AGENDA – COUNCIL MEETING
Friday 23rd February 2018

InternetNZ, Level 11, 80 Boulcott St, Wellington	
8.45 am	Refreshments (coffee, tea, & scones) on arrival
9.00 am	Meeting start
10:50 am	Break
12:50 pm	Lunch
3.30 pm	Meeting Close

Section 1 – Meeting Preliminaries				
09:00	1.1	Council only (in committee)		-
09:10	1.2	Council and CE alone time (in committee)		-
09:25	1.3	Apologies, Interests Register and Agenda Review		3
Section 2 – Strategic Priorities				
09:30	2.1	Big picture / big ideas - roundtable		-
10:00	2.2	The New InternetNZ • How we (Council and CE) work together differently & better • Dealing with change at the governance level		-
10:20	2.3	Strategy & Goals for 2018/19 • Confirming our strategic direction for the year		7
10:30	2.4	2018-19 Activity Plan and Budget – Outline • High level financial approach & key activities		9
10:40	2.5	Org Design: Update on Staff Leadership Structure		-
10:50		Tea Break		
Section 3 – Building the New InternetNZ				
11:05	3.1	Implementing changes to our organisation *Mechanics – First Phase* • Constitution Review • Advisors to Council • NZRS Term Sheet *(Confidential Paper)* • DNCL Board Appointments • .nz Policy Function Development *Ongoing Phases* • Post 1 April		- - 15 - - - -
Section 4 – Matters for Decision				
12:15	4.1	Policies – Consequential to Org Review		17
12:30	4.2	.nz Fee Setting *(Confidential Paper)*		-
12:45	4.3	Conference Attendance Grant Recommendations *(Confidential Paper)*		-

12:50		LUNCH	
Section 5 – Subsidiaries			
13:20	5.1	Subsidiaries: • Joint.nz Quarterly Report for NZRS/DNCL • Quarterly Reports (DNCL, NZRS) – Q3 2017/18 • Tech Research – Q3 2017/18 • Product and Services Dev't – Q3 2017/18	19 29 / 31 43 53
14:00	5.2	Group Consolidated Financials – Q3	57
Section 6 – Ordinary Business			
14:05	6.1	Consent Agenda: • Confirm Minutes – Nov 2017 meeting • Action Register • Membership Update • Evote Ratification	65 69 71 73
14:15	6.2	Health & Safety update	75
14:20	6.3	President's Report	-
14:25	6.4	Chief Executive's Report Organisational Report • Programmes • Operations • Governance and Members	77 83
14:35	6.5	Grants Update Report	85
14:40	6.6	Council Committee Reports • Audit & Risk • Grants • Māori Engagement • CE Review	91
Section 7 - Other Matters			
14:50	-	CONTINGENCY *(for any overflow)*	-
	7.1	Matters for Communication – key messages • Organisational Review • Communications in general • Upcoming events	-
	7.2	General Business	-
	7.3	Meeting Review	-
15:30 (latest)	-	Meeting close	-

Council Register of Interest

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 - $30,000
Vice President - $18,750
Councillor - $15,000*

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

Name: Jamie Baddeley
Position: President, InternetNZ
Term: AGM 2014 - AGM 2018
Declaration Date: 27 May 2017
Interests:
- Officer's Honorarium for InternetNZ

Name: Joy Liddicoat
Position: Vice President, InternetNZ
Term: AGM 2014 - AGM 2018
Declaration Date: 27 May 2017
Interests:
- Holder of .nz domain name registrations
- Holder of .com domain name registrations
- Member of the New Zealand Law Society
- Member, 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
- Member of Pacific Chapter, Internet Society (PICISOC)
- Assistant Commissioner, Policy and Operations at the Office of the Privacy Commissioner
- Due to her role at work, Joy recuses herself from any policy decisions that may span the interests of the Office of the Privacy Commissioner
- Officer's honorarium for InternetNZ

Name: Brenda Wallace

Position: Councillor, InternetNZ

Term: AGM 2012 - AGM 2018

Declaration Date: 19 September 2017

Interests:

- Member of Green Party of Aotearoa New Zealand
- Many .nz domain names
- Shareholder of Rabid Tech
- Contractor to NZ Department of Internal Affairs
- Trustee of Whare Hauora project
- Trustee, Kahurangi School
- Councillor's Honorarium for InternetNZ

Name: Dave Moskovitz

Position: Councillor, InternetNZ

Term: AGM 2011 - AGM 2017

Declaration Date: 3 October 2017

Interests:

- Registrant of .nz, .com, .org, .pe domains
- Director, Domain Name Commission Limited
- Full list of register of interest (i.e. Board memberships, Shareholdings, and other memberships & non-profit activity) – see http://dave.mosk.nz/coi
- Councillor's Honorarium for InternetNZ

Name: Richard Wood

Position: Councillor, InternetNZ

Term: AGM 2013 - AGM 2019

Declaration Date: 13 February 2018

Interests:

- ~~Holds .nz and .net domain name registrations~~
- Member of ISOC, PICISOC
- Investor in Parts Trader Markets Ltd
- Receives additional honoraria for being Chair of the Grants Committee
- Councillor's Honorarium for InternetNZ

Name: Amber Craig

Position: Councillor, InternetNZ

Term: AGM 2013 - AGM 2019

Declaration Date: 7 February 2018

Interests:

- Consultant and organiser of some corporate unconferences
- Holds .nz domain name registrations
- Employee of ANZ
- ~~An immediate family member works at NZRS occasionally~~
- Trust Chair of Whare Hauora Charity
- Co-Chair of WWGSD Charitable Trust
- Co-creator and owner of Metimeti
- Receives additional honoraria for being Chair of the Audit & Risk Committee
- Councillor's Honorarium for InternetNZ

Name: Sarah Lee

Position: Councillor, InternetNZ

Term: AGM 2014 - AGM 2017

Declaration Date: 26 November 2017

Interests:

- Contractor to 2020 Communications Trust
- Member of New Zealand Māori Internet Society
- Māori Advisory Group member for Injury Prevention Network
- Board member Injury Prevention Aotearoa
- Receives additional honoraria for being Chair of the Māori Engagement Committee
- Councillor's Honorarium for InternetNZ

Name: Richard Hulse

Position: Councillor, InternetNZ

Term: AGM 2015 – AGM 2018

Declaration Date: 2 December 2016

Interests:

- Director of Eduvac Limited
- Holder of .nz domain name registrations
- Councillor's honorarium for InternetNZ

Name: Kelly Buehler

Position: Councillor, InternetNZ

Term: AGM 2015 – AGM 2016

Declaration Date: 13 February 2018

Interests:

- Holder of .nz domain name registrations
- Councillor for Genomics for Aotearoa New Zealand
- Councillor for Science Fiction & Fantasy Conventions of New Zealand
- Board member of Tohatoha Aotearoa Commons Incorporated
- Councillor's Honorarium for Internet NZ

Name: Keith Davidson

Position: Councillor, InternetNZ

Term: AGM 2016 – AGM 2019

Declaration Date: 21 August 2017

Interests:

- Domain name registrations including .nz names
- Sole shareholder and Director of KD Services Limited
- Member of numerous clubs, societies and associations, many of which are .nz registrants
- Member of ISOC and PICISOC
- Chartered Member of NZ Institute of Directors
- Member of the ICANN ccNSO FOI Implementation Advisory Team
- Consultant to the Vanuatu Telecommunications & Radiocommunications Regulator (TRR) regarding the .vu Domain Name

- Councillor honorarium of InternetNZ

Name: Don Stokes
Position: Councillor, InternetNZ
Term: AGM 2017 – AGM 2020
Declaration Date: 16 August 2017
Interests:
- Shareholder/Director, Knossos Networks Ltd, an authorised .nz registrar
- Shareholder/director of several inactive companies
- Registrant of .nz and .net domains
- Small holdings in publicly listed companies
- Councillor's Honorarium for InternetNZ

Name: Kate Pearce
Position: Councillor, InternetNZ
Term: AGM 2017 – AGM 2020
Declaration Date: 18 August 2017
Interests:
- Organiser of the Bsides Wellington Security Conference
- Employee of Cisco
- Member of the New Zealand Labour Party
- Holder of .nz, .com, .org, .net domain registrations
- Member of NZ Internet Task Force
- Councillor's Honorarium for Internet NZ

The register was last updated in February 2018.

Strategic Direction 2018/19 for new-InternetNZ

Author:	Jordan Carter, Group Chief Executive
Purpose of paper:	To confirm the Group's strategic direction for 2018/19 in line with the 2015-2020 Group Strategic Plan, and to agree two short-term strategic goals to implement the Organisational Review's findings.

Introduction

The 2018/19 year will be the first year where new-InternetNZ is in operation, and planning is underway to prepare a business plan and Budget for the coming year.

In the planning process, the organisation is taking for granted that the existing Group Strategic Plan (2015-2020) continues in effect. This Plan has guided work across the group since inception and the InternetNZ and NZRS strategies currently in place are consistent with it.

This paper seeks Council's confirmation that the existing Strategy should shape the plan for the year. Other papers discuss plans to review the Strategy later this year, with a fresh take on the organisation's strategy guiding our work from 2019 on.

Key goals in the 2015-2020 Group Strategy

The key transformations established in the Group Strategy remain relevant and applicable. We do not recommend any changes to them at this time. They are as follows:

Transformation/s		
	From	**To**
1	.nz operates as a successful ccTLD held in high regard domestically and internationally	.nz is widely recognised as a successful ccTLD held in high regard domestically and internationally
2	InternetNZ is a significant contributor to Internet Issues in New Zealand	InternetNZ is the authority on Internet Issues
3	The Internet Community is loosely connected and making a contribution to the development of the Internet in New Zealand in respective areas of work	The Internet Community is well developed, connected, collaborating and contributing as much as it can to the development of the Internet for New Zealand
4	InternetNZ contributes effectively to global Internet debates	InternetNZ contributes effectively to global Internet debates and effectively shares those debates and lessons at home
5	All significant group income is dependent on being the designated manager for .nz	$1m of group income (revenue) comes from sources other than registrations of .nz domain names
6	There are examples of high performance across the group	There is consistent high performance across the group

The new InternetNZ will lead all these areas of work, with DNCL primarily contributing to #1 and #4, and acting consistent with #6.

The existing strategies for .NZ and for Product and Service Development also guides our work; and the legacy strategies from NZRS and old-InternetNZ do too. Together with the Group Strategic Plan, these comprise the Strategic Framework.

You can find the Strategic Framework documents on the web at the following URLs:

Group, InternetNZ, .nz, Product and Services: https://internetnz.nz/strategy
NZRS (summary of Strategic Goals): https://nzrs.net.nz/about/
NZRS Company Strategy (from 2017-18 SODAG): https://internetnz.nz/sites/default/files/2017-2018-NZRS-Statement-of-Direction-and-Goals.pdf

Specific Goals in 2018/19

The implementation of the Organisational Review is a key focus for the organisation in the coming year, and so in addition to continued work in line with the existing Strategic Framework, we will be pursuing these two goals:

- Successful implementation of the Organisational Review and in particular:
  - The merger of old-InternetNZ and NZRS in a way that builds on the strengths of the existing organisations
  - The changes to the role of DNCL, including the transfer of policy authority to new-InternetNZ
  - Relevant changes to brand across the Group to support the changes
  - The development of a framework by which the success of the changes can be assessed (likely for Council approval at the May meeting)

- A broad based review of the group's Strategic Framework, leading to a fresh Strategic Framework to guide work in 2019/20 and beyond.

These goals, along with those in the Strategic Framework, will see the organisation focused on the right priorities.

Recommendation

THAT Council note and endorse the continued effect of the current Strategic Framework as the basis for planning the 2018/19 year, and agree with the specific goals for 2018/19 proposed in this paper.

Jordan Carter

Group Chief Executive

15 February 2018

2018/19 ACTIVITY PLAN AND BUDGET APPROACH

Author: Jordan Carter & Andrew Cushen

Purpose of Paper: To outline the Activity Plan and Budget for the 2018/19
Financial Year and solicit Council's feedback on
priorities.

Nomenclature

We are currently in a transition process as we implement the outcomes of
the Organisational Review. To assist with this, throughout this paper the
following nomenclature is used:

- Old-NZRS: The entity that was NZRS Limited
- Old-InternetNZ: The entity that was the InternetNZ Business Unit.
- New-InternetNZ: The new organisation from the Organisational
  Review process, comprised of the old-NZRS and the old-InternetNZ.
- Critical: old-NZRS terminology for must-do activities to maintain
  core infrastructure
- BAU: old-NZRS and old-InternetNZ for activities that are currently
  resourced and operational, and a consistent part of our
  organisation's deliverables.

Scope of the Activity Plan and Budget for 2018/19

This is a challenging process to complete in the timeframe allowed. To
undertake this right, we will need to clarify the expectations and
deliverables as part of this process, and allow each of the functional areas
to work through a common methodology to pull together a shared Activity
Plan.

With so much of the organisation in design and discussion, and with a
legacy strategic framework in place, the core of this plan is the continued
delivery of BAU.

At the November Council meeting, the InternetNZ team presented our
priorities for the 2018/19 Financial Year. That paper separated these
deliverables into BAU, and beyond BAU if resources allow.

The approach for the Activity Plan and Budget for 2018/19 for the new
organisation is similar. That means that the Activity Plan is built from four
core components:

1. Delivery of old-NZRS Critical and BAU activities
2. Delivery of old-InternetNZ BAU activities
3. Implementation of the Organisational Review and new organisational
   design
4. Development of a new Strategy for the new-InternetNZ.

Each of these components is stepped out further below.

At this stage of the planning process, we are not presenting detail to the
Council about the initiatives that we propose to do in these areas. Instead,

we are asking Council for guidance on the principles, scope and high level assumptions that you wish us to deliver to in building this Activity Plan and Budget.

# 1. Delivery of old-NZRS Critical and BAU activities

Technical research

Registry Operations

Internal IT

.nz Channel Management

New Product and Service Development

2. Delivery of old-InternetNZ BAU activities

Community

Communications

Issues

International / Internet Governance

Organisational Services -

Governance

3. Implementation of the Organisational Review & new Organisational Design

This is a high level summary of the process we are using to implement the Organisational Review and further design of the new-InternetNZ:
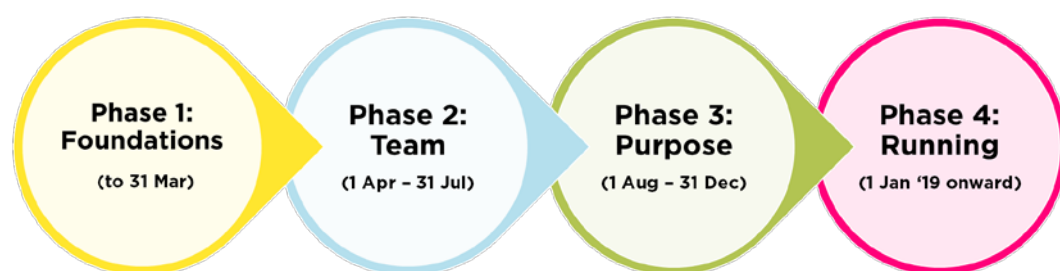
Phase One – Foundations – (Led by Richard Currey)

Legal merger requirements

Single identity

Organisational design

Shared infrastructure and services

Establish the new-DNC

Phase Two – Team

Implement our new structure

How we work with each other

Research and insights to inform our new strategy

Phase Three – Purpose

New strategy

Develop a new shared identity framework aligned with our new strategy

Activity plan & budget review

Phase Four – Running

Activity plan 2019-2020

Implementing the new strategy

Review the Organisational Review

Continuous improvement

4. Development of a new Strategy for the new-InternetNZ

Develop and implement a new strategy to replace the InternetNZ Group Strategic Plan 2015-2020.

