

DRAFT AGENDA – COUNCIL MEETING

Friday 27th May 2016

InternetNZ, Level 11, 80 Boulcott St, Wellington			
8.45am	Refreshments (coffee, tea, & scones) on arrival		
9.00am	Meeting start		
11.00am	Break		
12.35pm	Lunch		
2.00pm	Meeting Close		
Section 1 – Meeting Preliminaries			
9.00am	1.1	Council only (in committee)	-
	1.2	Council and CE alone time (in committee)	-
9.55am	1.3	Apologies, Interests Register and Agenda Review	3
Section 2 – Strategic Priorities			
10.00am	2.1	Membership at InternetNZ (Andy Linton)	-
10.20am	2.2	Industry Scan	-
10.30am	2.3	Evaluation framework for product and services development	7
10.45am	2.4	Recommended approach for managing INZ’s balance sheet / financial reserves	9
11.00-11.20am		TEA BREAK	
Section 3 – Matters for Decision			
11.20am	3.1	2016-17 Strategic Partnership	-
	3.2	InternetNZ Travel Policy and group application	15
	3.3	Governance Policy: Document and Confidentiality	21
Section 4 –Matters for Discussion			
11.50am	4.1	President and CE briefing	-
12.00pm	4.2	Subsidiaries Reports:	
		• .nz Joint Report	25
		• Review of the registrations at the Second Level Project	33
		• WHOIS review consultation paper	37
		• DNCL Quarterly Report	41
		• NZRS Quarterly Report	43
• Technical Research Report	53		
12.25pm	4.3	Product and Services Development Report	61
12.35-1.05pm		LUNCH	

Section 5 – Consent Agenda			
1.05pm	5.1	Confirm Minutes – April 2016 Meeting	71
	5.2	Actions Register	75
	5.3	Membership update	77
	5.4	Evote ratification	79
	5.5	Chief Executive's Report <ul style="list-style-type: none"> • Overview and Key Issues • Programmes: <ul style="list-style-type: none"> ◦ Community ◦ Internet Issues ◦ International • Operations • Governance and Members 	81
	5.6	Council Committee Reports <ul style="list-style-type: none"> • Audit & Risk • Grants • Māori Engagement • Membership • CE Review 	95 - - 97 - -
Section 6 – Other Matters			
1.20pm	-	CONTINGENCY <i>(for any overflow)</i>	-
1.40pm	6.1	Matters for Communication – key messages <ul style="list-style-type: none"> • Communications in general • Upcoming events 	-
1.45pm	6.2	General Business	-
1.50pm	6.3	Meeting Review	-
2.00pm	-	Meeting close	-

* Section 7 - List of Acronyms and Annotated Agenda

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:

Honoraria

President - \$30,000

Vice President - \$18,750

Councillor - \$15,000

Name: Jamie Baddeley

Position: President, InternetNZ

Term: AGM 2014 - AGM 2018

Declaration Date: 11 December 2015

Interests:

- NZNOG Trustee
- Officer's Honorarium for InternetNZ

Name: Joy Liddicoat

Position: Vice President, InternetNZ

Term: AGM 2014 - AGM 2018

Declaration Date: 31 July 2015

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
- Member, Non-Government Advisory Committee to Public Interest Registry .org
- 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: Neil James

Position: Councillor, InternetNZ

Term: AGM 2013 - AGM 2016

Declaration Date: 20 November 2013

Interests:

- Fellow of IITP
- Member of the Dunedin Computers in Homes Steering Group
- Councillor's Honorarium for InternetNZ

Name: Brenda Wallace

Position: Councillor, InternetNZ

Term: AGM 2012 - AGM 2018

Declaration Date: [5 April 2016](#)

Interests:

- Member of Green Party of Aotearoa New Zealand
- A gazillion .nz domain names
- Organiser of Girl Geek Dinners Wellington
- Member and volunteer for Tech Liberty
- Employee and shareholder of Rabid Tech
- Volunteer Organiser for GovHack Wellington
- Volunteer Organiser for HackMiramar
- NZRise member
- Member of Strathmore Park Community Working Group (Wellington City Council)
- [Volunteer organiser of Whare ora project](#)
- Councillor's Honorarium for InternetNZ

Name: Dave Moskovitz

Position: Councillor, InternetNZ

Term: AGM 2011 - AGM 2017

Declaration Date: 31 July 2015

Interests:

- Registrant of .nz, .com, .org, .pe domains
- Director, Domain Name Commission Limited

Board memberships:

- Think Tank Consulting Limited
- WebFund Limited
- Hyperstart Limited
- Golden Ticket Limited
- MusicHype Inc.
- Publons Limited
- Startup New Zealand Limited
- Open Polytechnic

Shareholdings (all of the above except for *Open Polytechnic*, plus):

- Lightning Lab 2013
- WIP APP Limited
- Learn Coach Limited
- Ponoko Limited
- Celsius Limited
- 8interactive Limited
- Admin Innovations Limited
- DIY Father Limited
- Smartshow Limited
- Common Ledger Limited
- Cloud Cannon Limited

- Small holdings in numerous publicly listed companies

Non-profit Activity:

- Global Facilitator
- Startup Weekend (Trustee)
- Pacific Internet Partners (Trustee)
- Think Tank Charitable Trust (Co-Chair)
- Wellington Council of Christians and Jews

Other memberships:

- NZ Open Source Society
- NZ Rise
- Royal Society
- Registered marriage celebrant
- Councillor's Honorarium for InternetNZ

Name: Richard Wood

Position: Councillor, InternetNZ

Term: AGM 2013 - AGM 2016

Declaration Date: 14 December 2015

Interests:

- Holds .nz and .net domain name registrations
- Member of ISOC, PICISOC
- Employee of TradeMe Group Ltd
- Investor in Parts Trader Markets Ltd
- Councillor's Honorarium for InternetNZ

Name: Amber Craig

Position: Councillor, InternetNZ

Term: AGM 2013 - AGM 2016

Declaration Date: [5 April 2016](#)

Interests:

- Consultant and organiser of some corporate un conferences
- Holds .nz domain name registrations
- Employee of ANZ
- Creator & Director of Beyond the Achievements
- An immediate family member works at NZRS occasionally
- NZRise member
- [Co-Founder of Diversity Consulting NZ](#)
- [Organiser of WWGSD Unconference](#)
- [Volunteer organiser of GovHack Wellington](#)
- [Volunteer organiser of Whare ora project](#)
- Councillor's Honorarium for InternetNZ

Name: Rochelle Furneaux

Position: Councillor, InternetNZ

Term: AGM 2014 - AGM 2017

Declaration Date: 23 November 2015

Interests:

- An employee of Quest Integrity NZ Ltd.
- Member of New Zealand Law Society
- Non-financial shareholder of Enspiral Foundation Ltd.
- Trustee at Fabriko Trust
- Councillor's Honorarium for InternetNZ

Name: Sarah Lee

Position: Councillor, InternetNZ

Term: AGM 2014 - AGM 2017

Declaration Date: 11 February 2016

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
- Councillor's Honorarium for InternetNZ

Name: Hayden Glass

Position: Councillor, InternetNZ

Term: AGM 2014 - AMG 2017

Declaration Date: 10 October 2015

Interests:

- Consulting Economist with the Sapere Research Group. Clients generally telco/media/Internet companies and government agencies, and have included Chorus, Sky TV, Google, TUANZ, MBIE, and The Treasury, as well as the Innovation Partnership and InternetNZ
- Convenor of the Moxie Sessions, tech-economy discussion group
- Founder and Director of Kuda Ltd, a (very slow moving) big data analytics startup
- COO at Figure.NZ
- Member of Techliberty
- Registrant of .org, .com and .nz domains
- Councillor's Honorarium for InternetNZ

Name: Richard Hulse

Position: Councillor, InternetNZ

Term: AGM 2015 -AGM 2018

Declaration Date: 4 August 2015

Interests:

- Employee at Radio New Zealand 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: [18 May 2016](#)

Interests:

- [Holder of .nz domain name registrations](#)
- Councillor's Honorarium for Internet NZ

The register was last updated in [May](#) 2016.

PRODUCT AND SERVICES REVIEW FRAMEWORK

Author:	Andrew Cushen, Acting Chief Executive
Purpose of Paper:	To discuss and agree an approach to reviewing Product and Service development

Council has approved a \$400,000 capital fund for NZRS to pursue the development of new Products and Services.

That \$400,000 fund was approved in April 2014 for three years and expires as of 31 March 2017. In the absence of any further decision from Council, as of that date NZRS will be unable to spend any of this fund on Product and Service Development.

The purpose of this paper is to start discussion on the review framework that Council may use prior to 31 March 2017 to determine whether that fund will be extended. Based on the discussion had at this May 2016 Council meeting, staff will propose an approach to reviewing Product and Service Development for approval to the August 2016 meeting.

Context

As stated in the Product and Service Development Strategy from May 2016; the goal for product and services development is to diversify revenue sources away from those that rely on InternetNZ's role as the .nz ccTLD manager. Our 2015-2020 Group Strategy defines the goal as follows:

One million New Zealand dollars of group income (revenue) comes from sources other than registrations of .nz domain names.

In practical terms this means:

By the end of the 2019/2020 financial year, there is reasonable confidence that in the financial year beginning 1 April 2020, there will be \$1m/year in revenue from the operation of products and services not in place at 1 April 2015.

Such products and services will not be .nz domain name registrations. Some may have no dependence on our current role as .nz ccTLD manager – that is, they would be unaffected by a change in .nz ccTLD manager. Others may rely on continuing to be the .nz ccTLD manager. Either counts against the target.

We are now just over two years since we commenced on this path of Product and Service Development, out of a three-year fund approval period.

NZRS now also produces a regular report on Product and Service development, sharing the products in development; the progress made in exploring or implementing them, and the prospects for both marketability and profitability for the InternetNZ Group.

At the February Council meeting, Council resolved:

RN10/16: THAT an evaluation framework for the approach to product and services development be developed, with a draft to be considered at the May meeting.

(Cr Hulse/Cr Craig)
CARRIED U

Approach to Review

The key question is what Council would like to review as part of this process, and how Council would like to proceed with doing so. The purpose of this section of this document is to start discussions with Council about that which they wish to consider in making this decision.

Some options for the review criteria are:

1. **Success to date against transformations:** The Final Strategy for Product and Service Development includes a list of transformations that are targeted in this work. Evaluating the degree to which those have already been realized, progressed or otherwise is an appropriate consideration.
2. **Revenue earned, and revenue potential:** Some products are already in market, such as the Broadband Map. Some are close to launch, and have targets in term of revenue. Council could evaluate this list of revenue achieved and potential against the \$1m target for this work.
3. **Costs incurred:** Council could evaluate how much of the \$400,000 has already been spent and on what; and what further spending is required to deliver the list of initiatives. Key questions here regard whether funding is sufficient or overly so, and being spent effectively.
4. **Commercial environment scan:** NZRS is operating in a competitive environment in new product and service development. That environment would have undoubtedly changed since this fund was established, and may impact Council's perspective on NZRS' market positioning to deliver new products and services.
5. **Commercial opportunities:** Council may have perspectives about opportunities, challenges and products themselves that have not previously been surfaced. This review is an opportunity to consider options that may not have previously been identified.

An objective of this discussion is to narrow down on what Council would like to review in order to design this frame work.

Timing of Review

The process for undertaking this review is recommended as follows:

1. May 2016 Council Meeting: Council discussion about review process, outlining potential considerations, approach and outcomes desired (this paper).
2. August 2016 Council Meeting: Staff paper to Council recommending approach to review, following discussion in May.
3. August - October: Review undertaken.
4. November 2016 Council Meeting: Review report made to Council with decision made on how to proceed.
5. November 2016 onward: NZRS take Council decision into account when planning their delivery for FY2017/18.

Recommendation

THAT Council note the timings required regarding the expiry of the \$400,000 fund.

THAT Council request a paper for the August 2016 Council Meeting providing a review framework for New Product and Service Development, capturing the criteria from this discussion.

RECOMMENDED APPROACH FOR MANAGING THE BALANCE SHEET AND FINANCIAL RESERVES

Author: Andrew Cushen, Acting Chief Executive

Purpose of Paper: To propose an updated reserves specification and set out a proposed approach for using accumulated financial reserves.

Introduction

At the February 2016 Council meeting, staff presented a paper on whether InternetNZ should seek to increase, decrease or maintain its current level of financial reserves.

The outcome of that discussion was a variety of views expressed and an action for “staff to draft a paper with a recommended approach for managing InternetNZ’s balance sheet and present it at the May Council meeting.”

This paper fulfils that action by discussing what an appropriate baseline for our reserves should be; by discussing three different scenarios for how reserves could be used, considering their pros and cons, and finally providing a recommended approach to Council for discussion.

Current Reserves

As stated in the paper to the February meeting; InternetNZ at 31 March 2016 is currently holding approximately \$5.0m in current liquid assets.¹

According to our Reserves Policy, approximately \$1.4m are required to be held. This is calculated taking into account the following policy:

Two years of lease obligation. This allows for considerable time to sub-lease and provides some flexibility should it not be possible to sub-lease at the same rate as the current lease.

Three months of Opex, including staff remuneration. Opex should include all costs, but those that will be required to be paid during a wind up process. Excluded should be Advertising/marketing, Consultants, Depreciation, Entertainment, Repairs and Maintenance for computers and office, subscriptions.

One month of staff remuneration to cover holiday pay owed.

Giving effect to this Reserves Policy means that InternetNZ is currently holding an estimated \$3.6m of cash assets in excess of required reserves.

Reserves Policy Amendment.

Staff have identified however two other matters not contemplated by this Reserves Policy:

¹ This will be confirmed as part of the Annual Accounts, which will be presented to the Annual General Meeting of InternetNZ later this year.

1. **Working Capital:** due to the timing of cashflows from subsidiaries an additional \$400,000 is recommended to be held as working capital.

Recent changes to Anti-Money Laundering (AML) practice with our banks have limited our ability to draw down on Term Deposits in a timely manner. This means there is less flexibility than there has been in the past in managing cashflow.

\$400,000 is approximately 10% of InternetNZ's operating budget. Keeping this as cash on hand seems a prudent change to this reserves policy. Such an amendment would allow InternetNZ to maintain budgeted expenditure and meet contractual commitments while awaiting the timing of dividend payments, and should be held in addition to the wind up reserve amount.

2. **Short-term Operational Deficit Funding:** Staff have previously proposed Annual Budgets to Council that result in a deficit for that year; for example, the most recent Annual Budget proposed such a deficit, with the caveat that a higher than anticipated dividend was expected that would remove that.

It seems prudent that InternetNZ should be able to run such deficits in the short-term, in order to maintain consistency in operations against what can be a volatile income stream. Such deficits should be short term - i.e. be accompanied with a revised three-year forecast that shows a return to surplus - and should be no more than 10% of the total operating budget of approximately \$4.2 million.

Accordingly, staff recommend that an additional \$400,000 be held in reserve for short-term operational deficit funding, in addition to the wind up reserve amount.

