

## AGENDA

### Council Meeting: 14 August 2020

### Wellington Office: L11 / 80 Boulcott St, Wellington Central

9:00am	Meeting start
10:15am	Morning tea
12:25pm	Meeting closed - and Lunch

### Section 1 – Meeting Preliminaries

9:00am	1.1	Council only (in committee)
9:10am	1.2	Council and CE alone time (in committee) <ul style="list-style-type: none"> <li>Premises</li> </ul>
9:25am	1.3	Karakia, apologies, interests register
	1.4	Agenda review and environment scan

### Section 2 – Strategic Priorities

9:30am	2.1	Induction of New Council Members <ul style="list-style-type: none"> <li>Strategy briefing</li> <li>Scene Setting on Key Projects</li> </ul>
<b>10:15am</b>	<b>-</b>	<b>Morning tea</b>

### Section 3 – Matters for Decision

10.30am	3.1	Council Work Plan 2020/21 and Diversity and Skills Training <ul style="list-style-type: none"> <li>Draft plan</li> <li>Training needs</li> </ul>
10.45am	3.2	Budget 2020/21: Recut following COVID-19
10:55am	3.3	Council Committees <ul style="list-style-type: none"> <li>Updates from Committee Chairs</li> <li>Memberships</li> <li>Bank Signatories</li> <li>Next steps on Charter</li> </ul>
11.15am	3.4	Retreat / Strategy Workshop <ul style="list-style-type: none"> <li>End States process update</li> </ul>

## Section 4 – Matters for Discussion

11:25am	4.1	President's Report
11:35am	4.2	Product profit measurement approach
11:45am	4.3	Management Items for Discussion Topics in this paper include: <ul style="list-style-type: none"><li>• Flexible First</li><li>• Domain name numbers update</li><li>• Mimosa progress update</li><li>• .nz Policy review progress and approach to developing the revised policies</li><li>• NetHui info / heads up / briefing</li></ul>

## Section 5 – Consent Agenda

**(fifteen mins for discussion of items, contingency available)**

11:55am	5.1	2021 Meeting Schedule
	5.2	.AQ Assumption of stewardship - shares acquisition
	5.3	Confirm Minutes – 15 May 2020
	5.4	Actions Register
	5.5	E-vote Ratification
	5.6	Quarterly and Operational Reports <ul style="list-style-type: none"><li>• 5.6.1 Quarterly Report</li><li>• 5.6.2 DNCL Quarterly Report</li><li>• 5.6.3 Group Financial Report</li><li>• 5.6.4 InternetNZ Financial Report</li><li>• 5.6.5 Council Committees Report</li><li>• 5.6.6 Membership Update</li><li>• 5.6.7 International - ICANN68 Policy Reform Online Report</li></ul>
	5.7	Health and Safety and Wellbeing Update

## Section 6 – Other Matters

12:15pm	6.1	CONTINGENCY (for any overflow)
	6.2	Matters for communication – key messages
	6.3	General business
	6.4	Meeting review
12:25pm	6.5	Meeting close (karakia or waiata)

## Council Register of Interest

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Officers and Councillors are required to register any interests, commercial, political or organisational, which they believe may be relevant to the perception of their conduct as a Councillor or Officer. Officers and Councillors are, however, still required to declare a Conflict of Interest, or an Interest, and have that recorded in the Minutes.

Officers and Councillors receive the following annual honoraria:

President - \$35,470

Vice President - \$22,169

Councillor - \$17,735\*

*\*Sub-Committee Chairs also receives additional 10% of their honoraria*

**Name: Jamie Baddeley**

**Position:** President, InternetNZ

**Term:** AGM 2014 - AGM 2021

**Declaration Date:** 27 May 2017

**Interests:**

- No items to declare.

**Name: Joy Liddicoat**

**Position:** Vice President, InternetNZ

**Term:** AGM 2014 - AGM 2021

**Declaration Date:** 31 March 2020

**Interests:**

- Trustee and Chair of the Peter Rule Foundation
- Holder of .nz domain name registrations
- Member of the New Zealand Law Society
- Member Otago Women Lawyers Society
- Member of the Non Commercial Users Constituency of ICANN
- Founding Director and Shareholder of Oceania Women's Satellite Network (OWNSAT) PTE Limited. OWNSAT is a shareholder in Kacific Broadband Satellite
- Affiliate of the Centre for Law and Policy in Emerging Technologies, Faculty of Law, University of Otago.
- Member of the Association for Progressive Communications

**Name: Amber Craig**

**Position:** Councillor, InternetNZ

**Term:** AGM 2013 - AGM 2022

**Declaration Date:** 4 May 2020

**Interests:**

- Holds .nz domain name registrations
- Trust Chair of Whare Hauora Charity
- Deputy, Chair, interim Treasurer and Trustee of Rangitāne o Wairarapa Rurunga
- Director of Tahetoka Limited (Facilitation and Consulting)
- Trustee of Te Rua o Mahara Wairarapa Trust
- Director and Shareholder of Te Rua o Mahara Tours Tapui Limited
- Receives additional honoraria for being Chair of the Audit and Risk Committee for InternetNZ.

**Name: Sarah Lee**

**Position:** Councillor, InternetNZ

**Term:** AGM 2014 - AGM 2022

**Declaration Date:** 24 August 2018

**Interests:**

- Member of New Zealand Māori Internet Society
- Receives additional honoraria for being Chair of the Māori Engagement Committee

**Name: Richard Hulse**

**Position:** Councillor, InternetNZ

**Term:** AGM 2015 – AGM 2021

**Declaration Date:** 1 April 2020

**Interests:**

- Employee of GS1 New Zealand
- Holder of .nz domain name registrations

**Name: Don Stokes**

**Position:** Councillor, InternetNZ

**Term:** AGM 2017 – AGM 2023

**Declaration Date:** 6 December 2019

**Interests:**

- Shareholder/Director, Knossos Networks Ltd, an authorised .nz registrar
- Shareholder / director of several inactive companies
- Registrant of .nz and .net domains
- Consultant of Liverton Security

**Name: Kate Pearce**

**Position:** Councillor, InternetNZ

**Term:** AGM 2017 – AGM 2023

**Declaration Date:** 15 February 2019

**Interests:**

- Employee of TradeMe
- Member of the New Zealand Labour Party
- Holder of .nz, .com, .org, .net domain registrations
- Member of NZ Internet Task Force
- Board Member of New Zealand Internet Task Force (NZITF)
- Member and Co-leader of Aotearoa Tech Union
- Receives additional honoraria for being Chair of the .nz Policy Committee

**Name: aimee whitcroft**

**Position:** Councillor, InternetNZ

**Term:** AGM 2019 – AGM 2022

**Declaration Date:** 27 March 2020

**Interests:**

- Holder of .nz domain names
- Open Data Charter Board Member
- Organiser for unconferences and related events
- Have previously been employed by InternetNZ on contractual basis
- Have previously been awarded an InternetNZ conference grant
- Wildlife.ai Board Member

**Name: Hiria Te Rangi**

**Position:** Councillor, InternetNZ

**Term:** AGM 2020 – AGM 2023

**Declaration Date:** To be declared at August Meeting 2020

**Name: Melissa Davies**

**Position:** Councillor, InternetNZ

**Term:** Appointed 2020 – 2022

**Declaration Date:** To be declared at August Meeting 2020

**Name: Anthony Bow**

**Position:** Councillor, InternetNZ

**Term:** Appointed 2020 – 2022

**Declaration Date:** To be declared at August Meeting 2020

The register was last updated in August 2020.

## Council - 2020-2021 Work Plan

MONTH	Main Meeting Dates	Main Items at Council	External/Int'l
<b>2020 - Second Half of Year</b>			
August	Friday 14th	<ul style="list-style-type: none"> <li>Induction of new council members</li> </ul>	
September		<ul style="list-style-type: none"> <li>Council Retreat Scheduled for Fri 18th - Sun 20th <b>Deferred (due to Pandemic):</b> To be reconsidered at the August Council Meeting.</li> </ul>	APTLD78: 3-4 Sept
October	Friday 9th		ICANN69: 17-22 October
November			
December	Friday 4th December		
<b>2021 - Full Year</b>			
January 2021			NZNOG: tbc Jan
February	Friday 12th	<ul style="list-style-type: none"> <li>2021 Plan - key goals, projects and high level budget</li> <li>Registry Replacement Project</li> <li>Governance policy: Code of Ethics and Conflicts of Interests.</li> </ul>	APTLD: Feb (Oman) APRICOT: Feb
March	Friday 26th	<ul style="list-style-type: none"> <li>2021 Plan</li> <li>2021 Budget</li> </ul>	ICANN70: 20-25 March 2021 (Cancun, Mexico)
April			
May	Friday 14th	<ul style="list-style-type: none"> <li>Confirm Skills and diversity attributes for Council (annually)</li> <li>Discuss September Workshop approach &amp; agree theme</li> <li>Governance policy: area Health and Safety and</li> </ul>	

		Risk Management.	
June			ICANN71: 14-17 June (The Hague, Netherlands)
July	<b>AGM</b> – Thu 29th		
August	Friday 13th	<ul style="list-style-type: none"> <li>• Induction of new council members</li> <li>• Governance policy: Council Meetings and Council and Councillor Performance Assessment and Professional Development.</li> <li>• Council committees appointments</li> </ul>	
September	Workshop window: Fri 17th – Sun 19th	<ul style="list-style-type: none"> <li>• Council Strategic Workshop (half day)</li> </ul>	
October	Friday 15th	<ul style="list-style-type: none"> <li>• Environment discussion and determination of any review of Strategic Framework elements</li> <li>• Governance policy: The Chief Executive Interationship Policies.</li> </ul>	ICANN 72: 23-28 October (Seattle, USA)
November			IGF: TBC
December	Friday 3th Year-End Functions w/b 9th Dec	<ul style="list-style-type: none"> <li>• First pitch for 2022/2023 key projects</li> </ul>	

## 2020/21 Budget review and update

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ITEM NO: 3.2  
AUTHOR: Catherine Fenwick , Organisational Services Director  
FOR: Information  
PURPOSE: To update Council on Budget review  
DATE WRITTEN: 05/08/2020

### Summary

The purpose of this paper is to update Council on the Q1 review of the approved budget.

In early March, Council approved the 2020/21 budget with an Operational Expenditure limit of \$13.4M and a Capital Expenditure limit of \$1.68M. Council also made note of the Revenue target of \$12.8M.

Subsequently, with the onset of the COVID-19 pandemic in late March, Council was asked to consider as appropriate a deferral of the .nz price increase from 1 June to 1 October 2020, with a negative impact of \$0.5M to revenue, and an increase to the community funding pool of \$0.5M. These changes reset the Operational Expenditure limit to \$13.9M and reduced the Revenue target down to \$12.3M.

At the end of the first quarter of this financial year, we have completed a review of our work plan, resourcing and the changes that are required to our financial targets to align with these. These changes have been captured in a realignment of the 2020/21 Budget.

The table below shows the realigned budget (Budget August) against the Council approved budget (Budget March), and current forecasts for the 2021/22 financial year.



The major variance in the realigned budget is a reduction of costs by \$256k.

	<b>Budget March</b>	<b>Budget August</b>	<b>Budget 2021/22</b>
Revenue/Income	\$12,342,349	\$12,356,599	\$13,519,863
Operational Expenditure	\$13,942,193	\$13,686,072	\$13,473,480
Surplus/(Deficit)	(\$1,599,844)	(\$1,329,473)	\$46,382

## Revenue/Income

There was an increase in .nz domain names during May and June and this resulted in a better than expected revenue position from Registry fees by the end of the quarter. On the strength of this surge, we remodeled revenue from the Registry (up \$294,000).

Total creates for April to July was 49,000, an increase of 11,420 (30%) when compared to the same period last year

The original DEFENZ DNS Firewall product budget had no provisions allowing for the six month free trial, and the effects of COVID-19 was unknown, and this has led to a revision of expected revenue from the product for the year in the realigned budget, down \$300,000 to \$100,000.

We have also taken the conservative view that our second new proposed product for launch in this year's budget will be delayed, and we have removed all revenue against this product for the financial year.

Investment Income performed exceptionally well during quarter one, and therefore we have increased the annual return on investments by \$185k which is more in line with our target of 3.5%. Of course there is uncertainty around the markets and the economy globally but our return was \$250k up in the first quarter.

## Expenditure

The changes are based on knowledge as at today as we continue to prioritise our work in line with our agreed five Strategic Goals.

All budgeted expenditure for International travel for the 2020/21 financial year has been removed. This amounts to a total of \$178,000 in the original budget (We had reduced from last

year based on the known restrictions in March). If international borders open and events are no longer online we will revisit budget allocation.

Recruitment is underway for a Chief Maori Advisor for the organisation, and expenditure of \$120,000 has been allocated in the realigned budget (approx \$200,000 for a full year - no allocation was made in March budget)

An increase to the .nz Policy Review budget of \$62,400 has been allowed for, to fund the costs of delays experienced in running the project.

NetHui: we have nearly halved costs allocated for the event this year, as it adopts an online format; a reduction of \$90,000. We were, however, forced to revisit revenue arising from the event (by way of registrations and sponsorship), and have revised this down by \$90,000.

The budget for Capital Expenditure remains unchanged.

## **Next Year Forecast**

We have maintained the forecast showing a positive bottom line in the 2021/22 financial year, largely as prepaid domain names fall due for renewal at the increased price. Also no allowance made in the 2021/22 year for an additional \$500,000 contribution to the funding pool, which remains at \$1M.

## **Recommendation**

THAT the Budget review and update be noted.

Catherine Fenwick

Organisational Services Director

## **Annual Review of Committees and Bank Signatories**

ITEM NO: 3.3  
AUTHOR: Jordan Carter  
PURPOSE: To review the Council Committees, their Terms of Reference and membership, and to confirm signatories for the bank accounts

### Summary

After each AGM, Council reviews and renews the mandate and membership of each Council committee. This is also an opportunity to reconfirm the bank signatories for the organisation.

This paper notes the current members of each committee, and copies of the Terms of Reference for each Committee are attached at the end of this paper.

Councillors are asked to read the Terms of Reference to ensure they are familiar with the purpose of each Committee. When the new Governance Charter has been adopted, this will then supersede the current Terms of Reference(s).

The council may also want to consider setting up a Council Governance Committee, that makes sure the new Governance Charter is up to date and considers best practice.

### Audit & Risk Committee

Current members are Amber Craig (*Chair*), Richard Hulse, Kate Pearce and aimee whitcroft.

David Wright is assisting the committee at present as a former NZRS director.

### CE Review Committee

Current members are Jamie Baddeley (*Chair*), Joy Liddicoat, Richard Hulse

Dave Moskowitz left the committee with the AGM

### MĀORI Engagement Committee/KOMITI Whakauru Māori

Current members are Sarah Lee (*Chair*), Jamie Baddeley and Amber Craig.

### .nz POLICY COMMITTEE

Current members are Kate Pearce (*Chair*), Joy Liddicoat and Don Stokes

## AUTHORISED BANK SIGNATORIES

The following are authorised signatories for authorising bank transactions such as payment for expenses, and setting up automatic payments.

- Jamie Baddeley
- Joy Liddicoat
- Amber Craig
- Richard Hulse
- Kate Pearce

For the record, staff signatories who are able to authorise payments as per the Treasury governance policy are:

- Jordan Carter
- Catherine Fenwick
- Dave Baker

## Recommendation

THAT Council confirms that it will conduct some of its work through these four committees: Audit and Risk, CE Review, Komiti Whakauru Māori, nz Policy.

THAT Council confirms the Council members on each of the committees.

THAT the Terms of Reference for each of the committees as attached to this paper be adopted.

THAT Council approve the recommendations of the Audit and Risk Committee to increase the daily payment limits in the Treasury Policy as follows:

1. where the value of the payment is up to \$150,000, and the authorisers are two senior members of staff, or a senior member of staff and a Council Member, that this is increased to \$500,000:
2. where the value of the payment is between \$150,000 and \$300,000, and the authorisers are the Chief Executive, and a Council Member, or two Council Members, that this is increased to between \$500,000 and \$1,000,000:
3. where the value of the payment was \$ 300,000 and the authorisers were two Council members, that this is increased to over \$1,000,000:
4. endorse the increase of the daily online banking authorisation limit of the Chief Executive from \$500,000 to \$1,000,000.

THAT the current bank signatories (Jamie Baddeley, Joy Liddicoat, Amber Craig, Richard Hulse, Kate Pearce, Jordan Carter, Catherine Fenwick, Dave Baker) be confirmed.

THAT Dave Moskovitz be removed as a bank signatory.

Jordan Carter

**Group Chief Executive**

4 August 2020

**ATTACHED:**                      **Committee Terms of Reference**

- A&R Audit and Risk 1.3
- CEO Chief Executive Review 1.1
- MAO Komiti Whakauru Māori (Māori Engagement) 1.2
- NPL .nz Policy Committee 2.0

COUNCIL MEETING - 14 August 2020

# Audit & Risk Annual Report

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ITEM NO: 3.1.1  
AUTHOR: Amber Craig, Audit & Risk Chair  
FOR: Council  
PURPOSE: FOR INFORMATION  
DATE WRITTEN: 07/08/2020

## Introduction

This report covers the period from 1st July 2019 to 30th June 2020 and constitutes the Committee's annual self-appraisal of its objectives and responsibilities as set out in its Terms of Reference and report to Council

During the period, the Committee met on the following occasions:

- 12th September 2019
- 12th November 2019
- 10th February 2020
- 31st March 2020
- 21st April 2020
- 12th June 2020

## Committee membership

Amber Craig, Chair of Audit and Risk, Richard Hulse acting chair in Amber's absence, remained Committee members of the Audit and Risk Committee for the 2019-2020 year.