Developed in consultation with members, stakeholders and Council

Provide Council with a series of scenarios and options

Look to invite peer organisations to come and present on their models

2018/19 Budget Summary

This is a summary budget for 2018/19 that finances "business as usual" for new-InternetNZ and provides for implementation of the Organisational Review (including building the new-InternetNZ).

A full budget will be presented at the March Council meeting, once the organisational design and activity planning have been finalised. This information is to give Council a perspective on overall trends and the shape of the budget.

2018/19 Proposed Budget Summary compared to Forecast

	Original 2018/19 Forecast		Proposed 2018/19 Budget		Proposed 2018/19 Budget (merged)	Change	Notes
Income	**NZRS**	**INZ**	**NZRS**	**INZ**	**INZ**	**+/-**	
Registry Fees	10,550		10,815		10,815	265	**1**
Broadband Map	105		54		54	-51	**2**
Domain Analytics	150		50		50	-150	**2**
YE Deferred Adjustment	-48		-48		-48	0	
Shared Service Recharge		398		227	227	-171	**3**
Membership		15		15	15	0	
Interest Received	285	57	285	57	342	0	
Sundry Income		124		48	48	-76	**4**
Total Income	**11,042**	**594**	**11,156**	**347**	**11,503**	**-133**	
Direct Expenses							
DNC Fee	1,800		1,320		1,320	-480	**5**
COS/ Other IT	895		900		900	5	
Total Direct Expenses	**2,695**	**0**	**2,220**	**0**	**2,220**	**-475**	
Other Expenses							
Communications		130		139	139	9	
Community Engagement		491		348	348	-143	**6**
Community Funding		800		800	800	0	
Governance Costs	203	439		559	559	-83	**7**
International Travel/Engagement	126	128	90	234	324	70	**8**
Issues		317		321	321	4	
Office Costs	1,503	932	1,283	892	2,175	-260	**9**
Staff Costs	2,000	1,857	1,514	2,666	4,180	323	**10**
Total Expenses	**3,832**	**5,094**	**2,887**	**5,959**	**8,846**	**-80**	
Net Profit (Loss)	**4,515**	**-4,500**	**6,049**	**-5,612**	**437**	**422**	

Notes to the 2018/19 Budget Summary

Income

1. The increase in revenue for registry fees of $264,994 comprises $205,110 because of the forecast increased number of names held at 1 April 2018 and $59,884 from changing the 2% growth assumption to 3%.

2. The reduction to the Broadband and Domain Analytics revenue is

due to reducing the budgeted amount to current actuals. This is prudent given there is not currently dedicated ownership of these products during this transition phase (short term product ownership support is under recruitment). As the Commercial team is built, it is likely that revenue will increase.

3.   Income for INZ reduces by $171,000 with the removal of shared expenses to NZRS (corresponding expense reduction for NZRS office costs), Overall no impact on the bottom line.

4.   Sundry Income in INZ reduces due to the National NetHui being replaced by regional events.

Expenses

5.   Due to the reduce costs associated with running the DNCL, the management fee has reduced by $480,000.

6.   Community engagement costs reduce by $143,000 as NetHui becomes regional events, rather than the National event, saving $155,000, however sponsorship has been increased by $12k.

7.   Governance costs reduce by $83,000 overall, within this NZRS removed their board costs of $203k and InternetNZ increased by $120,000, $20k for recruitment and $100k for the operation of the new.nz policy function.

8.   International expenditure increases by $70,000 of which $45k is contribution to the work of the Internet and Jurisdiction Project. The balance ($25k) is travel, which is in part for operation of the .nz Policy function.

9.   Office costs reduced over both entities, NZRS was the shared expenses paid to INZ $220k and INZ's was a general reduction as per actual expenditure of $40k.

10.   Staffing cost – Increased overall by $323k. The major components of this change are a decrease in NZRS staffing costs (~$500k) which is more than offset by an increase due to provision for the leadership required for the new integrated organisation and to fund currently vacant roles that remain in place in the new integrated organisation.

Timeframes

23 Feb	Presentation of this paper for discussion and feedback
27 Feb	Further interim management team workshop to prioritise further, particularly new items, following Council discussion
27 Feb-6 Mar	Detailed budgeting
27 Feb-6 Mar	Member presentation and discussion
7-14 Mar	Final refinements
14 Mar	Document ready to go to Council – 14 March 2018
28 Mar	Council meeting to approve – 28 March 2018

Recommendations

1. THAT Council notes the scope and timeframes for development of the Activity Plan and Budget for 2018/19.

Organisational Changes

Author:	Richard Currey
Purpose of paper:	Approve establishment of the role of Advisor to Council

Introduction

In the second Proposed Organisational Change document it was stated:

To ensure continuity of governance and to assist Council with skills that may have been lost due to the removal of the NZRS Board and the changes made to the DNCL Board, a current Director from each subsidiary Board would be appointed as an Advisor to Council until the 2019 AGM. Advisors would not have voting rights at Council meetings but would have access to all Council papers and discussions. This would be an interim position and the skills provided by the Advisors will be replaced by appointed Councillors.

Advisors will be expected to attend 4-5 Council meetings per year and the annual strategy day. Advisors will also be available for consultation between meetings.

While Advisors will have access to all Council meeting papers, including any confidential material, they will not have access to the Council email lists.

Using the Cabinet fees framework as a guide would suggest a meeting fee of $750-$850 be paid to Advisors and if there is any additional work required, remuneration would be by negotiation.

At the 2018 AGM, the size of Council will reduce by one elected Council Member and Council will have the option at that time to select an Appointed Council Member. Council should consider this when assessing the length of tenure of the Advisors to Council, however as noted in the statement above, the expectation is that the appointment term is until the 2019 AGM.

Recommendation:

THAT Council approve the appointment of two Advisors to Council, from the current pool of Directors of the subsidiary Boards.

THAT Advisors have access to all Council documentation, but not email discussions, and are expected to attend all Council meetings in a non-voting capacity and the annual Strategy day.

THAT the term of the appointment is until the 2019 AGM.

THAT the fee for an Advisor to Council is $800 per meeting (day).

Richard Currey

Programme Manager – Organisational Change
13 February 2018

GOVERNANCE POLICY REVIEW CONSEQUENTIAL TO ORG REVIEW

Author: Andrew Cushen

Purpose of Paper: To recommend for approval consequential Governance Policy changes from the Organisational Review.

Background

Consequential to the Organisational Review, all of the Governance Policies have been reviewed to accommodate the change in responsibilities and relationships of InternetNZ.

Note that our approach to reviewing these papers has been to minimise the extent of changes at this stage, and accommodate only those aspects that have changed as a result of the Organisational Review. This is not a complete reconsideration of these policies.

All of these policies are proposed to remain on the same "tranches" for future review that we have established over the last year.

Policies that are recommended for approval now (attached)

1.   CNL-CRF: Council Role Functions
2.   CNL-DID: Document Information Disclosure
3.   CNL-ETH: Code of Ethics
4.   CNL-COI: Conflicts of Interest
5.   CNL-CRD: Councillor Role Descriptions
6.   FIN-MIS: Reporting Cases of Misappropriation
7.   GRP-AST: Audit Service Tender
8.   GRP-CTR: Contracting for Councillors and Directors
9.   GRP-PSD: Product and Service Development
10.   GRP-REM: Remuneration for Council and Boards
11.   OTH-DEL: Chief Executive Delegations
12.   SUB-APT: Board Appointments and Roles
13.   SUB-INF: Internal Information Sharing

Policies that are recommended to the Audit and Risk Committee for further discussion and review (attached for comment)

14.   FIN-INV: Investment Management (was Funds Investment Management)
  -    Consideration of the appropriate risk levels for different types of held funds – i.e. retained surpluses vs registrar prepayments.

Policies that are still to be reviewed (not attached)

FIN-TSY: Treasury
- NZRS takes quite a comprehensive approach to Treasury and Liquidity management, that is far more detailed than the current InternetNZ policy. This policy will be further developed with the Audit and Risk Committee, and presented to the March meeting of Council.

SUB-NZF: .nz Framework:
- Dependent on the final design and wording of the Services Agreement with the Domain Name Commission Limited (DNCL) that is still in development. This will be presented at the March meeting of Council.

SUB-SUB: Subsidiaries
- Dependent on the final design and wording of the Services Agreement with the Domain Name Commission Limited (DNCL) that is still in development. This will be presented at the March meeting of Council.

Recommendations

1. THAT Council approves the following policies:
   - CNL-CRF: Council Role Functions
   - CNL-DID: Document Information Disclosure
   - CNL-ETH: Code of Ethics
   - CNL-COI: Conflicts of Interest
   - CNL-CRD: Councillor Role Descriptions
   - FIN-MIS: Reporting Cases of Misappropriation
   - GRP-AST: Audit Service Tender
   - GRP-CTR: Contracting for Councillors and Directors
   - GRP-PSD: Product and Service Development
   - GRP-REM: Remuneration for Council and Boards
   - OTH-DEL: Chief Executive Delegations
   - SUB-APT: Board Appointments and Roles
   - SUB-INF: Internal Information Sharing

2. THAT Council refers the following policies to the Audit and Risk Committee for further consideration, and then presented for approval at the March meeting of Council:
   - FIN-INV: Investment Management
   - FIN-TSY: Treasury

3. THAT Council notes the development of the .nz Framework and Subsidiaries policies are contingent on finalising the Services Agreement with DNCL, and then presented for approval at the March meeting of Council.

.nz Quarterly Report
Third Quarter ended 31 December 2017

Introduction

This is the third joint .nz Quarterly Report for the 2017/18 financial year. There is nothing in this report that is confidential.

1.   Global Domain Name Environment

At the end of the quarter a total of 311.1m domain names had been registered among all TLDs. A further breakdown of this figure is provided in the table below:

Domain name registrations	31 Dec 2016	31 Dec 2017	Annual Growth %
ccTLDs	145.5m	126.5m	-1,751.89%
gTLDs (pre 2012)	161.6m	164.0m	1.48%
gTLDs (post 2012)	15.9m	20.6m	29.55%
.kiwi	10,631	200,848	1,789.26%
.nz	669,714	702,311	4.86%

2.   Activities
Supports transformations 1.2, 1.6, 1.7 and 1.8

a)   Research

The Research Team has been working on models to classify registrant names, a model to estimate the number of domains under management by a registrar, and improvements in the Domain Popularity Ranking.

b)   .nz Promotion and Marketing

Emails sent to conflicted Registrants resulted in an increase in preferences lodged and conflicts resolved. Two emails were sent in October 2018 before the 18 October preference cut-off date.

NZRS presented live videos for Registrars learning with a variety of topics were presented to assist in the growth of the Registrars .nz portfolio, including advice

on marketing .nz to Registrants. Seven e-learning sessions were conducted in November and December 2017.

DNCL website changes that were in place for the Conflicted Names Process (CNP) were successfully implemented. The timer was taken down and updates were made to some of the language on the site. Information about the Individual Registrant Privacy Option (IRPO) was updated and FAQs were added to the website to bolster the information available ahead of the launch in November 2017.

With the implementation of IRPO attention has turned to preparing for a round of consultation on the Port 43 WHOIS service.

A separate media strategy was prepared to handle the transition between the outgoing Domain Name Commissioner and the incoming Commissioner.

c) .nz Policy Consultation

Work continued in assisting Registrants involved in the CNP at the second level to lodge their preferences. This included mail outs to Registrants, assistance to a Registrar whose customers had difficulty obtaining UDAIs, and helping Registrars contact their own customers.

Following the cut off to lodge a preference at 1 pm, 18 October 2017, the release of names that were no longer in conflict resulted in 6,675 names being released on 27 October 2017. Over 2,000 of these released names were registered as soon as they became available. A further 3,890 conflicts were resolved when only one in the conflict set had lodged a preference that they wanted the name.

DNCL sent emails to those conflicted Registrants who had not lodged a preference. This resulted in a marked increase in preferences lodged resulting in an increase in resolved conflicts. This can be seen in the Reserved and Resolved names at the second level statistics at https://dnc.org.nz/resource-library/statistics.

The IRPO was introduced to the .nz domain name space on 28 November 2017. A number of Registrars offered IRPO from the start date. The roll out of IRPO to all Registrars will be completed by 28 March 2018.

DNCL commenced a consultation on the .nz Port 43 WHOIS in December 2017.

d) Registrations at the Second Level

A total of 3,193 conflict sets were resolved between October and the end of December 2017. The number of conflict sets cease to exist when all names in the conflict are released. The following table shows the progress in reducing conflict sets:

	Jul	Aug	Sep	Total for Q2	Oct	Nov	Dec	Total for Q3
Conflict Sets Resolved	200	196	150	416	3,158	25	10	3,193
Total Conflict Sets	13,919	13,696	13,515	-	2,531	2,506	2,496	-

The total number of domains in the conflict sets is 7,371 as at the end of the quarter.

3. Policy Framework
Supports transformation 1.5

a) .nz Policy

DNCL is developing documentation and working with external parties such as the Privacy Commissioner to assist in the transition to the IRPO, which came into effect on 28 November 2017.

4. Registrar Market
Supports transformation 1.3

Registrars authorised	94
Registrars connected	90

Number connected during the quarter: 0
Number authorised during the quarter: 0
Number de-authorised during the quarter: 0

The following chart shows the spread of registrars across the level of domain name registrations:

Registrars and Domain Names December
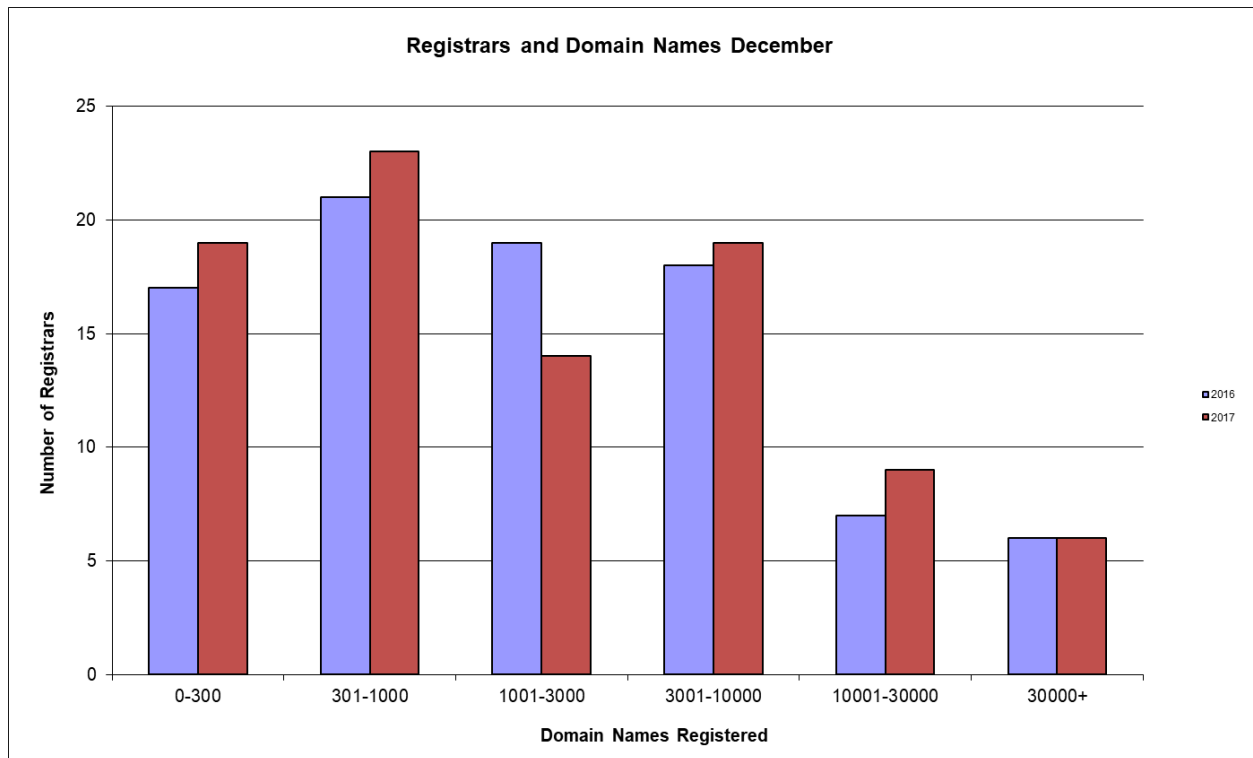
The following chart shows the number of registrars (excluding the DNC) connected to the SRS:

