# InternetNZ

# Progress in Q2 2017

## Reporting against the Activity Plan

13 October 2017

# Summary of Activity Plan deliverables

Our Activity Plan for the year included this summary table of our deliverables for the year. We replicate this here to provide a status summary at the reporting date (30 September 2017).

KEY: GREEN is DONE; RED is DELAYED

| | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter |
|---|---|---|---|---|
| Focus Areas | Access to the Internet – Internet Infrastructure; Digital Divide<br><br>Trust on the Internet – Multi-Factor Authentication; Trust Framework<br><br>Creative Use of the Internet – modern, balanced copyright | | | |
| Issues | Encryption Discussion Starter & Position Paper | State of the Internet 2017 (Q3)<br><br>Copyright Paper | Maintaining ISP Spotlight<br><br>3rd Quarter Paper | 4th Quarter Paper |
| Community | | Nethui 2017 – programme<br><br>NetHui - Beyond 2017<br><br>Projects and Conference Grants | Nethui 2017 – Fellowships<br><br>NetHui 2017 in Auckland<br><br>NZIRF | |
| International | Pacific IGF<br><br>ICANN - Johannesburg | | IGF – Geneva<br><br>ICANN – Abu Dhabi | ICANN - San Juan |
| Communications & Outreach | Why InternetNZ exists work<br><br>New community section on website<br><br>About us video (deferred) | Annual research media briefing and advertising<br><br>Tone of voice workshops with staff | New Zealand Initiative rollout<br><br>SOTI Launch<br><br>MFA Comms<br><br>Creative Use of the Internet - Fair Use Comms | *Supporting other initiatives* |
| Governance & Members | Organisational Review<br><br>Council Meeting | Organisational Review<br><br>Council Meeting<br><br>Membership Survey & AGM | Council Meeting | Council Meeting |
| Operations | Internal Phone system replacement (deferred) | Internal Organisation | Human Resources (deferred) | |

# Introduction

This second quarterly report against the 2017/18 Activity Plan accounts for our continued efforts to the end of September 2017.

InternetNZ has been undertaking an Organisational Review during 2017. In this second quarter, some activities have been deferred or delayed due to the impact of that review - primarily activities that might presuppose a particular way of organising the work of the group. For more information on the review please see our website at this URL: https://InternetNZ.nz/2017-org-review

Points of note in this quarter include the following.

1. A big focus has been on preparation for **NetHui 2017**, being held in Auckland 9-10 November at the Aotea Centre. The programme is out and registrations are picking up: www.NetHui.nz for more.

2. With a **General Election** held during the quarter (without Internet policy being central to the debate), we monitored party policies and have been preparing briefings to incoming Ministers once these are known.

3. In our **Access** focus area, the release of a new Telecommunications Bill provided an early opportunity to develop our submissions, since they are not called for before the election.

4. In **Creative Use** we appreciated the release of the Government's terms of reference for a review of the Copyright Act late in Q1, starting with an issues paper intended for February 2018. This has given some helpful early focus to our policy work in this area.

5. The **State of the Internet report** progressed in the quarter, and is due for release in November.

6. A **Community Grants** round was conducted during the quarter, with Projects and Conference Attendance the focus. Decisions on both are due in October. The next round is in December.

7. Our **Operations** team successfully carried out the 2017 AGM and elections with good attendance and a great chance to mix and mingle.

8. Thanks to **Hayden Glass** and **Rochelle Furneaux** for their service to InternetNZ on the Council to this year's AGM, and congratulations to newly elected Councillors **Kate Pearce** and **Don Stokes**, joining returning Councillors **Sarah Lee** and **Dave Moskovitz** for the 2017-2020 term.

9. We farewelled a number of staff in this quarter (Laura, Megan and Sarah), to maternity leave or for adventures in the provinces. Significantly, we have a new Communications Team as of end of September, with Acting Manager **Sue McCarty** on contract covering **Megan Baker**, and **Henry Williams** seconded as Communications Advisor from the Domain Name Commission.