Don Stokes was reassigned from Audit and Risk at the August 2019 Council meeting, and Kate Pearce and newly elected Councillor aimee whitcroft were appointed to Audit and Risk at the same Council meeting.

## Responsibilities

The committee's responsibilities are set out in its Terms of Reference and cover:

- Financial reporting
- TOR Review
- Risk management
- Audit

- InternetNZ's control environment
- Statutory compliance
- Insurance
- Operational Audits
- Business Continuity Planning
- Health, Safety and wellbeing

In addition, the committee deals with any other matters referred to it by the Council or Chief Executive

## Activities

During COVID-19 there was a strong focus from our Audit & Risk Committee team to ensure the wellbeing of our staff during this time. It was a time for us to meet regularly (monthly) during the lockdown period to ensure we as committee members were satisfied with the policies and procedures in place to support our team.

Despite the extraordinary disruption (COVID-19) during the latter part of the reporting period, we remained on track. This period is also when a significant piece of the work plan is delivered so it was a main focus for the Audit & Risk Committee to ensure we met all our deadlines even during this time.

The audit tender process was undertaken, and the new audit firm of Grant Thornton was appointed at the 2020 AGM, for the 2020/2021 financial year.

Other activities involved receiving reports and reviews on areas of the Organisation's business.

Reports were received concerning the following:

- Financial Audit
- Health, Safety and wellbeing
- Security Management
- Risk Management
- Asset Stocktake
- Audit Tender Process
- Business Continuity Plan
- COVID briefings

The following policies were reviewed.

- Investment Strategy
- Risk Management
- Credit Card
- Treasury

## Conclusion

The Committee has assessed the Terms of Reference as appropriate and workable and believes it has met and discharged its responsibilities at this time

## Recommendation

THAT Council receives the Audit & Risk Committee Annual self-appraisal Report.

Amber Craig

**Chair of Audit and Risk**

7 August 2020



# KOMITI WHAKAURU MĀORI

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AUTHOR: Sarah Lee  
POSITION: Chair, Komiti Whakauru Māori  
PURPOSE: To provide a summary of committee activity to Council  
DATE WRITTEN: 5 August 2020

## Committee Composition

Our composition changed slightly this year as Joy Liddicoat stepped out and Jamie Baddeley stepped in. Jamie, Amber Craig and I held the three Council positions and were joined by Engagement Director Andrew Cushen and Group CE Jordan Carter.

I would like to acknowledge Joy's valued contribution over the past few years and all the mana she has brought to this table. It has been a privilege to work with you in this capacity Joy, ngā mihi nui wahine toa.

Jamie you have brought a new dynamic to the committee this year and we have reaped the benefits of your direct approach. I have appreciated you asking the hard questions and being open to learning. You have made a positive impact and I thank you!

As Chair, I am extremely grateful for Amber Craig's ongoing support since the establishment of this committee. I have watched in awe as Amber has flourished in her Māoritanga over this time, embracing her whakapapa Māori and all the richness that comes with that. We have benefited greatly from your personal journey and passionate input. He mihi nui, he mihi aroha mana wahine.

Jordan and Andrew, you have been willing and open to developing your understanding of te ao Māori. You have been committed to up-levelling your te reo me ona tikanga Māori and provided solid leadership in this context. I have no doubt this has contributed to the discernable cultural shift within the organisation. Thank you, thank you!

We also welcomed Diane Robinson this year who provided much needed administrative support. Thank you Di for the all calendar invites, minutes, setting up our VC hui, keeping us on track and for always bringing your warm, enthusiastic self to the table.

## **Meetings**

A regular monthly meeting schedule was created. This helped maintain direction and momentum.

## **Progress**

I am delighted to highlight our progress over the past year. We identified the following priorities and progress is outlined below in these three categories:

- Internal/staff capability development
- Relationship building with Māori stakeholders
- Te ao Māori research

### **Internal/staff capability development**

Kūwaha Ltd were engaged to support our internal development. This was made available to all levels of our organisation (operations and governance) and focused on pronunciation of te reo Māori, learning waiata and basic tikanga.

This has helped grow the capability and confidence of staff to participate in, and engage with te ao Māori. This is evidenced by the high participation in the staff survey conducted in September 2019. The survey focused on cultural training and development needs, with 44 participants completing it, the highest response rate for an Internet NZ internal survey to date.

Andrew reported operational progress as “a self-perpetuating piece of Internet NZ culture with staff meeting independently to practice te reo, waiata and learn mihi together; saying karakia before eating together; and an increased ‘casual’ use of te reo by the SLT and other staff members.”

It is a beautiful thing to witness the growing confidence within the organisation. We are now beginning to create our own tikanga, guided by the principles of kaitiakitanga, manaakitanga and whanaungatanga. An example of this is the gifting of taonga when a member of Council does not re-stand for Council.

With the advent of COVID-19 and the subsequent social distancing requirements leading to staff working from home, in-person training and observation of these cultural practices has not been possible in the last six months.

### **Relationship building with Māori stakeholders**

I acknowledge Andrew and Jordan for doing most of the heavy lifting in this area. A number of new relationships with Māori stakeholders were established and others strengthened during this reporting period.

This led to Internet NZ partnering with TUANZ and Ngā Pūmanawa e Waru, a Māori education trust based in Rotorua, to coordinate a Marae connectivity event which was planned for 26 March 2020. The proposed focus of the hui was “Past, Present and Future”, providing a space to explore Māori aspirations with regard to connectivity and the internet. Unfortunately, this event did not go ahead due to the threat of the COVID-19 pandemic.

### **Te ao Māori research**

Considerable effort and consideration was invested into this priority area. Our desired outcome was to ascertain the aspirations of Māori stakeholders, within context of the internet, while also exploring their understanding of Internet NZ and our offerings. After re-assessing our original approach, the committee agreed to part ways with BRG.

The concept of creating a full-time senior role to lead this important mahi was introduced and agreed to at our May 2020 hui. This was subsequently endorsed by Council and led to the development a *Chief Advisor, Māori* role within the senior leadership team.

Structures to support the cultural and spiritual well-being of our Chief Advisor, Māori were discussed, and a draft Māori Advisory Group terms-of-reference was re-visited. At our last hui we agreed to wait until the appointment was made and co-design these structures alongside the Chief Advisor, Māori.

The purpose of the Chief Advisor, Māori role, is to assist InternetNZ in achieving its aims by:

- Leading InternetNZ’s engagement with stakeholders in the Māori Internet community, with the goal of building relationships between Māori and InternetNZ.
- Executing the research and engagement plan with Māori stakeholders, and completing a research project in understanding the interests and objectives of the Māori Internet Community.
- Advising, assisting, and leading the development of InternetNZ’s tikanga and capability development in Te Ao Māori, and applying this tikanga to InternetNZ’s work.

Recruitment for the role is well underway with Sheffield leading this process. Today committee members received a ‘long list’ of candidates. I am pleased to report an excellent response with a high calibre of applicants. These will be short-listed over the next few weeks for interviewing.

### **The future**

Despite the disruption COVID-19 continues to create, the future looks bright! A collective effort has got us to this point, and I am so excited at the prospect of welcoming our Chief Advisor, Māori. The timing is right, and we are ready for this as an organisation.

The committee will have input into the process of identifying the most suitable candidate for the role and will consider the cultural aspects of their welcome. We anticipate a close working relationship with the Chief Advisor, Māori, especially in the initial stages while appropriate support structures are co-designed and implemented.

While the committee still has a role to play going forward, this appointment will significantly boost our operational capacity to better understand and respond to Māori stakeholders and establish a strong foundation based on meaningful and mutually beneficial partnerships.

**Kua rāranga tahi tatou he whāriki ipurangi mō apōpō**

Together we weave the mat, in terms of the internet, for future generations.

As our whakatauki aptly reminds us this is a team effort, we weave this mat together. By establishing a strong foundation, or whāriki, our tamariki and generations to come will reap the rewards of our mahi.

COUNCIL MEETING - AUGUST 2020

# Council Strategy retreat suggestion

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ITEM NO: 3.4  
AUTHOR: Jordan Carter  
PURPOSE: To get Council views about an online or in person strategy focused session later in 2020.  
DATE WRITTEN: 04/08/2020

## Introduction and Context

In May, Council decided to postpone a planned strategy retreat for Council and management based on the risks posed by the COVID-19 pandemic. It instead decided to hold an online workshop in September or October.

Since the May meeting the pandemic situation has changed, with an improbably good outcome for Aotearoa and no recorded community transmission for over three months (at the time of writing).

Council also conducted an in-person workshop on end-states in June which made a significant contribution to defining and improving the strategic framework. The next steps in that process will see a staff iteration of that work available for Council debate and development sometime in September.

Finally, there are new Council member/s arising from the AGM and the Council appointments process who are new to the group and to the Council.

As such, it is timely for Council to consider whether it would like to conduct a retreat later in 2020 or early in 2021.

The focus of time together could be on team building and getting to know each other; advancing the work on our strategic framework (end states); the Council's policies framework; an environment scan to check our adjustments to COVID-19 and Christchurch.

I believe there would be value in bringing the Council and management teams together - and potentially the DNCL directors as well - for these topics or a subset of them. The recommendation below flows from that belief. I welcome the discussion and whatever decision Council makes on this.

## Recommendation

THAT Council **agree** to hold a retreat sometime in early November 2020, and that staff report back with logistical and date options.

Jordan Carter

**Group Chief Executive**

4 August 2020

COUNCIL MEETING - August 2020

# Products Financial Tracking

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ITEM NO:	4.2
AUTHOR:	David Morrison, Commercial Director
FOR:	Council
PURPOSE:	To provide Council with an overview of how products are tracked financially

## Background

Council had requested at a previous meeting for information to be provided on how products are tracked for financial viability. Previous discussions have guided the organisation to target a positive net profit within 24 months of launch of a product.

This paper provides an overview of the processes and reporting in place to track towards this goal.

## Product financial tracking

There are some guiding principles we have established to tracking product related costs. These are to ensure a consistent approach to tracking revenue and cost attribution.

- Direct fixed and direct variable costs are accounted for and allocated to specific products. These are costs involved in the creation and operation of the product.
- Costs related to the creation of the service (setup and capitalised costs) are amortised and are shown in product specific cost lines.
- New products seek to be returning a positive net profit 24 months after launch.
- Wider organisational shared costs are not currently allocated to products.
- Monthly accounting allocates revenues and expenses to products to enable reporting of financials by product.

## DNS Firewall

The Defenz DNS Firewall was launched in October 2019 and the plan was to focus on sales and customer acquisition in early 2020. This plan was impacted significantly by COVID-19 and by a refocusing by potential customers on business survival or supporting the survival of their customers.

The response to this has been to focus to the end of 2020 on adoption of extended trials and then convert to paying customers in the third and fourth quarters. As a result, we expect limited revenue through 2020 but have some promising trialists on board that are looking to resell the service.

Defenz Profit and Loss				
Product Performance Report				
	FY2019-20	Q1, FY2020-21		18 MONTH PROJECTION
Revenue	-	-		325,000
Costs				
Third party Direct costs	44,457	22,321		141,210
Amortisation	16,009	8,004		67,672
Profit Position	(\$60,466)	(\$30,325)		\$116,118

## Broadband Map

The Broadband Map has operated in a grey area - somewhere between being a public good service and a revenue generating one. At five years old it has always run at a loss.

We treat this product as a commercial product but with a cost-recovery target. This means our focus today is on developing towards a cost recovery model whereby the service earns sufficient revenue to cover its own costs, both direct and indirect. A staged roadmap of development is underway and started with a full rebuild of the site to reduce third party operational costs and provide an easier platform on which to develop service offerings.



<b>BMap Profit and Loss</b>				
Product Performance Report				
	<b>FY2019-20</b>	<b>Q1, FY2020-21</b>		<b>18 MONTH PROJECTION</b>
<b>Revenue</b>	53,552	13,156		99,000
<b>Costs</b>				
Third party Direct costs	66,129	13,593		37,800
Amortisation	30,414	19,952		92,575
<b>Profit Position</b>	<b>(\$42,990)</b>	<b>(\$20,390)</b>		<b>(\$31,375)</b>

## Future products

As new future products are developed financial cost and revenue projections are worked up with the finance team as part of design processes. The business case development with the finance team ensures tracking and financials in place well in advance of the product build and launch.

## Financial Reporting

Product reporting will be included in regular quarterly financial reports, for ease of monitoring and for transparency purposes.

## Recommendation

THAT Council **note** the information in this paper about tracking the financial performance of commercial products.

COUNCIL MEETING - AUGUST 2020

# Management items for discussion

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**ITEM NO:** 4.3  
**AUTHOR:** Jordan Carter, Catherine Fenwick  
**PURPOSE:** Key items for the Council to know / offer guidance on.  
**DATE WRITTEN:** 08/08/2020

## Introduction

This paper is designed to raise key issues for the Council to give advice, input and share understanding with management. It should be considered alongside the quarterly reports (which provide broader context). These are available in Diligent or public ones at <https://internetnz.nz/governance-and-reports/plans-and-reports/>.

Matters are broadly in order of priority, and there are five sections:

- A. **Key risks** - where we update you on any changes to significant organisational risks.
- B. **Key items** - the matters we'd like a conversation about - which may or may not be covered by other standard reporting.
- C. **Exceptions / items to note** - significant issues in the general reporting we want to be sure you have seen.
- D. **Late changes** - any material changes to conditions or issues that were covered in quarterly reporting (none in this paper).
- E. **Key future commitments** - a look forward to some key events over the next six months.

## A. Key Risks

Over the Q1 period the environment scan introduced many new risks to InternetNZ but only a few of these had any possible material effect on our risk profile and register.

The items of note that we are currently working through effect and possible mitigations are

- People - Health, Safety and Wellbeing - New Seismic report from the landlord that changes the NBS rating of the building
- Legal - Compliance - the Privacy Act 2020 - enforcement date December 2020 and possible effect on policies and practices of compliance.

We continue to review risks across the business based on environment scan and current projects the teams are focused on to capture material items early. We continue also to work on the process and tools we use to make this more effective.

*The high level output of this Risk review has the following 6 Key Focus areas.*

- *Strategic - Product/Services Strategy, Business Planning*
- *People - Organisational Capacity, Wellbeing*
- *Financial - Product/Services Revenue, Financial Management.*
- *Service - .nz availability, Technology change*
- *External & Reputation - Stakeholder support*
- *Legal - Compliance*

Our ask:

That you note there are additional risks under review as part of the Risk management process.

## B. Key Items

### B1 - Building our organisation to be Flexible First

Issue:	<p>following our experience in the COVID-19 Pandemic, including our successful transition to a remote working mode, we have decided to embed this capability in the group on a sustainable and permanent basis. This will improve our resilience as organisations, improve the well-being of staff and ensure that in any future emergency we can sustainably function as an organisation.</p> <p>The drivers for the Flexible First programme of work is to operate successfully as a “Flexible First” organisation and therefore removing our dependence on being together in person to achieve our goals.</p> <p>It requires a range of things: staffing flexibility options; premises and physical environment; planning and sharing our work; collaboration, processes and tools; business processes and policies; information sharing and internal comms; culture and connection.</p> <p>Our approach to these things is founded on an in-person way of working. To be flexible first requires changes to these areas and probably others that will emerge in the course of the work.</p> <p>We cannot change these things on top of BAU, or as a natural evolution, so we will embed this consciously and carefully over the coming months.</p> <p>The outputs we are seeking to achieve is</p> <ul style="list-style-type: none"> <li>• Wellbeing and getting the mahi done in a sustainable way.</li> <li>• Organisation of work, collaboration, communication and interactions will be effective and positive.</li> <li>• Trust and respect are the foundation and to be maintained throughout the process.</li> <li>• We will be and be seen to be more resilient as an organisation.</li> <li>• We will be a more desirable place to work, making it easier to attract and retain staff.</li> <li>• We will be more effective, because our work will be better organised and managed.</li> </ul> <p>This project requires shifts in thinking across the organisations to achieve as high performing organisations - we would be a different type of high-performing organisation.</p> <p>By re-thinking the way we work we can gain a greater understanding of each other and teams. It will also contribute to being a great place to work as we focus on doing the mahi whilst balancing options to work more flexibly.</p> <p>A central part to this work is ensuring that we develop our culture as we develop our new ways of working.</p>
Our ask:	That Council notes the above work as a priority project that supports our Goal

	as a High performing group and a great place to work.
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## B2 - Registry Replacement Project Update