Authorised Registrars connected to production
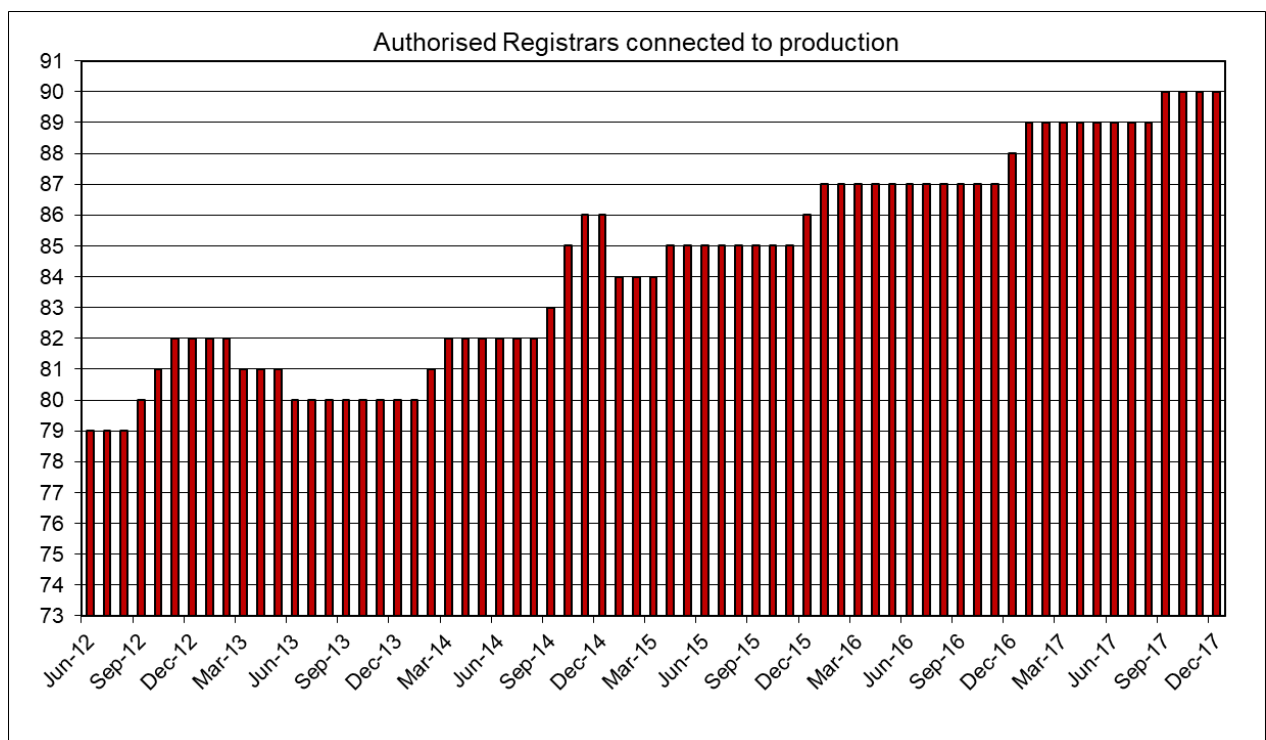
5. Performance and Best Practice
Supports the primary transformation, 1.1 and 1.4

a) International

- NZRS staff attended RIPE 75 in Dubai on 20 – 28 October 2017.
- NZRS staff attended LISA17 conference in San Francisco on 28 October – 5 November 2017.
- NZRS staff attended ICANN in Abu Dhabi on 28 October – 3 November 2017.
- The Domain Name Commissioner attended ICANN in Abu Dhabi on 28 October – 3 November 2017.

b) Registry Performance

SLA targets were met throughout this quarter. SRS, DNS and Whois availability is noted in the table below:

System	SLA %	Oct	Nov	Dec
SRS	99.9	100	100	100
DNS	99.9	100	100	100
WHOIS	99.9	100	100	100

c) Domain Names

The size of the register against NZRS budgeted growth is shown in the chart below:
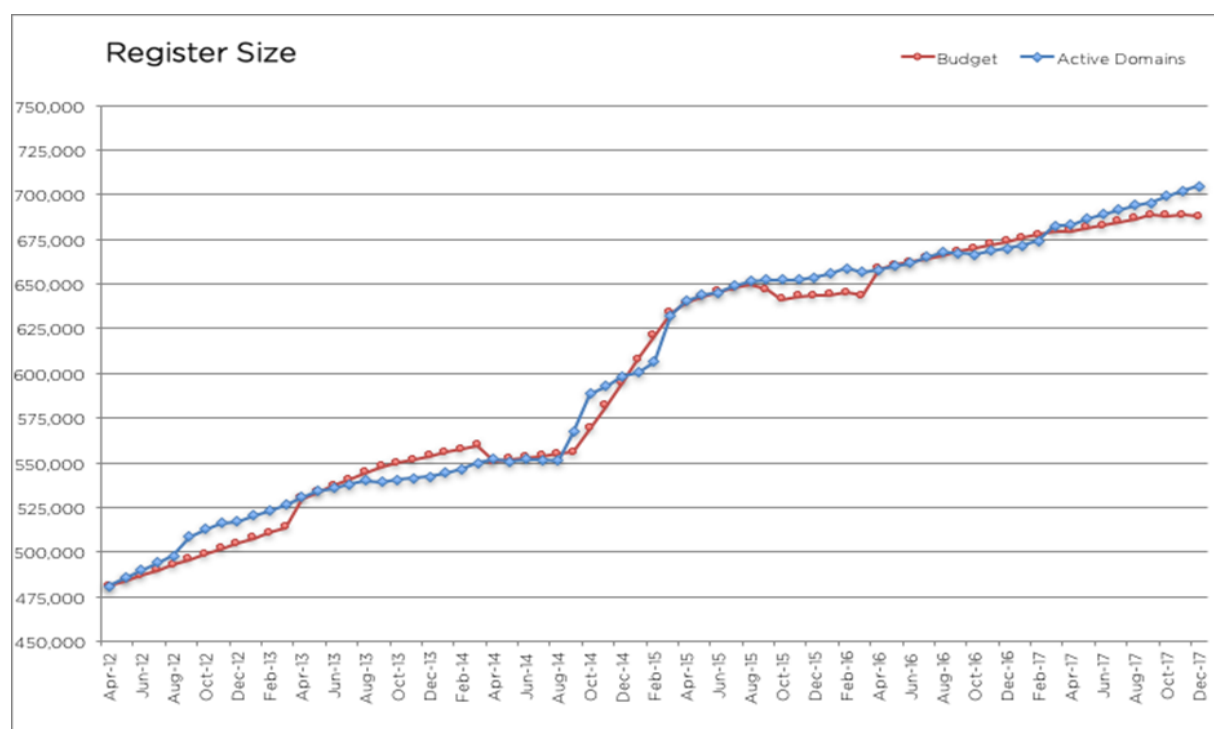
The actual growth against NZRS budgeted growth is shown in the chart below:
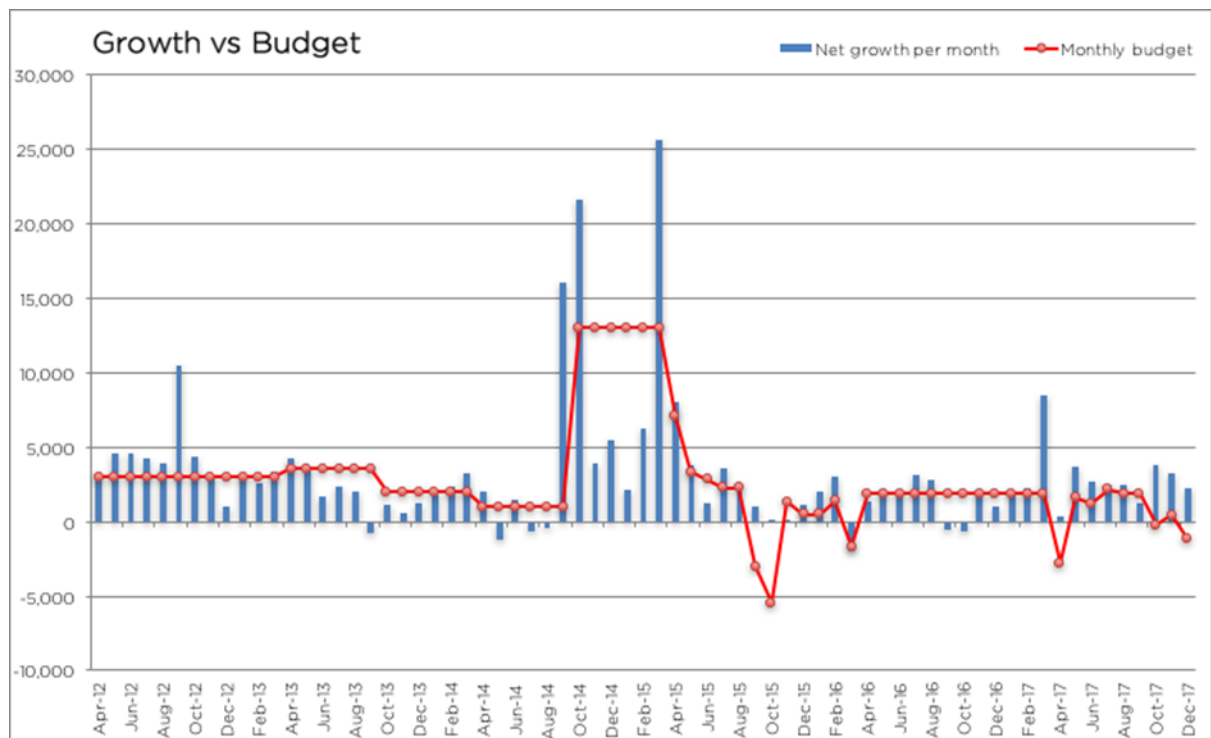
The average term (average number of months a domain is registered/ renewed for) is shown in the chart below:
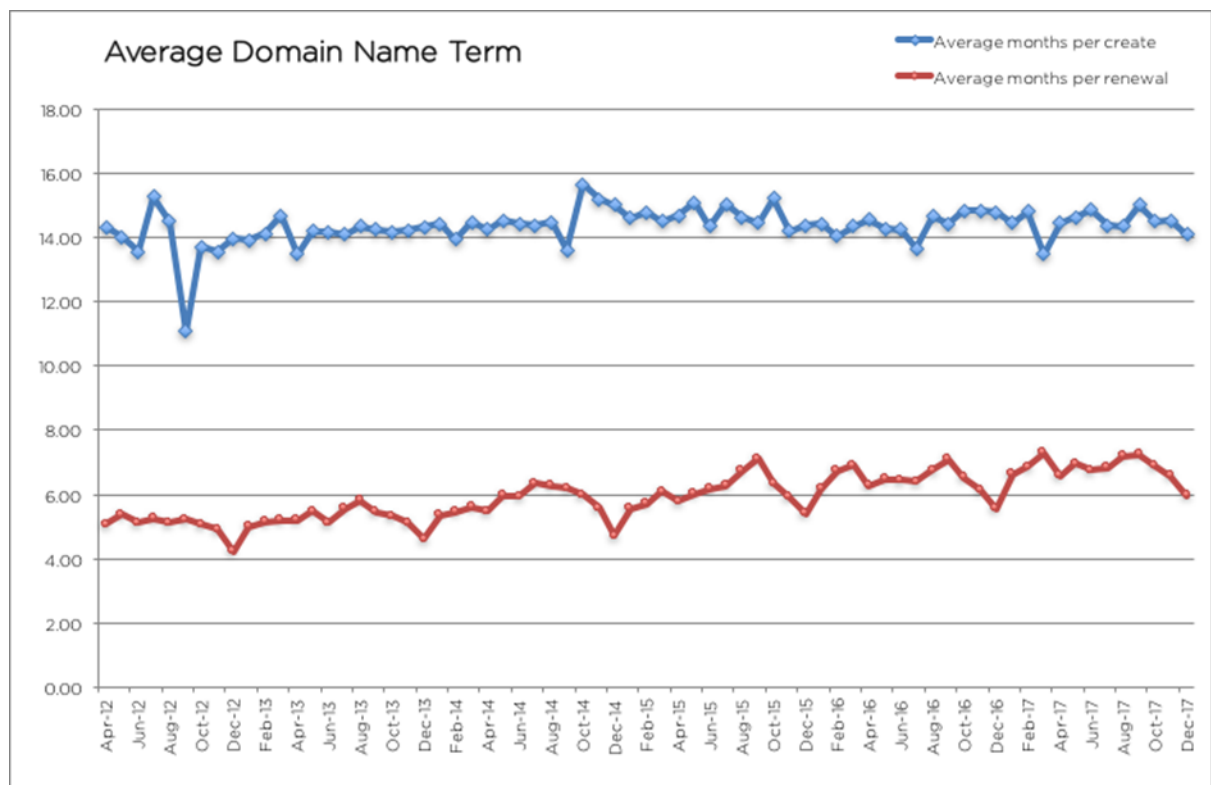
6.   .nz Data

The breakdown of domain name growth by second level is noted in the table below:

	October 2017	November 2017	December 2017
.nz	131,111	132,810	134,781
.co.nz	501,566	503,144	503,618
.org.nz	27,673	27,642	27,585
.net.nz	23,904	23,853	23,756

David Farrar
Chair, DNCL

Linda Robertson
Chair, NZRS

Joint .nz Strategy Transformations

Primary Transformation

Transformation	
From	**To**
.nz operates as a successful ccTLD held in high regard domestically and internationally.	InternetNZ is widely recognised as a successful ccTLD manager and .nz is held in high regard domestically and Internationally.

Underlying Transformations

Transformations		
	From	**To**
1.1	Global benchmarks or best practice regarding what a world-class ccTLD is are varied and partly documented.	There are agreed global benchmarks and best practice for what a world-class ccTLD is, and .nz excels in assessments against these standards.
1.2	.nz is the default choice for New Zealanders.	.nz remains the preferred choice for New Zealanders in a highly competitive market.
1.3	The market for .nz registration services (among registrars and resellers) is competitive.	The market for .nz registration services (among registrars and resellers) is sophisticated and competitive.
1.4	Roles and responsibilities in managing .nz are being clarified.	Roles and responsibilities in managing .nz are clear, well documented and transparent.
1.5	The .nz policy framework has evolved from its origins in 2002.	The .nz policy framework has been reviewed and updated for current needs, and is validated as meeting the needs of the New Zealand Internet community.
1.6	Inconsistency in the articulation of the role, purpose and mandate for the operation of .nz across the Group – resulting in a lack of clarity among stakeholders.	The whole Group is confident in consistently articulating our role and purpose, and the mandate for our operation of .nz – resulting in the wider Internet community being clear about and supportive of our role.

