

.nz Advisory Committee

TERMS OF REFERENCE : .nz Advisory Committee (Formerly .nz Policy Committee)
VERSION: 1.0
DATE IN FORCE: 31 August 2023
PLANNED REVIEW: 31 August 2024

1. Purpose

The purpose of the .nz Policy Committee (the “Committee”) is to provide a dedicated expert advisory committee for governance support on issues that relate to the .nz domain space (where governance-level input is appropriate).

This includes:

- a. .nz policy
 - i. Provide guidance to InternetNZ staff on the policies for the registration and use of a .nz domain.
 - ii. Provide guidance and make recommendations to Council for decisions relating to the policies for the registration and use of a .nz domain (as per paragraph 5 of this document).
- b. .nz domain name space strategy
 - i. Provide high-level guidance, and expert input to InternetNZ staff on matters relating to the strategy and strategic environment for the .nz domain name space.
- c. .nz operational performance, health and trust.
 - i. Provide guidance to internetNZ staff on .nz specific risks and operational performance.
- d. .nz engagement for strategy and policy matters
 - i. Provide guidance to InternetNZ staff on multi-stakeholder (e.g. member, registrar, civil society, government, technical, academic and business communities) engagement in relation to .nz strategic and policy matters.

2. Membership

- a. Committee shall consist of no fewer than three and no more than five Council members who have, between them, relevant skills and experience, and general domain name or .nz experience.

- b. Council may decide to co-opt other Council members, or appoint an external independent advisor to the Committee if appropriate, to ensure the appropriate skills are represented.
- c. Council shall appoint the Chair and members of the Committee and review these appointments annually at its first ordinary meeting after the Annual General Meeting.

3. Operating Principles

- a. The Tumuwhanake / General Manager Customer & Product will be the principal advisor to the Committee on behalf of the InternetNZ Chief Executive.
- b. The Committee shall, in consultation with the Tumu Whakarae/ Chief Executive, nominate a member or members of staff to act as the Secretariat. The Tumuwhanake / General Manager Customer & Product and Secretariat shall normally attend meetings of the Committee but shall not be members of the Committee.
- c. The Chief Executive will participate in the Committee on an as-required basis.

4. Meetings

- a. All meetings will be chaired by Chair or delegate.
- b. A meeting quorum will be three members of the Committee.
- c. Where no consensus can be reached in the Committee the matter will be brought to the Council.
- d. The Committee shall meet up to 4 times per year or as required for the effective operation and discharge of the Committee's responsibilities. Ordinarily, it is intended that three meetings per year are held.
- e. Council members who are not members of the Committee may attend any meeting either remotely or in person (except in the case of a conflict of interest, as determined by the Committee).
- f. InternetNZ or DNCL Group staff may be invited to attend meetings at the discretion of the Committee and in consultation with the Chief Executive (except in the case of a conflict of interest, as determined by the Committee).
- g. The Chair and the Secretariat shall agree to and distribute an agenda and any related papers one week prior to the meeting to members of the Committee and invited members of staff.

5. Responsibilities

- a. The Chair shall report to the Council after each Committee meeting or as specified or requested by the Council.
- b. The Committee is responsible for oversight of changes to .nz rules:
 - i. The Committee is responsible for making recommendations to Council relating to the .nz Rules and for:
 - 1. The high level framework by which InternetNZ fulfils the policy-making requirements of its role as designated manager for the .nz domain name space.
 - 2. The principles under which the .nz domain name space is run and the roles and responsibilities of the parties involved.
 - 3. Associated policies, operational rules and requirements for registering .nz domain names.
 - 4. The processes that InternetNZ follow when creating or amending .nz policies.
 - ii. The Committee shall also provide feedback to the Chief Executive in respect of any amendments, additions or deletions to the .nz Rules.
- c. The Committee is responsible to provide high-level guidance and expert input to InternetNZ Chief Executive on on .nz strategic matters, including on:
 - i. .nz strategy and strategic direction, with particular focus on interaction of .nz strategy with overall InternetNZ strategy.
 - ii. on the strategic environment, market strategy, and market composition (such as market strategy and registrar/registrant composition) for the .nz domain name space.
- d. The Committee is responsible to provide guidance to InternetNZ staff and Council around .nz operational performance, health and trust, including any cross-committee reporting or collaboration. These include:
 - i. Significant .nz Stakeholder, regulatory, and technical risks and concerns.
 - ii. .nz Service delivery performance (registry, DNS, other supporting functions).
 - iii. Consider the ease of implementation of .nz rules by DNCL with a view to looking for improvements and adjustments to the .nz policy work programme.
- e. The Committee is responsible to provide guidance to InternetNZ staff and Council on issues around .nz engagement as it relates to strategic and policy matters.

- i. Provide guidance to InternetNZ staff on multi-stakeholder engagement in relation to .nz matters (e.g. member, registrar, civil society, government, technical community, academic and business communities).
- f. The following matters are out of scope for this committee:
 - i. .nz Financial performance
 - ii. Any matter that does not relate directly to .nz policy, strategy, or operations
 - iii. Any matter that relates to broader InternetNZ impact, which will be escalated to Council or CE as appropriate

6. Authority

- a. The Committee is an advisory committee and does not have power or authority. Unless explicitly empowered by the Council, committees or working parties cannot make binding Council decisions or speak for the Council. For the most part the function of committees and working parties, in fulfilling their role, is to make recommendations to the Council.
- b. Please see the Governance [Charter](#) for further guidance on Committees Page 11.

7. Reporting

- a. After each Committee meeting, the Chair shall report the Committee's findings and recommendations to Council.
- b. The Committee will normally send the minutes of their meetings to Council, but can request Council to keep some Committee business confidential as necessary and in accordance with the Document Disclosure Policy.