Should Council agree with these two recommendations, then the appropriate next step would be for amendments to be proposed to the Reserves Policy to give effect to an increase the minimum amount held from \$1.4m to \$2.2m.

If you agree with this approach, updates to the policy be progressed and presented to the Council at the August Council meeting for discussion and approval.

If this approach is taken, then the current assets in excess of reserves is reduced from approximately \$3.6m to approximately \$2.8m.

Reserves Forecast

Forecasting InternetNZ's reserves over the medium term is difficult. The Statement of Direction and Goals (SoDaG) with NZRS only covers the next three years. There is a degree of uncertainty in the projections for the domain name market globally, and also in the potential returns from new Product and Service development. Staff have therefore undertaken a very high level estimate approach to forecasting InternetNZ reserves over the next 10 years, and caution Council in taking these as anything more than an estimate only.

Our current three year budget forecast shows a surplus result of \$119k in 2018/19. This incorporates the information available from the Draft 2016 SoDaG. This SoDaG shows that over the next 3 years, dividends should grow from \$3.806m to \$4.304m, an average growth rate of 6.34% year on year.

In calculating over a longer time frame, we have assumed the following:

- that InternetNZ's operational funding increases by an average of 3% per year.
- an increase in Community Funding to \$1.0m in line with our strategy,

With these two assumptions included, then our estimate is that surpluses could grow by an average of \$261k per annum, to a total potential reserves pool of \$3.441m in five years time, and \$4.746m in 10 years time, of cash in excess of reserves.

This is a "wet finger in the wind" calculation designed only to give Council the sense of the direction of travel.

Taking into account the recommendation above to make changes to the Reserves Policy, this means that InternetNZ has an increasing pool of reserves in the medium term, all other things being equal; AND that this reserves pool adds to a reasonably substantial amount of funding.

Options Assessment – Strawperson Models

Staff have developed three options for how these reserves could be spent. These are summarised below with their pros and cons.

Option One: Endowment Fund

InternetNZ could use the current cash in excess of reserves of \$2.8m as the start of an Endowment fund. That fund could be augmented over time by other retained surpluses. Establishing an Endowment fund also allows InternetNZ to set up a bequeathing function, to allow members of the Internet Community to donate to the long term health of the organisation from their estates, for example.

Assuming 7.5% return on investments, the current \$2.8m excess is sufficient to provide approximately \$122,000 a year in funding after five years of investment.² If that fund was to be augmented by retained surpluses as outlined by the forecasts above, that total available pool for endowment rises to \$4.7m, capable of providing approximately \$200,000 a year in funding.

Should Council choose to build an endowment fund, staff believe that it may be prudent for Council to receive specialist financial advice from an appropriately qualified professional.

We have had recommended to us such a professional, with experience in working with Not-for-profits in New Zealand. We have not yet approached this person to understand their advice, but we are confident that we will be able to find such an advisor.

Pros:

- Provides a stable stream of returns in the long term, which are not dependent on the .nz delegation.
- Those funds could be tagged specifically to the Community Programme as part of their establishment and marketing, to encourage additional donations.
- In the event that InternetNZ was no longer the manager of .nz, or the collapse of the domain name market, then there is funding available to maintain some sort of residual, enduring InternetNZ activity.

Cons:

- Is a relatively modest endowment return.
- 7.5% return is likely to be optimistic - we assume 7% in our other investments, and in current market conditions this may be challenging. Lesser investment returns than this result in lesser endowment grants.
- Denies the use and value of that money to the Internet Community today.

Option Two: Deficit funding to allow an operational step change

InternetNZ could use this \$2.8m excess to fund deliberately running deficit budgets in the medium term, to increase the output, staffing levels and/or grants pools accordingly.

² Projections assume annual return of 7.5%, administration fees of 1.00% and an annual distribution rate of 5.0%.

The current three year forecast predicts InternetNZ running at surpluses of \$119k per annum as of 2018/19. As per the long term reserves forecast estimates undertaken above, this may rise to \$261k surplus per annum over the next five years.

InternetNZ could therefore increase its operational funding above the current forecasts and assumptions by \$550-650k per annum, resulting in deliberately deficit budgets of approximately \$400,000 per annum. At that rate of deficit budget, the current reserves would be used within 7 years.

If the Council wished to proceed with this option, staff would take this instruction into account as part of the budgeting process for 2017/18 onward.

Pros:

- Utilises the money by augmenting current programmes, to the benefit of the current Internet community.
- Accounts for additional money as part of the Activity Planning process and is included in the consultations in the same process.

Cons:

- Is artificially increasing the size of InternetNZ beyond sustainable means. There will come a point in approximately 7 years when the organisation will deliberately need to downsize as the excess is exhausted (if new products/services or domain name growth, neither of which should be assumed, do not deliver equivalent funds).

Option Three: Special projects fund.

InternetNZ could keep this cash in excess of reserves to hand with the expectation that over the next five years, a series of one off projects could effectively utilise that money.

There is a continual stream of ideas that come through InternetNZ that are beyond the current operational budget of the organisation to fund. Some such past ideas are the Tim Berners-Lee visit for example.

Future ideas include funding the establishment of an Internet Law Observatory-style function at a New Zealand university; OR undertaking a large expert economic analysis project to answer key modelling questions in the Telecommunications Act; OR a special grants round; OR an additional timed Strategic Partnership.

Staff are not proceeding with some of these ideas as they are difficult to fit into our current operational budgets. Council could agree that such ideas may however come forward as per a particular framework for assessment and investment. Should such a process be chosen, then staff would come back recommending the framework for assessment and decision, and an initial list of potential projects for funding.

Pros:

- Allows a flexible approach to careful additional investments to be made.
- Allows for large, discrete projects to be executed over and above operational funding.
- Allows InternetNZ to be responsive to emerging, strategic opportunities to deliver our strategy.

Cons:

- Will be crucial to get clarity on the process, and have this linked to the overall deliverability of the rest of the Activity plan.

On balance, I believe that the Special Projects Fund is the best way of proceeding. I considered but dismissed other options including simply accumulating financial reserves, because they did not seem to be connected to any discernable strategic goals.

Recommendations

THAT Council agrees in principle to the proposed amendments to the Reserves Policy, to give effect to the recommendation to cater for cashflow funding and short-term deficit funding.

THAT Council requests the Chief Executive prepare an amended Reserves Policy to be presented to the August 2016 Council meeting.

THAT Council [endorses/does not endorse] the Special Project Fund option suggested by staff in this paper as suitable for further development by staff.

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Travel Policy update

Author:	Jordan Carter, Chief Executive
Purpose of paper:	To seek Council's endorsement of an updated travel policy for InternetNZ, and its direction on the general applicability of this framework across the Group.

Following the discussion of the outcome of the Travel Working Group's deliberations at the February 2016 meeting, I have updated the Guidelines developed by the Group to take account of the following matters:

- The provision of travel insurance for travellers
- Clearer provisions about travel support for non-business travellers where family or health circumstances dictate
- A provision that where an employee takes leave before or after a work commitment requiring travel, the travel class may be lower provided they can still work as required

Some associated deletions have also been made.

The revised Guidelines are attached, with grey highlighted text showing the added sections.

These Guidelines will now form the basis of InternetNZ's travel policy, which is traditionally a management policy rather than a governance policy. They were developed with the Group in mind, and so the recommendation below sees Council ask Subsidiaries to ensure their Travel policies are consistent with the guidelines.

Recommendation

THAT Council supports the Chief Executive updating the travel policy (a management policy) so that it is consistent with the May 2016 International Travel Policy Guidelines, and advises Subsidiaries through the Chief Executive that it expects their Travel Policies to be made consistent with the Guidelines.

Jordan Carter
Chief Executive

International Travel Policy Guidelines – May 2016

Purpose

As representatives of a not-for-profit, charitable society it is particularly important that we are careful to use resources prudently. Those who arrange and undertake travel for InternetNZ must make careful and informed decisions balancing our need to represent our members while using funds carefully, cognizant of how such actions may be perceived by members.

Scope

The policy applies to those travelling on behalf of InternetNZ or its subsidiaries. Henceforth reference to InternetNZ includes subsidiaries.

Traveller includes staff, Directors, or others travelling for the business purposes of, and wholly or partly funded by InternetNZ.

Objectives

- To ensure the health and safety of individuals travelling on behalf of InternetNZ or subsidiaries.
- To ensure all individuals have a clear and consistent understanding of policies regarding international travel
- To provide a reasonable level of service and comfort at an affordable cost

Principles

The following principles underpin this policy:

- The safety and security of the individual is paramount.
- No individual should be out of pocket as a result of undertaking business related travel.
- Wherever practicable, individuals are expected to:
 - o prepare a travel plan that requires least (paid) time away from the office
 - o take the most direct route to the destination
 - o use the most cost-effective options
- Travel costs should be prepaid by, or directly charged to InternetNZ where possible.
- International travel is defined as travel beyond New Zealand.

Guidelines

The following areas should be suitably addressed in the policy:

Air Travel

Visas and Passports

Travelers are responsible for passports and that appropriate visas are obtained. InternetNZ will reimburse visa and related costs, and fees for a standard Adult NZ Passport. Where the traveller uses another passport, additional costs must be borne by the traveller.

Reservations

- Advice should be sought from the InternetNZ travel agent as to the best time to book travel
- That travel arrangements are made at least 14 days in advance of travel
- That travel itineraries are based on, and in order of:
 - o reasonable overall travel time
 - o lowest possible fare available at time of booking subject to a prudent view of flexibility requirements

Air Mileage Loyalty Programs

- That managing the employee's personal accounts is the responsibility of the employee.
- That personal miles earned while travelling on business are retained by the employee to be used as they wish, although corporate rewards will be retained by InternetNZ
- That air miles or upgrades used for business travel are not reimbursable.

International Flights

- That business class may be booked for flights of more than six hours actual airtime.
- That if a medical condition necessitates upgraded travel, employees should obtain a physician's order prior to booking.

Accommodation

Reservations and payment

- That accommodation for business travel must be co-ordinated through InternetNZ.
- That any personal expenses (e.g. mini-bar) must be paid by the individual.

Selection

- That accommodation should be reasonable both in terms of standard and price. In deciding what is reasonable, take account of:
 - safety and security of the individual.
 - availability
 - the nature of the work being undertaken
 - the proximity of the accommodation to the place of work

Long-term stays

- That individuals staying a week or longer should enquire about long term discounts.
- That when possible, alternatives such as serviced apartments should be considered.

Maximum Rates

- That the lodging selected not exceed the reasonable local cost of a 4 star hotel.
- That there is a policy in place for when accommodation cannot be found within these limits.

Meals and Entertainment

Business Meals

- That a policy is in place for a meal where business is discussed.
- That these meals meet the following guidelines:
 - Meeting should be intentional
 - Deliberate with a clear, reasonable, specific business purpose
 - Have a pre-established agenda
 - Meal expense must be ordinary and necessary
 - An ordinary expense is an expense that is common and accepted in the course of business
 - A necessary expense is one that is appropriate for the business
 - Meeting should only be conducted over meal time if the invited attendees schedules provide no other alternative and not for the primary purpose of consuming a meal

Who pays

- That when more than one employee is present at a business meal, the employee with the highest ranking job level should pay the bill.

Meal limits

- That the money spent on meals and snacks per day not exceed the daily balances listed below: Please note that this is a maximum, not a per diem.
 - \$150NZD When traveling and dining in any location other than the cities cited below
 - \$225NZD When traveling in the following: Amsterdam, Berlin, Brussels, Davos, Dubai, Frankfurt, Geneva, London, Paris, Stockholm, Tokyo, Zurich, New York City, San Francisco (other high-cost cities will be recognised as required)
- That there is a policy in place for when meal costs exceed the daily limit.

Official entertainment

- That expense claims be subjected to the test of whether the expenditure was reasonably related to the objectives of InternetNZ, and is not extravagant. Staff should bear in mind that any test of reasonableness should include a consideration of how the expenditure account would appear to members of InternetNZ.
- That catering and other costs incurred in connection with stakeholder liaison or team exercise be appropriate to its business purpose, such as:
 - building relationships that are important to InternetNZ
 - representation of InternetNZ
 - reciprocity of hospitality where this has a clear business purpose and is within normal bounds
 - recognising significant achievement
 - supporting internal organisational or skills development.
- That all hospitality expenditure over \$500 must have the prior approval of the CE

Ground Transportation

- That the safest, most cost-effective, and efficient ground transportation is to be used.

Taxi and town car

- That taxis are the preferred ground transportation method.

Rental Car

- That safety is paramount
- That in general, a smaller car is preferred;
- That the size and type of the rental car should be appropriate for the number of people in the car and the road conditions on which it will be used.
- That when renting a car internationally, insurance is purchased at the time of the rental.
- That individuals planning to rent a car understand when rental agencies require an international driver's license.
- That the cost to acquire this license is reimbursable.

Rail

- That standard class of rail is preferred.
- That business class and high speed rail may be reserved when more flexibility is necessary.

Combining Business and Personal Travel and Non-Business Guests

Reimbursement of personal expenses incurred as a result of travel

- That Chief Executives retain discretion on a case-by-case basis for authorising reimbursement of personal expenses that are incurred as a direct result of being required to travel (e.g. care of dependents). Where CE travel is involved, this will be authorised by their Chair.

- That this discretionary reimbursement is not available where an employee is given the choice whether or not to travel or for any portion of a trip that is deemed personal travel.

Paying for the costs of non-business travellers

- That Chief Executives retain discretion on a case-by-case basis for authorising payment of the travel and accommodation costs of non-business travellers where:
 - The non-business traveller is a dependent of the employee and it is necessary that they travel with the employee (e.g. a breast-feeding child); or
 - The non-business traveller is a carer of the employee and it is necessary that they travel with the employee; or
 - The non-business traveller is a carer of another non-business guest and it is necessary that both travel with the employee.
- That other than when part of this discretionary payment, any and all costs of a non-business guest are not reimbursable or payable by InternetNZ in any other way.
- That where payment of a dependent of a CE, carer of a CE or carer of a dependent of a CE is possible then this will be authorised by their Chair.

Airfare

- That InternetNZ recognises the active travel schedules of employees.
- That as a convenience benefit, employees may add and pay for a personal leg to a business itinerary.
- That flight arrangements can be made to include a non-business guest, with the cost of that travel charged to the employee.
- That business and personal expenses must be clearly distinguished.
- That the request must be made at the same time as the original travel request.
- That if a combined business/personal itinerary is equal to or less than the cost of a business-only airfare, there is no cost to the employee (downgrading flights to reduce the cost of travel is not acceptable).
- That if a combined business/personal itinerary is greater than the cost of a business-only airfare, the personal portion will be charged to the employee.
- That if the traveller is taking leave before or after the business travel's purpose and if suitable arrangements can be made, a lower class of travel for the relevant sectors will be considered so long as this is cost-effective (for example: if someone leaves NZ early for a meeting and takes leave, they might travel economy as the business objective of being ready to work should be able to be met). Where the CE is the traveller they will discuss this with the Chair.