Transformations		
	From	**To**
1.7	InternetNZ has limited knowledge of the purchasing behaviour of registrants.	InternetNZ has good knowledge of the full sales channel including resellers and influencers, and the purchasing behaviours of registrants.
1.8	.nz is not a widely known brand.	.nz is a well recognised brand.

January 2018

Jamie Baddeley
President, InternetNZ

Dear Jamie,

Third Quarter 2017/18 Report

This report includes DNCL's quarterly Profit and Loss Statement and other DNCL activities not included in the joint .nz report. If Council requires any further information please let me know so I can include it in future reports.

Financial

	Oct - Dec 2017			Year-to-Date		
	Actual	Budget	Variance	Actual	Budget	Variance
INCOME						
Management Fees	467,460	467,460	0	1,402,380	1,402,380	0
Authorisation Fees	3,000	3,000	0	6,000	6,000	0
DRS Complaint Fees	6,000	12,000	(6,000)	20,000	26,000	6,000
Other Income	0	503	(503)	1,256	1,508	252
Interest Income	180	650	(470)	7,590	6,600	990
Total Income	476,640	483,613	(6,973)	1,437,226	1,442,488	(5,262)
EXPENSES						
Staff and Office Costs	301,963	306,576	4,613	932,791	966,661	33,870
Professional Services and Communications	7,237	28,510	21,273	53,638	82,529	28,891
Dispute Resolution Services	28,405	33,405	5,000	48,573	57,115	8,542
DNCL and DNC activities	38,157	48,593	10,436	118,884	152,080	33,196
International	92,155	94,100	1,945	107,683	157,100	49,417
Total Expenditure	467,917	511,184	43,267	1,261,569	1,415,485	153,916
Depreciation	12,976	6,800	(6,176)	34,439	28,700	(5,739)
Net Profit/Loss	(4,253)	(34,371)	30,118	141,218	(1,697)	142,915
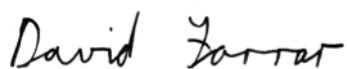
Policy Consultation

The DNCL ran a consultation on whether to include clause 4.3 in the Dispute Resolution Services policy. The decision was made to retain the clause ahead of a broader consultation process on the whole policy in 2018.

Conflicted Names Process

The period for lodging preferences for the conflicted names process ended on the 18th of October with 6675 names being released on 27 October 2017. A significant number of these names were registered, which contributed to the registration of more than 700,000 .nz domains in October.

Yours sincerely

David Farrar
Chair, DNCL

31 December 2017

Jamie Baddeley
President
InternetNZ
PO Box 11 881
Wellington

Dear Jamie

Re: 3rd Quarter 2017 – 2018 Report

We enclose our third quarterly report of the 2017 - 2018 year; the quarter ended 31 December 2018. The report, which I submit on behalf of the Board, consists of the summarised management accounts and a commentary on financial, operational, and strategic issues in relation to the company's performance. There is nothing in the report that we regard as confidential.

This report meets the requirement of the Reporting Policy incorporated in the July 2008 INZ - NZRS Operating Agreement.

All reporting on .nz is found in our joint report with DNCL.

1. Financial

Enclosed are Statements of:

- Financial performance; and
- Financial position

These statements are based on our management accounts for the quarter.

These statements do not yet include a split categorisation of assets (software vs hardware and others) as requested at a previous Council meeting.

The net profit before tax of $1,184,809 for the quarter was 10.0% above the budgeted $1,076,080.

Domain name growth was above budget for the quarter.   Growth was 9,258 versus a budgeted growth of -955. October's net growth was 3,806, November's net growth was 3,194 and December's net growth was 2,258.

Actual domain name fee income for the quarter was above budget by $60,343 (actual $2,641,032 versus budgeted $2,580,689).
Broadband Map income of $1,240 was also recorded in this quarter.

Expenses for the quarter were $63,116 below budget (actual $1,542,582 versus budgeted $1,605,698).

The company's liquidity ratio was met.

Dividends paid during this quarter totalled $1,375,000.

2. Other Key Strategic and Operational Activities

During this quarter, the announcement of the new Group Chief Executive Jordan Carter was made following the organisational review. Jordan starts in this role on Monday January 15th 2018. The outgoing NZRS Chief Executive Jay Daley finishes in this role on Friday January 12th 2018.

Please do not hesitate to contact me if you have any queries.
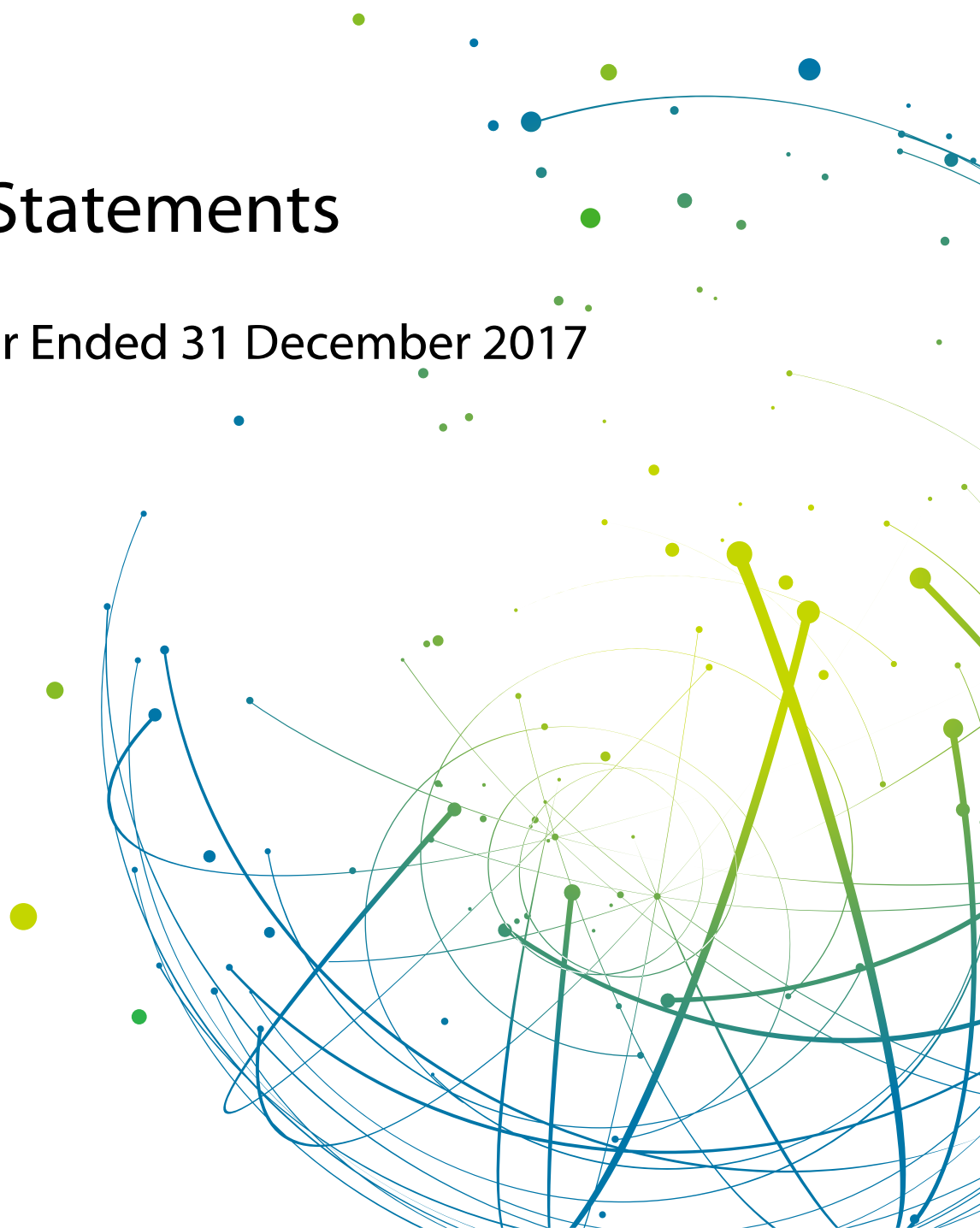
Yours sincerely

Linda Robertson

Chair

Financial Statements

NZRS Ltd
For the Quarter Ended 31 December 2017

Profit & Loss

NZRS Ltd
For the 3 months ended 31 December 2017

	Actual	Budget	Var NZD	Var %	YTD Actual	YTD Budget	Var NZD	Var %
Income								
Broadband Map Revenue (82701)	1,240	19,950	(18,710)▼	-93.8%▼	52,660	59,850	(7,190)▼	-12.0%▼
Domain Analytics Revenue (82702)	-	9,000	(9,000)▼	-100.0%▼	-	27,000	(27,000)▼	-100.0%▼
Registry Fees	2,641,032	2,580,689	60,343▲	2.3%▲	7,846,339	7,709,979	136,360▲	1.8%▲
Total Income	**2,642,272**	**2,609,639**	**32,633**	**1.3%**	**7,898,999**	**7,796,829**	**102,170**	**1.3%**
Less Cost of Sales								
Broadband Map	13,544	9,494	4,050▲	42.7%▲	31,360	28,483	2,877▲	10.1%▲
DNC Fee (348)	467,460	467,460	-	0.0%	1,402,380	1,402,380	-	0.0%
DNS Expenses	32,434	41,735	(9,301)▼	-22.3%▼	100,942	125,206	(24,264)▼	-19.4%▼
Domain Analytics	-	3,242	(3,242)▼	-100.0%▼	-	9,726	(9,726)▼	-100.0%▼
ISP/Hosting/Networking	86,083	89,534	(3,451)▼	-3.9%▼	257,213	268,602	(11,389)▼	-4.2%▼
Other IT	67,564	75,297	(7,733)▼	-10.3%▼	179,745	226,163	(46,418)▼	-20.5%▼
Total Cost of Sales	**667,084**	**686,762**	**(19,678)**	**-2.9%**	**1,971,640**	**2,060,560**	**(88,920)**	**-4.3%**
Gross Profit	**1,975,187**	**1,922,877**	**52,310**	**3.0%**	**5,927,359**	**5,736,269**	**191,090**	**3.0%**
Less Operating Expenses								
Depreciation & Amortisation	109,237	117,894	(8,657)▼	-7.3%▼	328,739	345,924	(17,185)▼	-5.0%▼
Overhead Expenses	766,261	801,042	(34,781)▼	-4.3%▼	2,220,229	2,403,136	(182,907)▼	-7.6%▼
Total Operating Expenses	**875,498**	**918,936**	**(43,438)**	**-4.7%**	**2,548,968**	**2,749,060**	**(200,092)**	**-7.3%**
Operating Profit	**1,099,689**	**1,003,941**	**95,748**	**10.0%**	**3,378,391**	**2,987,209**	**391,182**	**13.0%**

Profit & Loss

	Actual	Budget	Var NZD	Var %	YTD Actual	YTD Budget	Var NZD	Var %
Non-operating Income								
Interest Received (203)	85,120	72,139	12,981▲	18.0%▲	245,362	220,154	25,208▲	11.5%▲
Total Non-operating Income	**85,120**	**72,139**	**12,981**	**18.0%**	**245,362**	**220,154**	**25,208**	**11.5%**
Net Profit	**1,184,809**	**1,076,080**	**108,729**	**10.0%**	**3,623,754**	**3,207,363**	**416,391**	**13.0%**

Balance Sheet

NZRS Ltd
As at 31 December 2017

	31 Dec 2017	30 Sep 2017
Assets		
Bank		
Cash and Cash Equivalents	10,557,711	10,655,061
Total Bank	**10,557,711**	**10,655,061**
Current Assets		
Accounts Receivable	715,920	1,091,497
Interest Receivable (688)	38,140	75,607
Prepayments/Credits (687)	167,888	176,923
Total Current Assets	**921,948**	**1,344,027**
Fixed Assets		
Fixed Assets	623,548	685,983
Total Fixed Assets	**623,548**	**685,983**
Total Assets	**12,103,207**	**12,685,071**
Liabilities		
Current Liabilities		
Accounts Payable	233,614	386,622
Credit Cards	24,241	8,434
GST	101,763	103,600
Total Current Liabilities	**359,618**	**498,656**
Non-Current Liabilities		
Deferred Income - Registry Fees	8,340,245	8,592,879
Total Non-Current Liabilities	**8,340,245**	**8,592,879**
Total Liabilities	**8,699,863**	**9,091,535**
Net Assets	**3,403,344**	**3,593,536**
Equity		
30,000 Ordinary Shares (60100)	30,000	30,000
Current Year Earnings	3,623,754	2,438,945
Retained Earnings (638)	(250,409)	1,124,591
Total Equity	**3,403,344**	**3,593,536**

Liquidity Calculation

Deloitte.

NZRS Ltd
For the Quarter Ended 31 December 2017

	End of This Quarter	
	Actual	**Original Budget**
BNZ First Oncall Account	47	9,759,609
ASB Bank Cheque Account	823,563	
ASB Bank Call Account	426,313	
ANZ Online Account	263	
Term Deposits	9,307,524	
Adjusted Asset Total	**10,557,711**	**9,759,609**
Accounts Payable	97,810	305,439
Holiday Leave Accrued	135,804	119,512
Sick Leave Accrued	-	-
GST	101,763	74,276
ASB Credit Cards	24,241	-
Total Minor Liabilties	**359,618**	**499,227**
MinorLiab x 1.5	539,427	748,841
Deferred Income - Registry Fees	8,340,245	8,314,785
Business Development Provision	16,479	42,218
Total Adjusted Liabilties	**8,896,150**	**9,105,843**
Cash held over Liquidity Percentage (excl bus dev provision)	1,678,040	695,984
Liquidity (excl business dev provision)	119%	108%
Cash held over Liquidity Percentage (incl bus dev provision)	1,661,561	653,766
Liquidity (incl business dev provision)	119%	107%

NZRS Ltd
Statement of Cash Flows
For the Quarter Ended 31 December 2017

Deloitte.