Issue:	<p>The Request For Tender (RFT) for the registry replacement project was issued on the 15th July to the three organisations that were selected following the expression of interest earlier this year. The closing date for responses to the RFT is the 1st September.</p> <p>During preparation of the RFT documents we received advice from our lawyers which led to clarifying the project goals as listed below. Restated .nz Registry Replacement project goals are:</p> <ol style="list-style-type: none"> <li>1. Implement a registry system that is flexible, efficient and reliable, to meet the current and future needs of our users that is hosted in New Zealand with any copies of the registry system held in a separate location (that may be outside of New Zealand) in accordance with applicable laws and Internet NZ's security requirements.</li> <li>2. Strengthen the trust and confidence of the New Zealand Internet community in InternetNZ, consistent with our stewardship obligations.</li> <li>3. Strengthen the trust and confidence of New Zealanders in .nz as the top-level domain of choice.</li> <li>4. Continue to ensure InternetNZ's privacy obligations are met for the .nz domain and the registry system and ensure that the security of data and systems in the .nz domain and registry system serves the interest of users and is designed to mitigate the complex threats faced by ccTLD registries.</li> <li>5. Deliver unrestricted and secure access to rich registry data in order to grow our strong data analytics capabilities.</li> <li>6. Maintain local control of .nz data and systems, consistent with our stewardship obligations. .nz data and systems should be locally based and stored within New Zealand.</li> <li>7. Provide a new registry system with full support for the .nz top level domain and ensure smooth transition and migration of all users, both internal and external to the new registry system.</li> <li>8. In the longer term: <ol style="list-style-type: none"> <li>a. build capability to provide core registry and back-up services for Top Level Domains in the Asia Pacific region; and</li> <li>b. develop and build strategic partnerships with organisations that have shared goals and serve similar Internet communities and markets.</li> </ol> </li> </ol> <p>The amendments were as follows:</p>
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	<ol style="list-style-type: none"> <li>1. <b>Goal one</b> - Additional clarification to goal one to cover hosted in NZ and is in accordance to applicable laws and security requirements</li> <li>2. <b>Goal four</b> - Wording amended to make it clear that InternetNZ is already compliant and intends to be compliant moving forward.</li> <li>3. <b>Goal seven</b> (new) - It is implicit by virtue of the RFT that the new registry System is a project goal but the lawyers thought it was important to make it clear and we have included it as a project goal.</li> <li>4. <b>Goal eight (previously Goal seven)</b> - has been amended to include developing and building strategic partnerships and is in keeping with the longer term aims of the project.</li> </ol> <p>Key Dates</p> <table> <tr> <td>Agreement and signing of Confidentiality Agreements prior to issuing RFT</td><td>July 2020</td></tr> <tr> <td>Issuance of RFT</td><td>15 July 2020</td></tr> <tr> <td>InternetNZ Registry Replacement project briefing sessions</td><td>Week beginning Monday, 27 July 2020</td></tr> <tr> <td>Closing date for requests for clarification</td><td>Friday, 14 August, 12pm (NZDT, UTC+13)</td></tr> <tr> <td>Closing Date and Time for RFT (Closing Date and Time)</td><td>Tuesday, 1 September, 12pm (NZDT, UTC+13)</td></tr> <tr> <td>InternetNZ consideration of Responses—during this stage additional information may be sought from Respondents and face-to-face or telephone interviews may be conducted</td><td>During September and October 2020</td></tr> <tr> <td>InternetNZ to commence contract negotiations with one or more Respondents</td><td>During November 2020</td></tr> </table>	Agreement and signing of Confidentiality Agreements prior to issuing RFT	July 2020	Issuance of RFT	15 July 2020	InternetNZ Registry Replacement project briefing sessions	Week beginning Monday, 27 July 2020	Closing date for requests for clarification	Friday, 14 August, 12pm (NZDT, UTC+13)	Closing Date and Time for RFT (Closing Date and Time)	Tuesday, 1 September, 12pm (NZDT, UTC+13)	InternetNZ consideration of Responses—during this stage additional information may be sought from Respondents and face-to-face or telephone interviews may be conducted	During September and October 2020	InternetNZ to commence contract negotiations with one or more Respondents	During November 2020
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InternetNZ consideration of Responses—during this stage additional information may be sought from Respondents and face-to-face or telephone interviews may be conducted	During September and October 2020														
InternetNZ to commence contract negotiations with one or more Respondents	During November 2020														
Our ask:	That Council note the close of RFT responses on 1 September and that a further update will be provided to the Council at the October meeting.														

### B3 - .nz Policy Review Project Update

Issue:	The .nz Advisory Panel's time with us comes to a close at the end of September. The timeline was extended by three months, to take account of COVID-19 impacts.
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	<p>The Panel's options paper (seeking feedback on the options the Panel has identified to address the matters in its issues paper) is currently out for consultation. Submissions close on 14 August.</p> <p>In response to a member suggestion, submitters will be able to seek an extension of up to two weeks to make a submission. The suggested one month extension was not able to be accommodated as it would have required a further extension of the Panel's term. Communications to members have emphasised that InternetNZ will consult on any policy changes it proposes to make as a result of Panel advice.</p> <p>The Panel will submit its final recommendations to us at the end of September. The next steps will be:</p> <ul style="list-style-type: none"> <li>• An internal assessment/policy analysis of the Panel's recommendations.</li> <li>• Advice to the .nz Policy Committee on which recommendations should or shouldn't be taken forward, and our thoughts on other changes to the .nz policy framework. This will also include advice on batching of recommendations (e.g. what can be addressed relatively quickly and what will require more thinking).</li> <li>• A paper to Council for decision (by the end of the year).</li> <li>• A policy development process or processes to consult stakeholders on the changes InternetNZ would like to make.</li> </ul> <p>A more precise timeline will be provided when we have received the Panel's final report and have a better idea of the extent of the work that might be required.</p>
Our ask:	Note the next steps for the review

#### B4 - NetHui 2020 - Update

Issue:	<p>NetHui 2020 will be held online on the 13th-14th of October 2020. NetHui will still maintain the same essential elements of the NetHui experience - content from New Zealanders to inspire and provoke, and opportunity for discussion - albeit in different manners due to the change of format.</p> <p>We are currently completing the Expression of Interest phase of the programme build, and have had over 75 suggested sessions from the community. The next step will be to build the programme; at this point, we will likely blend the programme to include those elements that fit the online format of NetHui itself alongside those that may better suit an in-person experience around NetHui.</p> <p>Ticket sales will commence likely before the Council meets.</p>
Our ask:	Please note the update and offer any feedback on the proposed approach.

## C. Exceptions / Items to Note

### C1 - Domain Name Registration Numbers

Issue:

The impact of Covid19 continues to have a positive impact on domain name registrations and we have seen 4 continuous months of domain creates significantly about previous year patterns. Total creates for April to July was 49,000, an increase of 11,420 (30%) when compared to the same period last year.

We are conservatively forecasting domain creates to continue to trend higher than last year but expect the gap to close over the next 6 months with a return to normal patterns. We did see a single domain portfolio of 3,622 domains canceled in July which impacted total registrations. This was halving of a portfolio from a group of names registered 12 months ago. At this stage we have not seen any other anomalous cancellation activity but do still conservatively anticipate some recessionary impacts over time.

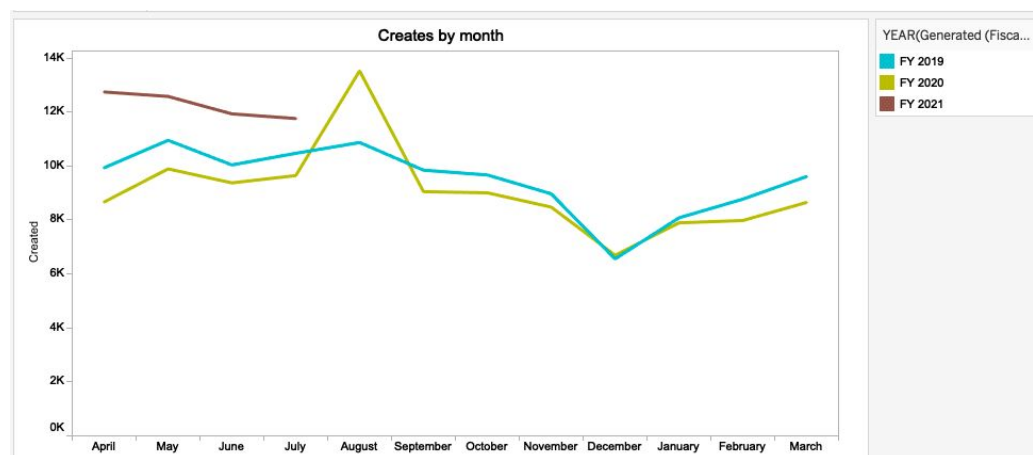


Figure 1: Comparison of creates by financial year.

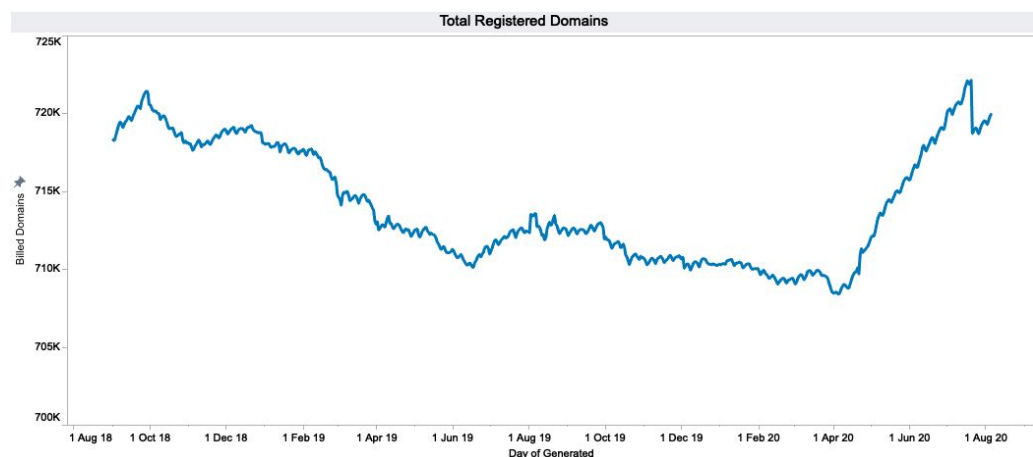


Figure 2: Total domain names shown daily over past 24 months

Our ask:

That council note the impact of Covid19 on domain name registration numbers.



## E. Key External Commitments to December 2020

The table below sets out key external commitments over the next two quarters.

The programme is significantly impacted by the Covid-19 pandemic, with domestic engagements either cancelled having timing/format changes, and with participation now online for all international engagement. No international travel is seen as likely before sometime in calendar 2021, in the most optimistic scenario.

April to June 2020 (Q1)	<p>Domestic commitments include:</p> <ul style="list-style-type: none"><li>• InfrastructureNZ “Vision Week” event - 8-12 June, online</li></ul>
July to September 2020 (Q2)	<p>Domestic commitments include:</p> <ul style="list-style-type: none"><li>• TechWeek, 27 July - 2 August (reschedule), online</li><li>• WITcon and Hackathon - 28 August, Wellington</li><li>• TUANZ Rural Symposium - 3 September, Hamilton</li></ul> <p>International event commitments include:</p> <ul style="list-style-type: none"><li>• DNS Operations, Analysis, and Research Center (DNS-OARC), August</li><li>• Asia-Pacific Top Level Domain Associations members meeting, September (was Taipei)</li><li>• Asia-Pacific regional Internet Governance Forum, September (was Kathmandu)</li></ul>
October to December 2020 (Q3)	<p>Domestic commitments include:</p> <ul style="list-style-type: none"><li>• NetHui 2020 - 13-14 October, online.</li><li>• Connected Marae event with TUANZ and Vodafone - October 2020 (currently being rescheduled to sit alongside NetHui)</li><li>• National Digital Forum - was 21-22 November, now not till 2021.</li></ul> <p>International event commitments include:</p> <ul style="list-style-type: none"><li>• RIPE, October</li><li>• ICANN69, October (was Hamburg)</li><li>• Internet Governance Forum, November (was Poland)</li></ul>

Jordan Carter  
**Group Chief Executive**

8 August 2020

## 2021 Meetings Schedule

**Author:** Catherine Fenwick, Organisational Services Director

**Purpose of Papers:** To agree and approve the schedule of Council Meetings and Events in 2021.

The table below sets out proposed dates for key internal meetings (Council, Committees, and Members) and external meetings for 2021.

Month	Council Meeting Dates	Other Meeting Dates	Committees	External/Int'l
Jan			Audit & Risk Committee - 26 Jan	NZNOG: Jan / Feb
Feb	Friday 12th		.nz Policy Committee – 2 Feb Komiti Whakauru Māori - 3 Feb	APRICOT: Feb APTLD: Feb (Oman)
Mar	Friday 26th March (budget and plan)		Audit & Risk Committee – 16 Mar	ICANN70: 20-25 March 2021 (Cancun, Mexico)
Apr			.nz Policy Committee – 6 April Komiti Whakauru Māori - 7 Apr	
May	Friday 14th			
Jun			Komiti Whakauru Māori - 9 June .nz Policy Committee – 15 June Audit & Risk Committee – 22 June (dependent on year end)	ICANN71: 14-17 June (The Hague, Netherlands)
Jul		<b>AGM</b> – Thurs 29th July		
Aug	Friday 13th	<b>Council Retreat:</b> Fri 13 Aug to Sun 15 Aug	.nz Policy Committee – 3 Aug Komiti Whakauru Māori - 4 Aug	
Sep			Audit & Risk Committee – 14 Sep	
Oct	Friday 15th		.nz Policy Committee – 5 Oct Komiti Whakauru Māori - 6 Oct	ICANN 72: 23-28 October (Seattle, USA)
Nov			Audit & Risk Committee – 16 Nov	
Dec	Friday 3rd	<b>Year-End Functions</b> – Thurs 9th December tbc	.nz Policy Committee – 7 Dec Komiti Whakauru Māori - 7 Dec	

COUNCIL MEETING - August 2020

# Share Purchase of .AQ

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ITEM NO: 5.2

AUTHOR: Catherine Fenwick, Organisational Services Director

FOR: Council

PURPOSE: To provide Council with an overview of the shares purchase to effectuate the transfer of .AQ

DATE WRITTEN: 4/8/2020

## Background

As mentioned previously we have been working toward taking on the stewardship and operations of .AQ. Discussions have been ongoing with Peter Mott, the existing administrator and we have now progressed to the contractual stage to allow us to become the ccTLD manager for the .AQ domain.

.AQ is currently under the control of Antarctica Network Information Centre Limited (AINC) of which Peter Mott is the sole director.

## The Transaction

The transaction will be a way of a purchase of shares by InternetNZ in AINC with limited warranties from Peter Mott. The approximate purchase price will be \$10,000.

Peter will remain as a director for a limited time to allow smooth transition. The other directors of AINC will be Jordan Carter and Catherine Fenwick.

## Recommendation

THAT Council **note** the transaction to purchase the shares of Antarctica Network Information Centre Limited (AINC) and the proposed directors of the company.

Catherine Fenwick

**Organisational Services Director**

# MINUTES

# COUNCIL MEETING

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**Status:**

Draft - To Be Ratified

**Date**

15 May 2020, 9:00am - online Meeting

**Present:**

Jamie Baddeley (President), Joy Liddicoat (Vice President), Don Stokes, Sarah Lee, Amber Craig, David Moskovitz, Richard Hulse, Kate Pearce and aimee whitcroft.

**In attendance:**

Jordan Carter (Chief Executive), Catherine Fenwick, David Morrison, Dave Baker, Kim Connolly-Stone, Andrew Cushen, Diane Robinson and Sara Barham (member).

**Apologies:**

None.

**Meeting opened:**

The meeting started at 9:00am

Staff joined the meeting at 9:32am

**Section 1 - Meeting Preliminaries****1.1 Council only (in committee)****1.2 Council and CE alone time (in committee)****1.3 Karakia, apologies, interests register, and agenda review**

There were no interests declared.

It was noted that there are some declarations on the interest register relating to individual shareholdings. Council policy does not require Council members to declare small individual shareholdings and so those will be removed, in case the presence of some partial declarations leads readers to wrongly assume all shareholdings have been declared. Council members should declare any shareholdings or interests that might be connected to a grant recipient.

**AP15/2020** Remove declarations relating to small individual shareholdings from the register.

## 1.4 Environment Scan

- Māori data ownership - issues with privacy and ownership of the data.
- COVID-19 Apps - an increase in the number of COVID-19 Apps and the need for public guidelines.
- Govt Budget - it is not yet clear about the extent of any funding for digital divides, or for the tech or internet related sectors.

*The President welcomed member Sara Barham to the meeting at 9:40am.*

## Section 2 - Strategic Priorities

### 2.1 COVID-19 Response

Jordan introduced the paper and advised that the organisation has been operating well working remotely during the lockdown. The majority of staff prefer to continue to work from home under Alert Level 2 so far. The Wellington office will reopen next week to trial various systems, with approx five staff choosing to work on the premises.

Questions and feedback provided by Council:

- Will there be an expectation for staff to return back to working fully from the offices in the future? Response: There is no plan to require staff to be working back in the offices under Alert Level 2. Future pandemic planning as the alert levels change, will be worked through closely with staff.
- Clarification on the section in the paper on 'no single team creating a new bubble together'. Response: This is to mitigate the risk of teams physically coming together and forming interconnecting bubbles. This could impact the organisation, should one person be affected by COVID-19 and the bubbles have interconnected.
- Is there enough mental health support? Response: Managers are in regular contact with staff and there is a weekly survey that specifically focuses on mental health and ensuring that staff know where they can seek help. In addition, there are two resilience Webinar sessions being held next week for staff.

The Council commended Jordan and staff with the amount that the team has achieved during the pandemic.

**RN35/20** THAT Council note the information shared in this paper.

(President/ Cr Stokes)

**CARRIED U**

## 2.2 Strategic Framework

Jordan introduced the paper and asked the Council to provide feedback on the starting points for the End States.

Council commented:

- Clear definitions required for 'digital inclusion' and 'permissionless innovation'.
- Development of the Membership offering - what more can we do.
- We need to brainstorm and define 'Internet for Good' and 'Internet for All' (noting this is planned as part of the work under the strategic goals)
- Public good - should we create an overarching end state that defines what our future stewardship role might look like and how we measure our performance? How we expand our leadership role to bring out leadership in others.
- Explore further opportunities to be an enabler and/or, collaborator in order to get objectives achieved.
- Council would welcome a workshop to offer further thoughts on the end states.

**RN36/2020** THAT Council note and agree the amended approach to developing End States for the Strategic Framework over the next few months.

**RN37/2020** THAT Council **note** staff will schedule a workshop for Council to work on end states in June or July 2020.