Lodging

- That lodging may be shared with non-business guests.
- That lodging costs of non-business guests are not reimbursable.
- That accommodations such as different room types, extra rooms, and other special amenities for personal guests should be arranged by the employee and paid directly to the hotel upon checkout.

Speaking Engagements

- That to avoid potential conflict of interest issues, InternetNZ should pay all travel expenses for an employee who is asked to speak publicly on internet-related business.
- That on occasion, the invitee organization may offer to pay for an InternetNZ employee's travel expenses. This is allowable as long as there is no obvious conflict of interest.

Other Expenses

Insurance

- That appropriate business travel insurance will be provided for travellers, either on a per-trip basis or on an annual policy basis (whichever is least cost based on reasonably expected travel).

Telephone, fax and email charges

- That reasonable telephone, fax, and email charges incurred for official business will be reimbursed.
- That individuals are expected to use their best judgment in limiting personal calls to a reasonable length while traveling on business.
- That mobile devices should be used whenever possible.
- That individuals consider whether they should purchase a local SIM card or add an international plan to their mobile device.

Tipping

- That tips are a reimbursable expense and should be appropriate to the location, service level and local protocol and never to exceed 20% of the total bill.

Emergencies and acts of God

- That policies be in place to deal with an employee needing to make snap decisions reacting to an emergency situation.

Laundry

- That laundry costs, including pressing and dry-cleaning, incurred while undertaking official travel of more than two nights, may be claimed to a reasonable cost.

Excess baggage

- That individuals may not claim for excess baggage, except where travelling with heavy or bulky items is necessary for business purposes or medical reasons.

Tolls, congestion charges and parking fees

- That tolls, congestion charges, and parking fees are reimbursable.

Document Information Disclosure - new Governance Policy

Author:	Jordan Carter, Chief Executive
Purpose of paper:	To seek Council adoption of a new Document Information Disclosure governance policy under the PDP.

Council considered a draft Document Information Disclosure policy at its meeting in February 2016.

In discussion Councillors considered the paper and as per the minutes:

Discussions were held responding to the draft Policy, including on what can be considered as a confidential paper and whether the Policy also covers information that can be withheld due to privacy reasons, such as personal matters as per the Privacy Act.

I have updated the policy following the discussion at the last meeting as follows:

- Clause 1.5 – amended to clarify that personnel matters are also excluded from coverage.
- Clause 1.6 – amended the date from which the policy applies to 1 July 2015, to allow time for the administrative systems required to be developed and put in place.
- New clause 2.3 – added to specify that an ‘item’ is any paper or document sent to Council and will be read widely (i.e. only excluded items specified in section 5 are excluded).
- Clause 3.1 – amended to include the reasons an item is confidential in the register.

These updates incorporate the feedback received from Council. There has been no feedback from members. The prior discussion has covered in substance the requirements of the PDP, and so the policy is ready for adoption.

Recommendation

THAT Council approves the Council Governance Policy – Document Information Disclosure, with the “Date In Force” to be 1 June 2016.

Jordan Carter
Chief Executive

Document Information Disclosure Policy

Policy	CNL-DID: Document Information Disclosure Policy
Version	1.0
Date in force	1 June 2016
Planned review	1 June 2018

1 Introduction

- 1.1 This policy sets out the Council's Document Information Disclosure process.
- 1.2 It is an InternetNZ Governance Policy, and applies to InternetNZ.
- 1.3 It explains how the Council will manage confidential information, and when and how that is then disclosed to the public.
- 1.4 The approach this DIDP takes is to default to openness and only to withhold information when there is a particularly significant reason to do so. In that event, any withholding will be time specified and reviewed to check whether it may now be released.
- 1.5 Nothing in this DIDP will require the Council to disclose information that is protected under the Privacy Act or that relates to personnel matters.
- 1.6 This policy will apply to documents that were submitted to Council on or after 1 July 2015.

2 Submitting Confidential papers to Council

- 2.1 InternetNZ staff or Subsidiaries may submit to the Council items that are clearly marked as Confidential, and specify the timeframe that that item must be withheld from the public.
- 2.2 This status is for matters that are truly confidential, for example:
 - 2.2.1 To protect the privacy of members (e.g. when lists of new members are approved) or other people
 - 2.2.2 To protect the organisation's ability to act (e.g. if legal advice or tactics/strategy were being discussed related to a dispute or campaign)
 - 2.2.3 To protect the organisation's reputation or ability to function (e.g. if a security flaw was discovered, or an employment dispute was being managed, or a newly-realised operational risk was being tackled)
 - 2.2.4 To protect the organisation's commercial interests (e.g. negotiation of a lease for premises)
 - 2.2.5 As required for the proper administration of the .nz ccTLD (e.g. recommendations to change the wholesale fee for domain names from DNCL and NZRS are confidential until the decision is made).

- 2.3 An “item” for this policy is any sort of document presented to Council for its consideration or agreement – examples include a policy document, a report, draft correspondence, a review. Unless something is excluded (see section 5) it will be counted as an “item” covered by this Policy.
- 2.4 If no timeframe is specified, the default release will be two years later. Two years is the maximum time before review.
- 2.5 In doing so, the author of the item must justify why that item is Confidential and why the specified time period for that status is required.
- 2.6 The Chief Executive must approve any item being lodged as a Confidential item, and satisfy themselves that it meets the threshold and reasons for confidentiality set out in this policy before giving such approval.
- 2.7 Any Confidential items for the Council will be distributed to Council separately from the rest of the documentation for the Council Meeting, and will not be provided to the public in advance of that Council Meeting.
- 2.8 Councillors may challenge the justification for Confidential status of an item. They could make a decision to release such an item by resolution. In the event that such a resolution is passed and the paper is no longer Confidential, it will be released to the public alongside the Minutes from the Council Meeting.

3 Administration, review and disclosure

- 3.1 InternetNZ staff will keep a register of all Confidential items, the grounds on which they are Confidential, and their specified timeframe for being withheld.
- 3.2 At each Council meeting, staff will make a recommendation as to which pending items should be released, and which should continue to be withheld beyond the initial timeframe. Staff will develop the recommendation in consultation with the item’s author.
- 3.3 The only justification for continued Confidential status beyond the maximum / default two-year period would be that release would be seriously prejudicial to InternetNZ. An extension could only be authorised by Council resolution specifying what the item is and why release would be seriously prejudicial.
- 3.4 Items that are no longer Confidential will be published on a page on the InternetNZ website following the Council meeting, and indication will be made in the minutes of the meeting and in notice of the minutes that the material has been released.

4 Appeals

- 4.1 If anyone believes that a document should be disclosed because they do not agree it should have been confidential (i.e. that this policy has been mis-applied), or for any other reason, the Council will consider the request on a case-by-case basis.
- 4.2 In general, the Council will seek to interpret this policy with a bias towards being as “open as is possible”.

5 Excluded material

- 5.1 For clarity, the following information is not covered by this policy:
 - 5.1.1 The Council’s email lists
 - 5.1.2 Staff email
 - 5.1.3 Staff drafts of documents, where finals do get released or where the documents are never presented to Council

.nz Quarterly Report

Third Quarter ended 31 March 2016

Introduction

This is the fourth joint .nz quarterly report for the 2015/16 financial year. It is the intention of DNCL and NZRS to continue to provide a joint report to prevent the ongoing duplication of .nz information. There is nothing in this report that is confidential.

1. Global Domain Name Environment

At the end of the quarter a total of 323.1m domain names had been registered among all TLDs. A further breakdown of this figure is provided in the table below:

Domain name registrations as at	31 March 2015	31 March 2016	Annual Growth %
ccTLDs	136.8m	145.5m	6.35%
gTLDs (pre 2012)	151.7m	161.6m	6.52%
gTLDs (post 2012)	4.9m	15.9m	224%
.kiwi	11,160	10,672	-4.37%
.nz	632,268	656,607	3.84%

There are currently 10,672 .kiwi registrations – an increase of 339 during the quarter.

2. Activities

Supports transformations 1.2, 1.6, 1.7 and 1.8

a) Research

b) .nz Promotion and Marketing

The first quarter of this year has seen the start of activity to reset and refocus marketing of .nz for the coming years. The approach is to revalidate market and channel perceptions of .nz domains and better understand the nuances of the sales process. From this evidence will come insights and a reworked plan to engage the market.

In March a sponsored story ran in Techday building on the awareness of registrations at the second level.

Channel management activity continues with a focus on growing adoption and use of the registrar portal to support and generate registrations of .nz domain names.

An updated infographic that outlines the relationships between the three .nz entities was also prepared and debuted to an industry audience at the APTLD meeting in Auckland in February.

The quarter saw DNCL launch a new website – the culmination of several months of work. The site provides information for registrants and registrars (as before), and now incorporates functions around conflicted names that were previously on anyname.nz. A number of new features have also been added – including a domain counter and a UDAI checker.

Work also began on an overview video that explains in simple language what the .nz Dispute Resolution Service is and how it works. The video is expected to be available early in the next quarter.

c) .nz Policy Consultation

Stage two of the WHOIS review began on 17 November 2015, with the launch of a public consultation asking for people’s views on the ‘how’ and ‘what’ of WHOIS.

Submissions closed 29 January 2016, with comment sought on information disclosed in response to a WHOIS search, which included questions: around who disclosures should be made to and how information should be provided. A total of 29 submissions were received.

A paper went to the DNCL Board in February, where it was decided that in principle WHOIS details will remain a public record, however there should be a policy or process for individuals who may require their information to remain private. A paper on this will go to the April DNCL Board meeting, followed by a third public consultation on any proposed process.

d) Registrations at the Second Level

A total of 402 conflict sets were resolved between January and the end of March. In addition to those conflict sets that are resolved, each month a number of conflict set cease to exist when all names in the conflict are released. The following table shows the progress in reducing conflict sets:

	Oct	Nov	Dec	Total for Q3	Jan	Feb	Mar	Total for Q4
Conflicts Resolved	137	210	149	496	133	138	131	402
Total Conflicts	17,804	17,526	17,320	-	17,156	16,951	16,697	-

The total number of domains in the conflict sets is 40,119 as at the end of the quarter.

3. Policy Framework

Supports transformation 1.5

a) .nz policy

No changes were made to the .nz policy framework this quarter.

4. Registrar Market

Supports transformation 1.3

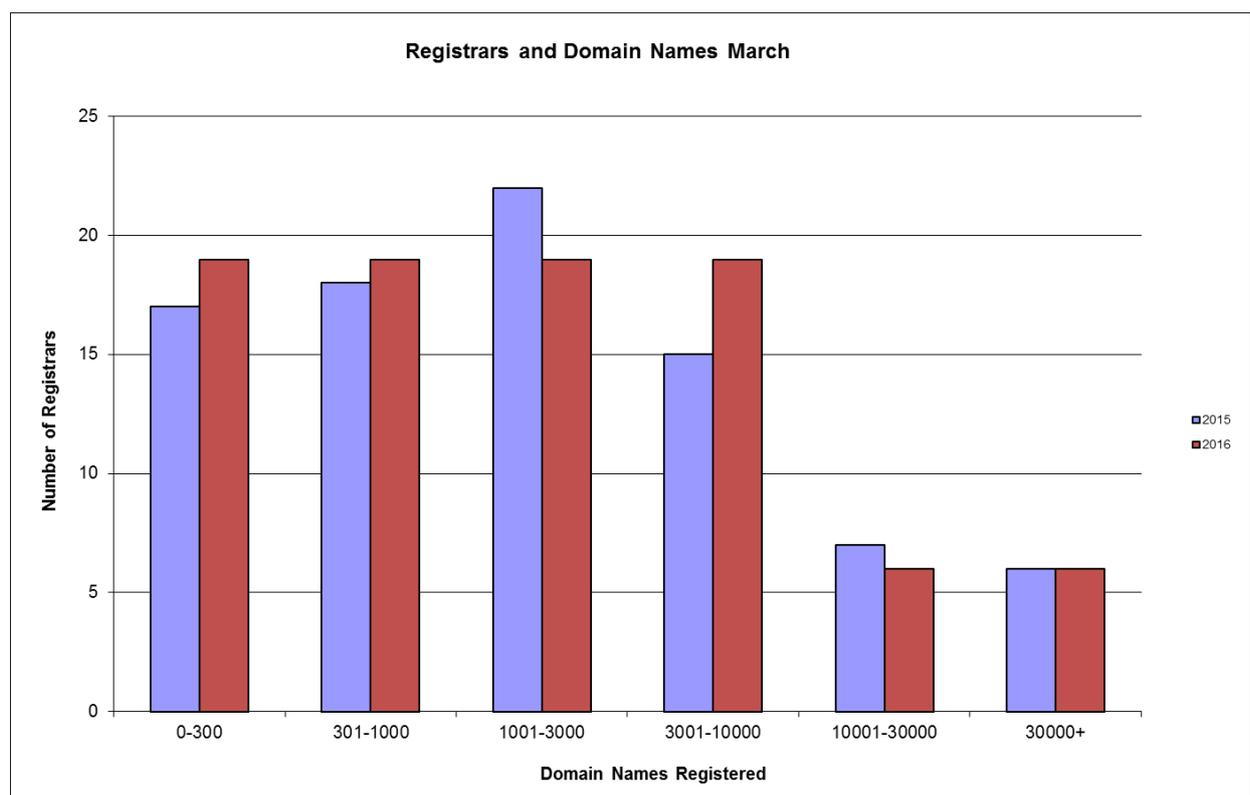
Registrars authorised	91
Registrars connected	88