10. Council is progressing the **Organisational Review** with final decisions on our future operating structure likely in October.

As always, feel free to get in touch should you wish to learn more about what we are up to.

Jordan Carter
**Chief Executive**

# Issues

## Current work

| | Project | Delivery date | Who | Project Status |
|---|---|---|---|---|
| | **Activity plan projects** | | | |
| 🟡 | State of the Internet 2017 | 24 November 2017 | Ben | Content to be completed end of October.<br>State of the Internet Report will be launched in November. |
| 🟢 | Telco Act Review | Ongoing | Nicola | Bill has been tabled in the house. Issues are preparing key messages for submission. |
| 🟡 | Creative Copyright | Ongoing | James | Preparing for the Discussion document in early 2018.<br>We are working with CCANZ and will continue to develop a plan for reaching and engaging stakeholders. |
| 🟡 | Q2 Position Paper: Copyright | October 2017 | James | Paper drafted and will go for external review soon |
| 🟡 | Digital Regulation v2 | TBC (2017) | James | Final draft is locked in.<br>Issues & Comms are working with New Zealand Initiative to organise when this will be launched (November is already a very busy month for events) |
| | **Other work & projects** | | | |
| 🟡 | General Election 2017 | September 2017<br>(with some follow up) | Ben | NZ Political Twitter data collection is being wrapped up. Analysis will take place in November. |
| 🟢 | Briefings to Incoming Ministers | TBC<br>content: 6 Oct | Ben | Briefings to Incoming Ministers and letter to all MPs will be sent once the new Government has been confirmed |

# Up next / parking lot

| | Project | Delivery date | Who | Project Status |
|---|---|---|---|---|
| | **Up Next** | | | |
| 🟢 | Digital Divide map phase 2. | TBC | Nicola | Phase 2 Project plan near complete. Rest of 2017/18 will be focussed on promoting the map & identifying needed improvements. |
| 🟢 | Multi-Factor Authentication | TBC | James | Project Plan to be completed. Not due to start until later in the year. Opportunity for co-branded & collaborative project with CERT NZ and NZITF. |
| 🟡 | Trust Framework | TBC | Ben | Initial discussions with stakeholders is being planned & collateral developed Has been delayed due to SOTI. |
| 🟢 | Q3 Position paper: Digital Divides | TBC | Nicola | Project begun: research sprint underway Content for completion in 2017 Publication in early 2018 |
| 🟢 | Q4 position paper: Open Internet, Open Society | 31 March 2018 | TBC Jordan | Final Position paper Will start in January. |

# Complete

Traffic lights indicate the team's judgement on the final product of the project

| | Project | Delivery date | Who | Project Status |
|---|---|---|---|---|
| | **Activity plan projects** | | | |
| 🟢 | Encryption position paper | 30 June | Ben | Completed with good feedback from council and externals. |
| 🟡 | Digital Inclusion Map | 17 August 2017 | Dean Ben | Launch of phase one complete. Team has / is talking to Data Futures Partnership (funder), Digital Skills Forum and others. |