	This Quarter			Year to Date				Full Year	
	Actual	Budget	Variance	Actual	Budget	Variance	Last Year Year To Date	Budget	LY Actual
Cash Flows From Operating Activities									
Cash Was Provided From:									
Registry Fees Received	2,992,157	3,002,459	(10,302)	9,143,931	9,202,205	(58,274)	8,682,573	12,212,861	11,207,137
Other Receipts	123,953	72,139	51,814	342,448	220,154	122,294	370,611	289,904	457,647
	3,116,110	3,074,598	41,512	9,486,378	9,422,359	64,019	9,053,185	12,502,765	11,664,784
Cash Was Distributed To:									
Payments to Suppliers and Employees	1,648,761	1,630,452	18,309	4,794,967	4,883,634	(88,667)	4,662,543	6,514,094	6,424,781
Net Taxation Paid	-	-	-	-	-	-	-	-	-
Net GST Paid	103,600	297,459	(193,859)	382,374	683,348	(300,974)	378,707	832,365	479,664
	1,752,361	1,927,911	(175,551)	5,177,342	5,566,982	(389,640)	5,041,249	7,346,459	6,904,445
Net Cashflows from Operating	1,363,749	1,146,687	217,063	4,309,037	3,855,377	453,660	4,011,935	5,156,306	4,760,339
Cash Flows from Financing Activities									
Cash was Provided From:									
Share Capital	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
Cash was Distributed To:									
Net Dividends Paid	1,375,000	1,375,000	-	3,353,236	3,353,236	-	3,134,136	4,728,236	4,334,136
Net Cash flows from Financing	(1,375,000)	(1,375,000)	-	(3,353,236)	(3,353,236)	-	(3,134,136)	(4,728,236)	(4,334,136)
Cash Flows from Investing Activities									
Cash was Provided From:									
Fitout Contribution	-	-	-	-	-	-	-	-	-
Cash was Distributed To:									
Purchase of Fixed Assets & Formation Expenses	101,906	175,950	(74,044)	148,999	469,200	(320,201)	268,309	645,150	355,214
Net Cash flows from Investing Activities	(101,906)	(175,950)	74,044	(148,999)	(469,200)	320,201	(268,309)	(645,150)	(355,214)
Net Increase (Decrease) in Cash Held	(113,157)	(404,263)	291,107	806,802	32,941	773,861	609,490	(217,080)	70,989
Plus Opening Cash Balance	10,646,627	10,163,872	482,755	9,726,668	9,726,668	-	9,641,088	9,726,668	9,641,088
Closing Cash Carried Forward	10,533,470	9,759,609	773,861	10,533,470	9,759,609	773,861	10,250,579	9,509,588	9,712,078
Closing Cash Comprises									
BNZ First Oncall Account	47	-	-	47	-	-	47	-	47
ASB Bank Cheque Account	823,563	-	-	823,563	-	-	527,081	9,509,588	396,449
ASB Bank Call Account	426,313	-	-	426,313	-	-	764,922	-	300,935
ANZ Online Account	263	-	-	263	-	-	328	-	328
Term Deposits	9,307,524	-	-	9,307,524	-	-	8,978,731	-	9,028,910
ASB Credit Cards	(24,241)	-	-	(24,241)	-	-	(20,530)	-	(14,591)
Total Cash Held	10,533,470	9,759,609	773,861	10,533,470	9,759,609	773,861	10,250,578	9,509,588	9,712,078
Plus ASB Credit Cards	24,241	-	-	24,241	-	-	20,530	-	14,591
Total Cash & Cash Equivalents	10,557,711	9,759,609	773,861	10,557,711	9,759,609	773,861	10,271,109	9,509,588	9,726,668

Deloitte.

		This Quarter			Year to Date	
	Specific to this Activity	Apportionment of Shared Costs	Total	Specific to this Activity	Apportionment of Shared Costs	Total
.NZ						
Actual	988,986	281,995	1,270,981	2,929,341	786,183	3,715,524
Budget	1,035,519	265,531	1,301,050	3,110,639	797,259	3,907,898
Variance	46,533	(16,464)	30,069	181,298	11,076	192,374
.NZ Marketing						
Actual	65,761	18,854	84,614	179,802	53,450	233,252
Budget	81,456	19,651	101,107	244,639	59,007	303,646
Variance	15,696	797	16,493	64,836	5,558	70,394
Technical Research						
Actual	81,240	34,289	115,528	279,805	95,964	375,769
Budget	92,178	36,691	128,869	276,534	110,185	386,719
Variance	10,938	2,403	13,341	(3,270)	14,221	10,951
Business Development						
Actual	54,824	16,634	71,459	142,543	53,521	196,063
Budget	53,741	20,931	74,672	148,565	62,792	211,357
Variance	(1,083)	4,297	3,213	6,022	9,271	15,293
Total						
Actual	1,190,811	351,772	1,542,582	3,531,491	989,117	4,520,608
Budget	1,262,894	342,804	1,605,698	3,780,377	1,029,243	4,809,620
Variance	72,083	(8,968)	63,116	248,886	40,126	289,012

Profit & Loss Statement
Broadband Map

Deloitte.

NZRS Ltd
For the Quarter Ended 31 December 2017

	31-Dec-17	YTD
Income		
Availability API Income	1,240	52,660
Total Income	**1,240**	**52,660**
Less Cost of Sales		
Cloud Services	13,544	31,360
Total Cost of Sales	**13,544**	**31,360**
Gross Profit	**(12,304)**	**21,300**
Operating Expenses		
Personnel Costs	12,934	39,546
Depreciation - Software & Intangibles	5,239	18,907
Total Operating Expenses	**18,173**	**58,452**
Net Profit	**(30,477)**	**(37,153)**

Profit & Loss Statement
Domain Analytics

Deloitte.

NZRS Ltd
For the Quarter Ended 31 December 2017

	31-Dec-17	YTD
Income	-	-
Total Income	**-**	**-**
Less Cost of Sales		
Cloud Services	-	-
Total Cost of Sales	**-**	**-**
Gross Profit	**-**	**-**
Operating Expenses		
Personnel Costs	3,288	10,605
Depreciation - Software & Intangibles	26,394	63,335
Total Operating Expenses	**29,682**	**73,940**
Net Profit	**(29,682)**	**(73,940)**

Technical Research Report

Introduction

This is the February 2018 issue of the Technical Research Report, setting out the research projects being undertaken by the Technical Research Team and their status. This document is updated quarterly.

Scope and output of technical research

Technical research aims to expand the frontiers of our knowledge about the Internet within NZ and make that new knowledge openly available to all. Projects are drawn from the wide range of topics within this broad ambit. Key considerations in this endeavour are:

- **Data availability** – research projects require data for analysis and therefore data availability is critical to progressing the project. NZRS has built a significant data collection and analysis infrastructure for .nz and therefore many projects leverage off this infrastructure.

- **New knowledge, uses and outputs** – new projects need to consider why the research is being undertaken and how it might be used (including commercialisation) by NZRS or others.

- **No guarantees** – for all novel research there is risk of not achieving the outcome or that objectives adapt to ongoing research outcomes. This is inherent in research.

- **Openness** - wherever possible the outputs of technical research projects will be open knowledge all under a Creative Commons license (open code published on our GitHub repository and open data published on our Internet Data Portal (IDP)). The limitations on this are: a) to respect the privacy inherent in any data used; b) to preserve the security of the Internet; and c) to comply with .nz policies and procedures.

Starting on this edition, each project now has a Time Estimate, a ballpark figure of the amount of effort required to complete the project. As research is faced with uncertainty in data availability, data quality, suitability of tools and methodologies, estimates can change between reports.

Project status

The following sections give the status of research projects. Full details of each project are given in the Project Summaries section of this document.

In progress

Project	Progress this Quarter
Domain Popularity Algorithm	Tested multiple techniques and statistical measures to separate traffic sources in three groups with positive results.
.nz HTTPS scan	Regular process running every month. Preparation to run the scan fully automated. Migrating raw original data to Big Data platform for faster analysis.
Registrant Classification Improvements	Testing new techniques to improve the accuracy of predictions.

On hold

Project	Next Steps
NZ Topology Map	The projects "NZ IP Topology Map" and "NZ BGP Topology Map" will be combined in one, showing a single view from different data sources.
DGA Detection Algorithm	Proof of concept needs to be tested at a larger scale.
Register Word Decomposition	Requires a valid Te Reo Māori corpus to increase accuracy.
Full Web Scan of .nz	A proof of concept for the deep scan is available.
Zone Scan v2	Developer time required to replace the zone scan engine.
Domain Retention Prediction	Currently waiting for a specific data extract from the register to explore suitable models
ANZSIC Classification of the register	Incorporate feedback from Domain Analytics project to refine and prioritize classifications

Complete

Project	Final Outputs
Registrar size prediction	Individual models for the top 20 registrars are now complete, and a blog post published explaining the methodology and findings.

Project Summaries

Title	NZ Topology Map		Status	On Hold
Description	Mapping the internal structure of the Internet in New Zealand, using a combination of active and passive data collections. Passive data comes from BGP feeds from RouteViews, RIPE and Internet Exchanges. Active data collection uses RIPE Atlas probes in the country.			
Potential uses	There are a few outstanding questions about the structure of the NZ Internet whose answers can drive useful policy debate. For example, are their routes where traffic between one NZ site and another NZ site is forced to sub-optimally 'trombone' out of the country and back again because of the way that some providers interconnect?			
Time Estimate	12 weeks			
Planned outputs	*Form*	*Done*	*Details*	
	Web site	☒	Website at http://ip.topology.net.nz updated with new version.	
	Open data	☒	Resulting network representation made available via the project's website.	
	Open code	☒	Code available in NZRS GitHub account.	
Presented	Proof of Concept presented at First NZIRF. Working version presented at Second NZIRF. Introduced as project seeking involvement at the RIPE 72 Hackathon. Presented a Spain-centric version at the Spain Network Operators Group in October 2016. Presented the methodology at the RIPE 73 meeting in Madrid in the same month. Presented the New Zealand Internet view at NZNOG 2017.			
Collaborators	No active collaborators at this time.			
Progress	Needs work to run a regular collection. Make the raw data available via IDP.			

Title	ANZSIC classification of the register	Status	On Hold
Description	Using web content from each domain web page, and a set of hand curated domain names mapped to an economic activity code (ANZSIC), train a machine learning model and classify every domain in the register. This allow us to augment our understanding of the register. This work now has been extended to classify non-for profit organization using the New Zealand Standard Classification of Non-Profit Organizations (NZSCNPO) from StatsNZ. A combination of domain classifiers based on this work is being prepared for the Domain Analytics project.		

Potential uses	The data could be provided to registrars for their Domains under management (DUMs) in the registrar portal and so help them understand their customers better. The same data could also be made available to registrants through a new product or service.
Time Estimate	TBD, as new work needs to be defined.

Planned outputs	*Form*	*Done*	*Details*
	Open data	☐	Will be published openly on IDP but in aggregated form to preserve the privacy expectations of registrars and registrants
	Open code	☐	Will publish code on GitHub

Presented	Concept presented at 2015 Registrar conference. Preliminary results presented at the "Domain Usage Session" at CENTR Jamboree 2017.
Collaborators	Initial data used for the training was bought from two companies one of which, WhoIsWhere, participated in the first round of analysis of the results.
Progress	Once the classifications were complete and handed out to the Domain Analytics team, further work was put on hold until the organisational restructure is complete and priorities are set.

Title	Domain Retention Prediction	**Status**	On Hold
Description	Project to generate a probabilistic model that will tell us: • Which elements of a registration are best predictors of their likelihood to be stay in the register • Probability of a domain to be stay in the register in the future, and by extension, determine the forward value of a domain in the register		
Potential uses	Can be provided to registrars for their DUMs to enable them to understand their customers better. This work may also allow NZRS to produce a better income forecasting model.		
Time Estimate	2 weeks for initial data exploration, 4 weeks to test suitable models, 2 weeks to refine selected models.		

Planned outputs	*Form*	*Done*	*Details*
	Report	☒	A couple of blog posts are published in NZRS's blog.
	Open code	☐	Will publish code on GitHub.

Presented	Concept presented at Registrar Conferences in 2014 and 2015. Results were presented at Registrar Conference 2017
Collaborators	Some of the insights obtained in this work has been shared and discussed with staff at .CA. People from .IE (Ireland), Netherlands (.NL), and Austria (.AT) are following up this work closely.

Progress	The combined forecast model to estimate the register size has been refreshed with new data. A new tool made available by Facebook has been incorporated that speeds up the computation and some of the decisions around outliers. The new model is accurately tracking 2017. The individual domain retention model is currently on hold, waiting for data from the register to be available. The model has been shared with CENTR and successfully used to model the .be registry.

Title	Registrant Classification Improvements		Status	Started
Description	Use the work on Registrant Classification and make it better: repeatable, automated, more accurate. Also report on the state of the register based on the registrations by registrant type.			
Potential uses	Analysis of registrations by Registrant Type, as a feature for a predictive model around Domain Retention.			
Time Estimate	6 weeks			
Planned outputs	*Form*	*Done*	*Details*	
	Report	☐	Two blog posts planned, one explaining methodology and one to do the analysis.	
	Open data	☐	Will consider aggregated and anonymised data on IDP.	
	Open code	☐	Will be published on GitHub.	
Presented	If the results of the analysis are ready on time, to be presented at the Registrar Conference 2018			
Collaborators	None.			
Progress	Blog post explaining the methodology is close to completion.			

Title	Domain Popularity Algorithm		Status	In Progress
Description	Algorithm using DNS data to determine if a domain name is more popular than others.			
Potential uses	Can be shared with registrars to help them understand their customers better. Can be used for interesting information about the .nz namespace for the public in press releases and the like. Can be used to develop new products/services that allow registrants to see how their actions affect their domain name popularity. This work has been integrated into Domain Analytics.			
Time Estimate	8 weeks			
	Form	*Done*	*Details*	

Planned outputs	Report	☐	
	Web site	☒	Some selected data sets are publicly visualized at http://domain-rank.nzrs.net.nz/popular.html and http://domain-rank.nzrs.net.nz/bank.html
	Open data	☐	Will be published openly on IDP but in aggregated form to preserve the privacy expectations of registrars and registrants
	Open code	☐	Will be published on GitHub.
Presented	Presented as Proof of Concept at DNS-OARC 22 in Amsterdam. Presented at the CENTR Jamboree in Brussels in May 2016. Follow up work presented at the DNS-OARC 25 in Dallas, October 2016.		
Collaborators	Seeking collaboration within the CENTR group, as suggested by the CENTR R&D Chair.		
Progress	Several approaches have been used to try to differentiate monitoring traffic from real DNS traffic. A promising approach has been identified using traffic variability metrics that produces good results. Work will continue to apply this methodology to recent traffic samples. Once completed, the results will be included in the Domain Popularity Ranking calculations. There are at least 5 pending tasks of different complexities on this work.		

Title	DGA detection algorithm		**Status**	On Hold
Description	We gave our summer intern relatively free rein to explore our DNS data set and what he came up with is the bones of an algorithm to automatically detect traffic generated by botnets using DGAs (Domain Generation Algorithms) using DNS traffic.			
Potential uses	Can be used for early detection of infected hosts. Can be used to assess the overall health of .nz. Can be used to assess the likelihood that a new registration is nefarious in intent.			
Planned outputs	*Form*	*Done*	*Details*	
	Report	☐		
	Open code	☐	Will be published on GitHub.	
Presented	The concept was presented at the New Zealand Internet Research Forum 2015.			
Collaborators	Details have been exchanged with SIDN Labs as they are working in similar ideas.			
Progress	The proof of concept needs to be tested at a larger scale, possibly using a different language.			

Title	Register word decomposition	Status	On Hold
Description	Decompose every domain in the register into their word components (aucklandaccountants.org.nz into "Auckland accountants").		
Potential uses	Largely as a building block for other potential projects, such as identifying prevalence of geographic terms (and thereby understanding potential for a new geographic TLD), detecting trending words in registrations and identifying use of Te Reo.		
Time Estimate	2 weeks to build corpus from existing web scan. 1 week to test if extracted corpus produce better accuracy.		

Planned outputs	*Form*	*Done*	*Details*
	Report	☐	
	Open data	☐	Will be published openly on IDP but in aggregated form to preserve the privacy expectations of registrars and registrants
	Open code	☐	Will be published on GitHub.

Presented	None.
Collaborators	None.
Progress	Using a curated list of 2000 domains, and using the LINZ Gazetteer data as input, the classifier achieves an 88% accuracy. Requires a valid Te Reo Māori corpus to increase accuracy.

Title	Full web scan of .nz	Status	On Hold
Description	Capture web content published under .nz domains to feed the ANZSIC classification project. Investigate tools to do a deeper gathering of content.		
Potential uses	Multiple possible uses including a general report on the state of the .nz web space; information for registrars on their DUMs; information for registrants as part of a new product or service; and as an input into another research projects.		
Time Estimate	TBD, once the Strategy for 2018 is defined and this specific project is reviewed.		