Number connected during the quarter: 1

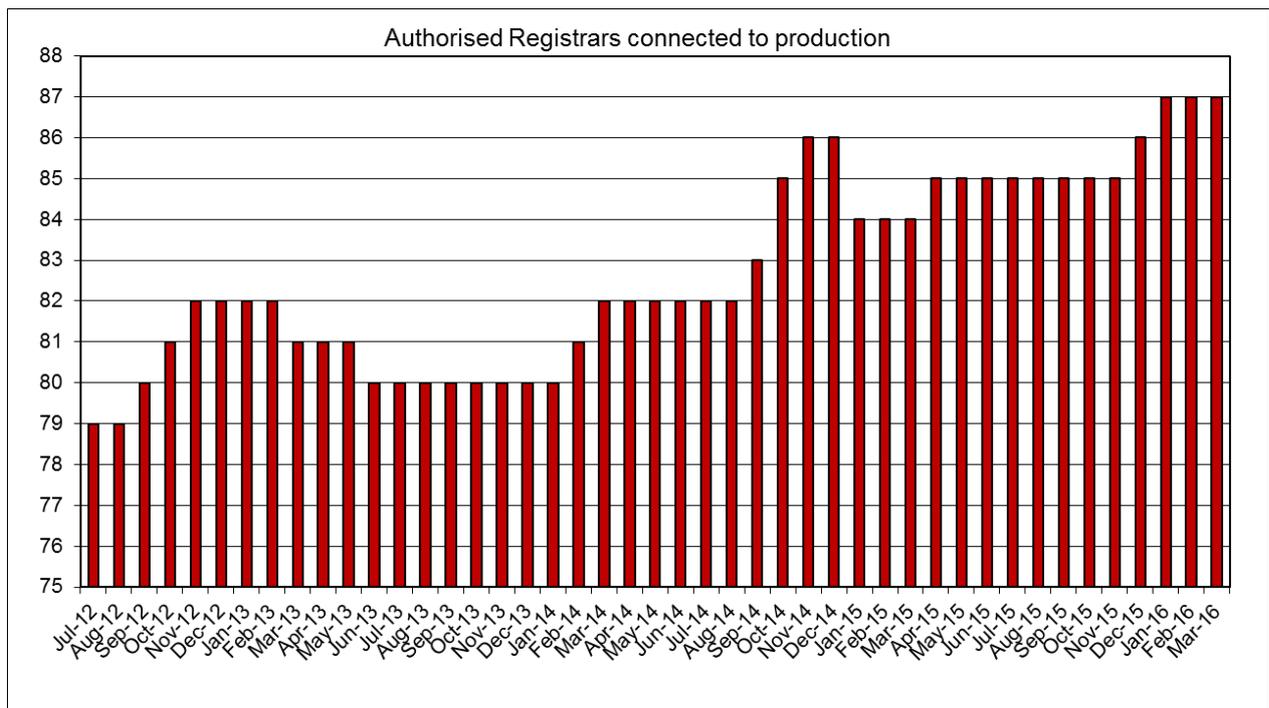
Number authorised during the quarter: 1

Number de-authorised during the quarter: 0

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



The following chart shows the number of registrars (excluding the DNC) connected to the SRS:



5. Performance and Best Practice

Supports the primary transformation, 1.1 and 1.4

a) International

- APTLD was held in Auckland in February and was hosted by .nz. The APRICOT conference was also held in Auckland. Both events were attended by staff from DNCL and NZRS.
- Staff from DNCL and NZRS attended ICANN in Marrakech in March.
- Debbie Monahan has been elected to the Council of the ccNSO (the Country Code Names Supporting Organisation) for a three year term. The ccNSO is part of ICANN (the Internet Corporation for Assigned Names and Numbers) that provides a forum for country code top level domain managers to meet, discuss and develop ccTLD-related policy.

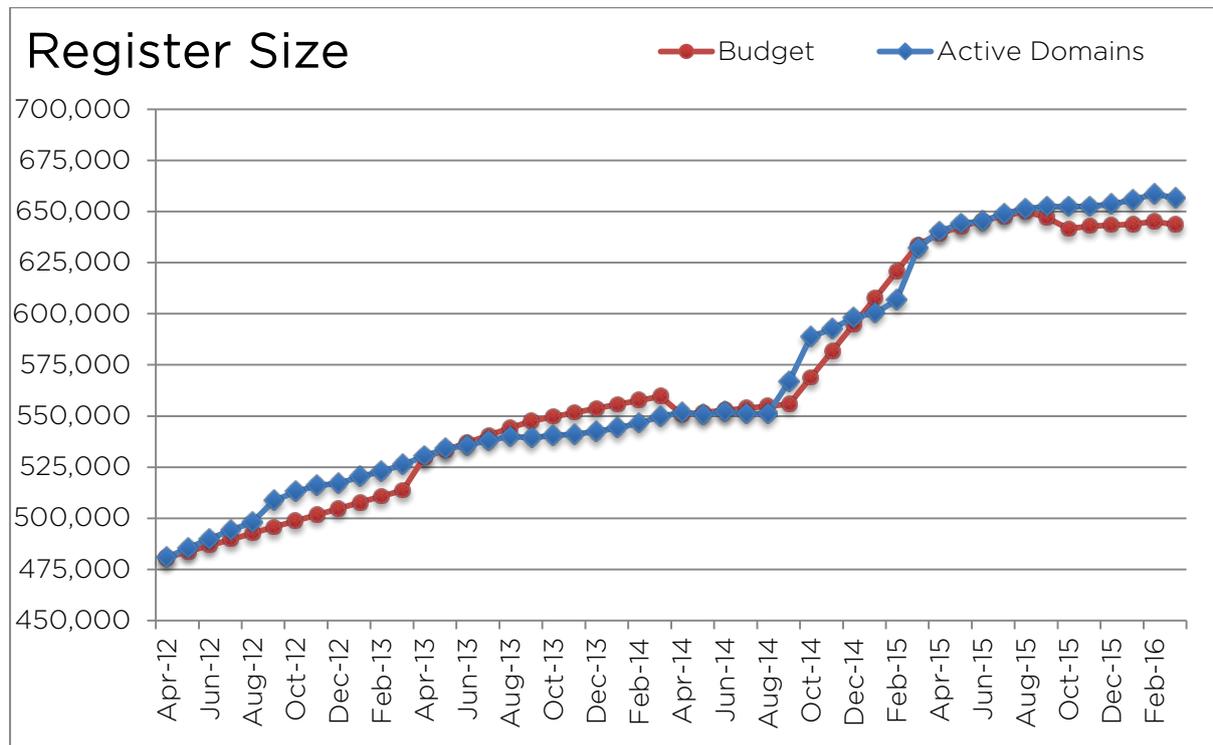
b) Registry Performance

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

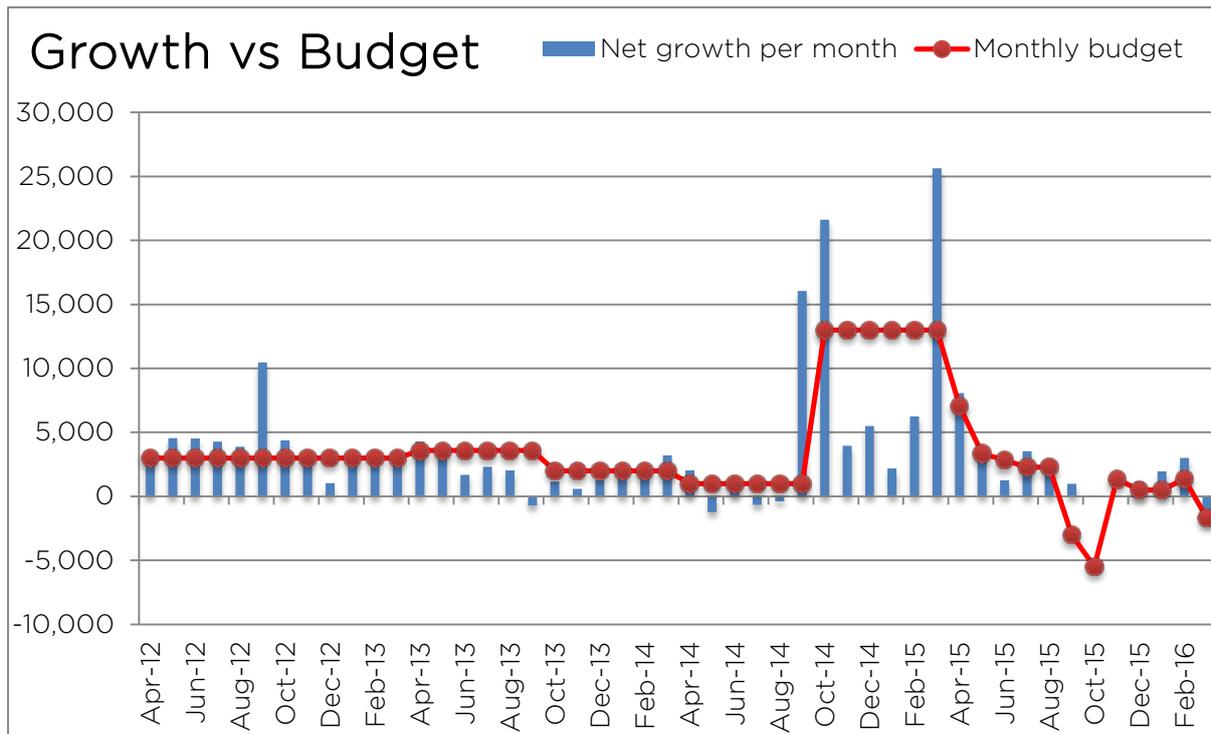
System	SLA %	Jan	Feb	Mar
SRS	99.90%	99.94%	100%	100%
DNS	100%	100%	100%	100%
Whois	99.90%	99.94%	100	99.98%

c) Domain Names

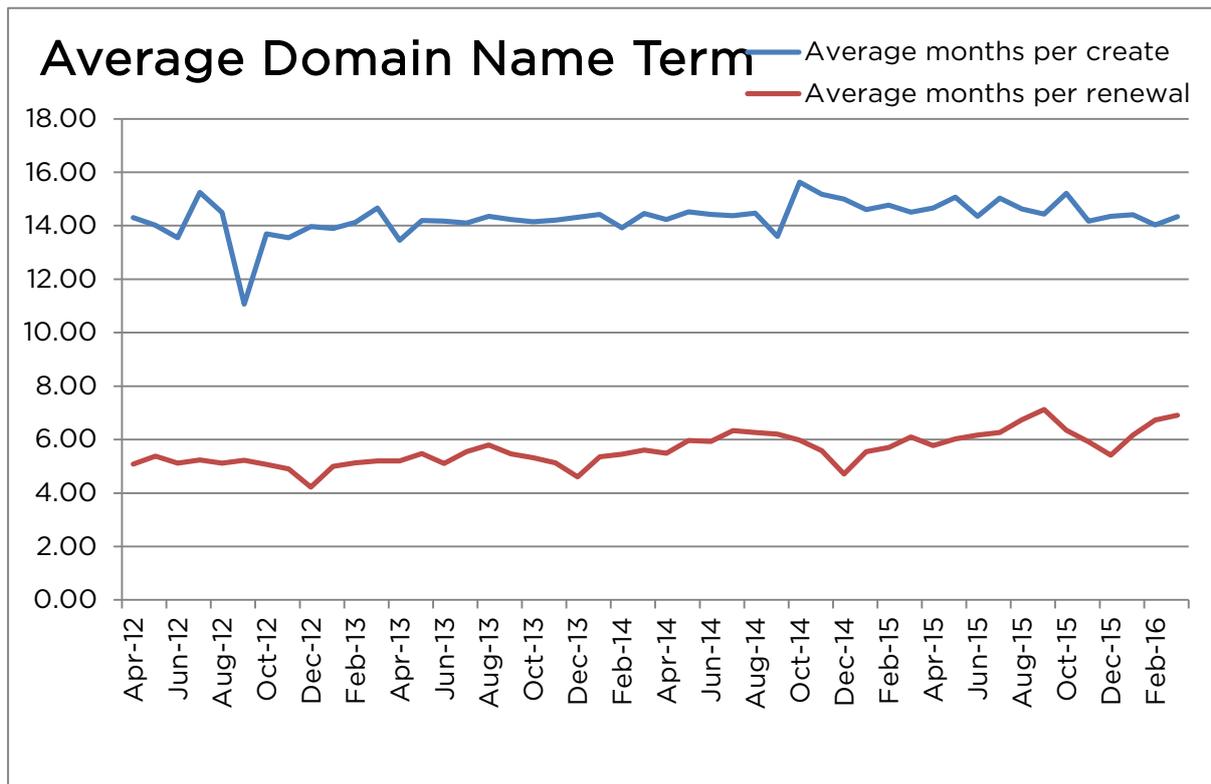
The size of the register against NZRS budgeted growth is shown in the chart below:



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:

	Jan-16	Feb-16	March-16
.nz	105,737	107,834	105,623
.co.nz	479,662	480,723	481,216
.org.nz	27,968	27,979	28,003
.net.nz	26,219	26,046	25,849



David Farrar
Chair, DNCL



Richard Currey
Chair, NZRS

Joint .nz Strategy Transformations

Primary 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

Transformation/s		
	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
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

Review of the Registrations at the Second Level Project

Recently, staff from NZRS, DNCL and InternetNZ met to discuss the joint aspects of the project to introduce second level registrations into .nz. Those present were:

- Jay Daley - CE, NZRS
- Dave Baker - CTO, NZRS
- David Morrison - Chief Marketing Officer, NZRS
- Debbie Monahan - CE, DNCL
- Steven Heath - MLP, DNCL
- Campbell Gardiner - Communications Manager, DNCL
- Jordan Carter - CE, InternetNZ

This review did not go into the specific tasks undertaken by each of the business units in their core roles, but focused on how we worked together on what was a significant, and shared, piece of work. It aimed to identify what worked well, what could have been done better and what we have learnt for any future joint projects. It should be noted too that the project management team held a technical debrief after the launch to discuss areas for improvement.

All present agreed at the beginning that the project was a success and that adding the ability to register .nz domain names direct at the second level has worked well and has added value and choice to the .nz market for all parties involved including registrars and registrants.

Actions that worked well

- Registrar Communications Pack

This was a comprehensive tool that included information for registrars on policy as well as technical matters. The pack also contained sample text for registrars to use to contact their customers about a range of different matters. It was noted that the registrars who used the pack's material extensively were well represented in the new registration figures.

- Use of the registrar channel

Registrars were the main mechanism to get to registrants and raise their awareness, so communication with registrars was key. Both NZRS and DNCL had reason to relate different aspects of the project to registrars at different times. A good work relationship between the NZRS Marketing Officer and the DNCL Communications Manager were key to effective coordination of contact and message.

- Media coverage at launch

There was significant interest in the subject by the media leading up to the launch, including an appearance by the Communications Manager on national television. In addition to mainstream media, there was significant coverage through a range of different trade and other organisations and their publications. This publicity helped in raising awareness around the change. Unfortunately, the same level of coverage

did not occur for the end of the six-month preferential registration and reservation period as no doubt it was considered it was something already in place.

- NZRS and DNCL working jointly

This was a complex project handled on many different levels but at each stage requiring close cooperation between NZRS and DNCL. The success of the project indicates that the objective of effectively working together was met. From the input NZRS gave DNCL into the final form of the policy around processes, to agreeing the key dates that worked for both organisations, right to the implementation day when NZRS staff generously found time to set up a system so that the DNCL team could watch the registrations in real time.

Though issues did arise, in all cases these could be worked through to an effective outcome. This included the project management teams and the communications work which were most impacted. Though at the time NZRS were on a different floor in the office building, communication was handled effectively and in fact some felt the different levels meant they were more inclined to make the effort to go and visit the other rather than just send a message.

The efforts of both teams in working together towards the same objective are recognised and appreciated.

Matters discussed

- Reserved and conflicted names

NZRS consider the project is still ongoing for them, as there remain temporary measures in the SRS to handle reserved names and conflicted names and their preference is to clean it up and get back to a single process for registering and managing names.

DNCL noted that these were part of the policy framework and that this meeting is not about reviewing the policy (which will be undertaken later in the year) but acknowledges the issue particularly around reserved names and there being no specific end date (the policy indicates two years but there isn't an absolute date yet defined). DNCL will undertake to clarify the reserved names process this year but the situation around conflicted names is more complex, though DNCL will also be considering options around this.

