f. PICISOC Logistic Committee will book and pay for a standard room and fellows may be required to share a room with another fellow. Fellows are not allowed to self

book their hotel reservation. Any additional hotel expenses will be the responsibility of the Fellow. Bear in mind that hotels may request a credit card guarantee or cash deposit for additional expenses.

- g. Fellows may be entitled to a stipend which will be paid in cash at the event venue.
- h. Fellows who satisfactorily complete all aspects of the program have to submit a post meeting survey and will receive a Certificate of completion for the PacIGF Fellowship Program.
- i. Fellows agree to abide by the PICISOC Fellowship Process and Terms to determine the level and amount of travel support provided by PICISOC and acknowledge the responsibilities shared with the fellows.
- j. If the fellow encounters an emergency during the Pre-Fellowship Program, the PICISOC Board has the discretion to continue or discontinue this fellow's program.

3. National Laws and Legislation

- a. During the travel period covered under the PICISOC Fellowship Program, it is the fellow's responsibility to comply with local laws and legislation of the country or countries to which he or she will travel (including but not limited to laws pertaining to immigration, taxation, customs, employment and foreign exchange control).
- b. It is the fellow's responsibility to comply with all regulations (including those dealing with visas and required vaccinations) of any country visited.
- c. PICISOC is not responsible for obtaining visas for fellows but may assist with communications regarding the visas, including a support letter to the PacIGF conference for which the fellow has been granted a fellowship.

4. Required Travel Documents

- a. Each selected fellow must be in possession of a valid passport prior to PICISOC booking any travel (airfare and hotel)
- b. Travel documents as required by the fellow's country of origin or the country hosting the conference. Destination visas and transit visas may be required to connect in certain cities or countries. Fellows should check with their local consulate agency.
- c. All travel documents must be consistent with the name on the fellow's valid passport.

5. Personal Safety and Health

- a. It's the responsibility of the fellow to acquire and pay for any and all insurance, including but not limited to travel (and health) insurance.
- b. PICISOC is not responsible for the personal health, safety or belongings of the fellow.
- c. It is not PICISOC's responsibility to inform or provide advice to fellows about travel conditions or safety of travelers.

6. Required Post Meeting Reporting

- a. Each fellow is required to complete a post-meeting survey within two weeks following the conclusion of the PICISOC conference. The survey will gather details about the fellow's experiences in the Fellowship Program as well as his or her thoughts on future contributions to the PICISOC community and processes.
- b. Each fellow is required to submit a post event one page report for the website.

7. Required to join Drafting Committee and Social Media Committee

- a. Each fellow is required to take notes during the Pacific IGF event and update the drafting committee report on a daily basis. They will be required to document the key sessions, highlights and the recommendations. The PICISOC Board will assign fellows to the various sessions to assist with administration or coordination.

- b. Each fellow will be required to post on their LinkedIn, Facebook, Instagram or Twitter daily to promote and highlight the event they attended. These posts should include the relevant tags #PICISOC. Each fellow gives permission to the organisers to use their photos on the PICISOC website.

8. Deferment.

- 9. Fellows must re-apply for each fellowship round. **Failure to Comply with Terms**
 - a. Please note that if a fellow chooses to not comply with any of the above mentioned terms of the PICISOC Fellowship Program, PICISOC reserves the right to determine the appropriate course of action including but not limited to : (i) terminating the fellowship prior to the end of a meeting, (ii) causing the fellow's early departure from the program and PaclGF conference; (iii) suspending fellows from future PICISOC organised and sponsored events, (iv) and / or asking the fellow to cover costs for expenditures.

10. Privacy Policy.

- a. PICISOC respects the protection and privacy of personal information. PICISOC abides and follows the ISOC Privacy and Public Policy is available [here](#)