# Community

## Current work

| | Project | Delivery date | Who | Project Status |
|---|---|---|---|---|
| **Activity plan projects** | | | | |
| 🟢 | Nethui 2017 - programme | 2 Oct 2017 | Andrew | Programme near complete for release in early October. |
| 🟢 | Nethui 2017 - logistics | 8-10 Nov 2017 | Yvonne | Logistics progressing well. |
| 🟡 | Nethui 2017 - sponsorship | 8-10 Nov 2017 | Sue | Sponsorship still not meeting expectations. A final set of requests being done in October. |
| 🟡 | Maori Engagement strategy - internal training | Oct/Nov | Andrew | Te Reo training led by NZRS underway<br>Tikanga leadership training arranged for early 2018. |
| 🟡 | Maori Engagement strategy - engagement process | 8 Nov 2017 | Andrew | Maori Meetup at NetHui to be used as a Maori engagement opportunity. |
| 🟡 | Community team structure and staffing review | Nov | Ellen, Andrew | Roles put on hold til end of August due to org review. No further progress until membership change scoping advances further. |
| 🟢 | Grants Revitalisation - Impact Assessment | Dec 2017 | Ellen | Tony Paine (Philanthropy NZ) still to come in and support Committee conversation on impact with Ellen- timing of this TBD. |
| 🟢 | Strategic Partners | Ongoing | Ellen | Partner updates being received. |
| 🟢 | NZIRF meetups and online platform | TBC | Aimee, Nicole | Online platform options paper with Vanisa to complete and handover to Ellen/Aimee. Further discussion at NZIRF session at NetHui. |
| 🟢 | NZIRF forum/event | 8 Nov 2017 | Nicole | Nicole leading this work- brought together programme committee of academics and working to Ellen to |

| | | | | deliver, Confirmed will be at Aotea Centre as Day Zero, promotion of EoIs ramping up in July. |
|---|---|---|---|---|
| 🟢 | Sponsorship | Ongoing | Gertrud | Approved 6 sponsorships in 2017/18. $22,750 or $40k budget spent to date. |

## Up next / parking lot

| | Project | Delivery date | Who | Project Status |
|---|---|---|---|---|
| **Up Next** | | | | |
| 🟢 | Nethui 2017 - manual and how-to guides | December 2017 | Ellen Aimee | Will finalise in Dec following NetHui 2017. |
| **Parking Lot** | | | | |
| 🟢 | MBIE presentation on Maori in ICT | 26 Jan 2017 | Vanisa | No real progressive action here. |
| 🔴 | Youth engagement work | 31 March 2018 | Vanisa | Deprioritised for delivery this financial year, due to Org Review. |
| 🟡 | Fostering use of the Inclusion map /Digital Divides Launch | 2018 | Dean | WIll link with Issues next phase of work on a Discussion Document. |

## Complete

Traffic lights indicate the team's judgement on the final product of the project

| | Project | Delivery date | Who | Project Status |
|---|---|---|---|---|
| **Activity plan projects** | | | | |
| 🟢 | NetHui Beyond 2017 | August Council | Ellen | Paper presented and approved by Council. |
| 🟢 | Internet Research and Conference Grants | 30 March 2017 | Gertrud | Contract all signed/filed. |

| | | | | |
|---|---|---|---|---|
| 🟢 | Community Projects and Conference Grants | August 2017 | Gertrud | Round assessed and recommended. First use of the new staff-led process. |
| 🟢 | Grants revitalisation - Smarty Grants & Processes | 30 April 2017 | Gertrud | New forms in SmartyGrants ready for testing next week. Grants Operations Manual (shared externally) with Vanisa to review. Funding Manual (internal) with Vanisa to review. Project plan draft complete with status report still in draft. |
| 🟢 | Speaker Series | 22 Aug at AUT | Ellen, Yvonne | 'Democracy and the Internet' held to a larger than expected Auckland audience. |
| 🟢 | Membership survey | Before AGM | Vanisa Megan Vivian | Closes Monday 10 July. Final slides for Andrew to be drafted by Viv. |
| 🟡 | CP Activity Planning 2017/18 | Ongoing | Ellen | Planning and dependencies complete (page 3 onwards) from Vanisa Ellen has reviewed and will be pitching a scoped scaled back commitment to management and then Council, based on capacity being reduced by reorg/hiring freeze. |
| 🟢 | Maori Engagement Committee meetings | 20 June 2017 | Vanisa, Ellen | Next Committee meeting set up for 18 July. Expected progress on the consultation plan and training options required. |
| 🟢 | Performance review - mid year | May 2017 | Vanisa | Gertrud's PD targets drafted and agreed - to hand to Ellen. |
| 🟢 | Grants Revitalisation - Policy | 15 May 2017 | Vanisa | Policy updated and online. |
| 🟢 | Nethui 2017 - Fellowships | 6 Sept 2017 | Gertrud | Fellowships closed and award process underway. |