- Terminology

It was commented that there was a lot of complex terminology and that this could create confusion for some. Discussion around examples acknowledged the issue but, as noted, many of these were raised during the planning stages. Options identified created issues in respect of accuracy of material. Therefore, though terminology was complex, the topic and process itself was also complicated and there were no identifiable alternatives that could have been properly used.

Different meanings of same abbreviations were an issue between NZRS and DNCL in the early stages of the project. This was largely around 2LR and 2LD and the way the SRS used the terms against what DNCL required from a policy perspective. This was resolved through awareness and discussion with a distinction being made between internal and external communications.

- Advertising material

NZRS considered all advertising and promotional material should have used the black ball as that is the visual presentation of .nz. DNCL disagree with that viewpoint as the nature of the advertising and promotion was different for each unit. DNCL, for instance, focused on awareness and informing people of their rights and what they had to do to exercise those rights, while NZRS were trying to encourage registration of the second level .nz names.

It is unlikely that there will be another joint project of this sort requiring both NZRS and DNCL to engage publicly on the same topic but if something does arise then the visual branding aspect will need to be addressed.

- Group buy in

Discussion highlighted different views and expectations about InternetNZ's role in the project, especially as the InternetNZ team was offsite on the day of the launch. There was also a lack of operational support in communications at some points.

It was agreed by all present that it was the responsibility of all parts of the group to make sure everyone is aware of, and engaged in, shared projects of this nature and consider that the current environment and working conditions assist this.

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May 2016

Jamie Baddeley
President, InternetNZ

WHOIS Review

DNCL has started its third round of consultation on the WHOIS policy. We were pleased with how the first two rounds went, receiving over 50 submissions (previous consultations on WHOIS had less than five submission). A concerted outreach effort was made with several thousand e-mails and letters to organisations and individuals who might be interested. Also three public meetings and an online meeting were held to allow interested persons to have their say (attendance was very low though).

The submissions in the second round convinced the Board that the status quo for WHOIS was no longer the best policy, and that individuals who had good reasons for wanting to not have some or all of their contact details published should be able to do so. Hence we proposed a significant change in WHOIS policy to allow a “privacy option” for individuals who are registrants. Our third consultation paper was designed to get feedback on a possible process for this privacy option. There has been criticism of the paper by various people, and with the benefit of hindsight we recognise that the paper could have been better in a number of ways, including:

- Explicitly recognising the submissions made, and that we agreed with submitters who wanted to be able to not have their contact details published in the WHOIS due to fears of harassment etc
- Having a more empathetic tone to the paper, rather than a regulatory tone
- Talking about “proof” being needed without much detail, causing worry with some people they would need to provide sensitive information and details
- Not explaining in more detail the harms we believe could be caused by those who might seek to hide their contact details so they can more easily do harm to others

DNCL regrets that the paper was not as good as it could have been. Basically what we did was focus much more greatly and carefully on the first two rounds of consultation. Then after we made the decision in principle to allow a privacy option (which is what many had called for), we thought that the substantial decision had been made, and that the process around implementing it was less likely to be controversial. This was of course wrong. The details do matter, and we are now very focused on working with the community on the next steps forward.

To supplement the consultation paper we have published an FAQ which seeks to alleviate some of the concerns people have over how a privacy option application might work. We will continue to update this as needed.

I'd like to thank Jordan Carter and his team for the support they have given to DNCL staff on this issue, and it is our intention to continue to use the wider resources of the group to facilitate our engagement programme. DNCL is also reviewing our digital presence strategy at our next board meeting.

It is not the intention of the Board to move to a decision making stage after this consultation is finished. We wish to work with the community and stakeholders to try and design a process that is user friendly and safe for those applying. We will look to engage with those interested (and especially those who have raised concerns about safety) in person as well as through the formal submission process. Ideally we want the community to design the process with us, rather than have DNCL impose a process. Of course at the end of the day, decisions need to be made - but we want as high a level of buy in as possible.

It is quite possible that after this consultation round, we could release some distinct options for how the privacy option could work, and get further feedback on which option is preferred. But until this consultation round is concluded, we can't be sure as to the next steps. We continue to urge anyone interested in this to submit to this third round.

It will of course be impossible to make a decision that everyone agrees with. Some people want no exceptions to public WHOIS data (which is the case for the vast majority of ccTLDs in CENTR), some want a privacy option with some sort of eligibility threshold (which DNCL has proposed) and some want a privacy by default or demand option.

At this stage DNCL is not proposing a privacy by default or demand option with no eligibility criteria. **Our policy challenge is that there are some people who want to "hide" their WHOIS contact details for good reasons (fear of harassment, safety, abuse etc) and there are some who want to "hide" their contact details for bad reasons (phishers, scammers, abusing individuals, doxing people, spammers etc).** What we ideally want to achieve is a process that makes it easy for those with good reasons to "hide" their details but not so easy for those with bad reasons to "hide" their details.

So our aim is to work with the community to see if we can design a process that makes it easy for genuine applicants but provides some deterrence to harmful actors.

We of course operate under the TLD principles laid down by InternetNZ including *"Registrant data should be public"*. The easier we make it for people to "hide" their contact details, the greater then tension may become with that principle.

For that reason DNCL proposes that once we have developed a preferred position, that we will bring it to the InternetNZ Council for your consideration and feedback, so Councillors can test whether they think it gets the balance right and is compatible with the TLD principles you have adopted.

Following this, DNCL would then either adopt the policy, or undertake further work on it.

Regards

A handwritten signature in black ink that reads "David Farrar". The signature is written in a cursive, slightly slanted style.

David Farrar
Chair
DNCL Board

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May 2016

Jamie Baddeley
President, InternetNZ

Dear Jamie,

Fourth Quarter 2015/16 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

	Jan - Mar 2016			Year-to-Date		
	Actual	Budget	Variance	Actual	Budget	Variance
INCOME						
Management Fees	467,460	467,460	0	1,869,840	1,869,840	0
Authorisation Fees	0	0	0	12,000	6,000	6,000
DRS Complaint Fees	4,000	8,000	(4,000)	35,200	40,000	4,800
Other Income	0	0	0	0	0	0
Interest Income	17,301	11,300	6,001	28,080	17,000	11,080
Total Income	488,761	486,760	2,001	1,945,120	1,932,840	12,280
EXPENSES						
Staff and Office Costs	314,760	279,897	(34,863)	1,246,322	1,220,640	(25,682)
Professional Services and Communications	56,135	43,751	(12,384)	148,144	192,000	43,856
Dispute Resolution Services	43,976	46,688	2,712	97,868	125,750	27,882
DNCL and DNC activities	43,856	51,314	7,458	164,051	204,750	40,699
International	51,855	35,001	(16,854)	168,338	233,000	64,662
Total Expenditure	510,583	456,651	(53,932)	1,824,722	1,976,140	151,418
Depreciation	15,724	13,374	(2,350)	45,716	53,500	7,784
Net Profit/Loss	(37,545)	16,735	(54,280)	74,683	(96,800)	171,483

These are the unaudited figures for the financial year. The audited report will be provided to Council when it has been signed off.

International travel, which is generally one of the higher line items, came in under budget as some conferences were not attended, due to the programmes not warranting expenditure; and APTLD being held in New Zealand.

Security and Training

DNCL engaged with NCPO as a follow up to the recently released Cyber Security Strategy and Action Plan. This engagement was part of the InternetNZ security group.

DNCL spoke at the Information Systems Audit and Control Association (ISACA) to promote and generate awareness of DANE and DNSSEC. The presentation generated some useful discussion among those present.

Other Matters

A Board meeting was held in February and the minutes of the meeting are published at <https://www.dnc.org.nz/the-commission/news/964>

Yours sincerely

A handwritten signature in black ink that reads "David Farrar". The signature is written in a cursive style with a large, stylized 'D' and 'F'.

David Farrar
Chair, DNCL

31 March 2016

Jamie Baddeley
President
InternetNZ
PO Box 11 881
Wellington

Dear Jamie

Re: 4th Quarter 2015 - 2016 Report

We enclose our fourth quarterly report of the 2015 - 2016 year; the quarter ended 31 March 2016. 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.

As requested our financial performance statements include a breakdown of expenditure by activity.

The net profit before tax of \$1,057,346 for the quarter was 29.0% above the budgeted \$820,680.

Domain name growth was above budget for the quarter. Growth was 2,966 versus a budgeted 178. January's net growth was 1,971, February's net growth was 3,021 and March's net growth was -2,026.

Actual domain name fee income for the quarter was above budget by \$112,062 (actual \$2,479,815 versus budgeted \$2,367,753).

Expenses for the quarter were \$128,777 below budget (actual \$1,517,416 versus budgeted \$1,646,193).

The company's liquidity ratio was met.

\$1,300,000 was paid in dividends during this quarter.

2. Other Key Strategic and Operational Activities

At the end of this quarter the company conducted the first in an ongoing annual survey of staff diversity. The results are published on our web site at <https://nzrs.net.nz/diversity> and will be included in a new section in our annual report.

3. Product/service development

In this quarter we published the first of our new public Product and Service Development Reports that provides a progress report on work in this area.

4. Activity Based Expenditure

The recently introduced Activity Based Expenditure section has been updated and a small error in the previous report for Product and Service Development has been corrected. Financial information on Product and Service Development now appears in three places:

- Expenditure from the \$400k fund is given in the Product and Service Development report.

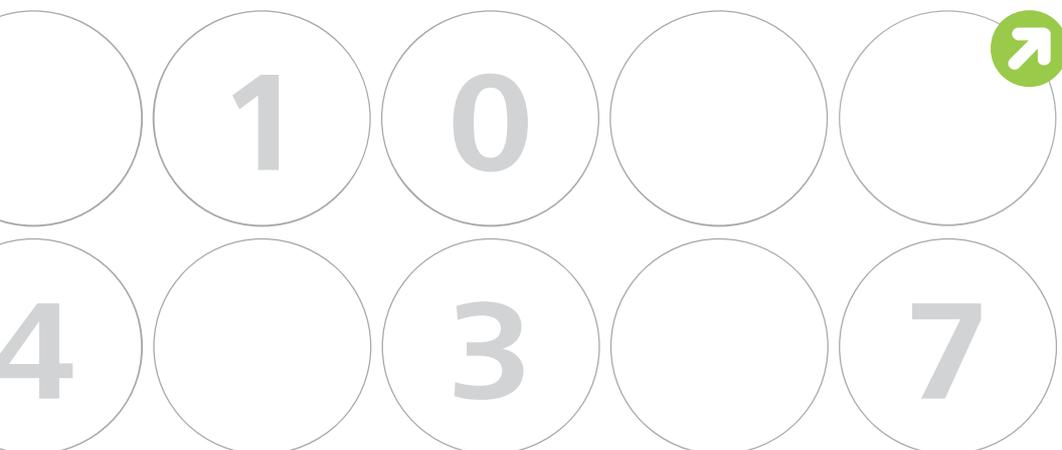
- The proportion of overheads assigned to Product and Service Development is given in the Activity Based Expenditure section of this report.
- In due course a new profit and loss report for each launched product and service will be produced. The form of this is still to be decided.

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

Yours sincerely



Richard Currey
Chair



NZRS Ltd

Financial Statements

For the Quarter Ended 31 March 2016

NZRS Ltd
Financial Statements
For the Quarter Ended 31 March 2016

Statement of Financial Performance

Balance Sheet

Statement of Cash Flows

Activity Based Expenditure Report

Profit & Loss

NZRS Ltd For the 3 months ended 31 March 2016

	Actual	Budget	Var NZD	Var %	YTD Actual	YTD Budget	Var NZD	Var %
Income								
Registry Fees	2,479,815	2,367,753	112,062▲	4.7%▲	9,834,374	9,617,837	216,537▲	2.3%▲
Total Income	2,479,815	2,367,753	112,062	4.7%	9,834,374	9,617,837	216,537	2.3%
Less Cost of Sales								
DNC Fee (348)	467,460	467,460	-	0.0%	1,869,840	1,869,840	-	0.0%
DNS Expenses	28,032	38,750	(10,718)▼	-27.7%▼	142,470	155,000	(12,530)▼	-8.1%▼
ISP/Hosting/Networking	94,864	93,772	1,092▲	1.2%▲	385,610	375,090	10,520▲	2.8%▲
Other IT	66,980	62,478	4,502▲	7.2%▲	216,178	250,174	(33,996)▼	-13.6%▼
Total Cost of Sales	657,335	662,460	(5,125)	-0.8%	2,614,099	2,650,104	(36,005)	-1.4%
Gross Profit	1,822,480	1,705,293	117,187	7.0%	7,220,275	6,967,733	252,542	4.0%
Less Operating Expenses								
Depreciation & Amortisation	153,274	177,248	(23,974)▼	-13.5%▼	673,859	737,713	(63,854)▼	-8.7%▼
Overhead Expenses	706,807	806,485	(99,678)▼	-12.4%▼	2,975,446	3,225,935	(250,489)▼	-7.8%▼
Total Operating Expenses	860,081	983,733	(123,652)	-12.6%	3,649,305	3,963,648	(314,343)	-7.9%
Operating Profit	962,399	721,560	240,839	33.0%	3,570,970	3,004,085	566,885	19.0%
Non-operating Income								
Interest Received (203)	94,947	99,120	(4,173)▼	-4.2%▼	362,143	396,995	(34,852)▼	-8.8%▼
Total Non-operating Income	94,947	99,120	(4,173)	-4.2%	362,143	396,995	(34,852)	-8.8%
Net Profit	1,057,346	820,680	236,666	29.0%	3,933,114	3,401,080	532,034	16.0%

Balance Sheet

NZRS Ltd As at 31 March 2016

31 Mar 2016 31 Dec 2015

Assets

	31 Mar 2016	31 Dec 2015
Bank		
Cash and Cash Equivalents	9,604,013	10,265,653
Total Bank	9,604,013	10,265,653
Current Assets		
Accounts Receivable	1,076,741	667,897
Interest Receivable (688)	153,733	91,660
Prepayments/Credits (687)	107,027	67,055
Total Current Assets	1,337,501	826,613
Fixed Assets		
Fixed Assets	689,618	704,719
Total Fixed Assets	689,618	704,719
Total Assets	11,631,132	11,796,985

Liabilities

Current Liabilities		
Accounts Payable	277,437	237,725
Credit Cards	15,236	17,395
Deferred Income - Registry Fees	7,585,829	7,472,481
GST	87,692	161,790
Total Current Liabilities	7,966,193	7,889,392
Non-Current Liabilities		
Deferred Income - Adjustment (81700)	407,203	407,203
Total Non-Current Liabilities	407,203	407,203
Total Liabilities	8,373,396	8,296,595
Net Assets	3,257,736	3,500,390

Equity

30,000 Ordinary Shares (60100)	30,000	30,000
Current Year Earnings	3,933,114	2,875,768
Retained Earnings (638)	(705,377)	594,623
Total Equity	3,257,736	3,500,390