Planned outputs	*Form*	*Done*	*Details*
	Report	☐	
	Open data	☐	Will be published openly on IDP but in aggregated form to preserve the privacy expectations of registrars and registrants
	Open code	☐	Will be published on GitHub.

Presented	None
Collaborators	We have discussed this project with the National Library who have a contract for a web scan using similar technology and are looking at techniques to mine that data once gathered.

Progress	A first working version is available and being used for ad-hoc shallow web scans. A second version is available to identify the cases where sites require Javascript to render content, to fetch them using a different tool. A Proof of Concept for the deep scan is available using Hadoop, Heritrix and HBase.

Title	Zone Scan V2		Status	On Hold
Description	The regular zone scan is using code that is no longer maintained. The replacement version allows faster scanning, and easier ways to run custom collections. This work aims to investigate, test and eventually replace the engine used by the zone scan.			
Potential uses	NZRS development team already working on building outputs from v1 into the registrar portal to provide registrars with information on their domains with a view to improving quality. Data could also be provided to registrants in a new product or service.			
Time Estimate	4 weeks for testing and gap analysis			
Planned outputs	*Form*	*Done*	*Details*	
	Open data	☐	Will publish aggregated and anonymised data on IDP.	
	Open code	☐	Will be published on GitHub.	
Presented	None			
Collaborators	IIS, the .SE register are collaborators as authors of the engine currently in use, and developers of the replacement.			
Progress	Missing tests have been added and require testing.			

Title	.nz HTTPS scan		Status	In Progress
Description	Using our growing expertise on scanning the .nz namespace for data, we prepared a scan covering all active .nz domains and checked for HTTPS support and other related features.			
Potential Uses	There is increasing interest from the security community to understand how prevalent HTTPS support is in New Zealand. This data also gauges the presence of Certificate Authorities, adoption on new protocol features, and the operators' reaction to recent discovered vulnerabilities.			
Time Estimate	3 weeks.			
Planned outputs	*Form*	*Done*	*Details*	
	Report	☒	A summary of valuable information found so far posted in our blog, and repost in APNIC's blog with authorization.	

	Open data	☒	Available in IDP https://idp.nz/Domain-Names/-nz-SSL-scan-results/cmxt-74aq
	Open code	☐	Scanning code to be published on our Github account
Presented	Summaries presented by Barry Brailey, Manager Security Policy for DNCL, at APRICOT 2017. Summary of results presented at the Registrar Conference 2017. Presented at NZIRF in November 2017.		
Collaborators	None.		
Progress	Frequency of scans increased to once every month. Old data being prepared to be stored in the Hadoop cluster for easier analysis by anyone in the InternetNZ team.		

Glossary

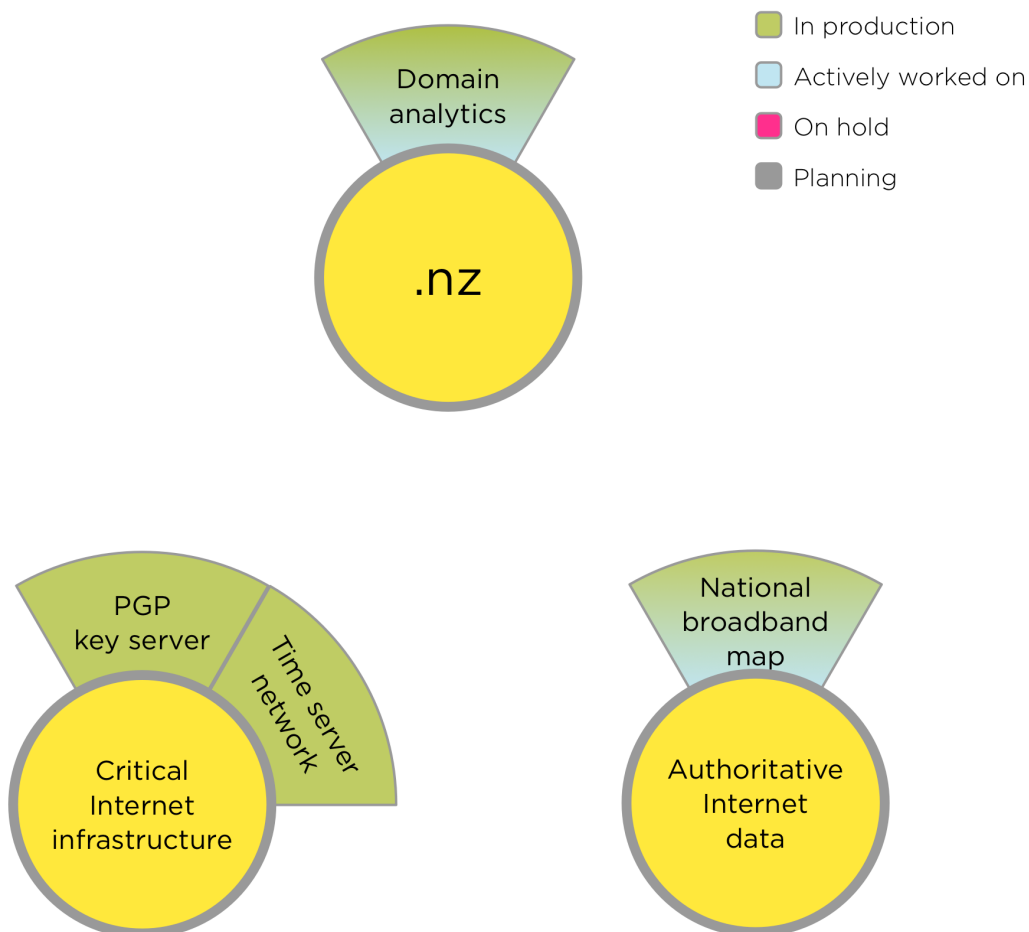|	
Botnet	A network of compromised PCs that are remotely controlled, generally for criminal purposes.
DGA	Domain Generation Algorithm. A technique used by botnets to automatically generate domains names that they can register and use for their command and control servers.
DNS-OARC	The main membership organisation focused on DNS research.
GitHub	The main web site used in our industry for sharing code.
IDP	Our Internet Data Portal at https://idp.nz
NZIRF	New Zealand Internet Research Forum. Organised by InternetNZ.
NZNOG	New Zealand Network Operators Group, a NZ-based organization gathering network operators, government and academy that organizes an annual meeting.
Hadoop	Big Data Platform
Deep Learning	Branch of Machine Learning using a set of algorithms that attempt to discover high level abstractions of the data.

Product and Service Development Report December 2017

1 Introduction

NZRS has a three-legged stool of product and service development that is based on our mission statement *"To provide world class critical Internet infrastructure and authoritative Internet data.",* where .nz sits in the nexus as both critical Internet infrastructure and authoritative Internet data.

The diagram below shows the opportunities that are sufficiently well defined to be tracked and their stage in the pipeline. Activity for these is detailed below unless they are in production with no further work under consideration.

The $400k product and service development fund is due to be depleted by the ongoing development of the two active products and a scheduled review of product and service development is due at the beginning of the 2018/19 financial year. In that context, there are no opportunities in the planning stage, only those that have already been delivered where the focus is increasing customers and revenue.

Domain analytics

.nz

- In production
- Actively worked on
- On hold
- Planning

PGP key server

Time server network

Critical Internet infrastructure

National broadband map

Authoritative Internet data

2 Progress

2.1   Domain Analytics

Current status:	IN PRODUCTION / ACTIVELY WORKED ON
Possible risk	Low to Medium
Possible income:	High to Very High
BD expenditure:	None
Synopsis:	A product for registrants that they purchase through their registrars as an add-on to their domain name that provides usage data and popularity ranking based on traffic observed on ISP and NZRS nameservers. The ranking can then be compared against anonymised and aggregated data of other registrants based on several factors including ANZ Standard Industry Code. This is unique in that it allows a registrant to measure the impact of the promotional spend independent of factors that affect their market overall (e.g. seasonal changes).
Issues and Risks	• The expectations around privacy must be met. • The ranking algorithm has to be robust. • The right freemium model must be chosen.
Key actions since last report	• Work to implement the integration, billing and UX changes required by registrars is complete.
Next steps	• End user testing by a few selected registrars. • Market the product.

2.2   National Broadband Map

Current status:	IN PRODUCTION / ACTIVELY WORKED ON
Possible risk	Medium
Possible income	Low
Synopsis:	A site that enables anyone to find out what broadband technology is available at a particular location and what access speeds that supports, with a chargeable API for bulk access.
Issues and Risks	• Data providers are slow or very slow in providing updated data and reduce the accuracy of the site. • Increasing costs of backend suppliers.
Key actions since last report	• No key actions since the last report
Next steps	• Add satellite. • Add mobile. • Identify new customers.

3 Financial summary

The total capital expenditure to the end of September of the $400,000 committed to product and service development is as follows:

Opportunity	Year	Item	Spent
National Broadband Map	2014-15	Development	$46,325
	2015-16	Development	$37,183
	2016-17	Development	$23,598
	2017-18	Development	$720
		SUB-TOTAL	**$107,826**
Domain Analytics	2013-14	Prototype	$4,500
	2016-17	UX Design	$34,762
		Development	$82,121
		Security Audit	$2,640
	2017-18	Development	$132,018
		Classification temps	$18,724
		UX Design	$930
		SUB-TOTAL	**$275,695**
TOTAL			**$383,521**
REMAINING FUND			**$16,479**

Deloitte.
Private

Internet New Zealand
Consolidated Financial Statements
For the Quarter Ended 31 December 2017

Internet New Zealand
Table of Contents
For the Quarter Ended 31 December 2017

Internet New Zealand
Compilation Report
For the Quarter Ended 31 December 2017

1. Scope

On the basis of information you provided, we have compiled the Financial Statements, in accordance with Service Engagement Standard No. 2: Compilation of Financial Information, for Internet New Zealand. These are special purpose financial statements.

2. Responsibilities:

You are solely responsible for the information contained in the Financial Statements and have determined that the Financial Reporting Act 1993 used is appropriate to meet your needs and for the purpose that the Financial Statements were prepared. The Financial Statements were prepared exclusively for your benefit.

3. No Audit or Review Engagement Undertaken:

Our procedures use accounting expertise to undertake the compilation of the Financial Statements from information you provided. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed.

4. Disclaimer of Liability:

Neither we nor any of our employees accept any responsibility for the reliability, accuracy or completeness of the informtaion from which the Financial Statements have been compiled nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on the compiled financial information.

Deloitte
Wellington NZ
5-Feb-18

Internet New Zealand
Consolidated Income Statement
For the Quarter Ended 31 December 2017

	Group		INZ		NZRS		DNCL	
	Qtr	YTD	Qtr	YTD	Qtr	YTD	Qtr	YTD
Registry Fees	2,641,032	7,846,340	-	-	2,641,032	7,846,340	-	-
Broadband Map	1,240	52,660	-	-	1,240	52,660	-	-
Management Fees	-	-	-	-	-	-	467,460	1,402,380
Dividends Received	-	-	1,375,000	3,353,236	-	-	-	-
Interest Received	100,819	284,246	15,519	31,293	85,120	245,363	180	7,589
Managed Funds Income	125,678	246,173	125,678	246,173	-	-	-	-
Sundry Income	27,102	115,053	114,863	377,938	-	-	9,000	27,256
Total Income	2,895,871	8,544,472	1,631,060	4,008,641	2,727,392	8,144,363	476,640	1,437,226
Less Direct Expenses								
DNC Fee	-	-	-	-	467,460	1,402,380	-	-
Other IT	199,624	569,259	-	-	199,624	569,259	-	-
Total Direct Expenses	199,624	569,259	-	-	667,084	1,971,639	-	-
Less Other Expenses								
Audit Costs	3,900	12,064	-	364	3,900	11,700	-	-
Governance Costs	122,408	334,757	50,813	118,163	34,620	110,770	36,975	105,825
International Travel	138,570	263,591	24,555	52,234	21,860	103,675	92,155	107,682
Legal Fees	56,189	128,466	35,911	62,112	15,500	24,287	4,778	42,067
Office Costs	145,163	423,501	117,590	352,113	62,081	186,142	62,253	175,387
Staff Costs	1,154,571	3,429,215	423,282	1,215,871	491,579	1,455,941	239,710	757,403
Other Operating Expenses	874,017	2,146,015	583,036	1,381,917	245,959	656,455	45,022	107,643
Total Expenses	2,494,818	6,737,610	1,235,187	3,182,773	875,499	2,548,970	480,893	1,296,008
Net Profit (Loss) Before Tax	201,429	1,237,603	395,873	825,868	1,184,809	3,623,754	(4,253)	141,218
Less Provision for Tax	-	-	-	-	-	-	-	-
Net Profit (Loss) After Tax	201,429	1,237,603	395,873	825,868	1,184,809	3,623,754	(4,253)	141,218

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. GSE paid by NZRS and DNCL to INZ
2. The DNCL fee paid by NZRS to DNCL
3. The dividend paid by NZRS to INZ

The Group year to date net profit is $3,353,236 (quarter $1,375,000) less than the sum of the individual entities due to the
dividend received by INZ from NZRS being removed from income while the payment by NZRS shows under their
statement of movements in equity on page 4.

Internet New Zealand
Consolidated Income Statement - Activity Based
For the Quarter Ended 31 December 2017

	Group Qtr	Group YTD	INZ Qtr	INZ YTD	NZRS Qtr	NZRS YTD	DNCL Qtr	DNCL YTD
Registry Fees	2,641,032	7,846,340	-	-	2,641,032	7,846,340	-	-
Broadband Map	1,240	52,660	-	-	1,240	52,660	-	-
Management Fees	-	-	-	-	-	-	467,460	1,402,380
Dividends Received	-	-	1,375,000	3,353,236	-	-	-	-
Interest Received	100,819	284,246	15,519	31,293	85,120	245,363	180	7,589
Managed Funds Income	125,678	246,173	125,678	246,173	-	-	-	-
Sundry Income	27,102	115,053	114,863	377,938	-	-	9,000	27,256
Total Income	2,895,871	8,544,472	1,631,060	4,008,641	2,727,392	8,144,363	476,640	1,437,226
Less Activity Expenditure								
Issues Programme	130,639	387,676	130,639	387,676	-	-	-	-
Community Funding	239,198	474,956	239,198	474,956	-	-	-	-
Community Engagement	185,200	408,723	185,200	408,723	-	-	-	-
International Engagement	146,283	271,366	32,268	60,009	21,860	103,675	92,155	107,682
Governance & Members	272,486	660,357	200,891	443,762	34,620	110,770	36,975	105,825
.nz Operations	724,925	2,152,600	-	-	950,360	2,797,061	338,786	1,048,060
.nz Marketing	58,966	156,778	-	-	58,966	156,778	-	-
Technical Research	70,181	241,865	-	-	70,181	241,865	-	-
Business Development	54,824	142,311	-	-	54,824	142,311	-	-
Other Operating Expenses	811,740	2,410,237	446,991	1,407,647	351,772	968,149	12,977	34,440
Total Expenses	2,694,442	7,306,869	1,235,187	3,182,773	1,542,583	4,520,609	480,893	1,296,008
Net Profit (Loss) Before Tax	201,429	1,237,603	395,873	825,868	1,184,809	3,623,754	(4,253)	141,218
Less Provision for Tax	-	-	-	-	-	-	-	-
Net Profit (Loss) After Tax	201,429	1,237,603	395,873	825,868	1,184,809	3,623,754	(4,253)	141,218

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. GSE paid by NZRS and DNCL to INZ
2. The DNCL fee paid by NZRS to DNCL
3. The dividend paid by NZRS to INZ

The Group year to date net profit is $3,353,236 (quarter $1,375,000) less than the sum of the individual entities due to the
dividend received by INZ from NZRS being removed from income while the payment by NZRS shows under their
statement of movements in equity on page 4.