# International

## Current work

| | Project | Delivery date | Who | Project Status |
|---|---|---|---|---|
| **Activity plan projects** | | | | |
| 🟢 | ICANN 2020 | 2020 | Jordan / Yvonne | We have made a bid to host ICANN's mid-year Policy Forum in Auckland in June 2020. No decisions can be made before the NZICC is complete in 2018 or 2019. |
| 🟢 | New Zealand collaboration | Ongoing | Jordan | First outreach to MFAT completed, further engagement after the General Election. |
| 🟢 | ICANN Accountability | June 2018 | Jordan | Continued participation in a working group designing improvements to ICANN's accountability to the global Internet community following the transition away from U.S. control. |

## Up next / parking lot

| | Project | Delivery date | Who | Project Status |
|---|---|---|---|---|
| **Up Next** | | | | |
| 🟢 | ICANN 60: Abu Dhabi | October 2017 | | Participation will occur from InternetNZ, DNCL and NZRS. |
| **Parking Lot** | | | | |
| 🟡 | Asia Pacific Regional IGF | July 2017 | | Participation by InternetNZ staff not possible this year due to other commitments. |

## Completed

| | Project | Delivery date | Who | Project Status |
|---|---|---|---|---|
| Activity Plan projects | | | | |
| 🟢 | Pacific Internet Governance Forum | May 2017 | | This first Pacific IGF since 2011 was organised with short notice. We provided some sponsorship and supported Keith Davidson's participation, and look to a longer lead time for 2018's event. |
| 🟢 | ICANN 59: Johannesburg | June 2017 | Jordan | Participated in the usual ICANN meeting. |

# Communications and Outreach

## Current work

| | Project | Delivery date | Who | Project Status |
|---|---|---|---|---|
| **Activity plan projects** | | | | |
| 🟢 | NetHui Comms | September/October/November | Megan/Sue | On track - Next up Programme promo and media engagement when programme complete, then at-event comms, followed by post-event comms |
| **Other work & projects** | | | | |
| 🟢 | Monthly media and social reporting | Ongoing | Henry | Completed each month and ongoing |
| 🟡 | Content for BIM | October | Sue | Working with Issues Team |
| 🟡 | Content for inclusion in MP Briefing | October | Sue | Working with Issues Team |

## Up next / parking lot

| | Project | Delivery date | Who | Project Status |
|---|---|---|---|---|
| **Up Next** | | | | |
| 🟡 | New Zealand Initiative rollout | November | Sue | Not yet started - awaiting briefing |
| 🟡 | SOTI Launch | 20 November | Sue | Not yet started - awaiting briefing |
| 🟡 | MFA Comms | December | Sue | Not yet started - awaiting briefing |
| 🟡 | Creative Use of the Internet- Fair Use Comms | January | Sue | Not yet started - awaiting briefing |
| **Parking Lot** | | | | |

| | Why InternetNZ exists | Ongoing | Megan | Good progress made in quarter one. Project now on hold due to organisational review. |
|---|---|---|---|---|
| | About us video | Ongoing | Megan | Project now on hold due to organisational review. |

## Completed

| | Project | Delivery date | Who | Project Status |
|---|---|---|---|---|
| | Members mail out | 10 July | Megan | Completed |
| | Whakataukī promo | 14 July | Sarah | Completed |
| | Annual research media briefing and advertising | 23 August | Megan, Sarah, Jordan | Completed |
| | Tone of voice workshops with staff | By end of September | Megan, Sarah | Completed and added to brand guidelines |
| | Annual report | 1 July | Megan | Completed on time |
| | NetHui 2017 website build | 4 May | Megan | Completed on time |
| | New community section on website | 1 May 2017 | Sarah | Complete |
| | Recruit acting comms manager and replacement comms advisor and handover | end September | Megan | Completed by month end |