NZRS Ltd
Statement of Cash Flows
For the Quarter Ended 31 March 2016



	This Quarter			Year to Date				Full Year	
	Actual	Budget	Variance	Actual	Budget	Variance	Last Year (YTD)	Budget	LY Actual
Cash Flows From Operating Activities									
Cash Was Provided From:									
Registry Fees Received	2,447,507	3,031,283	(583,776)	11,461,376	12,561,057	(1,099,681)	10,647,837	12,561,057	10,647,837
Other Receipts	32,875	99,120	(66,245)	297,967	396,995	(99,028)	303,295	396,995	303,295
	<u>2,480,382</u>	<u>3,130,403</u>	<u>(650,021)</u>	<u>11,759,343</u>	<u>12,958,052</u>	<u>(1,198,709)</u>	<u>10,951,132</u>	<u>12,958,052</u>	<u>10,951,132</u>
Cash Was Distributed To:									
Payments to Suppliers and Employees	1,537,366	1,612,173	(74,807)	6,250,875	6,446,308	(195,433)	6,148,484	6,446,308	6,148,484
Net Taxation Paid (Refunded)	-	-	-	-	-	-	-	-	-
Net Dividend Paid	1,300,000	1,300,000	-	4,170,058	4,170,058	-	2,755,776	4,170,058	2,755,776
Net GST Paid	201,229	154,315	46,914	529,823	894,611	(364,788)	305,525	894,611	305,525
	<u>3,038,595</u>	<u>3,066,488</u>	<u>(27,893)</u>	<u>10,950,756</u>	<u>11,510,977</u>	<u>(560,221)</u>	<u>9,209,785</u>	<u>11,510,977</u>	<u>9,209,784</u>
Net Cashflows from Operating	<u>(558,213)</u>	<u>63,915</u>	<u>(622,128)</u>	<u>808,587</u>	<u>1,447,075</u>	<u>(638,488)</u>	<u>1,741,347</u>	<u>1,447,075</u>	<u>1,741,348</u>
Cash Flows from Financing Activities									
Cash was Provided From:									
Share Capital	-	-	-	-	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Cash was Distributed To:									
Repayment of Redeemable Preference Shares	-	-	-	-	-	-	-	-	-
Inland Revenue Use of Money Interest	-	-	-	-	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Cash flows from Financing	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Cash Flows from Investing Activities									
Cash was Provided From:									
Fitout Contribution	-	-	-	-	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Cash was Distributed To:									
Purchase of Fixed Assets & Formation Expenses	101,267	140,588	(39,321)	178,863	515,488	(336,625)	899,518	515,488	899,518
	<u>(101,267)</u>	<u>(140,588)</u>	<u>39,321</u>	<u>(178,863)</u>	<u>(515,488)</u>	<u>336,625</u>	<u>(899,518)</u>	<u>(515,488)</u>	<u>(899,518)</u>
Net Cash flows from Investing Activities	<u>(101,267)</u>	<u>(140,588)</u>	<u>39,321</u>	<u>(178,863)</u>	<u>(515,488)</u>	<u>336,625</u>	<u>(899,518)</u>	<u>(515,488)</u>	<u>(899,518)</u>
Net Increase (Decrease) in Cash Held	(659,481)	(76,673)	(582,808)	629,724	931,587	(301,863)	841,829	931,587	841,831
Plus Opening Cash Balance	10,248,258	9,967,313	280,945	8,959,053	8,959,053	-	8,099,572	8,959,053	8,099,572
	<u>9,588,778</u>	<u>9,890,640</u>	<u>(301,862)</u>	<u>9,588,777</u>	<u>9,890,640</u>	<u>(301,863)</u>	<u>8,941,403</u>	<u>9,890,640</u>	<u>8,941,403</u>
Closing Cash Carried Forward									
Closing Cash Comprises									
BNZ First Oncall Account	117	-	-	117	-	-	-	-	-
ASB Bank Cheque Account	965,976	-	-	965,976	-	-	918,966	9,890,640	918,966
ASB Bank Call Account	813,382	-	-	813,382	-	-	1,286,395	-	1,286,395
ANZ Online Account	392	-	-	392	-	-	-	-	-
Term Deposits	7,824,147	-	-	7,824,147	-	-	6,741,486	-	6,741,486
ASB Credit Cards	(15,236)	-	-	(15,236)	-	-	(5,444)	-	(5,444)
	<u>9,588,777</u>	<u>9,890,640</u>	<u>(301,863)</u>	<u>9,588,777</u>	<u>9,890,640</u>	<u>(301,863)</u>	<u>8,941,403</u>	<u>9,890,640</u>	<u>8,941,403</u>
Total Cash Held	<u>9,588,777</u>	<u>9,890,640</u>	<u>(301,863)</u>	<u>9,588,777</u>	<u>9,890,640</u>	<u>(301,863)</u>	<u>8,941,403</u>	<u>9,890,640</u>	<u>8,941,403</u>
Plus ASB Credit Cards	15,236	-	-	15,236	-	-	5,444	-	-
	<u>9,604,013</u>	<u>9,890,640</u>	<u>(301,863)</u>	<u>9,604,013</u>	<u>9,890,640</u>	<u>(301,863)</u>	<u>8,946,847</u>	<u>9,890,640</u>	<u>8,941,403</u>
Total Cash & Cash Equivalents	<u>9,604,013</u>	<u>9,890,640</u>	<u>(301,863)</u>	<u>9,604,013</u>	<u>9,890,640</u>	<u>(301,863)</u>	<u>8,946,847</u>	<u>9,890,640</u>	<u>8,941,403</u>

NZRS Ltd
Activity Based Expenditure Report
For the Quarter Ended 31 March 2016



		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	1,122,710	199,006	1,321,716	4,383,322	859,166	5,242,487	
Budget	1,102,701	236,125	1,338,826	4,448,325	945,141	5,393,465	
Variance	(20,009)	37,119	17,109	65,003	85,975	150,978	
.NZ Marketing							
Actual	62,766	26,057	88,823	437,989	108,197	546,186	
Budget	133,290	29,035	162,325	533,419	106,593	640,012	
Variance	70,524	2,979	73,502	95,431	(1,604)	93,827	
Technical Research							
Actual	59,662	35,057	94,720	280,206	144,646	424,852	
Budget	92,348	39,994	132,342	369,389	160,084	529,474	
Variance	32,685	4,937	37,622	89,183	15,439	104,622	
Business Development							
Actual	-	12,157	12,157	-	49,879	49,879	
Budget	-	12,700	12,700	-	50,801	50,801	
Variance	-	543	543	-	922	922	
Total							
Actual	1,245,139	272,278	1,517,416	5,101,517	1,161,887	6,263,404	
Budget	1,328,338	317,855	1,646,193	5,351,133	1,262,619	6,613,752	
Variance	83,199	45,577	128,777	249,616	100,732	350,348	

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Technical Research Report

Introduction

This is the April 2016 Technical Research Report, setting out the research projects being undertaken by NZRS. This is the second version of the report, updating on the progress of projects and adding two new activities. An updated version of this document will be provided at each Council meeting.

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.

One of the earliest considerations is what data is available as data analysis is the cornerstone of research activity. This explains the inevitable heavy emphasis on .nz research in the projects listed below as the data is readily available after a number of years building a data collection and analysis infrastructure for .nz.

Research projects are initiated with an idea of what might be achieved, how that might be used and in what forms the output might be delivered. The identification of potential uses looks beyond research team to consider how other researchers might build on that knowledge and how that knowledge might be commercialised, both within and without NZRS, to aid the growth of the NZ economy.

As with all true research though, there is no guarantee that this is what will be achieved or that the project will not change radically over time and it is not uncommon for a project to change focus or even name during its lifetime.

Wherever possible the outputs of technical research projects will be open knowledge, open code published on our GitHub repository and open data published on our Internet Data Portal (IDP), all under a Creative Commons license. 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.

Projects

Title	NZ IP Topology Map		Status	In Progress
Description	Mapping the internal structure of the Internet in New Zealand. This project uses the RIPE Atlas probes to do active measurement and discovery of Internet Topology.			
Potential uses	There are a number of 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?			
	<i>Form</i>	<i>Done</i>	<i>Details</i>	

Planned outputs	Web site	<input checked="" type="checkbox"/>	Website at http://ip.topology.net.nz updated with new version.
	Open data	<input checked="" type="checkbox"/>	Resulting network representation made available via the project's website.
	Open code	<input checked="" type="checkbox"/>	Code available in NZRS GitHub account.
Presented	Proof of Concept presented at First NZIRF. Working version presented at Second NZIRF. Submission made to RIPE 72.		
Collaborators	Active collaboration with RIPE Labs. RIPE has a tool that operates under the same principle of active measurements using the same measurement platform. RIPE has asked to use our visualization code to include it in their tool. There is interest in merging both projects and turn them into a framework to be available for other researchers and the community in general.		
Progress	Code is no longer NZ-centric, but a generic framework to generate the same visualization for any country. Certain interesting analytics are available, like path anomaly detection (traffic destined to the country leaving the country). The new version of the frontend has been deployed.		

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 be able to classify every domain in the register. This allow us to augment our understanding of the register			
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.			
Planned outputs	<i>Form</i>	<i>Done</i>	<i>Details</i>	
	Open data	<input type="checkbox"/>	Will be published openly on IDP but in aggregated form to preserve the privacy expectations of registrars and registrants	
	Open code	<input type="checkbox"/>	Will publish code on GitHub	
Presented	Concept presented at 2015 Registrar conference.			
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	Using a strict mapping from domain to activity code, 50% (+/- 1%) of the testing data was mapped correctly. If using fuzzy matching (any of the top 3 most probable categories), this value increases up to 78% +/- 1% accuracy. Future steps include a better text collection from the webpages to support JavaScript, and better input data clean-up.			

Title	Domain Retention Prediction	Status	In Progress
Description	Project to generate a probabilistic model that will tell us: <ul style="list-style-type: none"> • 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.		
Planned outputs	<i>Form</i>	<i>Done</i>	<i>Details</i>
	Open code	<input type="checkbox"/>	Will publish code on GitHub.
Presented	Concept presented at Registrar Conferences in 2014 and 2015.		
Collaborators	Some of the insights obtained in this work has been shared and discussed with staff at .CA		
Progress	An approach using Machine Learning algorithms has been tested. Waiting for a suitable data dump from the SRS Operations Team to test if methodology produces meaningful results. Currently exploring elements of a domain that can affect the prediction.		

Title	Registrant Classification	Status	On Hold
Description	Machine Learning classifier to determine if a registrant is a person or an organization based on the registrant name.		
Potential uses	Augment our understanding of the register, as this information is not available at registration. Likely this will feed into other research projects rather than have much utility on its own.		
Planned outputs	<i>Form</i>	<i>Done</i>	<i>Details</i>
	Open data	<input type="checkbox"/>	Will consider aggregated and anonymised data on IDP.
	Open code	<input type="checkbox"/>	Will be published on GitHub.
Presented	None.		
Collaborators	None.		
Progress	A Proof of Concept is available as a web service, achieving a 95% percent accuracy. Requires discussion with the Operations Team to run the algorithm in a continuous basis.		

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 general 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.		
Planned outputs	<i>Form</i>	<i>Done</i>	<i>Details</i>
	Report	<input type="checkbox"/>	
	Web site	<input checked="" type="checkbox"/>	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	<input type="checkbox"/>	Will be published openly on IDP but in aggregated form to preserve the privacy expectations of registrars and registrants
	Open code	<input type="checkbox"/>	Will be published on GitHub.
Presented	Presented as Proof of Concept at DNS-OARC 22 in Amsterdam. Accepted presentation for CENTR Jamboree in Brussels in May 2016.		
Collaborators	Seeking collaboration within the CENTR group, as suggested by the CENTR R&D Chair.		
Progress	A review of the algorithm has been done and we are now working with a different approach that produces better results. A sample of DNS traffic from one of your offshore providers will be used to test for bias. Working in identifying well known sources of traffic to treat that traffic in a different way. Google Analytics figures from 4 different domain names to be used to test correctness.		

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	<i>Form</i>	<i>Done</i>	<i>Details</i>	
	Report	<input type="checkbox"/>		
	Open code	<input type="checkbox"/>	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.
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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.		
Planned outputs	<i>Form</i>	<i>Done</i>	<i>Details</i>
	Report	<input type="checkbox"/>	
	Open data	<input type="checkbox"/>	Will be published openly on IDP but in aggregated form to preserve the privacy expectations of registrars and registrants
	Open code	<input type="checkbox"/>	Will be published on GitHub.
Presented	None.		
Collaborators	None.		
Progress	There is a Proof of Concept available that needs to be tested for accuracy. One that’s completed, identify how to put it into production.		

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 a other research projects.		
Planned outputs	<i>Form</i>	<i>Done</i>	<i>Details</i>
	Report	<input type="checkbox"/>	
	Open data	<input type="checkbox"/>	Will be published openly on IDP but in aggregated form to preserve the privacy expectations of registrars and registrants
	Open code	<input type="checkbox"/>	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.
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Title	Zone Scan V2		Status	Not started
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.			
Planned outputs	<i>Form</i>	<i>Done</i>	<i>Details</i>	
	Open data	<input type="checkbox"/>	Will publish aggregated and anonymised data on IDP.	
	Open code	<input type="checkbox"/>	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	Not Started			

Title	DNS statistics publication using IDP		Status	Not started
Description	Make data from the DNS traffic for .nz available using the Internet Data Portal			
Potential uses	Researchers and Policy makers are always interested in data. DNS data is rich and vast, and can be useful to observe the uptake of new technologies. Making data from the DNS traffic for our ccTLD available in an open format can help the community to answer some questions, like the uptake of IPv6 or DNSSEC. We aim to make some of that data available on a regular basis.			
Planned outputs	<i>Form</i>	<i>Done</i>	<i>Details</i>	
	Report	<input type="checkbox"/>		
	Open data	<input type="checkbox"/>	Will publish aggregated and anonymised data on IDP.	
	Open code	<input type="checkbox"/>	Will be published on GitHub.	
Presented	None.			

