

Policy Development Policy

| | |
|----------------|--------------------------------|
| Policy | PDP: Policy Development Policy |
| Version | 1.1 |
| Date in force | November 2016 |
| Planned review | November 2017 |

1 Introduction

- 1.1 This policy sets out the Council's Policy Development process.
- 1.2 It explains the various types of governance policy created by the Council, and how the Council establishes them.
- 1.3 It also specifies the consultation and approvals processes required for each policy type.
- 1.4 Generally speaking the Council will abide by this PDP. If an extraordinary situation demands swift changes, the approach in section 6 applies.

2 Types of policy in this PDP

- 2.1 The policies the Council will establish generally fall into one of the following categories:
 - 2.1.1 **Governance policies:** policies which set out how the Council fulfils its governance role for InternetNZ, or relating to the Boards of subsidiaries. This PDP is an example of such a policy.
 - 2.1.2 **Group policies:** policies which are to apply across the InternetNZ Group, creating obligations for subsidiaries as well as for InternetNZ. These will generally set out a high-level framework, with individual business units detailing the implementation of that framework themselves. The Business Development Policy is an example of such a policy.
 - 2.1.3 **.nz governance policies:** policies which set out the structure for the management of the .nz domain name space. The .nz Framework Policy is an example of such a policy.
- 2.2 All of the policies will be listed in the Governance Policy Register.
- 2.3 All policies are reviewed on a regular basis (and no less frequently than every three years) with the review date agreed at the time the policy is adopted, or as changed by Council from time to time.

3 Governance policies

#

- 3.1 Governance policies are created by the Council to manage its governance responsibilities.
- 3.2 Governance policies are generally instigated InternetNZ Council, staff or members.
- 3.3 The general approach to the creation and revision of such policies is as follows:
 - 3.3.1 InternetNZ staff will prepare a draft of the policy for Council review, with an explanatory cover note setting out the rationale for the policy and/or the rationale and impact of proposed changes to existing policy.
 - 3.3.2 The draft/revisions will be provided to Council two weeks before a meeting and notified to members at that time so that input can be provided if required.
 - 3.3.3 Council will consider the draft/revisions and any feedback from members or subsidiaries, and either adopt the draft/revised policy, make minor changes and adopt the policy, or send it back for redrafting and consideration at a subsequent meeting.
- 3.4 Where a governance policy has, in the Council's view, a direct or significant impact on subsidiaries, the Chief Executive will involve subsidiary CEs in its development prior to initial presentation to Council. Subsidiary Board comments will be solicited in the two week period before the meeting or where practical before the proposal is finalised.

4 Group policies

- 4.1 Group policies are created by the Council to apply across the InternetNZ Group, to drive consistent behaviour across the group.
- 4.2 Group policies may be instigated by any part of the Group, with InternetNZ instigating the regular scheduled review.
- 4.3 The general approach to the creation and revision of group policies is as follows:
 - 4.3.1 The initiating entity in the group will identify the need for such a policy or revision to existing policy and communicate it to other parts of the group through CEs.
 - 4.3.2 InternetNZ staff will prepare a draft of the policy in collaboration with other CEs.

- 4.3.3 All group governance bodies will be consulted across a meeting cycle on the draft policy/revisions.
- 4.3.4 Following such consultation and amendments as required, InternetNZ staff will finalise the draft policy/revisions and provide these to Council two weeks before a meeting and notified to members at that time so that input can be provided if required.
- 4.3.5 Council will consider the draft/revisions and any feedback from members or subsidiaries, and either adopt the draft/revised policy, make minor changes and adopt the policy, or send it back for redrafting and consideration at a subsequent meeting.
- 4.4 If a subsidiary has a fundamental objection to the final draft (as communicated by its board chair to the President within one week of the Council meeting), the group policy concerned will not be introduced or will remain in force without amendment until the subsequent Council meeting (which may be an intersessional meeting called to resolve the issue). If the Council recommits to its decision, then the revised/new policy is then in force.

5 .nz governance policies

- 5.1 .nz governance policies are created by the Council to set out the structure through which InternetNZ acts as designated manager for the .nz country code top level domain.
- 5.2 .nz governance policies as approved by the Council under this PDP should not be confused with, and do not form part of, the policy framework that Domain Name Commission Ltd establishes and enforces for the operation of the .nz domain (see www.dnc.org.nz/policies).
- 5.3 .nz governance policies may be instigated by any part of the Group, with InternetNZ instigating the regular scheduled review.
- 5.4 The general approach to the creation and revision of such policies is as follows:
 - 5.4.1 The initiating entity in the group will identify the need for such a policy or changes to existing policy and communicate it to other parts of the group through CEOs.
 - 5.4.2 InternetNZ staff will prepare a draft of the policy in collaboration with other Chief Executives.

- 5.4.3 All group governance bodies will be consulted across a meeting cycle on the draft policy. If the policy change is of a fundamental nature in the view of the Council or any subsidiary, two meeting cycles will be allowed for discussion and debate.
 - 5.4.4 Once a draft is agreed, Council will approve it and seek input from members and from the public at large on that draft, for at least four weeks. Council will also identify whether it is appropriate to ask DNCL to participate in, share, or conduct entirely the public consultation process.
 - 5.4.5 Feedback will be taken into account by staff across the group in preparing a revised draft.
 - 5.4.6 Council will consider the revised draft and discuss it with the subsidiaries at its next meeting, and make any changes.
 - 5.4.7 A final version of the policy will be adopted by the subsequent Council meeting, to allow a considerable period of time for public input.
- 5.5 If a subsidiary has a fundamental objection to the final draft (as communicated by its board chair to the President within one week of the Council meeting), the .nz governance policy concerned will not be introduced or will remain as previously in force until the subsequent ordinarily-scheduled Council meeting. If the Council recommits to its decision, then the revised/new policy is then in force.

6 General matters

- 6.1 Any of the timeframes set out in this PDP may be extended, but not shortened unless in the case of a clear emergency required by circumstances beyond the control of the Council.
- 6.2 Where shorter timeframes are required by such circumstances, best efforts will be used to ensure the views of relevant parties are taken into account before decisions are made. Further, the decision will be placed on the agenda for the subsequent Council meeting with the intention of then following the normal policy development process as set out in this policy.
- 6.3 All policies come into force at the date specified by the Council resolution adopting them.