(Cr Pearce / Cr Lee)

**CARRIED U**

## 2.3 Registry Lock Brief

Jordan and David provided a brief update to Council on the registry lock project. The service is entering the design phase and staff are working on clearly understanding the business process needed and will test these with the registrar community. There will also need to be a policy consultation process as part of adjusting the .nz policy framework to allow the introduction of a registry lock as a service within the .nz policy framework. The .nz Policy Committee have been briefed on the service detail and impacts on the policy.

It was noted that the registry lock product is intended to be a commercial service.

**RN38/20** THAT Council note the contents of this paper.

**Break 10:20 - 10:30am**

## Section 3 – Matters for Decision

### 3.1 Returning Officer for 2020 Council Election

Catherine advised that the Annual General Meeting will be held online this year and will be a paperless meeting.

**RN39/20** THAT Catherine Fenwick be appointed Returning Officer of the Society.

(President / Cr Craig)

**CARRIED U**

## Section 4– Matters for Discussion

### 4.1 President's Report

The President provided an update on the appointment process for up to two new Council members. Sheffields recruitment consultants have been engaged to support the process and the position is now being advertised. The applications close on 29 May 2020 and the panel is awaiting feedback from the agency on potential candidates.

### 4.2 Māori Engagement Resourcing

Sarah and Andrew talked to the paper and advised that the Komiti Whakauru Māori (Māori Engagement Committee) are very pleased to propose a new Maori engagement function to achieve the development of tikanga Māori; embed Māori in how we operate in a te ao Māori context and to develop InternetNZ as an appropriately positioned partner for Māori in a te tiriti o Waitangi framework.

The new function will involve an appointment of a dedicated senior staff member 'Chief Advisor, Māori'. Andrew has consulted with a specialist and there have been some additional amendments to the position description.

The Komiti (and InternetNZ staff) will work very closely with the Chief Advisor, Māori to ensure that they are well supported by the organisation.

The Council commended the work of the Komiti Whakauru Māori and look forward to embracing the Chief Advisor, Māori role and supporting them in their role.

**RN40/2020** THAT Council note the proposal to create this function, and the budget impact which will be accounted for in the mid year rebudget process.

(Cr Lee / Cr Craig)

**CARRIED U**



### 4.3 Management Items for Discussion

Jordan introduced the management paper and Council provided the following feedback on the sections below:

- COVID-19 emergency funding
  - One option could be to explore outsourcing the small grant funding to a trusted partner to administer on InternetNZ behalf. This might enable the partners to get funds to where it is needed quickly.
  - Consider higher value funding for major pieces of work.
  - Ensure that any funding is moved out as quickly as possible.
  - That some people or communities that need the funding the most are unlikely to put applications into the grant process; to consider these factors.
- Deferral of Strategic retreat
  - Council discussed the deferral and agreed to put the August retreat on hold and instead coordinate an online strategic workshop in Sept/Oct 2020.

**RN41/20** THAT Council note the management items.

**AP16/2020** Hold a Council Strategic workshop in Sept/October 2020 .

(President/ Cr Lee)

**CARRIED U**

## Section 5 - Consent Agenda

### 5.1 Repeal of Obsolete governance policies

**RN42/20** THAT Council repeal the following Governance Policies which are obsolete due to the changes to the group's structure made in 2018:

- SUB-INF - Subsidiaries - Information Sharing Policy
- GRP-PSD - Group Policy - Product and Service Development
- GRP-PRT - Group Policy - Planning and Reporting Timetable

(Vice President / Cr Lee)

**CARRIED U**

### 5.2 Skills and Diversity Matrix Confirmation

**RN43/20** THAT Council approve the Council Skills and Diversity Matrix to be fit for purpose and no amendments required.

(Cr Stokes/ Cr Hulse)

**CARRIED U**

### 5.3 Confirm Minutes - 27 March 2020

### 5.4 Actions Register

## **5.5 Evote Ratification**

## **5.6 Operational Reports**

### **5.6.1 Activity Quarterly Report**

### **5.6.2 .nz Quarterly Report**

### **5.6.3 DNCL Quarterly Report**

### **5.6.4 Group Financial Report**

### **5.6.5 InternetNZ Financial Report**

### **5.6.6 Measures of Strategic Goals 2019/20**

### **5.6.7 Community Grants Report**

### **5.6.8 Council Committee Report**

The Chair of the Audit and Risk Committee provided an update that the Committee has been having regular meetings and that the engagement letter with the Auditors Crowe has been authorised.

### **5.6.9 International Quarterly Report**

### **5.6.10 Membership Update**

### **5.6.11 Product Development**

**RN44/20** THAT Council approve the minutes of the 27 March 2020 meeting.

**RN45/20** THAT the Evote(s) are ratified.

**RN46/20** THAT the Quarterly and Operational Reports are received.

## **5.7 Health and Safety and Wellbeing Update**

**RN47/20** THAT the Health and Safety Reporting be received.

Block Consent Section 5 - (President / Cr whitcroft)

**CARRIED U**

**AP17/2020** Report on the profitability of the DNS Firewall.

The President and Council congratulated the Domain Name Commission on the work being carried out by the team.

## **Section 6 - Other Matters**

### **6.1 CONTINGENCY**

### **6.2 Matters for communication – key messages**

#### **6.2.1 Communications in general**

#### **6.2.2 Upcoming events**

### **6.3 General business**

### **6.4 Meeting review**

## **Section 7 - Online-only items**

### **7.1 Risk Management Policy**

Item 7.1 to be completed by evote online.

### **Dave Moskovitz Farewell**

The meeting closed with a farewell and a thank you to Dave Moskovitz, who is standing down from Council at the AGM after a decade of service. He's been a wise and thoughtful voice in the Group's work both on the Council and on the Board of DNCL, and we will miss his contribution.

### **Next meeting:**

The next scheduled Council meeting is Friday 14 August 2020.

The meeting closed at 11:32am.

## Council Actions Register 2020

As At August 2020			
Action No#	Action	Owner	Status
AP01/2020	2.1 To explore ethical investment and what it means at a future meeting.	Chief Executive	Completed - Financial Strategy now in place
AP03/2020	2.2 Staff to provide further information on 2 year net profitability for DEFENZ, measuring profit for other new products.	Commercial Director	Completed August Council Meeting
AP05/2020	2.3 Budget 2020/21 - Staff to schedule a session on Efficiencies for Council Retreat	Chief Executive / Organisational Services Director	Deferred/ awaiting decision to hold retreat.
AP09/2020	6.3 General Business - Staff to organise Council Retreat.	Chief Executive/ Executive Assistant	Deferred / awaiting decision to hold retreat.
AP15/2020	1.3 Conflicts of Interests Register - remove declarations relation to small individual shareholdings from the register.	Executive Assistant	Completed.
AP15/2020	4.3 Hold a Council Strategic workshop in Sept/October	Chief Executive/ Executive Assistant	Deferred / awaiting decision to hold retreat
AP17/2020	5.6.11 Product Development Report on the profitability for DNS Firewall (Refer to action AP03/2020)	Commercial Director	Completed August Council Meeting

## E-Vote Ratification

**Author:** Diane Robinson, Executive Assistant

There has been one e-vote conducted since the last Council Meeting:

<b>Evote:</b>	<b>Motion:</b>	<b>For:</b>	<b>Against:</b>	<b>Abstain:</b>
260620201	THAT the Audit & Risk Committee recommends to Council to receive and approve the InternetNZ Annual Management Report from the Auditors for the year ended 31 March 2020.	Jamie Baddeley Kate Pearce Don Stokes Richard Hulse David Moskovitz aimee whitcroft Sarah Lee Amber Craig	None.	None.
260620202	THAT the Audit & Risk Committee recommends to the Council to receive and approve the InternetNZ Annual Financial Report for the year ended 31 March 2020.	Jamie Baddeley Kate Pearce Joy Liddicoat Richard Hulse Don Stokes David Moskovitz aimee whitcroft Sarah Lee Amber Craig	None.	None.
260620203	THAT the Audit & Risk Committee recommend that Council recommends, at the AGM to members, to appoint Grant Thornton as auditors.	Jamie Baddeley Kate Pearce Joy Liddicoat Richard Hulse Don Stokes David Moskovitz aimee whitcroft Sarah Lee Amber Craig	None.	None.

160720201	THAT council NOTE that the Appointed Councillor Nominating Committee have carried out a robust and rigorous process.	Jamie Baddeley Sarah Lee Dave Moskovitz Joy Liddicoat Don Stokes aimee whitcroft Kate Pearce Richard Hulse Amber Craig	None.	None.
160720202	THAT the Appointed Councillor Nominating Committee recommends to Council to approve the appointment of:  (a) Anthony Bow (b) Melissa Davies  as appointed Councillors of InternetNZ.	Jamie Baddeley Sarah Lee Joy Liddicoat aimee whitcroft Kate Pearce Richard Hulse Amber Craig	Dave Moskovitz	Don Stokes
160720203	THAT council agrees that the appointed Councillors should start their roles no more than 6 months after council decision and on a date (or dates) decided by the President and Vice President and as agreed with the appointees.	Jamie Baddeley Sarah Lee Joy Liddicoat aimee whitcroft Kate Pearce Richard Hulse Amber Craig	Dave Moskovitz	None.
160720204	THAT council agrees that no public announcements are made on appointments until at the end of, or after the 2020 AGM as the President sees fit.	Jamie Baddeley Sarah Lee Joy Liddicoat aimee whitcroft Kate Pearce Richard Hulse Amber Craig	Dave Moskovitz Don Stokes	None.
160720205	THAT council passes on thanks to Peter Dengate-Thrush and Di Daniels (Fellows of InternetNZ) for their contribution to the Appointed Councillor Nominating Committee.	Jamie Baddeley Sarah Lee Dave Moskovitz Joy Liddicoat Don Stokes aimee whitcroft Kate Pearce Richard Hulse Amber Craig	None.	None.

### Recommendation

THAT the e-votes be ratified.

## QUARTERLY REPORT

# APRIL - JUNE 2020

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## 1. Summary

This report is prepared for the Council to provide a single view of outcomes we have delivered in the past quarter. This report will also be made available to the membership.

Pursuant to the reporting framework changes presented to Council at the March 2020 meeting, this new report presents a summary to Council of the entirety of InternetNZ's operations. This report replaces the following previous reports:

- Quarterly Activity Report
- Product Development Report
- Grants Report
- Measures of Strategic Goals Report.

This new Quarterly Report will continue to evolve from here. Our next objective is to present this information in a more dynamic, pictorial and informative manner as well as respond to feedback received.

## 2. Strategic Goals 2020/21 - Q1 Progress

This section of the report gives Council an update on the projects related to our five Goals for the year. You can find the plan here.

[https://internetnz.nz/assets/Archives/Activity\\_plan\\_2020-2021.pdf](https://internetnz.nz/assets/Archives/Activity_plan_2020-2021.pdf)

<b>Goal 1: Develop an Internet for good</b>	ON TRACK
<i>Measure 1: Engagement with relevant national and international stakeholders to develop a shared vision of what an Internet for Good is.</i>	THE STATUS OF THESE MEASURES WILL BE UPDATED IN Q2 & Q4
<i>Measure 2: Stakeholder awareness and engagement with the vision for an Internet for Good increases over time.</i>	

<i>Measure 3: Action taken by us and by other stakeholders, nationally and internationally, changes and improves the Internet in line with our shared vision.</i>	
Q1 Progress	
In response to the Government's plans to introduce a Covid-19 contact tracing app, we prepared two discussion papers and hosted an online event for New Zealanders to share their views.	ON TRACK
We provided commentary on the newly introduced Bill that will amend the Films Videos and Publications Classification Act. This Bill is part of the Government's domestic policy response to the Christchurch terror attacks and could allow the Department of Internal Affairs to impose a new Internet filter.	ON TRACK
In anticipation of wider policy work to address online harm we produced two discussion papers canvassing options governments are using or considering to address harmful conduct or content online.	ON TRACK
Christchurch Call related work continues with Advisory Network and government engagement ongoing- we participated in discussions around the functioning of the network, as well as on the developments of ongoing GIFCT reform, progress on focus areas of work, and some COVID-19 related developments which relate to violent extremist and terrorist material online.	ON TRACK

Q2 Planned	
<p>In quarter two we will:</p> <ul style="list-style-type: none"> <li>• Participate in the Select Committee debate on the Bill amending the Films Videos and Publications Classification Act (depending on the Parliamentary timetable).</li> <li>• Engage with government on the planned review of media regulation (which will include social media).</li> <li>• Release our discussion papers on regulatory options for addressing harmful conduct or content online.</li> <li>• Start work on the project that will create a vision for an Internet for Good.</li> <li>• Participate in RightsCon session around The Christchurch Call- including one government organised multistakeholder panel and an Advisory Network session which will seek to broaden civil society input into the work.</li> </ul>	

<b>Goal 2: Improve Digital Inclusion</b>	ON TRACK
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<i>Measure 1: Digital inclusion investment by government and others reaches \$20m/year, and directly affects 50,000+ people. -Measure at 30/9/20 from previous goals. (Note - may not be able to measure impact on # of people at that time.)</i>	THE STATUS OF THESE MEASURES WILL BE UPDATED IN Q2 & Q4
<i>Measure 2: The Online Home for Digital Inclusion is attracting use and positive stakeholder feedback.</i>	
<p>Q1 Progress:</p> <p>Substantial progress made toward the Digital Inclusion goal in Quarter 1, in particular due to the investments announced by the Government in Budget 2020, and the focus on digital inclusion driven by Covid-19.</p>	
Working with the digital inclusion community we developed the five point plan for digital inclusion: COVID-19 and beyond. <a href="https://internetnz.nz/blog/five-point-plan-digital-inclusion-covid-19-and-beyond/">https://internetnz.nz/blog/five-point-plan-digital-inclusion-covid-19-and-beyond/</a> . Forty-six organisations have signed on to the plan.	ON TRACK
In the community funding area we followed up on the decisions made via the Grants Round in Q4 with relationship building and contract negotiation with the successful recipients.	ON TRACK
Decision made to create a fixed-term role to support the launch of the new online home, in response to the Covid-19 delay.	OFF TRACK

Q2 Planned
<p>In quarter two the focus will be on supporting greater collaboration and coordination within the digital inclusion community and with government. This will include getting our new digital inclusion website live (this project was delayed due to Covid-19). The development of the digital inclusion evaluation toolkit will continue.</p>

<b>Goal 3: Grow .nz</b>	ON TRACK
<p><i>Measure 1: increased revenue from domain name registrations.</i></p> <p><i>-More than 15% in the two year period to 31/3/22.</i></p> <p><i>-Flexible between registration numbers and price.</i></p>	THE STATUS OF THESE MEASURES WILL BE UPDATED IN Q2 & Q4
<p><i>Measure 2: active use of domain names is increased, improving retention and registration term.</i></p>	
<p><i>Measure 3: share of revenue devoted to public good investment.</i></p>	

## Q1 Progress:

Despite the impacts of COVID19 we made good progress with .nz priorities of new website, policy review and registry replacement. We also saw an unexpected increase in domain names as the importance of a web presence was realised by the NZ public. This has resulted in growth of ~1.6% which is good news following four quarters of negative growth. We are cautiously optimistic with this trend but do expect some retraction depending on NZ economic performance in the coming year.

New InternetNZ website live	DONE
.nz Policy Review - completion of options paper for consultation in Q2	ON TRACK
Registry Replacement - RFT and Technical documents completed and issued, including: <ul style="list-style-type: none"> <li>- Review of all documentation by IT Operations</li> <li>- Contributions from around the organisation on detail and review</li> </ul>	ON TRACK
The Value of .nz	NOT STARTED

## Q2 Planned

Priorities for Q2 are:

- **.nz Policy Review.** Public consultation on the .nz Advisory Panel's options paper and supporting the Panel to prepare its final recommendations (due at the end of September).
- **Registry Replacement Project.** The RFT has been released to respondents, the main activities to be completed this quarter are RFT briefings, handling queries from respondents, building the assessment framework, completing the assessments and the evaluation of the submitted RFT responses.
- **InternetNZ Website** - post go live tidyup and consolidation of old sites
- **Fake Webshop Update** - workflow refresh and data model update

Should time allow further activity will be progressed on the following items:

- The .nz story. Begin the work to do some deep thinking on the nature of .nz and how to drive preference
- Progressing the restructure/rewrite of the .nz policies
- Implementation of CENTR Low content taxonomy to augment scan data

<b>Goal 4: Sell new Products</b>	OFF TRACK
<i>Measure 1: Registry Lock is for sale in the 2020-21 financial year.</i>	THE STATUS OF THESE MEASURES WILL BE
<i>Measure 2: The Broadband Map is covering its costs by 31 March 2021.</i>	

Measure 3: Defenz reaches net profit in the 2021-22 financial year.	UPDATED IN Q2 & Q4
Measure 4: New products reach net profit within 24 months of first sale.	
<p>Q1 Progress</p> <p>COVID19 in Q1 had a material impact on the sales pipeline for Defenz DNS Firewall with virtually all potential customers halting discussions and naturally focussing on their own survival or supporting an impacted customer base. We also slowed activity on product development on Registry Lock and Digital Identity during the lockdown stages to reduce impact on our staff and customers. For the DNS Firewall we launched an extended trial service to engage organisations in protecting their customers. This will progress through to the end of September 2020.</p> <p>Status set to Amber due to slowed progress and lack of sales in new products</p>	
Defenz - launched an extended trial to stimulate interest. CERTNZ threat feed added to service	OFF TRACK
Registry Lock - progress slowed	OFF TRACK
Digital Identity - progress on prototyping slowed	OFF TRACK