Collaborators	SIDN is publishing some interesting counters from their DNS data, using a platform powered by Hadoop, inspired by the work we did with Hadoop
Progress	Not started

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.
Hadoop	Big Data Platform

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Product and Service Development Report April 2016

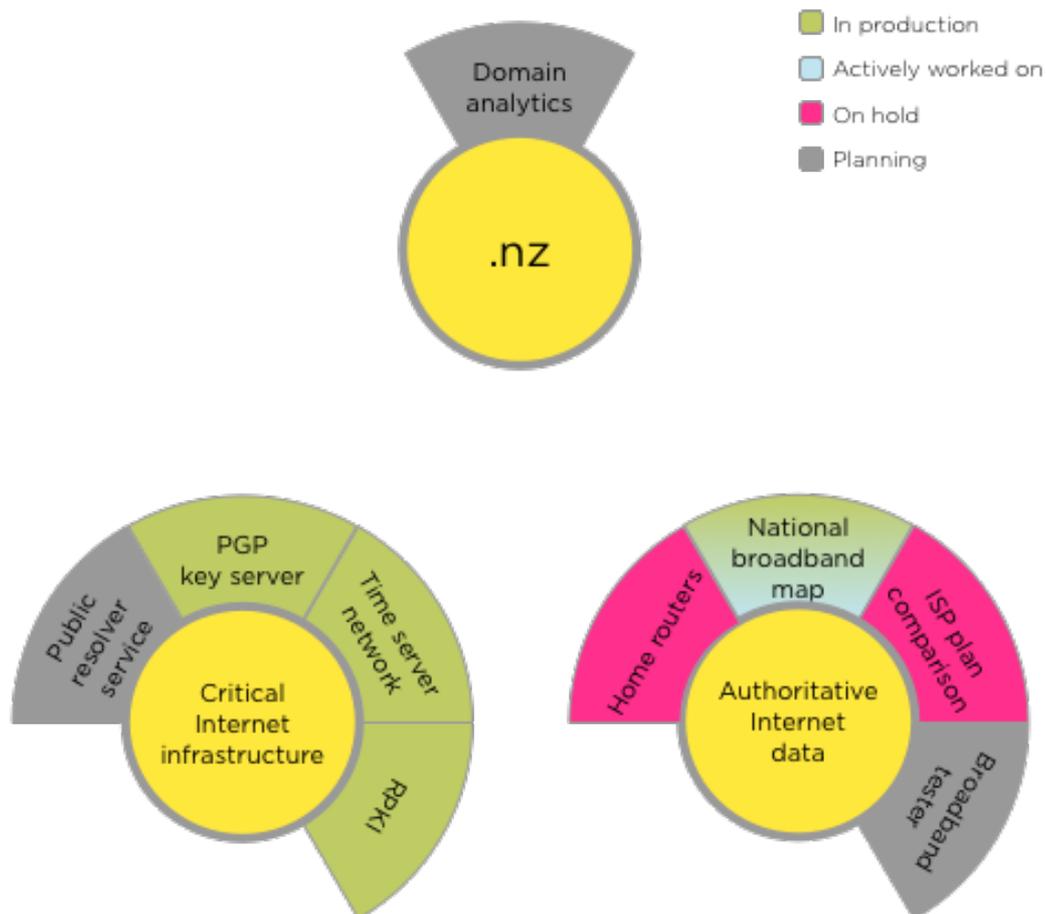
1 Introduction

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. Progress on each is detailed below. Please note that this is an operational report and is not intended to explain the strategy or process by which opportunities are chosen.



2 Progress

2.1 Domain Analytics

Current status:	PLANNING
Possible risk	Low to Medium
Possible income:	High to Very High
BD expenditure:	None
Synopsis:	<p>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.</p> <p>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).</p>
Issues and Risks	<ul style="list-style-type: none"> • The anonymisation has to be good to ensure that individual registrants cannot be identified by their competitors. Good examples of how to do this exist in the credit card data market. • The ranking algorithm has to be robust.
Next steps	Review and rewrite business case.

2.2 Public Resolver Service

Current status:	PLANNING
Possible risk:	Medium to High
Possible income:	Medium to High
BD expenditure:	None
Synopsis:	<p>A public resolver service akin to 8.8.8.8 from Google that allows people to access their full resolver data (useful for identifying infections, access to phishing sites, etc) and to add-on custom filtering services and geo-ip</p>

	blocking circumvention. Also enables a jump start in NZ DNSSEC usage.
Issues and Risks	<ul style="list-style-type: none"> • Robust authorisation process required to ensure that people only see the data that belongs to them. • Preventing law enforcement thinking of this as a good place to serve an interception warrant.
Next steps	NZRS CE to provide business case to NZRS board of simplified service with no chargeable add-ons.

2.3 PGP Keyserver

Current status:	IN PRODUCTION
Possible risk	Low
Possible income	None (current) to Medium (possible future)
BD expenditure:	None
Synopsis:	<p>This was initially launched in 2009 as a free service filling a gap in the Internet infrastructure of NZ. Since then a watching brief has been kept on identity technologies and services to see how this service can be built on.</p> <p>There is an opportunity to develop as a more general identity platform.</p>
Issues and Risks	<ul style="list-style-type: none"> • None.
Next steps	No further work planned

2.4 Time Server Network

Current status:	IN PRODUCTION
Possible risk	Low
Possible income	None (current) to Low (possible future)
BD expenditure:	None
Synopsis:	This was initially launched in 2010 as a free service filling a gap in the Internet infrastructure of NZ. This service is capable of

	<p>serving more accurate time (using Precision Time Protocol) and more secure time (using Autokey) but neither feature is turned on. Since then a watching brief has been kept on the need for more accurate or secure time to see how this service can be built on.</p>
Issues and Risks	<ul style="list-style-type: none"> • None
Next steps	<p>Hardware has arrived and in discussions with planned site about installation.</p>

2.5 RPKI

Current status:	IN PRODUCTION
Possible risk	Medium
Possible income	None (current) to Medium (possible future)
BD expenditure:	None
Synopsis:	<p>Over time we expect most if not all of the global Internet routing system to want to be protected by RPKI. For some NZ holders of large IP address blocks this may be costly for them to achieve because of the restricted practices of APNIC. By launching a free RPKI validation service we have a chance to establish our credibility and then publish an RPKI signing key into the global system along with ccTLD/DNS operator partners operating in the same space. With this we could then offer RPKI signing to NZ IP address holders in a less expensive way than RIRs.</p>
Issues and Risks	<ul style="list-style-type: none"> • Competition and modernisations by RIRs may obviate the need for cheaper signing.
Next steps	<p>Concentrating on promoting the free service and encouraging people to use it, in order to establish the site. Current usage is minimal, reflecting a general apathy towards RPKI.</p>

2.6 Home Routers

Current status:	ON HOLD
Possible risk	Medium to High

Possible income	High
BD expenditure:	None
Synopsis:	<p>A home router that puts the consumer in complete control of their Internet connection. Features include:</p> <ul style="list-style-type: none"> • Monitoring your own traffic • Identifying locally infected devices • Measuring your internet service performance • Circumventing geo-IP blocks • Comparing your traffic against anonymised and aggregated data of other users • Time/device based blocking of Internet use • Local content filtering
Issues and Risks	<ul style="list-style-type: none"> • Expensive project to undertake. • Relies on specialist skills that are in short supply. • Taken so long to get to this stage that first mover advantage may be lost.
Next steps	Waiting for resource assessment of Domain Analytics.

2.7 National Broadband Map

Current status:	IN PRODUCTION / ACTIVELY WORKED ON
Possible risk	Medium
Possible income	Low
Synopsis:	<p>This is a two stage opportunity. Stage 1 is to build a site that enables anyone to find out what broadband technology is available at a particular location and what access speeds that supports. Stage 2 is to make that financially self-sustaining by charging for API access.</p>
Issues and Risks	<ul style="list-style-type: none"> • That all data providers are happy with a small level of monetisation in order to make the site self-sustaining and not an ongoing cost.
Next steps	Continuing sales efforts for API. Finalising widget for partners to embed

2.8 ISP plan comparison

Current status:	ON HOLD
Possible risk	Low
Possible income	Low
BD expenditure:	None
Synopsis:	Telme was an established price comparison site for consumers to choose the best ISP/Telco for their need. This was a complex site and expensive to run with no commercialisation. The plan is to redevelop it into a much simpler site and make it financially self-sustaining through the sale of the pricing data collected, as other price comparison web sites do.
Issues and Risks	<ul style="list-style-type: none"> • TelMe was not financially self-sustaining. • Complexity of providing results in a way that meets both Consumer requirements on correctness/authority and NZRS requirements on usability/simplicity.
Next steps	On hold waiting to see what impact Glimp has on the market and in particular if a new site can be made financially viable.

2.9 Broadband Tester

Current status:	PLANNING
Possible risk	Medium
Possible income	Medium
BD expenditure:	None
Synopsis:	<p>Broadband testing is in its infancy and there is still no best way to carry it out. The three forms currently employed are:</p> <ul style="list-style-type: none"> • Over the top (OTP) - such as Speedtest.net • Edge - such as Truenet • Infrastructure - such as WAND AMP <p>It is likely that some form of tender will appear for broadband testing capability using OTP or infrastructure methods to complement that</p>

	<p>edge based testing already used by ComCom. With extensive experience of infrastructure management in this area (we have managed some WAND AMP probes for many years) this provides a number of opportunities:</p> <ul style="list-style-type: none"> • To become the central/neutral repository of published broadband tests. • To develop or contribute to the development (as we have with WAND AMP) of open source broadband testing tools. • To become a neutral operator of a infrastructure based broadband testing network.
Issues and Risks	<ul style="list-style-type: none"> • May be perceived by some members as competition. • Ensuring that we have a neutral role and do not get into the judgemental space.
Next steps	<p>Establishing partnerships. Waiting for a tender to be issued.</p>

3 Financial summary

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

Year	Opportunity	Item	Spent
2014-15	National Broadband Map	Development	\$43,036
2015-16	National Broadband Map	Development	\$36,183
TOTAL			\$79,219

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Consent Agenda - summary

The following is a summary of the resolutions/recommendations for the consent agenda items for Council to consider:

- That the minutes of the meeting held on 5 April 2016 be received and adopted as true and correct record.
- That the new members be approved.
- That the votes noted as at 18 May 2016 be ratified.
- That the Chief Executive's report for the three months to 30 April 2016 be received.
- That the Committee Activity report be received.
- THAT Council note the changes to the approach proposed by the Maori Engagement Committee, and support the development of a Māori responsiveness strategy.
- THAT Council confirm the cultural training date and approve the August 2016 Council meeting will be held at Hongoeka Marae.

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DRAFT MINUTES OF COUNCIL MEETING

Status: Draft

Present: Jamie Baddeley (President), Amber Craig, Kelly Buehler, Dave Moskovitz, Richard Hulse, Brenda Wallace, Sarah Lee, Richard Wood, Neil James (*video*), Hayden Glass (*video*).

In Attendance: Jordan Carter (Chief Executive), Maria Reyes (minute taker), Mary Tovey (InternetNZ), Andrew Cushen (InternetNZ, *video*), Ellen Strickland (InternetNZ, *video*).

Meeting Opened: 12:30pm

1.1. Apologies

Apologies were received from Sarah for lateness; and Joy and Rochelle for not being able to attend the meeting.

1.2. Declaration of Interest

Amber and Brenda advised that they have a few recent changes to their register of interests and will email these changes to staff for updating.

AP10/16: Staff to update the Amber and Brenda's register of interest once received.

1.3. Approval of minutes

RN24/16: THAT the minutes of the meeting held on 26 February 2016 be received and adopted as a true and correct record.

(Cr Craig/Cr Buehler)
CARRIED U

2.1. 2016/17 Activity Plan

Jordan was pleased to present the Activity Plan for the year. He acknowledged Andrew, Mary and Ellen's huge contribution in doing much of the planning work while he was at an ICANN meeting, and expressed his thanks to them and the team for the work done.

He gave a brief summary of the paper and highlighted the focus areas and the keystone activities for each area, as well as some of the other proposed changes/improvements for the other work streams (i.e. Issues Programme,

Community Programme, Communications and Outreach, International Programme, Governance and Members, and Operations)

Sarah Lee joined the meeting at 12.43pm

There was a general issue raised about the fact the Budget to finance the plan shows a deficit of around 7% of spending levels. Some Councillors expressed concern with this. Jordan responded some queries about this, and detailed discussion of the Budget was held for the next agenda item. He expressed confidence that given historic underspends, and a likely higher-than-planned dividend from NZRS, the likely outcome will be close to balance.

A question was raised regarding the increase in staff proposed in the plan and whether there is flexibility on this if there are any changes to future finances. Jordan responded that staffing is a limited share of the overall budget (around 30%), and that if major changes to InternetNZ's operations happened, this would be a restructuring.

Mary noted that this year marks the first time that the budget has been done based on the proposed activities in the Activity Plan, rather than the other way around (which was done in the past). This is the advantage of not doing a detailed budget for the February meeting, a change in approach Council agreed to at its meeting in December. Among other positive outcomes of this change is an increased likely accuracy of the budget for this year.

After going through each of the focus areas and the activities, Council were happy in principle with the proposed themes and activities under each of these.

A question was raised regarding the \$60K increased budget for the Issues programme, and Mary advised that this was due to the number of Speaker Series planned to be held this year.

Ellen responded to a question about the proposed Oceania Internet Governance School, giving a brief background on this. The key benefit to New Zealand stakeholders is making in depth education and experience in Internet Governance available in an accessible location and time zone.

Ellen gave a brief summary on the Community Programmes plan for the 2017 and advised that most of these are BAU except for the NZ Internet Research Forum which will be moved towards the end of 2017 instead of being held at the beginning of the year.

Richard Hulse left the meeting at 1.25pm

Council noted that increase in the Governance and Members budget was due to the Maori Engagement work and to finance work around InternetNZ team culture, and (if agreed) culture across the Group.

RN25/16: THAT the 2016/17 Activity Plan be adopted.

(Cr Lee/Cr Craig)
CARRUED U

2.2. Draft 2016/17 Budget

Council returned to the budget discussion and continued discussing the use of reserves to cover the proposed deficit. The CEO argued that the deficit is small in comparison to overall spending and reserves, and that Council had not required the preparation of a budget that showed a particular deficit, surplus or balance at its previous meetings. He also noted that since the transfer of excess funds from NZRS to InternetNZ some years ago, it has been InternetNZ's responsibility to deal with variations in dividends paid by use of the reserves.

Councillors noted that at the May meeting there will be a discussion on a proposed strategy for the use of the reserves, which will guide any possibility of the use of reserves to finance operations in future Budgets.

After a brief deliberation, Council agreed to omit the third recommendation in the paper replacing it with RN28/16 below, and also noted that the Budget outcome will be updated once a final SoDaG with final dividend forecasts is received from NZRS.

RN26/16: THAT Council receive this paper and agree the strategy and high level composition of expenditure for the 2016/17 Budget.

(Cr Craig/Cr Wood)
CARRIED U

RN27/16: THAT Council approves for 2016/17 an operational budget limit of \$4.551 million and a capital budget limit of \$118,000.

(Cr Wallace/Cr Craig)
CARRIED U

RN28/16: THAT Council notes that the out-year forecast contained in the 2016/17 Budget achieves a balance budget in 2017/18 and beyond.

(Cr Buehler/Cr Moskowitz)
CARRIED U

3.1. Other Business

Jordan gave a brief update regarding the change of leadership at AUDA and advised that Jo Lim is currently the Acting CEO, replacing founding AUDA CEO Chris Disspain.