Internet New Zealand
Statement of Movements in Equity
For the Quarter Ended 31 December 2017

	Group		INZ		NZRS		DNCL	
	Qtr	YTD	Qtr	YTD	Qtr	YTD	Qtr	YTD
Opening Equity	11,011,513	9,975,339	6,816,102	6,386,107	3,563,535	3,102,826	631,876	486,405
Plus:								
Shares Subscribed	-	-	-	-	30,000	30,000	580,000	580,000
Net Profit (Loss) After Tax	201,429	1,237,603	395,873	825,868	1,184,809	3,623,754	(4,253)	141,218
Less:								
Dividend Paid	-	-	-	-	1,375,000	3,353,236	-	-
Closing Equity	11,212,942	11,212,942	7,211,975	7,211,975	3,403,344	3,403,344	1,207,623	1,207,623

Internet New Zealand
Balance Sheet
As at 31 December 2017

	Group	INZ	NZRS	DNCL
Current Assets				
Cash and Cash Equivalents	15,501,073	3,640,536	10,557,711	1,302,826
Managed Funds	2,900,815	2,900,815	-	-
Other Current Assets	975,102	47,304	921,948	5,850
Total Current Assets	19,376,990	6,588,655	11,479,659	1,308,676
Property, Equipment & Software	949,449	295,219	623,548	30,682
Intangible Assets	-	-	-	-
Investments				
Shares and Loans	-	610,000	-	-
Total Assets	20,326,439	7,493,874	12,103,207	1,339,358
Less Liabilities:				
Deferred Income	8,340,245	-	8,340,245	-
Trade and Other Payables	773,252	281,899	359,618	131,735
Total Liabilities	9,113,497	281,899	8,699,863	131,735
Net Book Value of Assets	11,212,942	7,211,975	3,403,344	1,207,623
Represented By:				
Total Equity	11,212,942	7,211,975	3,403,344	1,207,623

Internet New Zealand
Statement of Cashflows
For the Quarter Ended 31 December 2017

	Group	
	Qtr	YTD
Cash Flows From Operating Activities		
Cash was provided from:		
Receipts from customers	2,416,740	8,039,513
Interest Received	100,819	284,246
Managed Funds Income	125,678	246,173
Total Received	2,643,237	8,569,932
Cash was distributed to:		
Payments to Suppliers and Employees	2,313,080	6,720,589
Total Payments	2,313,080	6,720,589
Net Flows From Operating Activities	330,157	1,849,343
Cash Flows From Investing & Financing Activities		
Cash was distributed to:		
Purchase of Property, Equipment & Software	76,051	398,922
Net Cash Flows From Investing & Financing Activities	(76,051)	(398,922)
Net Increase Decrease in Cash & Cash Equivalents	254,105	1,450,421
Plus Opening Cash	18,147,782	16,951,467
Closing Cash Carried Forward	18,401,888	18,401,888
Closing Cash Comprises		
Cash & Cash Equivalents	15,501,073	15,501,073
Managed Funds	2,900,815	2,900,815
	18,401,888	18,401,888
Cash Flow Reconciliation		
Net Profit (Loss) After Tax	201,429	1,237,603
Plus (Less) non cash items		
Depreciation	142,653	426,294
Subtotal	344,082	1,663,897
Movement in Working Capital		
(increase) decrease in receivables	448,018	632,385
increase (decrease) in payables	(209,308)	(472,400)
increase (decrease) in deferred income	(252,634)	25,460
Net Cash Flows From operations	330,157	1,849,343

DRAFT MINUTES OF COUNCIL MEETING

Status:	Draft
Present:	Jamie Baddeley (President), Joy Liddicoat, Brenda Wallace, Sarah Lee, Richard Wood, Keith Davidson, Richard Hulse, Don Stokes, and Amber Craig.
In Attendance:	Andrew Cushen (Deputy Chief Executive), Maria Reyes (minute taker), Ellen Strickland (InternetNZ), and Richard Currey (Programme Manager, Organisational Review)
Apologies:	Dave Moskovitz, Kate Pearce, and Kelly Buehler
Meeting Opened:	9.00am

Council, along with Richard Currey (Programme Manager, Organisational Review), John McCay (Independent CE Appointment Panel member), and Russell Spratt (JacksonStone Recruitment), was in-committee until 3.25pm for the Chief Executive interviews and presentations. Dave Moskovitz was also able to join briefly via teleconference however he sent his apologies for the rest of the Council meeting.

John McCay left the meeting at 1.30pm and Russell Spratt left the meeting at 3.25pm

1.3   Declaration of Interests

Richard Wood advised that he is now an employee of StatRecruit Inc. This change had been noted by InternetNZ staff and had updated Richard's register of interest in the Council page online.

Council agreed to note and add in the register of interest for the additional honoraria that a Council member receives as Chair of a Council Sub-Committee.

AP13/17:   InternetNZ staff to add in the Council register of interest, the additional honoraria given to Sub-Committee Chairs.

2.1   Consent Agenda

Reports were taken as read.

RN64/17:   THAT the minutes of the meetings held on 25 August and 18 October 2017 be received and adopted as a true and correct record.

RN65/17:   THAT the evotes be ratified.

<div align="right">

(President/Vice President)
CARRIED U

</div>

2.2   Health & Safety Update

Report was taken as read. No major incidents were noted.

2.3 Activity Plan 2017/18 – Impact of the Organisational Review

Report was taken as read.

RN66/17:   THAT Council agrees the changes to expected deliverables from the 2017/18 Activity Plan set out in this paper.

(Cr Davidson/Cr Lee)
CARRIED U

2.5 Community Projects Grant Recommendations

Richard Wood, Chair of the Grants Committee gave an overview to Council on the recommendations put forward by the Committee on the Community Projects funding round. The paper was circulated to Council in confidence due to the nature of the information included in the paper, such as the scoring and assessment of the applications.

Ellen also added that all applications and overall scoring and assessment are available to Council online should they wish to get access to these.

The President raised to Council that he received a complaint from a member of the Society regarding a report on a project that was funded by InternetNZ via the Community Projects round that had a negative impact to certain members of the community.

Discussions were held on whether InternetNZ needs to provide a disclaimer that although we provide funding to organisations/individuals to enable work for the community, we do not have control of the outcome of their work or projects. Council noted that there was some small risk of liability for publishing defamatory material despite this disclaimer approach. Staff were asked to procure legal advice from our lawyers regarding this matter.

AP14/17:   Andrew and Ellen to get legal advice on any risks of defamation in publishing reports from Grant Recipients.

RN67/17:   THAT Council approve the Grants Committee recommendations for funding as detailed in the recommendation paper circulated to Council. The extra $4,500 will be covered by a rollover of funds from the recently cancelled Homely New Zealand Ltd grant.

(President/Cr Craig)
CARRIED U

2.6 Strategic Partnerships 2018/19

Andrew gave a brief summary on the 2018/19 Strategic Partnership – a paper circulated to Council in confidence - and highlighted that due to the organisational review and restructure, the recommendation to Council was to renew and extend the current strategic partnerships and have a new plan for the partnerships by November 2018.

After a short discussion on the recommended funding for NetSafe, Council requested that InternetNZ staff submit a paper at the February 2018 meeting that provides more information on the purpose of the partnership with NetSafe.

AP15/17:   Andrew and Ellen to report to the February 2018 Council meeting with a further examination of an ongoing partnership with NetSafe testing strategic alignment, purpose and potential..

RN68/17: THAT Council notes the continuation of the existing Strategic Partnership commitments as set out in the paper circulated to Council, and agrees that no new strategic partnerships will be generated for approval at this time.

RN69/17: THAT Council approves the extension of the Strategic Partnership with the Centre for ICT Law, through to 31 March 2019.

(President/Cr Hulse)
CARRIED U

2.8   Document Disclosure

Paper was taken as read.

RN70/17: THAT the Business Development Reports for July and November 2015 be released and be made available for public information.

(Cr Craig/Vice President)
CARRIED U

AP16/17: Andrew and Maria to review the approach to releasing reports as per the Document Disclosure Policy.

3.1   Organisational Review – Programme Manager Update

Richard Currey provided a verbal update on the organisational review and presented a paper that recommended changes to the constitution, A marked-up version of the Constitution which reflects the reduction of Council members (as per the Organisational Review decision) was discussed. He noted that these proposed changes will be sent to the lawyers for legal review before it gets sent to members for feedback.

Discussion was held on the wording around the terms for the Officers and Council agreed that the Programme Manager seek legal advice from the lawyers on the correct wording that makes it clear that Officers can serve for up to 6 years.

Council also agreed that the issues around the Council size as well as the number of terms be resolved first and that other areas in the Constitution that may need to be reviewed or changed can be discussed at the Council Strategy retreat next year.

AP17/17: Programme Manager to seek legal review of the proposed changes in the Constitution to ensure it is consistent with current law and best practice.

Due to time constraints, Council decided to go through the other agenda items and have the discussion online; and any decisions or recommendations will be put forward via Evote.

Meeting Closed: 4.05pm

Next Meeting: The next scheduled Council meeting is 23 February 2018.

Signed as a true and correct record:

…………………………………………………………………
Jamie Baddeley, President/Chair

Action Point Register

	Action	Who	Status	Due by	Comment
August 2017 Council Meeting					
AP10/17	CE to provide a report and recommendation at the next Council meeting on InternetNZ's status as an ICANN At-Large Structure.	Jordan	In progress	May-18	Delayed due to staff injury, palnned for May 2018
November 2017 Council Meeting					
AP13/17	InternetNZ staff to add in the Council register of interest, the additional honoraria given to Sub-Committee Chairs	Maria	**Complete**	Feb-18	
AP14/17	Andrew and Ellen to get legal advice on any risks of defamation in publishing reports from Grant Recipients.	Andrew/Ellen	**Complete**	Feb-18	Verbal update from Andrew at the Feb Council meeting
AP15/17	Andrew and Ellen to report to the February 2018 Council meeting with a further examination of an ongoing partnership with NetSafe testing strategic alignment, purpose and potential.	Andrew/Ellen	**Complete**	Feb-18	Verbal update from Andrew at the Feb Council meeting
AP16/17	Andrew and Maria to review the approach to releasing reports as per the Document Disclosure Policy.	Andrew/Maria	**Complete**	Feb-18	
AP17/17	Programme Manager to seek legal review of the proposed changes in the Constitution to ensure it is consistent with current law and best practice	Richard Currey	**Complete**	Feb-18	

InternetNZ Membership Report

Status: Final
Author: Maria Reyes, Office Manager

Current Membership *(as at 14 February 2018)*

| Fellows	Individual	Individual Plus	Small Organisation	Large Organisation	TOTAL
23	244	52	24	3	346

2016-17 Membership Year

	31 Mar '17	30 Jun '17	30 Sep '17	31 Dec '18
Fellows:	22	22	23	23
Individual:	257	210	220	226
Individual Plus: *(previously Professional Individual)*	62	50	50	52
Small Organisation:	23	21	21	23
Large Organisation:	3	3	3	3
Total Membership:	367	306	317	327

2015-16 Membership Year

	31 March '16	30 June '16	30 Sep '16	31 Dec '17
Fellows:	24	23	22	22
Individual:	263	216	225	240
Individual Plus: *(previously Professional Individual)*	68	56	59	63
Small Organisation:	23	19	21	22
Large Organisation:	5	3	3	3
Total Membership:	**383**	**317**	**330**	**350**
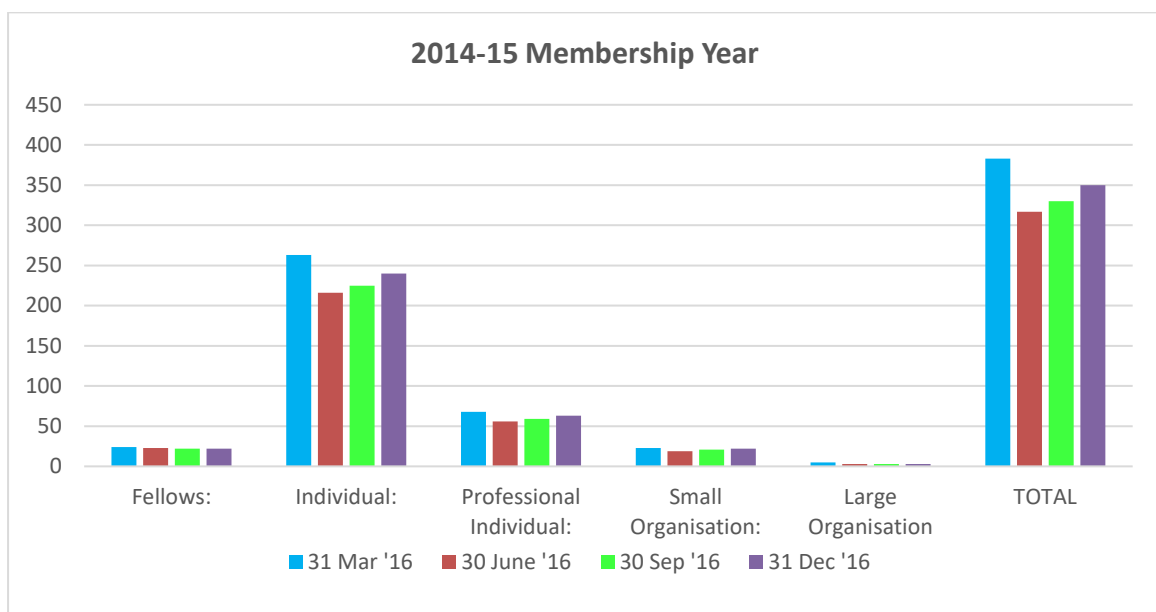
Membership by region* *(based on Current Membership as at 14 February 2018)*

Joined in	NORTH ISLANDS		SOUTH ISLANDS	
	Northern	Southern	Northern	Southern
2016-2018	34	44	7	2
2013-2015	23	51	6	2
2010-2012	22	43	14	3
2005-2009	25	41	3	1
Foundation-2004	4	6	0	2
TOTAL	*108*	*185*	*30*	*10*

*International members – 13

Recommendation:
THAT the new members be approved.

![InternetNZ logo]

E-vote Ratification

Author: Maria Reyes, Office Manager

There have been six e-votes conducted since the last Council Meeting:

Evote:	Motion:	For:	Against:	Abstain:
191220171	THAT the new members be approved. *(Cr Davidson / Cr Buehler)*	Dave Moskovitz Keith Davidson Richard Wood Jamie Baddeley Joy Liddicoat Amber Craig Richard Hulse Kelly Buehler Don Stokes Sarah Lee Kate Pearce Brenda Wallace		
191220172	THAT the Chief Executive's report for the three months following the last Council meeting be received. *(Cr Davidson / Cr Buehler)*	Dave Moskovitz Keith Davidson Richard Wood Jamie Baddeley Joy Liddicoat Amber Craig Richard Hulse Kelly Buehler Don Stokes Sarah Lee Kate Pearce Brenda Wallace		
191220173	THAT Council approves the Outline Activity Plan for input into wider cross-Group planning for the 2018/19 financial year. *(Cr Davidson / Cr Buehler)*	Dave Moskovitz Keith Davidson Richard Wood Jamie Baddeley Joy Liddicoat Amber Craig Richard Hulse Kelly Buehler Don Stokes Sarah Lee Kate Pearce Brenda Wallace		

191220174	THAT Council approves the InternetNZ Consolidated Financial Report for the quarter ended 30 September 2017. *(Cr Davidson / Cr Buehler)*	Dave Moskovitz Keith Davidson Richard Wood Jamie Baddeley Joy Liddicoat Amber Craig Richard Hulse Kelly Buehler Don Stokes Sarah Lee Kate Pearce Brenda Wallace		
191220175	THAT the Quarterly Reports for Joint .nz, DNCL, NZRS, Technical Research, and Product & Services Development be received *(Cr Davidson / Cr Buehler)*	Dave Moskovitz Keith Davidson Richard Wood Jamie Baddeley Joy Liddicoat Amber Craig Richard Hulse Kelly Buehler Don Stokes Sarah Lee Kate Pearce Brenda Wallace		
30012018	THAT Council agree that the revised Constitution should be distributed to Members for feedback. *(Cr Hulse / Cr buehler)*	Richard Wood Richard Hulse Dave Moskovitz Joy Liddicoat Keith Davidson Kate Pearce Jamie Baddeley Sarah Lee Amber Craig Brenda Wallace Kelly Buehler Don Stokes		

Recommendation

THAT the e-votes be ratified.