Q2 Planned
<p>Priorities for Q2 are:</p> <ul style="list-style-type: none"> <li>● <b>DNS Firewall:</b> Increasing the number of trial customers and progressing commercial discussions when they are ready</li> <li>● <b>Broadband Map:</b> Implementing new Data Sharing Agreements with Broadband Map Data Providers</li> <li>● <b>.nz Registry Lock:</b> progressing detailed design, policy review and trusted contact verification</li> </ul> <p>Should time allow further activity will be progressed on the following items:</p> <ul style="list-style-type: none"> <li>● Digital identity exploration and possible prototype</li> <li>● BBMap API sales development</li> <li>● Defenz Infrastructure Update and DoH rollout.</li> </ul>

<b>Goal 5: Improved InternetNZ's performance</b>	ON TRACK
Measure 1: Staff baseline feedback from March 2020 is improved by March 2022	THE STATUS OF THESE

<i>-Perceptions on high performance and great place to work</i> <i>-Improvements in areas such as Internal Communications, Staff development, Organisational Learning</i>	MEASURES WILL BE UPDATED IN Q2 & Q4
<i>Measure 2: Resource planning and BAU/Project Management tools established and drives demonstrable changes.</i>	
<i>Measure 3: Staff churn / turnover measures.</i>	
<p>Q1 Progress</p> <p>The first quarter of the year was dominated with our focus on wellbeing of staff. We are proud of the way the organisation reacted to the pandemic and our transition to a different way of working. This worked well, with all systems accessible and we have maintained an exceptional level of output given the circumstances.</p>	
People Strategy: Our focus for Q1 was People first - the Health, Safety and Wellbeing was the primary goal to ensure we support all staff through a difficult period. We did this by adjusting our strategy to focus on short term needs.	ON TRACK
Better Tools: In this period of change we were able to test how robust our tools were in a remote environment and pleased to say all functioned well. It has also given us a great starting point to plan requirements to better support new ways of working for a dispersed workforce.	ON TRACK

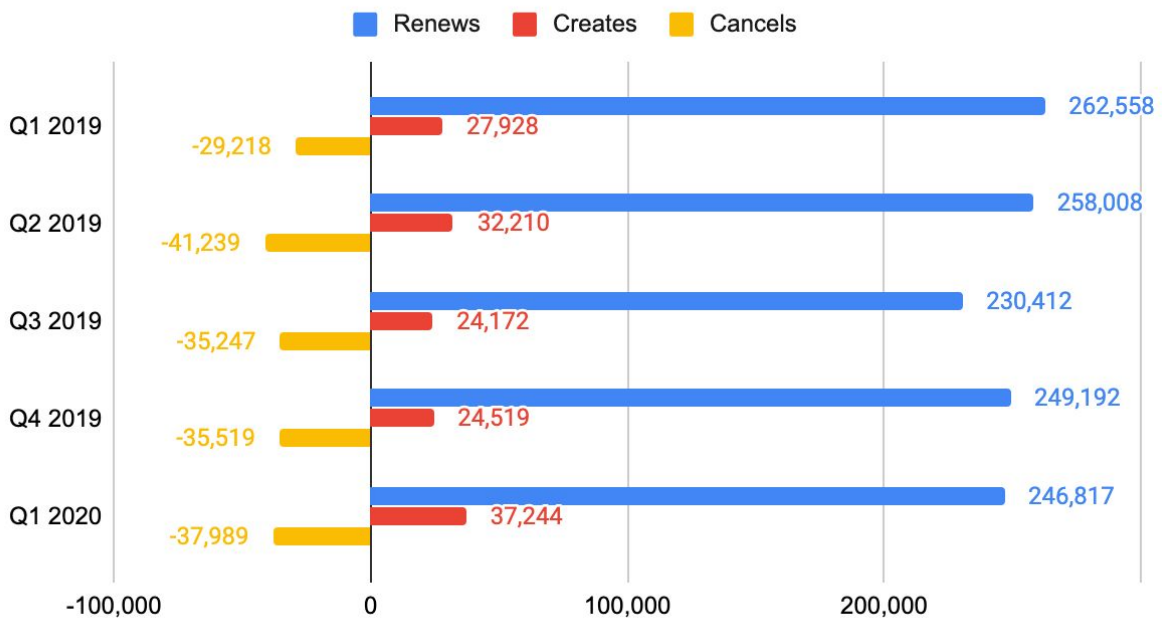
<p>Q2 Planned</p> <p>Q2 will focus on our transition to Flexible First approach to our work. We are approaching this in three phases and from three aspects.  Phase 1 = now, Phase 2 = 3 Months Phase 3 = new Calendar year.  The areas we are focusing on are Flexibility options (location, times), Common commitments and tools and practices. All of these will allow us to improve performance and make INZ a great place to work.</p> <p>We will complete our first baseline survey for all staff to allow us to focus our work in areas to improve engagement. The survey will cover all areas of our work and structure..</p>
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### 3. .nz Summary

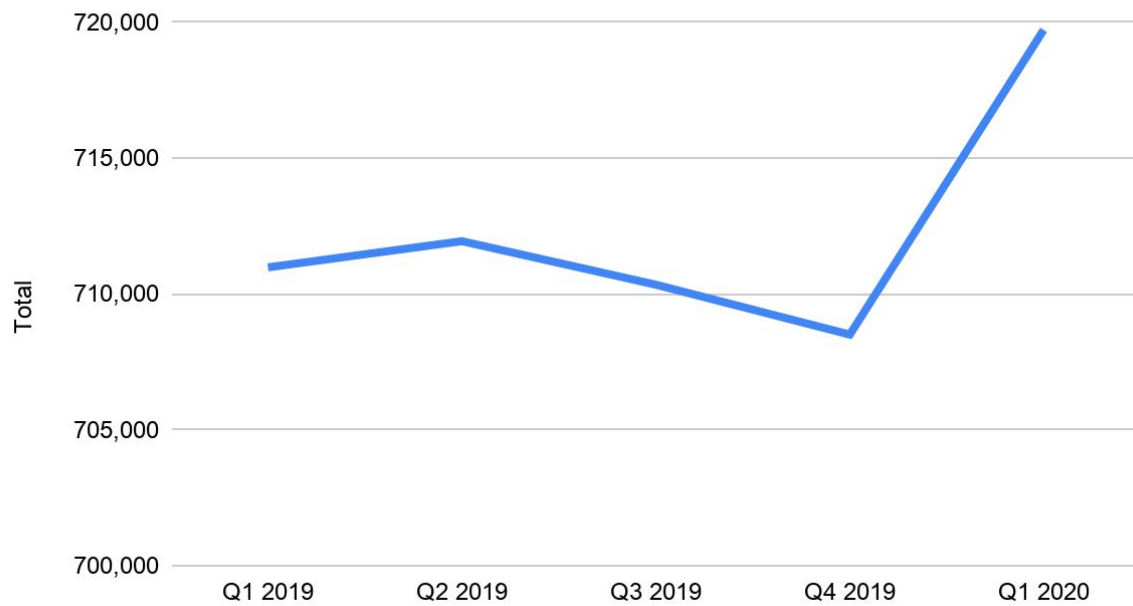
The April to June Quarter featured NZ in lockdown and then easing of internal restrictions as New Zealand responded to the impacts of Covid19. For the .nz domain name space we have seen a positive change in the growth trend with creates of new names up 33% when compared to the same quarter last year. This has resulted in overall registry growth of 1.6% for the quarter.

#### Domains

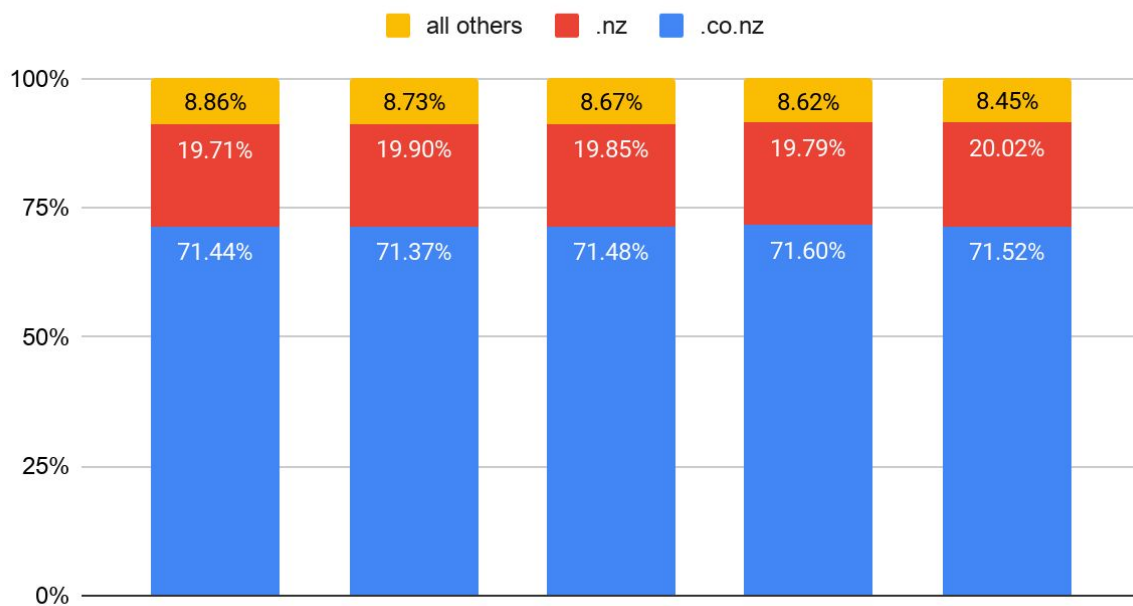
##### Creates, Cancels and Renewals



## Total .nz Domains

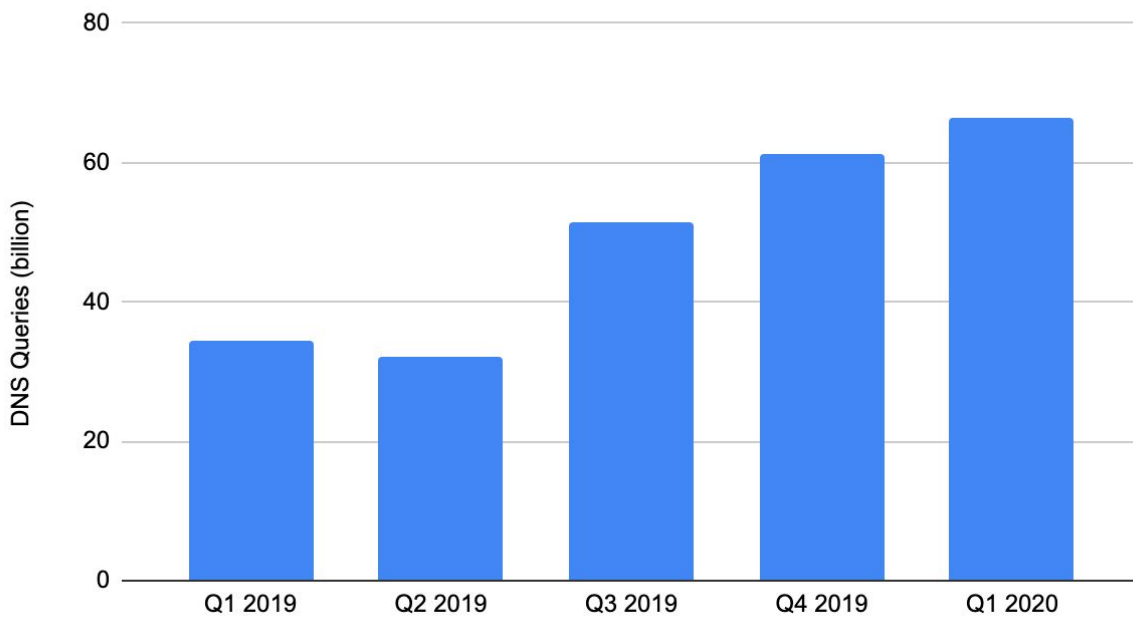


## 2nd & 3rd Level Registrations



## Infrastructure

## DNS Queries



Please note: the methodology used for calculating DNS queries improved between Q2 and Q3 2019, incorporating more accurate data from overseas servers.

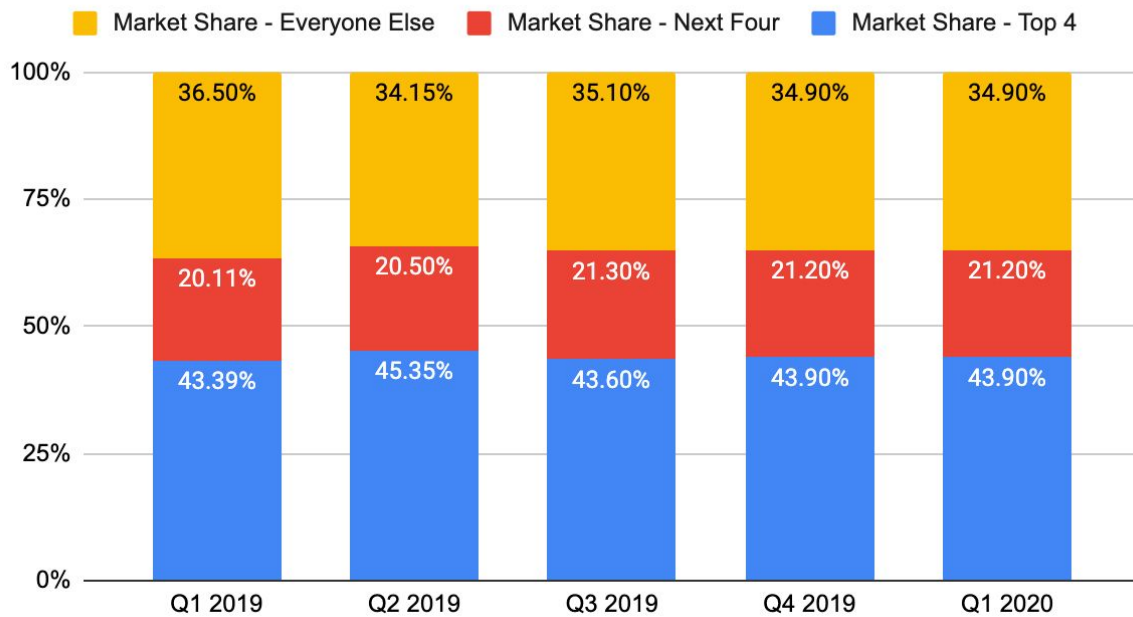
## Service Levels

	Q1 2019	Q2 2019	Q3 2019	Q4 2019	<b>Q1 2020</b>
<b>DNS</b>	100%	100%	100%	100%	<b>100%</b>
<b>SRS</b>	100%	100%	100%	100%	<b>100%</b>

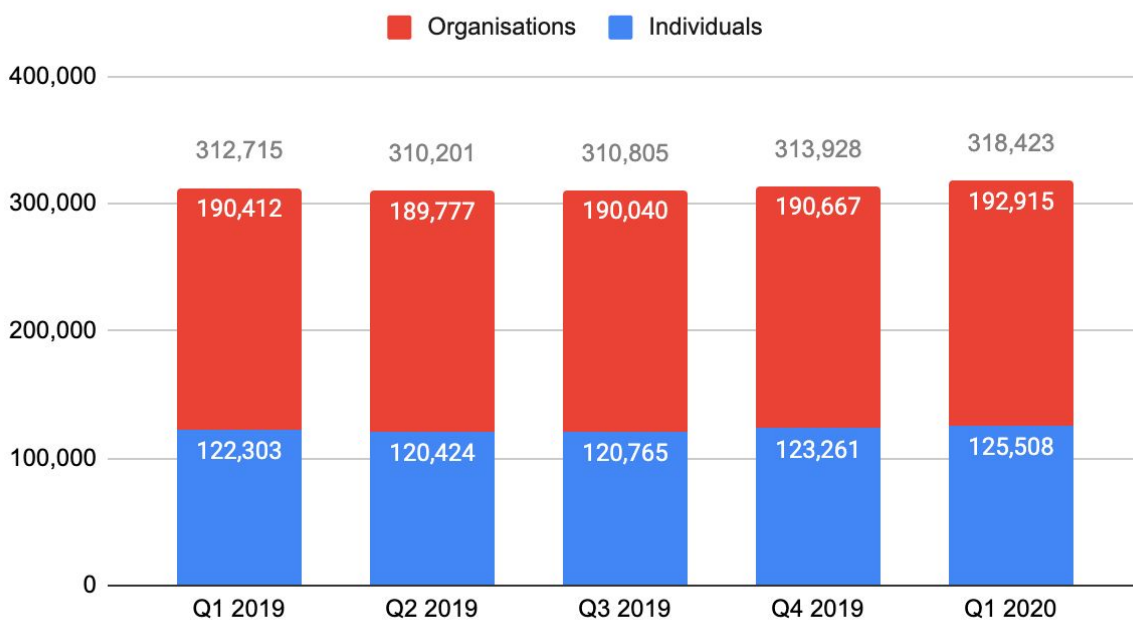
## Market

	Q1 2019	Q2 2019	Q3 2019	Q4 2019	<b>Q1 2020</b>
<b># of Registrars</b>	87	90	87	87	<b>87</b>