# Governance and Membership

## Current work

| | Project | Delivery date | Who | Project Status |
|---|---|---|---|---|
| **Activity plan projects** | | | | |
| 🟢 | **Membership planning** | Discussion forum - 31 Dec 2017<br><br>Groups Proposition - 31 Dec 2017<br><br>Groups Launch - 28 Feb 2018 | Andrew Vivian | Now allocated to Andrew to lead.<br><br>Three areas of focus:<br>1. Current platform stability - DONE<br>2. Requirements<br>  a. For CRM - drafted as part of Group CRM process<br>  b. For Discussion - report received, test with Discourse underway<br>3. Proposition development<br>  a. "Groups" in development at AUT and with SeniorNet<br>4. End of year events<br>  a. See further below vis stakeholder events |
| 🟢 | Membership Survey | 30 Nov 2017 | Andrew | AGM presentation done.<br><br>Q3 survey due in Nov 2017. |
| **Other work & projects** | | | | |
| 🟢 | Organisational Review (Council Led) | Ongoing | Council | As per separate communications. |

# Up next / parking lot

| Project | Delivery date | Who | Project Status |
|---|---|---|---|
| **Up Next** | | | |
| 🟢 Org Review - implementation | Q3 & Q4 2017 | | As per Council decisions, to be made in Oct 2017. |

# Operations

## Current work

| | Project | Delivery date | Who | Project Status |
|---|---|---|---|---|
| **Activity plan projects** | | | | |
| 🟢 | **Nethui 2017 - logistics** | 8-10 Nov 2017 | Yvonne | Change in project Management and Ownership to Vanisa and Andrew, to lock these logistics in with the wider work. |
| 🟢 | **Election Software** | 31 December 2017 | Maria | To update to an appropriately secure/2FA election solution. Maria is sourcing proposals from two providers. We wish to have a decision made on these proposals by the end of October. |
| **Other work & projects** | | | | |
| 🟢 | **Group CRM scoping** | TBC | Andrew | Report presented to CEs. Further work as per request by CEs stepping out option development. Currently being led by NZRS COO |
| 🟢 | **Strategic Planning 2017/18** | Ongoing | Andrew | Steps identified:<br>● Develop a resource plan for the operations team (DONE)<br>● Develop a training schedule for the operations team identifying both internal and external training opportunities (underway)<br>● Develop some user friendly guides and processes to assist members of the wider InternetNZ team and subsidiaries understand our services. (underway)<br>● Incorporate excerpts and summaries of the above into the Operations component of the InternetNZ strategy refresh process. (not started) |
| 🟢 | **Risk Register and active management** | Ongoing | Andrew | Management reporting done for first set; actions as follows. Next report due to next management team meeting. |

| | Finance (summary) | Ongoing | Mary | Yvonne Morrison joined as Assistant Accountant |
|---|---|---|---|---|
| 🟢 | Events (summary) | Ongoing | Yvonne | Focus on NetHui. Preparation for NZNOG 2018 underway. |
| 🟢 | Office Management (summary) | Ongoing | Maria | Focus on IT. Maryann position change to Administration Assistant |

## Up next / parking lot

| | Project | Delivery date | Who | Project Status |
|---|---|---|---|---|
| | **Up Next** | | | |
| | Operations process mapping | 28 February 2018 | Yvonne M | Yvonne M will assist with wider operations process documentation, depending on workload from finance. |
| | **Parking Lot** | | | |
| 🟡 | Phone system replacement | October 2017 | Maria | On hold due to the Org Review. |
| 🟡 | HR Development | 1 October 2017 | Laura Andrew | Laura is working through what policies and processes we have and what can be tidied up to keep work moving in this area over the next couple of months.

Note: this will effectively go back on hold once Laura goes on Maternity Leave/pending org review change. |