Health & Safety Update

Author: Maria Reyes, Office Manager

Month	Number of Near Misses reported/or identified	Number of Incidents reported/or identified	First Aid Incidents reported/or identified
May	O	O	O
June	O	O	O
July	O	O	O

Summary

- No incidents have been reported since the November Council meeting.

- Monthly Hazard walks have taken place and no hazards or issues were identified.

- Health and Safety is a standing agenda item at team meetings and staff are repeatedly encouraged to report any incidents or hazards.

CHIEF EXECUTIVE'S REPORT

Author: Jordan Carter, Chief Executive

Purpose of Paper: To update Council on progress in the three months since the last meeting in November 2017, convey key priorities for the coming quarter, and set out how reporting will change from the next ordinary meeting of the Council (May 2017).

This report is to advise Council of key matters as follows:

1. Critical and potential risks
2. Recent Chief Executive priorities
3. Future Chief Executive priorities
4. Staffing matters
5. Other matters

This is the first of my CE reports since commencing the role of Group Chief Executive Officer on 15 January. It is the last in the current form, as the new structure begins operating before the next meeting and requires a different form of reporting. More on that in "Other Matters".

I welcome your feedback or questions on any matters raised in this report.

1. Critical & Potential Risks

There are no critical risks to advise the Council of as at 15 February 2018.

In respect of other risks, these are similar to those advised at the previous meeting:

- The **organisational review** continues through implementation. This raises risks with clarity, culture and communications through the change process. I am confident that these challenges are being met, but ongoing care and vigilance is required to work with our people through these changes.

- The current InternetNZ team remains **under-resourced** in two operational areas; communications and community. This continues to require active prioritisation of workloads both in these areas and in the other teams - these constraints hamper cross-team collaboration and some of our internal workflows.

2. Recent Chief Executive Priorities

My major priorities since the previous meeting are split into two parts – before and after commencement of this new role.

Until 15 January: Maintaining BAU in InternetNZ, as per my KPAs.

From 15 January: Development and implementation of a plan to bring about the changes agreed in the Organisational Review.

Learning the NZRS business, people, culture, and supporting the beginning of the merger process.

3. Chief Executive priorities for the next three months:

For the three months 15 February – 15 May 2018, my priorities are:

- Successful implementation of the NZRS-InternetNZ merger, creating new-InternetNZ
- Development and implementation of the new operating structure for new-InternetNZ
- Appropriate communication of the Organisational Review-related changes
- Development of the new reporting and information framework required for new-InternetNZ
- Supporting people across the group working through the changes we are all facing
- Participating in relevant Internet Governance events.
- Gain approval of a business plan and budget for the 2018/19 year and commence implementing it.

I welcome Council's comments and feedback on these priorities.

4. Staffing Matters

The team is looking forward to welcoming back Megan and Laura on a limited part time basis as they begin their return from parental leave.

I have established an Interim Management team comprised of:

- Jordan Carter (Group CE)
- Dave Baker (CTO – NZRS)
- Ellen Strickland (Community Programme Director – InternetNZ)
- Sebastian Castro (Chief Data Scientist – NZRS)
- Andrew Cushen (Deputy CE – InternetNZ)
- Mary Tovey (Finance Manager – InternetNZ)
- Brent Carey (Domain Name Commissioner)

The role of the interim management team is to lead through the organisational review implementation. The new operating model will in time supersede this team.

The current staff Organisational Chart showing current NZRS and InternetNZ staff and their reporting lines is **attached**.

5. Other Matters

Future meetings: reporting

To support Council and to give appropriate information and reporting in the new-InternetNZ environment, we will need to reconsider our reporting.

My expectation is that Council's focus will be on strategy / direction and the policy framework. Our meetings will need to shift in this direction. Reporting will focus on exceptions where agreed plans and directions are facing challenges, and will aim to elicit from you judgement and advice about how to resolve challenges.

This should mean less paper coming to your meetings, but more insightful, relevant and interesting discussions for you that help InternetNZ develop into a stronger organisation, and help you appropriately hold me to account in my role.

I welcome your thoughts on this topic.

I have no other matters to report.

Jordan Carter
Group Chief Executive Officer

15 February 2018

Interim Staff Structure – January 2018

InternetNZ

Jordan Carter (Chief Executive)

- **Operations and Communications** — Andrew Cushen, (Deputy Chief Executive)
  - Communications — Sue McCarty, (Acting Comms Manager)
  - Maria Reyes (Office Manager)
  - **Finance** — Mary Tovey (Finance Manager)
    - Yvonne Morrison (Assistant Accountant)
    - Maryann Robertson (Administration Assistant)
  - Events - Yvonne Shelton (Events Manager)
- **Community, Issues and International** — Ellen Strickland (Community Programme Director)
  - Vanisa Dhiru (Community Manager TEMP)
    - Gertrud Kikajon (Community Funding Coordinator)
  - Ben Creet (Issues Manager)
    - James Ting-Edwards (Issues Adviso)r
    - Nicola Brown (Issues Advisor)
    - Dean Pemberton (Issues Contractor)
- **Operations** — Dave Baker (Chief Technology Officer)
  - Dane Foster (Infrastructure Manager)
    - Josh Simpson (Systems Administrator)
    - Daniel Griggs (Systems Administrator)
    - Paul Radford (Systems Administrator)
  - Mike Gray (Systems & Security Architect)
  - Sonya Trompetter (Applications Support Analyst)
  - Taras Klish (Senior Developer)
  - Heiko Wanning (Senior Web Developer)
  - Kesara Rathnayake (Senior Web Developer)
  - Simon Green (Senior Developer)
- Tracy Johnson (Channel Manager)
- Sebastian Castro (Chief Scientist)
  - Jing Qiao (Internet Researcher)
  - Huayi Jing (Data Scientist)
- Sue Carter (Office Manager)
  - Liz Parker (Office Administrator)

ORGANISATIONAL REPORT

Author: Andrew Cushen

Purpose of Paper: To present the Q3 Activity Plan Progress Report to
                      Council

As part of the changes to the composition of Council papers, as outlined by
Jordan in the Chief Executive's Report, we propose to no longer prepare a
separate Organisational Report for Council.

The Activity Plan Progress Report serves to update members and all
stakeholders on our delivery of the Activity Plan. We will prepare a
separate exceptions report to this for Council and provide it as a late paper.
In future, this will be made available as the substance of this report.

The Q3 Activity Plan Progress Report was released to members as part of
dotNews on the 16th of February. It is available here:
https://internetnz.nz/activity-financial-reports

Grants Reporting Update: February 2018

Below is a brief update on the progress of our awarded grant projects.

Overall, contracts are progressing, acceptable reporting has been received on time. There is one overdue report from Project De-Vine Trust, due serious health issues of the project lead. The project lead is now back working on the project finalisation, and we should have the final report soon.

As laid out in the upcoming reports table below, we have only two final reports due before the May 2018 Council meeting. We will add this report to the following Grants Reporting Update to Council, in August 2018.

From the recently received grantee reports, we will consider pursuing additional communications activities around these projects:

- Community Project 2016/17: Cheryl Smeaton for WestREAP - The project had great community and in-kind support. It has made a great difference to locals but also everyone travelling through it, ultimately contributing being safer and more connected.
- Community Project 2016/17: Novia Ng for Gather Workshops - Focusing on low decile and rural schools they visited 15 (30 applied) schools in 9 different regions and at least 200 students attended the workshops in total. The workshops got children thinking about net neutrality, Internet as a system and learning basic coding.

In other work by the Community Team relating to grants, we have commenced work on the Grants Impact project plan and scope. Some previous grant recipient data has been collated for a better understanding of where and how much are we giving as part of this work.

Legend

⭐	*Great project, staff sees media and follow up potential.*
🟢	*Project has progressed well without any problems and changes*
🟡	*There have been changes to the project plan and/or timeline.*
🔴	*Either there have been big changes to the project scope or timeline. Also indicates to missing reports.*

Internet Research 2016/17

Name	Amount awarded	Purpose	Report	Comments
Dr William Liu from AUT	$15,000	To understand how rural communities in New Zealand are making use of improved Internet connections through government initiatives.	[Mid-year report](#)	🟢 *Ethics approval has just been obtained. Research is progressing to plan. William attended NetHui with his team and made useful connections there to his research.*
Dr Wendy Wrapson from AUT	$27,000	To research the Internet usage and social connectedness of residents of aged care facilities.	[Mid-year report](#)	🟢 *This research is proceeding as planned. Ethics approval has been obtained. Underspend in budget to date, due to delayed appointment of Research Assistant.*
Prof Gillian Able from University of Otago, Christchurch	$27,000	To understand how the Internet is shaping the way commercial sex is practiced in New Zealand. There has been little research conducted worldwide, and none in New Zealand.	[Mid-year report](#)	🟢 *Research is tracking on time and on budget. The interviews are taking place now. Analysis has not started yet.*

Community Projects 2016/17

Name	Amount awarded	Purpose	Report	Comments
Brent Wood	$5,000	To implement a self-maintaining production metadata catalogue describing NZ WMS and WFS services.	[Final report](#)	🟢 *The planned objectives have been met but require ongoing support and maintenance to remain operational.*

Brent Wood	$4,500	To deploy & support an R-Shiny server for NZ.	[Final report](#)	🟢	*This is probably the first effort to deploy a genuine internet based linked-data application for councils to share data, and one of the first public uses of Shiny for this purpose by any NZ agency.*
Chris Rowse for Project De-Vine Trust	$16,450	To create a Geospatial database system to manage the many properties that Project De-Vine visits with its weedbusting projects.	Final report	🔴	*Timeline changes to project due to unexpected serious health issues of the project lead. Work has proceeded, and we expect the project to be finished by August 2018.*
Cheryl Smeaton for WestREAP	$35,086.50	To provide a viable affordable Internet service to families in the area of South Westland between Fox Glacier and Bruce Bay.	[Final report](#)	⭐	*The project was greatly supported by the local community and portrays well the difference made for the locals as well as tourism.*
Matt Hampton for Community Wireless Trust	$15,000	To provide faster cheaper internet to residents of the Waimate District and utilize any revenue to expand the network and provide discounted digital devices to 6 - 18-year-old students in Waimate.	[Final report](#)	🟢	*The project has successfully finished the first year, the hardware is set up and working. Next steps are to keep the network going and provide the devices.*
Novia Ng for Gather Workshops	$22,500	Gather Workshops Outreach is a programme for rural and low- decile students which aims to increase the number of students in these areas who consider becoming an IT professional.	[Final report](#)	⭐	*Gather Workshops are a great way of taking knowledge and opportunities in an engaging manner from different type of schools all over NZ.*

Conference Attendance 2016/17

Name	Amount awarded	Purpose	Report	Comments

Dr William Liu	$3,000	To attend the IEEE Global Communications Conference (GLOBECOM) which one of the IEEE Communications Society two flagship conferences (another is ICC) dedicated to driving innovation in nearly every aspect of communications.	Final report	🟡 *There were changes to the budget due to another conference, which William was sponsored to attend by the University. This resulted in an underspend of $1,858. Valuable discussions and connection that will be incorporated into the G4RL work.*

Conference Attendance 2017/18

Name	Amount awarded	Purpose	Report	Comments
Emma Barker-Clarke from University of Auckland	$1,977	To attend the Online Safety on the edge conference in Sydney	Final report	🟢 *This conference gave a much better understanding of the cross cultural perspective of current research and work that is being undertaken in line with encouraging digital safety and addressing digital harm.*
Winston Roberts	$2,800	Internet Governance Forum 2017	Final report	🟢 *What was planned was achieved. It was useful to have a second perspective from IGF.*

We are expecting the following reports prior to the next Grants Reporting Update in August 2018

Round	Date signed	Name	Amount awarded	Purpose	Report due
Internet Research	05/05/17	Chris Hails	$9,715	To evaluate the programmatic identification of cyber security risk profiles that may in future facilitate the delivery of targeted or personalised risk mitigation interventions.	Final report April 2018
Internet Research	18/11/16	Prof Samuel Mann	$20,000	To create a proven, replicable system using Internet of Things tools to support citizen-driven science projects.	Final report February 2018

Community Projects	04/12/17	Skylight Trust	$20,000	To build Resilience Hub, Digital Resources and Community Training Modules.	Mid-year report June 2018
Community Projects	08/12/17	Blind Foundation	$25,000	To make content accessible for the visually impaired.	Mid-year report June 2018
Community Projects	08/12/17	EOS Ecology	$20,000	To build STREAMED – a community-based online water clarity monitoring tool.	Mid-year report June 2018
Community Projects	15/12/17	Faucet Foundation	$12,000	To create the Faucet Foundation Incorporated.	Mid-year report June 2018
Community Projects	08/12/17	Ngā Taonga Sound & Vision	$12,500	To develop Data API and front-end application for Ngā Taonga AudioVisual Collection (Phase I).	Mid-year report June 2018
Internet Research	14/06/17	Dr William Liu	$15,000	To understand how rural communities in New Zealand are making use of improved Internet connections through government initiatives.	Final report June 2018
Internet Research	14/06/17	Dr Wendy Wrapson from AUT	$27,000	To research the Internet usage and social connectedness of residents of aged care facilities.	Final report June 2018
Internet Research	20/04/17	Prof Gillian Able from University of Otago, Christchurch	$27,000	To understand how the Internet is shaping the way commercial sex is practiced in New Zealand. There has been little research conducted worldwide, and none in New Zealand.	Final report June 2018

InternetNZ

SUMMARY OF COMMITTEE ACTIVITY

Author: Andrew Cushen, Deputy Chief Executive

Purpose of Paper: To provide a staff summary of Committee activity in the three months 16 November – 15 February 2017.

Audit and Risk Committee

- The Committee has met twice since the last Council meeting.
- The Committee has been focused on considering risks and issues arising from the Organisational Review process. The nature and responsibilities of the Audit and Risk Committee are likely to be quite different in the new-InternetNZ, and the Committee has been considering how to approach this.
- The next meeting will take place on 20 February 2018.

Grants Committee

- The Committee has met once since the last Council meeting. Recommendations have been made to Council for the Conference Attendance Grants Round.
- The Internet Research Round is currently underway, with 39 applications received. 13 applications are currently being invited into stage two assessment.
- Council Member Sarah Lee has resigned from the Grants Committee, and another Council Member is requested to join this Committee.
- Further reporting on the Grants Process is included elsewhere in this agenda.

Andrew Cushen
Deputy Chief Executive