## Market Share

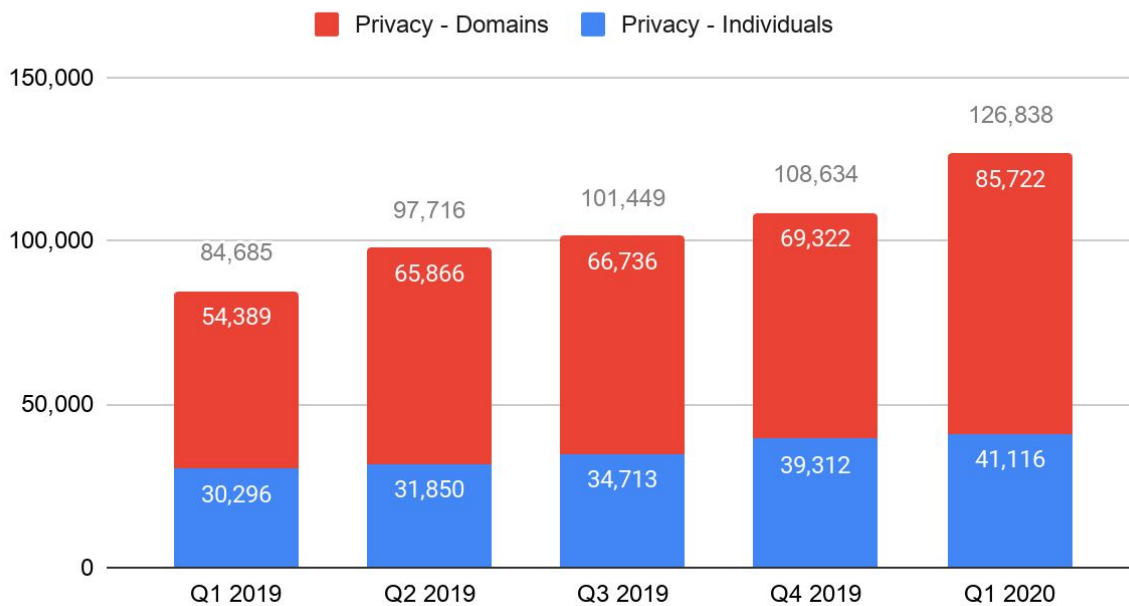


## Unique Registrants, Individuals and Organisations



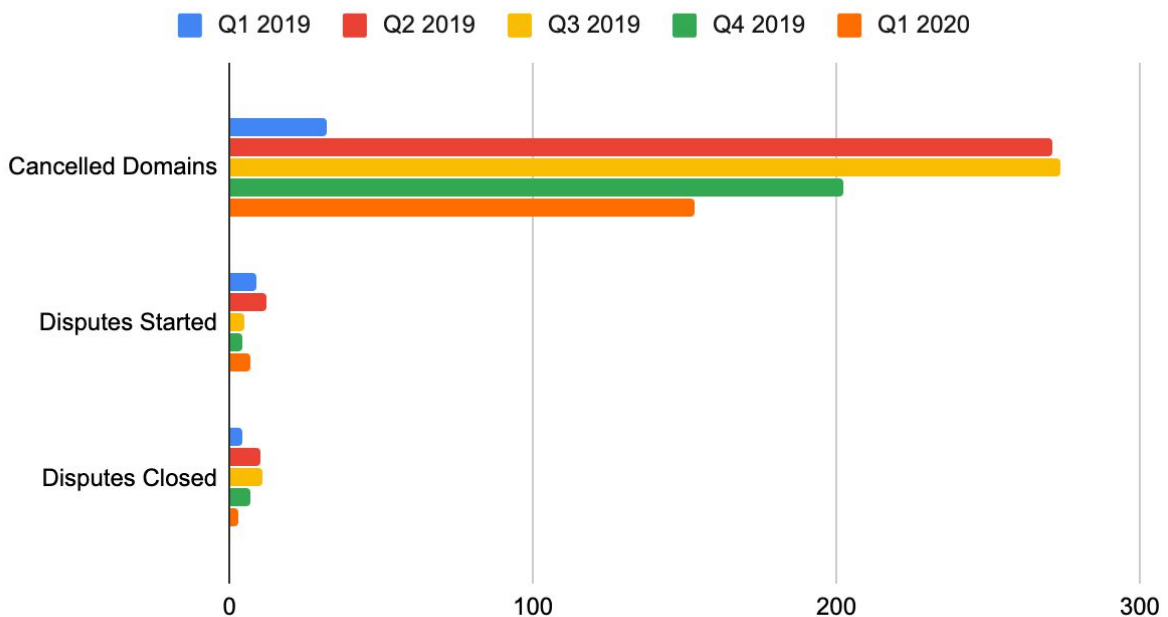


## Individual Registrant Privacy Option Uptake



## Compliance

### Compliance (Domain Name Commission Data)



## 4. New Product Development Summary

This past quarter saw us navigating various stages of lockdown and remote work due to Covid19. This disruption affected our customers, potential customers and staff. We slowed much of our activity down during the quarter to allow focus on

staff and customer well-being and critical organisational functions. We still managed some progress however

1. Our pipeline of interest for the Defenz DNS Firewall was significantly impacted as potential customers focused on delivery of essential services to help their customers pivot to respond to COVID-19. In response to the impacts of Covid19 we launched an [extended trial](#) of the service which is available through to the end of September. 50% of leads have progressed onto trial.
2. We continued progress on a registry lock service focussing on business model and starting the design process for technical, policy and service delivery aspects.
3. One of the themes we continue to explore is to understand InternetNZ's role in an identity ecosystem. The team have built on the identity wallet prototype started last quarter and are adapting it to test some InternetNZ specific use cases to help shape our understanding of the potential.
4. The broadband map continued to be updated with coverage data from infrastructure providers around the country and some additional features to improve the user experience of the product.

## Product development pipeline

IDEAS BACKLOG	EXPLORE & VALIDATE	BUILD	ACTIVE	STOPPED
15	3	1	3	0
<ul style="list-style-type: none"><li>• Themes:</li><li>• Digital identity</li><li>• Broadband</li><li>• Data products</li><li>• .nz features</li><li>• Security</li></ul>	<ul style="list-style-type: none"><li>• Registry lock design</li></ul>	<ul style="list-style-type: none"><li>• Broadband Map v2</li></ul>	<ul style="list-style-type: none"><li>• .nz</li><li>• Broadband Map v1</li><li>• Defenz</li></ul>	

## 5. Operations Summary

This section of the report summarises other notable operational deliveries for the quarter, over and above those directly related to the goals.

## Organisational Services

Catherine Fenwick - Director

### Q1 Progress:

**Finance:** Year End successfully completed and clean audit received

**Governance:** Elections nominations and online AGM preparation. Appointed Councillors recruitment process.

**Risk Management:** Development of a COVID-19 specific risk register; completion for Risk Management Policy and appraisal of new Governance, Compliance and reporting tool (slower than planned).

**Employee Engagement:** Internal communication and tools such as internal surveys have been key to ensure we are listening to staff and taking appropriate actions.

**Implementation of new processes:** to support staff and work in new ways of working. Focus on moving work and approvals online only.

### Q2 Planned:

**Finance:** Reforecast of Budget based on Q1 performance and environment changes.

**Governance:** Elections/AGM July 30th. Induction of new Councillors

**Risk Management:** Next steps in Risk management process and tools

**Flexible First:** consultation and implementation of new ways of working.

## IT Operations

Dane Foster - Director

### Q1 Progress:

**Distributed management VPN:** More redundancy to management network removing single points of failure and enabling of full-remote working styles.

**Centralised Logging (.nz)** - Taken off hold mid-Q1, staff training has been undertaken. Project definition and scope of delivery now underway.

**Commercial Monitoring Platform** - a new platform designed for monitoring our commercial products has been developed, deployed and is now in use.

### Q2 Planned:

**Service level:** targets defined and agreed upon by relevant stakeholders

**Internal service catalogue:** what services we have, who owns them, and how do we make changes to them

**.nz Backup hardware:** deployed, and software in use.

**Security Operationalisation:** 3 Security related “detection” projects planned and implemented

**IT Resilience:** New DR scenario runbook and testing framework

## Technology Strategy

Dave Baker - Director

Q1 Progress:

**Project Mimosa/Registry Replacement:** Issuance of the Request for Tender phase of the process.

Q2 Planned:

**Project Mimosa/Registry Replacement:** Support, questions and responses to the RFT

## Engagement

Andrew Cushen - Director

Q1 Progress:

**Community Funding:** Execution of the first tranche of the Community Funding plan for 2020/21, incorporating the extended \$1.5m for COVID support. As per this plan, the focus has been on supporting existing relationships.

**NetHui:** Rebuilding the event to an online format for October 14/15.

**New Website:** Development of the new InternetNZ website.

Q2 Planned:

**NetHui:** Programme development

**Māori Engagement:** Recruitment of the Chief Advisor Māori and establishment of this new function.

**Community Funding:** Next grants round.

**New Website:** Launch on the new platform (Silverstripe)

## Policy

Kim Connolly-Stone - Director

Q1 Progress:

**.nz Policy Review:** As detailed above.

**Digital Inclusion 5 Point Plan:** As detailed above.

Q2 Planned:

**.nz Policy Review:** Launch of the public consultation phase of the Independent Review.

## Technical Research

Sebastian Castro - Chief Scientist

Q1 Progress:

**Research:** In collaboration with SIDN (.nl registry) and a root server operator submitted an academic paper to a peer-reviewed conference on Internet centralization

**Covid-19:** Series of data analysis around CoVid-19 activity in New Zealand, from the DNS and registry point of view, leading to publications and conference presentations

**Fake Webshop:** Fully refreshed the Fake Web Shop Detection model using historical data from the past year

Q2 Planned:

**Domain Name Sophistication Index:** Preparation to use RAP

**CENTR Low Content taxonomy:** Implementation

**Registry Augmentation Platform:** deploy into production

## Commercial

David Morrison - Director

Q1 Progress:

**DEFENZ DNS Firewall:** extended trial offer live in June

**Digital Identity:** IRMA prototype operational

**Registrar relations:** Significant .nz Bulk Transfer activity between registrars

Q2 Planned:

**Registry Lock:** Progress as per new product development

**Digital Identity:** Exploration and prototype

**DEFENZ:** Trial and sales transition

## Security

Sam Sargeant - Chief Security Officer

Q1 Achievements:

**Software:** Setup trial access to a software service for Governance, Risk, and Compliance [GRC]

**Team:** Signed off new position for a Security Operations Lead

**Support to internal projects:** Registry replacement, risk assessments, website replacement, risk management policy

Q2 Planned:

**Concept of operations:** for SLT consideration in development of Information Security Management System [ISMS]

**Governance, Risk and Compliance (GRC):** Initiate project to implement GRC platform and security risk management process

## International

Ellen Strickland - Chief Advisor, International

Q1 Achievements:

**International travel pandemic response:** suspension reviewed and extended, trip cancellations and arrangements managed

**Remote participation and engagement planning:** started for 20-21 using events to iteratively improve our capability and impact in remote engagement during the Pandemic

**ICANN:** Group participation in ICANN68 remotely

Q2 Planned:

**Events:** RightsCon, Asia Pacific regional Internet Governance forum (online)

**Internet Governance:** Convening an International Internet Governance discussion group with InternetNZ and key government departments involved in IG, to look at coordination and support for New Zealand engagement across stakeholder groups

**Pacific IGF 2021:** Ellen joining the coordination committee

This is an InternetNZ report. Matters related to DNCL are covered in the report from the company to InternetNZ as shareholder, or in the joint .nz report.

Jordan Carter  
**Group Chief Executive**

August 2020

7 August 2020

Mr Jamie Baddeley  
President  
InternetNZ  
PO Box 11881  
Wellington

PO Box 11 881  
Level 11, 80 Boulcott Street,  
Wellington 6011,  
New Zealand  
Office: +64 4 472 1600  
Email: info@dnc.org.nz  
www.dnc.org.nz

**domain name  
commissionnz**

Dear Jamie

## 1<sup>st</sup> Quarter 2020/21 Report

This report includes DNCL's end of first quarter Profit and Loss Statement and other DNCL activities not included in the joint .nz report.

	Apr - Jun 2020				Year-to-Date			
	Q1 Act (\$)	Q1 Bud (\$)	Q2 Var (\$)	Q2 Var (%)	YTD Act (\$)	YTD Bud (\$)	YTD Var (\$)	FY Bud (\$)
<b>INCOME</b>								
15560 · Accreditation Fees	0	0	0	0%	0	0	0	29,625
5050 · Authorisation Fees	6,000	3,000	3,000	0%	6,000	3,000	3,000	9,000
5080 · DRS Complaint Fees	4,000	4,000	0	0%	4,000	4,000	0	27,000
5100 · Management Fees	362,425	362,424	1	0%	362,425	362,424	1	1,449,696
7010 · Interest Income	7	10	(3)	0%	7	10	(3)	11,520
1540 · Sundry Income	0	0	0	0%	0	0	0	46,611
<b>Total Income</b>	<b>372,432</b>	<b>369,434</b>	<b>2,998</b>	<b>1%</b>	<b>372,432</b>	<b>369,434</b>	<b>2,998</b>	<b>1,573,452</b>
<b>EXPENDITURE</b>								
DNCL Board	10,774	12,251	(1,477)	-12%	10,774	12,251	(1,477)	40,104
Communications	6,080	6,000	80	1%	6,080	6,000	80	34,000
Compliance	2,042	6,836	(4,794)	-70%	2,042	6,836	(4,794)	68,997
Dispute Resolution Services	1,484	4,626	(3,143)	-68%	1,484	4,626	(3,143)	93,508
Memberships	189	0	189	0%	189	0		0
Registrars	2,088	2,499	(411)	-16%	2,088	2,499	(411)	23,996
International	0	0	0	0%	0	0	0	149,396
Office and Administration	67,528	74,599	(7,071)	-9%	67,528	74,599	(7,071)	297,996
Personnel and Staff	146,704	158,892	(12,188)	-8%	146,704	158,892	(12,188)	767,550
Professional Services **	60,163	20,750	39,413	190%	60,163	20,750	39,413	67,500
Projects	5,916	5,800	116	2%	5,916	5,800	116	35,000
<b>Total Expenditure</b>	<b>302,967</b>	<b>292,253</b>	<b>10,714</b>	<b>4%</b>	<b>302,967</b>	<b>292,253</b>	<b>10,714</b>	<b>1,578,047</b>
<b>Depreciation</b>	3,738	4,052	(314)	-8%	3,738	4,052	(314)	9,407
<b>Other Comprehensive Items</b>	0	0	0		0	0	0	0
<b>Net Profit/Loss</b>	<b>\$65,726</b>	<b>\$73,129</b>	<b>(7,403)</b>	<b>-10%</b>	<b>\$65,726</b>	<b>\$73,129</b>	<b>(\$7,403)</b>	<b>(\$14,002)</b>

\*\* Includes Litigations costs Q1 = \$35,350.75

The end of quarter one has a slight overspend caused by our US litigation.

**Keeping .nz  
fair for everyone.**



## ***Compliance***

DNCL processed 592 domains through our data validation process this quarter. Of these domain names 161 were suspended for invalid registration details. The remaining 431 contact details for the registrant were validated.

This quarter DNCL also finished its COVID-19 new domain name registration monitoring program.

Between March 1 and May 8, we suspended 297 domain names most of them in the previous quarter for COVID-19 ones. There were 102 domain names that were associated with keywords related to COVID-19. The suspensions of COVID-19 related .nz domain names were a tiny proportion of the overall number of domain names registered between 1 March and 11 May which were 26,165.

## **Improvements to the Contact Centre**

This quarter the DNCL, together with our contracted service provider Think Concepts, successfully cut over to Amazon connect cloud contact centre telephony. This enabled the DNCL to run the contact centre remotely during level 4 lockdown. Amazon connect is a pay as you go service that will help the DNCL deliver its customer service functions.

## ***New Guide for Liquidators and .nz domain names***

This quarter we published a new guide for liquidators and sent copies to the more than 120 registered insolvency practitioners from across New Zealand.

## **International Outreach**

This quarter staff attended ICANN68 and finalised our involvement in the working group on the retirement of ccTLDs.

## ***Recruitment underway for a business analyst***

The Commission has resumed its recruitment for a Business Analyst.

Yours sincerely,



Jordan Carter  
Chair Domain Name Commission



# Group financial statements

For the quarter ended 30 June 2020

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**Internet New Zealand Group**  
**Consolidated Income Statement**  
**For the Quarter ended 30 June 2020**

	GROUP		INZ		DNCL	
	Q1	YTD	Q1	YTD	Q1	YTD
<b>Income</b>						
Registry Fees	2,707,113	2,707,113	2,707,113	2,707,113	-	-
Broadband Map	13,156	13,156	13,156	13,156	-	-
Management Fees	-	-	-	-	362,425	362,425
Interest Received	39,928	39,928	39,921	39,921	7	7
Managed Funds Income	292,773	292,773	292,773	292,773	-	-
Sundry Income	14,029	14,029	63,867	63,867	10,000	10,000
<b>Total Income</b>	<b>3,066,999</b>	<b>3,066,999</b>	<b>3,116,830</b>	<b>3,116,830</b>	<b>372,432</b>	<b>372,432</b>
<b>Less Direct Expenses</b>						
DNC Fee	-	-	362,425	362,425	-	-
.nz Costs	182,390	182,390	182,390	182,390	-	-
Other IT	50,954	50,954	50,954	50,954	-	-
<b>Total Direct Expenses</b>	<b>233,344</b>	<b>233,344</b>	<b>595,769</b>	<b>595,769</b>	<b>-</b>	<b>-</b>
<b>Less Other Expenses</b>						
Audit Costs	-	-	-	-	-	-
Governance Costs	37,200	37,200	26,426	26,426	10,774	10,774
International Travel	-	-	-	-	-	-
International Membership	15,893	15,893	15,703	15,703	189	189
Community Investment	58,328	58,328	58,328	58,328	-	-
Legal Fees	80,196	80,196	22,897	22,897	57,299	57,299
Office Costs	172,569	172,569	164,879	164,879	67,528	67,528
Project Costs	101,564	101,564	95,648	95,648	5,916	5,916
Employment Costs	1,526,118	1,526,118	1,379,414	1,379,414	146,704	146,704
Other Operating Expenses	159,870	159,870	141,575	141,575	18,295	18,295
Other Comprehensive Items	-	-	-	-	-	-
<b>Total Expenses</b>	<b>2,151,738</b>	<b>2,151,738</b>	<b>1,904,870</b>	<b>1,904,870</b>	<b>306,706</b>	<b>306,706</b>
<b>Net Profit (Loss) Before Tax</b>	<b>681,917</b>	<b>681,917</b>	<b>616,191</b>	<b>616,191</b>	<b>65,726</b>	<b>65,726</b>
<b>Less Provision for Tax</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Profit (Loss) After Tax</b>	<b>\$681,917</b>	<b>\$681,917</b>	<b>\$616,191</b>	<b>\$616,191</b>	<b>\$65,726</b>	<b>\$65,726</b>

**Notes:**

The income and expenditure lines for the individual entities do not add to the Group totals due to the following intra-group entries being eliminated:

1. The DNCL fee paid by INZ to DNCL.
2. GSE paid by DNCL to INZ.

DNCL Legal fees include amounts incurred in the ongoing US litigation matters.

**Internet New Zealand Group**  
**Consolidated Income Statement - Activity Based**  
**For the Quarter ended 30 June 2020**

	GROUP		INZ		DNCL	
	Q1	YTD	Q1	YTD	Q1	YTD
<b>Income</b>						
Registry Fees	2,707,113	2,707,113	2,707,113	2,707,113	-	-
Broadband Map	13,156	13,156	13,156	13,156	-	-
Management Fees	-	-	-	-	362,425	362,425
Interest Received	39,928	39,928	39,921	39,921	7	7
Managed Funds Income	292,773	292,773	292,773	292,773	-	-
Sundry Income	14,029	14,029	63,867	63,867	10,000	10,000
<b>Total Income</b>	<b>3,066,999</b>	<b>3,066,999</b>	<b>3,116,830</b>	<b>3,116,830</b>	<b>372,432</b>	<b>372,432</b>
<b>Less Activity Expenditure</b>						
Policy	277,763	277,763	277,763	277,763	-	-
Outreach & Engagement						
Communications	154,737	154,737	154,737	154,737	-	-
Engagement	55,549	55,549	55,549	55,549	-	-
Funding	171,230	171,230	171,230	171,230	-	-
.nz Operations	742,898	742,898	901,320	901,320	204,003	204,003
Commercial	228,874	228,874	228,874	228,874	-	-
Compliance	2,042	2,042	-	-	2,042	2,042
Broadband & Defenz	52,288	52,288	52,288	52,288	-	-
Projects	5,916	5,916	-	-	5,916	5,916
Technical Research	117,991	117,991	117,991	117,991	-	-
Technology Strategy	81,567	81,567	81,567	81,567	-	-
International Engagement	66,147	66,147	65,958	65,958	189	189
Org. Services, Governance & Security	411,826	411,826	393,362	393,362	78,302	78,302
Other Operating Expenses	16,253	16,253	-	-	16,253	16,253
Other Comprehensive Items	-	-	-	-	-	-
<b>Total Expenses</b>	<b>2,385,082</b>	<b>2,385,082</b>	<b>2,500,639</b>	<b>2,500,639</b>	<b>306,706</b>	<b>306,706</b>
<b>Net Profit (Loss) Before Tax</b>	<b>681,917</b>	<b>681,917</b>	<b>616,191</b>	<b>616,191</b>	<b>65,726</b>	<b>65,726</b>
<b>Less Provision for Tax</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Profit (Loss) After Tax</b>	<b>\$681,917</b>	<b>\$681,917</b>	<b>\$616,191</b>	<b>\$616,191</b>	<b>\$65,726</b>	<b>\$65,726</b>

**Notes:**

The income and expenditure lines for the individual entities do not add to the Group totals due to the following intra-group entries being eliminated.

1. The DNCL fee paid by INZ to DNCL.
2. GSE paid by DNCL to INZ.

**Internet New Zealand Group**  
**Statement of Movements in Equity**  
**For the Quarter ended 30 June 2020**

	GROUP		INZ		DNCL	
	Q1	YTD	Q1	YTD	Q1	YTD
<b>Equity at start of period</b>						
Opening Retained Earnings	10,458,306	10,458,306	10,171,189	10,171,189	287,117	287,117
Shares Subscribed	-	-	-	-	580,000	580,000
	10,458,306	10,458,306	10,171,189	10,171,189	867,117	867,117
<b>Net Profit (Loss) After Tax</b>	681,917	681,917	616,191	616,191	65,726	65,726
<b>Equity at end of period</b>	<b>\$ 11,140,223</b>	<b>\$ 11,140,223</b>	<b>\$ 10,787,380</b>	<b>\$ 10,787,380</b>	<b>\$ 932,843</b>	<b>\$ 932,843</b>

**Notes:**

The components that make up the total opening equity at the beginning of the period have been removed to calculate Group Totals upon consolidation.

1. Share Subscribed: shares are wholly owned by InternetNZ.

**Internet New Zealand Group**  
**Balance Sheet**  
**As at 30 June 2020**

	<b>GROUP</b>	<b>INZ</b>	<b>DNCL</b>
<b>Current Assets</b>			
Cash and Cash Equivalents	14,223,607	13,303,084	920,522
Managed Funds	3,356,788	3,356,788	-
Other Current Assets	1,894,053	1,815,380	78,673
<b>Total Current Assets</b>	<b>19,474,448</b>	<b>18,475,253</b>	<b>999,195</b>
<b>Non-current Assets</b>			
Property, Equipment & Software	3,410,617	3,316,582	94,035
less: Accumulated Depreciation	(2,300,534)	(2,244,390)	(56,144)
Intangible Assets	1,052,856	1,052,856	-
less: Amortisation	(437,657)	(437,657)	-
Investments	-	-	-
Shares and Loans	-	580,000	-
<b>Total Assets</b>	<b>21,199,731</b>	<b>20,742,644</b>	<b>1,037,086</b>
<b>Less Liabilities:</b>			
Deferred Income	8,829,397	8,829,397	-
Trade and Other Payables	1,230,111	1,125,868	104,243
<b>Total Liabilities</b>	<b>10,059,508</b>	<b>9,955,265</b>	<b>104,243</b>
<b>Net Assets</b>	<b>\$ 11,140,223</b>	<b>\$ 10,787,380</b>	<b>\$ 932,843</b>

Represented By:

<b>Total Equity</b>	<b>\$ 11,140,223</b>	<b>\$ 10,787,380</b>	<b>\$ 932,843</b>
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**Notes:**

The following items have been removed upon consolidation:

1. Shares in DNCL wholly owned by InternetNZ.
2. Share Subscription with respect to shares issued to InternetNZ by DNCL.



**Internet New Zealand Group**  
**Statements of Cashflows**  
**For the Quarter ended 30 June 2020**

	<b>GROUP</b>	<b>INZ</b>	<b>DNCL</b>
<b>Operating Activities</b>			
Receipts from customers	3,459,074	3,034,228	424,846
Payments to suppliers and employees	(3,186,684)	(2,844,607)	(342,076)
Movement from other operating activities	196,832	234,656	(37,824)
<b>Net Cash Flows from Operating Activities</b>	<b>469,223</b>	<b>424,277</b>	<b>44,945</b>
<b>Investing Activities</b>			
Proceeds from sale of property, plant and equipment	8,550	8,550	-
Payment for property, plant and equipment	(543,350)	(522,880)	(20,470)
Other cash items from investing activities	(333,499)	(303,473)	(30,026)
<b>Net Cash Flows from Investing Activities</b>	<b>(868,299)</b>	<b>(817,803)</b>	<b>(50,496)</b>
<b>Financing Activities</b>			
Other cash items from financing activities	(304,508)	(278,760)	(25,748)
<b>Net Cash Flows from Financing Activities</b>	<b>(304,508)</b>	<b>(278,760)</b>	<b>(25,748)</b>
<b>Net Cash Flows</b>	<b>(\$703,585)</b>	<b>(\$672,286)</b>	<b>(\$31,299)</b>
<b>Cash and Cash Equivalents</b>			
Cash and cash equivalents at beginning of period	14,927,192	13,975,370	951,822
Cash and cash equivalents at end of period	14,223,607	13,303,084	920,522
<b>Net change in cash for period</b>	<b>(\$703,585)</b>	<b>(\$672,286)</b>	<b>(\$31,299)</b>





# Financial summary

For the quarter ended 30 June 2020

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## Summary of the result for Quarter Ending 30 June 2020

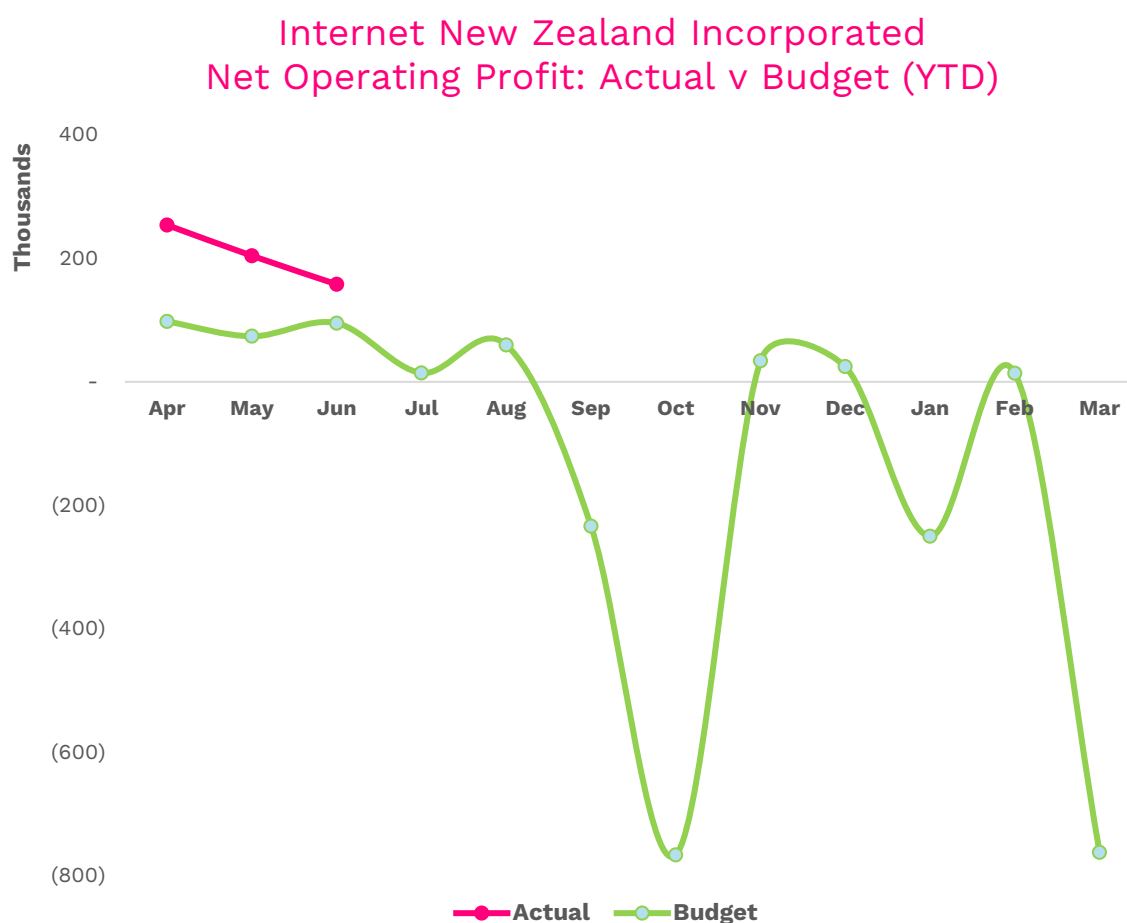
This report has been prepared to provide an account of the first quarter of the 2020-21 financial reporting year, for InternetNZ.

For the quarter ending 30 June 2020, the accounts report a surplus result of \$616,191 against a budgeted surplus of \$266,501, resulting in a positive budget variance of \$349,690. The result comes as a direct consequence of significant returns achieved from our managed funds portfolio during April and May of this year.

The impact of COVID-19 for most of Q1 had some effect on planned activities and this is reflected in the lower than expected spend result across all function areas. We also had to defer some project-related milestones within the first quarter, as we put stakeholders' priorities around the COVID-19 pandemic at the forefront.

We anticipate a busy Q2 as we return to a different normal and resume some important work as logistics around what we do becomes increasing available.

The following sections provide commentary on our revenue and expenditure for the quarter, as well as highlighting key areas within the Balance Sheet.



The large deficits budgeted for during October 2020 and March 2020 anticipate the timing of the two rounds of funding typically carried out over the course of the financial year.

## Revenue Analysis for Quarter 1

Operating revenue for Q1 fell just short of achieving budget, with the accounts reporting total operating revenue of \$2,784,136 against a budget of \$2,785,500. Despite the small overall variance, we point to a surge in the number of created domain names that were secured during the lockdown period, resulting in a positive variance of \$24,184 against budget in Registry fees for the quarter. As a result of COVID-19, we also made the decision in Q1 to release the DEFENZ product for free until 30 September 2020 to interested parties, and this has had a negative impact on forecast revenues.

Revenue	Actual	Budget	Variance	%Total Sales
Registry Fees	2,707,113	2,682,929	24,184	86.9%
BBMap	13,156	14,385	(1,229)	0.4%
DEFENZ	30	20,000	(19,970)	0.0%
Events	-	-	-	0.0%
Membership	3,350	3,347	3	0.1%
Recharge & Misc.	60,488	61,089	(601)	1.9%
Investment	332,693	84,800	247,893	10.7%
Total Revenue	\$3,116,830	\$2,866,550	\$250,280	100.0%

The managed funds portfolio performed well during the lockdown period; the quarter closed off with total gains of \$332,693 in combined managed funds and interest income, against a budget for the quarter of \$84,800.

## Expenditure Analysis for Quarter 1

Expenditure was down across almost every function area within the organisation for the first quarter, even after phasing some project costs out to future quarters based on the lockdown effect. This was particularly evident within the International Engagement area, where we had reduced the budget for the year as part of planning, but also phasing the bulk of the costs to the second half of the year.

We successfully gained access to rent discounts during the lockdown period on the Wellington office commercial lease, with the accounts reporting savings of \$35,165.

There have been delays in planned recruitment in Q1 for a UX Developer, a Security co-ordinator, and a DNS Specialist.

## Expenditure by Function

Area	Actual	Budget	Variance	%Expenditure
Commercial	281,162	321,227	(40,065)	11.2%
Communications	154,737	161,207	(6,470)	6.2%
Engagement	55,549	52,250	3,299	2.2%
Funding	171,230	176,702	(5,472)	6.8%
International	65,958	66,401	(443)	2.6%
IT Operations (incl. DNCL fee)	901,320	916,975	(15,655)	36.0%
Org. Services (incl. Gov. & Security)	393,362	397,150	(3,788)	15.7%
Policy	277,763	281,308	(3,545)	11.1%
Technical Research	117,991	151,110	(33,119)	4.7%
Technology Strategy	81,567	76,714	4,852	3.3%
<b>Total Expenditure</b>	<b>\$2,500,639</b>	<b>\$2,601,044</b>	<b>(\$100,405)</b>	<b>100.0%</b>

## Expenditure by Strategic Goals

This table draws from the Profit and Loss statement for the quarter to provide a high level summary of the spend that has occurred towards achieving our Strategic Goals: excluded are internal staff and infrastructure costs, as well as progressive capital expenditure for Q1.

Goal	Actual	Budget	Variance	%Expenditure
SG1: Develop an Internet for Good	131,008	134,772	(3,764)	59.3%
SG2: Improved Digital Inclusion	13,560	9,392	4,168	6.1%
SG3: Grow .nz	6,653	6,653	-	3.0%
SG4: Sell New Products	54,339	64,839	(10,500)	24.6%
SG5: Improving InternetNZ's Performance	15,257	-	15,257	6.9%
<b>Total Expenditure</b>	<b>\$220,817</b>	<b>\$215,656</b>	<b>5,161</b>	<b>100.0%</b>

For more detail on what we have been working on please click on the link:  
<https://internetnz.nz/governance-and-reports/plans-and-reports/>

## Balance Sheet

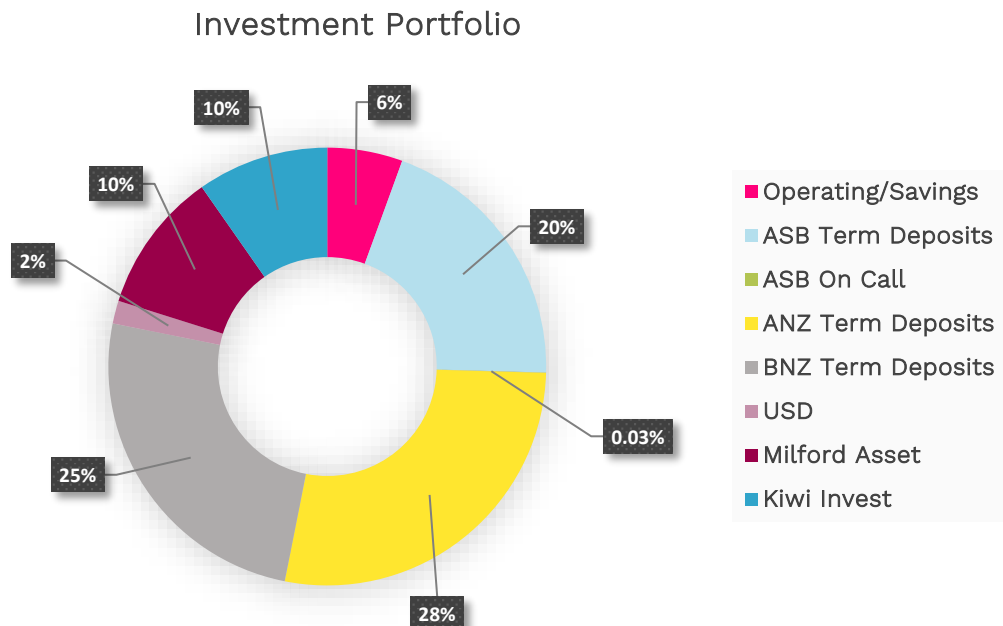
A detailed Balance sheet report for the InternetNZ Group is available for review at the link below. We focus our attention on two specific areas of note in this report:

1. The current Investment Portfolio.
2. An update on Cash in Excess of Reserves.

<https://internetnz.nz/assets/Archives/Group-Financial-InternetNZ-Q1-2020.pdf>

## Investments

The chart below provides a visual on the percentage spread of funds invested (\$16,659,873) across all institutions, as at 30 June 2020.

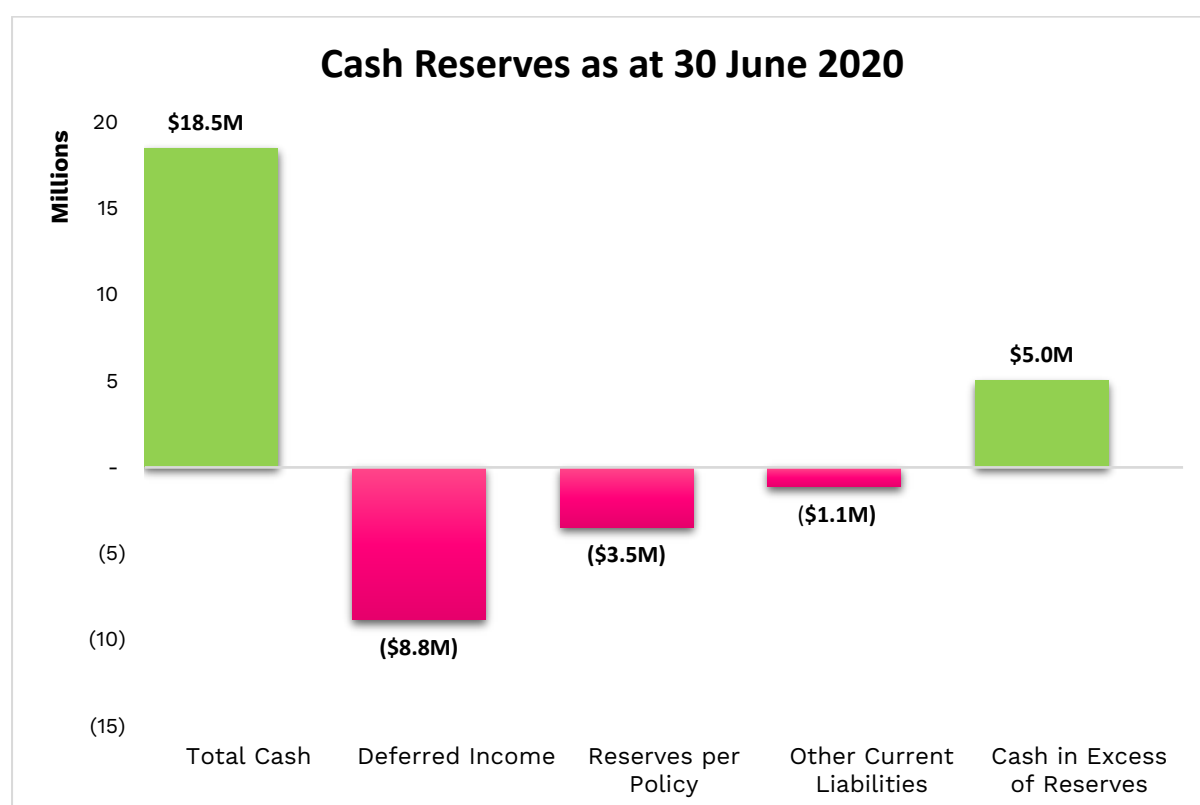


## Cash in Excess of Reserves

The reported position of Cash in Excess of Reserves as at 31 March 2020 was **\$4.82M**.

We continue to report back a strong Cash in Excess of Reserves position at the close of Q1, up 4.2% from the end of Q4 of the 2019-20 financial year (and up 19.0% from the Q3 position of that year), at **\$5.04M** as at 30 June 2020. We summarise that position as follows:

<b>Total Cash &amp; Current Assets</b>	<b>\$18,475,253</b>
less: Deferred Income	(\$8,829,397)
less: Reserves as per the policy	(\$3,474,204)
less: other Current Liabilities	(\$1,125,868)
<b>Cash in Excess of Reserves</b>	<b>\$5,045,784</b>



The close of the first quarter of the 2020-21 financial year sees Net Equity at \$10.8M (reported as \$10.5M in the previous quarter), and the **Net Equity minus Reserves** position at **\$7.3M** (\$7.0M in the previous quarter). This exceeds the measure currently required by the *Financial and Investment Strategy Policy*, which sets the target for Net Equity minus Reserves at \$5.5M.



# Summary of Council Committee Activity

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ITEM NO: 5.6.5

AUTHOR: Catherine Fenwick, Organisational Services

PURPOSE: To provide a staff summary of Council Committee activity

DATE WRITTEN: August 2020

## Summary

This report is a consolidation of the activities over the last two months.

### **Audit and Risk Committee**

The members of the Committee are Amber Craig (Chair), Richard Hulse, Kate Pearce, aimee whitcroft, with David Wright advising.

The Committee last met on the 25 June 2020 and the main topics cover:

- Deloitte's endorsed the preparation of the Year-End Accounts and commended the finance team for the quality of the work carried out.
- Crowe and the finance team completed the annual year-end audit.
- The Audit Tender process was completed and Grant Thornton were recommended to Council to be the new auditors for InternetNZ and were appointed at the AGM on 30 July 2020.
- The next meeting is scheduled for 16 Sept 2020.

### **.NZ Policy Committee**

The members of the committee are Kate Pearce (Chair) Joy Liddicoat and Don Stokes.

The Committee last met on 6 August 2020 and the next meeting is scheduled for 1 October 2020.

The Committee's focus continues to be oversight of the .nz Policy Review. It has also received updates on the proposed registry lock service. On the .nz Policy Review, the following has taken place since the last update:

- The timeline for the .nz Panel's part of the review process was extended by three months, to take account of COVID-19 impacts. This means the Panel's review concludes at the end of September rather than the end of June, as initially anticipated.



- The Panel's options paper (seeking feedback on the options the Panel has identified to address the matters in its issues paper) is currently out for consultation. Submissions close on 14 August.
- In response to a member suggestion, submitters will be able to seek an extension of up to two weeks to make a submission. The suggested one month extension was not able to be accommodated as it would have required a further extension of the Panel's term. Communications to members have emphasised that InternetNZ will consult on any policy changes it proposes to make as a result of Panel advice.

### **Komiti Whakauru Māori - Andrew**

The current members of this Komiti are Sarah Lee (Chair), Amber Craig and Jamie Baddeley.

The Komiti has met three times since the last Council meeting and last met on 10 August 2020.

Currently, recruitment is underway for a new Chief Advisor, Māori with the assistance of Sheffield. The Komiti's focus over the June/July period was working through the recruitment approach and developing a view on the capability priorities for the Chief Advisor, Māori.

The recruitment process has identified eight candidates for a long-list. Sheffield will recommend 3-4 candidates to progress to a second phase of interviews with the staff and members of the Komiti.

### **Recommendation**

THAT Council receive the Update from Council Committees

Catherine Fenwick

**Organisational Services Director**

5 August 2020

## InternetNZ Membership Report

**Status:** FINAL  
**Author:** Andrew Cushen, Engagement Director

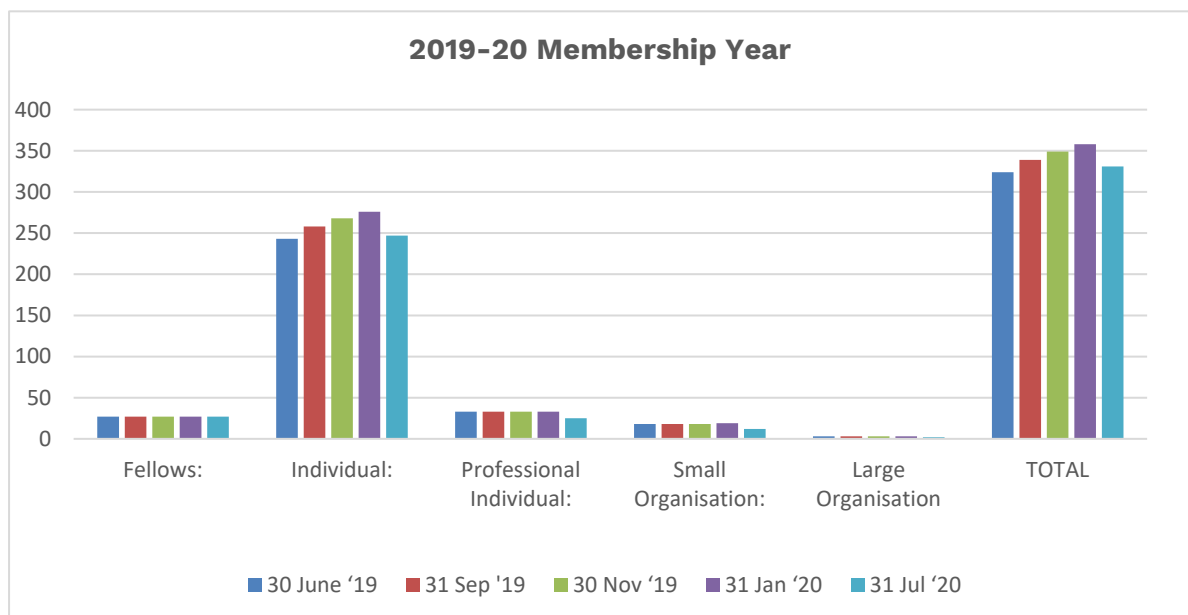
### Current Membership *(as at 31 July 2020)*

Fellows	Individual	Individual Plus	Small Organisation	Large Organisation	TOTAL
27	247	25	12	2	<b>313</b>

- note member numbers in this report update those that were shared at the AGM – the AGM numbers are reported before the end of the expiry of the Grace Period.
- note the high number of attendees at our first online AGM
- note the high number of nominees seeking appointment to council indicates growing engagement

### 2019 – 20 Membership Year

	30 June '19	31 Sep '19	30 Nov '19	31 Jan '20	31 Jul '20
Fellows:	27	27	27	27	27
Individual:	243	258	268	276	247
Individual Plus:	33	33	33	33	25
Small Organisation:	18	18	18	19	12
Large Organisation:	3	3	3	3	2
<b>Total Membership:</b>	<b>324</b>	<b>339</b>	<b>349</b>	<b>358</b>	<b>313</b>



**Recommendation:**  
THAT the new members be noted.

# ICANN 68 Policy Forum Online: Report

The .nz delegation attending the ICANN's 68th public meeting, a Policy Forum format held online, included Jordan Carter, Brent Carey, and Ellen Strickland.

Meeting participation included: ccNSO Council (Jordan), Policy Development Process (PDP) Retirement Working Group (Brent), and ccNSO Internet Governance Liaison Committee (Ellen, for Jordan).

The meeting was the second ICANN meeting held online due to the global pandemic, the first online Policy Forum meeting, and the ICANN staff and community attempted to undertake more programme sessions than ICANN67 online in March, which was limited in scope as it was online at short notice and pandemic related issues, in the lead up to and start of global lockdowns, required urgent attention by many of the community during that meeting. All constituencies had a range of meetings at ICANN68, while they did not all participate at ICANN67, including ccNSO.

## Summary of key themes and developments

Key themes and developments which relate to InternetNZ's strategy, goals for the coming year and ongoing work were:

- COVID-19 response and impacts on the DNS system and industry was a key focus. Sharing experiences and lessons learned, and discussing future scenarios, took a focus to many discussions.
- DNS abuse continues to be a focus of many meeting sessions- with progress on agreed definitions but complex challenges around advice and desired outcomes from different constituencies.
- Expedited Policy Development Process on Temporary Specification for
- gTLD Registration Data (EPDP) work continues, with concerns remaining unresolved about how the model proposed would relate to ICANN policymaking processes and how Supporting Organisations will be involved in any future evolution of this policy.
- Related to the human rights bylaw, an implementation process of a Human Rights Impact Assessment (HRIA) process within constituencies has now been initiated through the Cross-Community Working Group on Human Rights (which Ellen was involved in the establishment of). Of note, GAC has reviewed this recommended HRIA and adopted it for implementation. Other constituencies are now and will be considering it.
- The work on 'Evolving the ICANN multistakeholder model' being led by Brian Cote continues on a range of recommendations, discussed in the

cross-community session. We are keeping a watching brief on this, as this is an important process for the future of the ICANN community, and there are concerns about this process not following a multi-stakeholder approach to engagement or existing ICANN processes.

- The ccNSO Internet Governance group met and discussed COVID-19 impacts on Internet Governance plans, sharing knowledge and insights to support ccTLD involvement in broader Internet Governance..
- Meeting format and how to progress the work needed during the pandemic, while in-person meetings are prevented or restricted, is an important and unresolved issue. Zoom-bombing led to restricted webinar format for sessions which exacerbated some of the difficulties of online meeting. ICANN issued a proposed 'pathway' back to in-person meetings, with regionals first, but the vast unknowns of the current situation made this proposal very difficult to comment on. Additionally and pressingly, there are shared concerns within the ICANN community that replicating the in-person meeting timing and format in an online way is neither a productive nor comfortable experience for the community.
- Now that ICANN69 has been confirmed as online, we hope to see a reconsideration of how to run the event, and see the format improved, for the work and wellbeing of the ICANN community.

## Takeouts for further action

Matters raised during the meeting for particular attention or action include:

- COVID-19 impacts and response are wide and varied in the ICANN community: general stability and cooperation are notable working. Also:
  - Working from home and working across geographic spread were a challenge that was met well by most in the community.
  - The community repeatedly expressed a sense of purpose and pride in the work we do, with the importance of the Internet during this time.
  - Ongoing pandemic escalation- people and work impacts- are still strong, daily issues for most the community and industry. Important for us in NZ and less currently-impacted areas to remember the ongoing challenges for the work, daily lives, mental and physical health, for those we work with overseas.
- The ongoing debate about DNS abuse continues. There are challenges in the gTLD space about this work, which seems exacerbated by the lack of in-person meetings as online discussions were tense with disparate views between constituencies. ccTLDs generally are working well on these issues and we are considering these issues through the .nz policy review for .nz.
- We will provide input, and support appropriate changes, in the processes related to reviewing the meeting format, during the pandemic, as well as on the "Evolving the multistakeholder model" plans.

Any questions about the report, please feel welcome to contact any of the attendees.

# Health Safety Wellbeing Report

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ITEM NO: 5.7

AUTHOR: Catherine Fenwick, Organisational Services Director

PURPOSE: To provide the Council with an update on Health Safety and Wellbeing for InternetNZ.

DATE WRITTEN: 4 August 2020

This report is prepared for InternetNZ Group and all information is based on group Staff (INZ and DNCL) and activities of a Group H&S Committee.

Month	Number of Near Misses reported/or identified	Number of Incidents reported/or identified	First Aid Incidents reported/or identified
November 2019 - January 2020	1	1 (Medical Treatment)	0
February - April 2020	0	0	0
May - July 2020	0	1	1

## Summary

- Grand Complex Properties Limited (GCP) as owners of 80 Boulcott Street provided structural engineers, Aurecon with instructions to undertake a Detailed Seismic Assessment (DSA) of the property. Colliers International Real Estate Management Limited (Colliers), in their capacity as managers of the property have communicated the findings of the DSA to all building occupants and relevant stakeholders. Specific action will be taken in respect of the Precast Façade Panel which will include the installation of a gantry system to provide a safe route and the installation of signage in

appropriate areas. Staff have been advised of the report and the HS&W Committee are keeping abreast on this and any new updates that may affect current HS&W Policies.

- There were two incidents noted since the last Council meeting:
  - a staff member was stuck in the lift and there was no mobile reception. However, he was able to ring the lift emergency button hence a maintenance staff was able to help the staff member to get out of the lift. There was a bit of delay though and he had to wait for 40 minutes before he was able to get out safely.
  - A staff member got a minor injury after a window blind got unlatched after the staff member tried adjusting the blinds. The staff member was given first aid to mend the injury, and the window blinds has also been fixed and checked for safety.
- The Monthly Hazard walk has been completed at the end of July. Hazards identified included:
  - Fire extinguishers around the office that are due for maintenance and pressure check this month.  
Action taken: To follow-up with the supplier if the maintenance check still has not been done by mid-August.
  - Towel left by the panel heater.  
Action taken: Staff have been advised to avoid leaving items by panel heater. We've also now provided a supply of towels in the shower room for staff to use.
  - Boxes/items left on the floor by a walkway.  
Action taken: Relocate the box/items to a safer area and dispose of those that are not being used.
- The INZ Group Health, Safety & Wellbeing Committee met on 16 July 2020; key topics that were discussed were:
  - ideas on how we can ensure a good environment and promote sustainability in the office as well as practices that staff can use at home or outside of the office;
  - review of the health, safety and wellbeing policies and processes to ensure that it is aligned with the new Flexible First approach to working.
  - updates and reminders around Covid-19 following the government's advice regarding its ongoing approach on Covid-19 management in NZ.
  - plans for the ShakeOut 2020, the nationwide earthquake which will be held on 15 October

## Wellbeing

For the third quarter of 2020, the HS&W Committee will be focusing on the Environmental wellbeing in the Wellbeing matrix. The Committee is currently in the process of drafting a plan on this.



## Recommendation

THAT the Health, Safety and Wellbeing Report be received.