Next Meeting: The next scheduled Council meeting is 27 May 2016,

Meeting Closed: 1:58pm

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Action Point Register

	Action	Who	Status	Due by	Comment
APRIL 2015					
AP08/15	New Health and Safety policies (for Council function and staff function) and a Risk Register to be developed and then added to the Governance Manual.	Jordan	In progress	Dec-15	Legislation now finalised
OCTOBER 2015					
AP30/15	Jordan to look into the reporting requirements for NZRS regarding the segmentation of costs for delivering the core functions of the company, and discuss with Jay.	Jordan	In progress	May-16	Will be taken up in the review of the Planning and Reporting policy, with a report back to Council in August.
AP31/15	Jordan to discuss with the subsidiaries CE regarding adding SoE review in each company's quarterly report.	Jordan	In progress	May-16	Will be taken up in the review of the Planning and Reporting policy, with a report
AP35/15	President to write to AUDA Board Chair seeking a Board-level dialogue between AU and NZ on a range of Internet Governance matters including ICANN accountability to further mutual understanding of each other positions.	President	In progress	Feb-16	
FEBRUARY 2016					
AP01/16	Add who the mover and seconder were for the motions to the report.	Maria	Complete	May-16	
AP02/16	Staff to draft a paper with a recommended approach for managing INZ's balance sheet and present it at the May Council meeting.	INZ staff	Complete	May-16	Paper for discussion at May meeting
AP03/16	Draft evaluation framework for the approach to product and services development and present at the May Council meeting.	Jordan	Complete	May-16	Paper for discussion at May meeting
AP04/16	Staff to examine the "competition test" suggestion presented at this meeting and find out what .uk has done and report back at the May Council meeting.	Jordan/INZ staff	In Progress	May-16	Awaiting news from .UK following their board meeting this month.
AP05/16	Jordan to amend/finalise the Governance Policy: Document and Confidentiality and send to Council for adoption as a draft, and then for consultation with members.	Jordan	Complete	May-16	Paper for decision at May meeting
AP06/16	Staff prepares a draft Group Policy on Travel consistent with the guidelines.	Jordan/Jay/Debbie	Complete	May-16	Paper for discussion at May meeting
AP07/16	Jordan to draft cover papers for the release of the Product and Services Report, and the Technical Research report.	Jordan	Complete	May-16	
AP08/16	Community Programme staff to draft a paper with a recommended approach on how to deal with the increasing workload for the Grants Committee, for discussion with the Committee and with Council.	Ellen/Nicole	In Progress	May-16	
AP09/16	President to convene the CE Review Committee.	President	In Progress	May-16	
APRIL 2016					
API0/16	Staff to update Amber and Brenda's register of interest once received	Maria	Complete	May-16	

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INTERNETNZ MEMBERSHIP REPORT

Status: DRAFT
Author: Maria Reyes, Administration Coordinator

Current Membership

Fellows	Individual	Professional Individual	Small Organisation	Large Organisation	TOTAL
23	269	68	23	5	388

Membership renewals are currently in progress. As at 18 May 2016, around 55% of expiring members have renewed (i.e. 118 out of 214 expiring members). A final reminder will be sent out to the remaining Grace members by early June.

Members have been advised that those whose membership has expired on 31 March 2016 have until 30 June 2016 to renew their membership so they can maintain a continuous membership. If not, the membership terminates and a new membership application for this will have to be made if they wish to rejoin the Society.

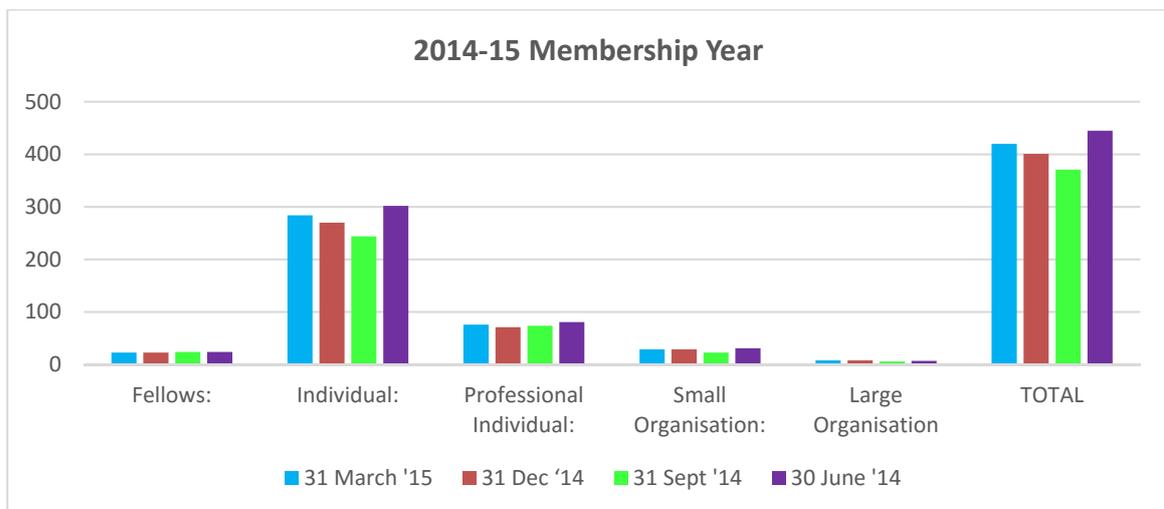
2015-16 Membership Year

	31 March '16	31 Dec '15	30 Sept '15	30 June 15
Fellows:	24	23	23	23
Individual:	263	250	239	300
Professional Individual:	68	64	62	77
Small Organisation:	23	23	21	29
Large Organisation:	5	5	5	8
Total Membership:	383	365	350	437



2014-15 Membership Year

	31 March '15	30 Dec '14	30 Sept '14	30 June '14
Fellows:	23	23	24	24
Individual:	284	270	244	302
Professional Individual:	76	71	74	81
Small Organisation:	29	29	23	31
Large Organisation:	8	8	6	7
Total Membership:	420	401	371	445



Membership by region

Joined in	NORTH ISLANDS		SOUTH ISLANDS	
	Northern	Southern	Northern	Southern
2016	5	13	1	1
2013-2015	43	84	14	3
2010-2012	30	56	17	6
2005-2009	31	54	4	3
Foundation-2004	3	7	0	2
TOTAL	112	214	36	15

*International members - 11

Recommendation:

THAT the new members be approved.

E-votes Ratification

Author: Maria Reyes, Administration Coordinator

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

Evote:	Motion:	For:	Against:	Abstain:
16052016	<i>It is moved by evote: Cr Wallace/Cr Buehler</i> THAT Council adopts the Product and Services Development strategy and associated group policy, and authorises the Chief Executive to update and publish the Group Strategic Plan consistent with these documents.	Neil James Dave Moskovitz Sarah Lee Richard Wood Hayden Glass Rochelle Furneaux Richard Hulse Jamie Baddeley Joy Liddicoat Amber Craig Brenda Wallace Kelly Buehler		

Recommendation: THAT the e-votes be ratified.

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CHIEF EXECUTIVE'S REPORT

Author: Andrew Cushen, Acting Chief Executive

Purpose of Paper: To update Council on progress in the three months to 30 April 2016, and to set out goals and priorities for the coming quarter.

This is a new format for the Chief Executive's Report. This report is now fully integrated with the other management reports that were previously presented separately. The sections of this new Chief Executive Report format are as follows:

1. Overview and priorities
 - a. Critical and potential risks
 - b. Recent Chief Executive priorities
 - c. Chief Executive Priorities for the next three months
 - d. Staffing Matters
2. InternetNZ Programmes:
 - a. Community
 - b. Issues
 - c. International
3. Management Report on Operations
4. Management Report on Governance and members

1. Overview and priorities

A: Critical & Potential Risks

There are no critical risks to advise the Council of as at the reporting date.

As of writing this report, the current WHOIS consultation process being managed by DNCL is of interest and some concern to InternetNZ due to the intensity of views being expressed by some members of the Internet Community at the process and its outcomes to date. InternetNZ and DNCL are collaborating in managing the situation, and InternetNZ work to expand community engagement with the process is ongoing.

B: Recent Chief Executive Priorities

Since the last full, ordinary meeting of Council in February 2016, Jordan's priorities have been as follows, generally in descending priority order.

- **2016 Planning:** Completing the Annual Activity Plan process, and Annual Budget process, with the Council, as approved at the April Council meeting.
- **Subsidiary & .nz Stewardship:** Finalising and announcing the new Memorandum of Understanding with MBIE on .nz.
- **Outreach and Engagement:** Executing our new outreach and community engagement tools and plans to speak to our important stakeholders in a measurable and strategic manner.
- **Culture:** Cultural work with the whole InternetNZ team, and in particular within the InternetNZ management team. This has confirmed that we have come a long way in building the sort of culture we aspire to, and focused us on next steps.
- **Team:** Team retreat to Waiheke Island, to celebrate the work done and take another step in developing our team culture.

- **Team:** Restructuring of the operating team, including change of line management of operations staff to Andrew in his new role as Deputy Chief Executive.
- **New staffing:** Commencing review of requirements for new roles as approved as part of the Annual Activity Plan and Annual Budget process - 1x new operations role, 1x new communications role, 1x new Community Programme role.
- **Product & Services Strategy:** Finalising the Strategy and Policy for New Product and Service Development, following decisions of Council.
- **International:** Substantive and exciting progress made on the IANA transition process within ICANN, and ensuring that InternetNZ is leading on improved accountability and smooth transition.

C: *Acting Chief Executive priorities for the next three months:*

Note that this list is particularly focused on the late-May to early-July period of me being Acting Chief Executive. These are generally ranked in descending order of priority:

1. **Operational delivery and stability:** Supporting our operating team and managing them effectively to ensure that they keep being able to deliver excellent work.
2. **Building and implementing improved workflows:** Our growing team needs more clarity in how we make decisions, how we scope our projects for success and how we track delivery transparently. This is the next step in our professionalism objective in 2016.
3. **WHOIS policy:** Maintaining InternetNZ visibility of this process and working with the Domain Name Commission to implement plans as required.
4. **Annual General Meeting & Elections:** Preparing and executing our democratic functions.
5. **Recruiting new staff:** As per the Activity Plan and Budget, we have three new roles to hire in operations, the Community Programme and communications. We also need to replace our Meetings Coordinator (now Office Coordinator). We intend to complete the Community Programme and Office Coordinator recruitments by the end of June, and complete apart from final decision the other two.
6. **Performance and Development Planning:** Working with all of our staff to ensure they all have Performance and Development Plans appropriately linked to our Activity Plan for the year.
7. **Next steps on our Culture:** Following on from our work with Dan Randow with the next steps of lifting and embedding an enjoyable and productive culture at InternetNZ, and working out any necessary next steps with other CEs across the InternetNZ Group.
8. **Strategy work in 2016:** Preparatory work in developing a plan and objectives for the Strategy session with Council, scheduled for September. Decisions on what to do re strategy in Sept are due at the August meeting.
9. **Communications strategy:** Progressing with improvements to our website and overall communications workflow improvements, as per our improved communications objective in 2016.

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

D: *Staffing Matters*

Our lovely Meetings Coordinator, Georgia, has announced her resignation effective 30th June 2016. Georgia has been with us for around nine months, and is leaving to go and explore the world. We intend to commence replacing her with slight revisions to the position description in June.

Another departure is from Reg Hammond, who has consulted to us in the Issues team for the last four years. Reg was bought in to provide mentorship to us in improving

our approach to policy making, and to assist with his experience and expertise in telecommunications and broader economic development policy. He intends to spend more time playing golf, though assures us that he remains available and interested, particularly given the level of activity around the Telecommunications Act. His final contracting day will also be 30th June.

As noted above, we are undertaking the scoping of the new roles that have been approved as part of the Activity Planning and Budget process. Our intent is that all of these roles will have been filled before the next Council meeting in August.

2. InternetNZ Programmes

A: *Community Programme*

The Community team has been focussed on leading the NetHui 2016, NetHui Collaborations (ITX and OSOS) and Speaker Series projects, with planning and promotion well underway.

We are currently in talks with Rotorua, Nelson and Manukau about hosting NetHui 2016, with Nelson and Manukau looking especially promising. The timing of local body elections in October means our team are discussing potential dates after these elections, but still ideally in October.

Expressions of Interest are open for NetHui Sessions at ITX in late July, where we're holding 3-4 sessions as part of the wider conference. Early next month the team will be meeting with representatives from Enspiral to plan a similar collaboration with Open Source Open Society (OSOS) in late August.

The dates and topics for our 2016 Speaker Series have been announced and are being promoted:

1. **Death and the Internet - 9 June** - featuring Narelle Clark, Director of Operations at the Australian Communications Consumer Action Network. (RSVPs now open).
2. **Harassment and the Internet - 8 September** - featuring Niels ten Oever, Head of Digital at Article 19.
3. **Things and the Internet - 8 December** - featuring Dr Erika Pearson, Senior Lecturer at the School of Communication, Journalism and Marketing, Massey Business School Wellington.

The team met with the Grants Committee on 28 April, where the Committee discussed the timing of this year's grants round, grants assessment weighting, and changing the grants framework to lessen the Committee's workload. We are working towards completing these proposals for the Committee to consider.

Lastly, we've been overseeing a small number of on-demand grants applications and maintaining our sponsorship programme and we're also considering the structure and responsibilities of a new Community Programme team member.

Points of Note:

The first Speaker Series event for 2016 will be held in the Wellington offices on 9 June, featuring Narelle Clark from the Australian Communications Consumer Action Network doing an interactive session on Death and the Internet.

Current possible locations for NetHui 2016 are Nelson, Rotorua and Manukau.

Proposed changes to the grants framework are being developed to lighten the Grants Committee's workload.

Highlights:

- Locking in the dates for the 2016 Speaker Series of and beginning promotion for Death and the Internet.

- Talks with Nelson regarding hosting NetHui 2016.

Lowlights:

- Due to workload we aren't as far along in developing a new grants framework as we'd like to be.

Next Priorities:

- Seeking community feedback on proposed NetHui 2016 locations.
- Promoting NetHui sessions at ITX.
- Providing the Grants Committee with a proposed new grants framework.

B: Issues Programme

The Issues team has been focused on three matters of priority:

1. Finalising the 2016/17 Activity Plan, with a particular focus on the Focus Areas.
2. Developing and improving our workflows to support timely, professional delivery of the 2016/17 Activity Plan.
3. Meeting our first set of committed delivery dates.

Our Activity Plan for the year is exciting and challenging, and is resonating well with our stakeholder when we present and summarise it to them. The reaction from many of these stakeholders is that those Focus Areas are very appropriate for InternetNZ, and timely contributions to debate on the Internet in New Zealand.

Our observation is that this is a particularly important time for the Internet in New Zealand. The UltraFast Broadband programme is, according to most observers, proceeding well with impressive results compared to other similar programmes overseas. There are obviously challenges in meeting the demand that New Zealanders have in terms of connectivity.

However, now that that part of the Infrastructure challenge is known, other issues are becoming more stark. We have participated in a number of conversations with Government, and wider Internet Community, stakeholders questioning what New Zealand needs to do now in order to best derive the benefits of this connectivity. Further, there are serious questions arising about how the market for connectivity is best balanced in enhanced, with reference to the Telecommunications Act Review; and how that ecosystem is protected.

InternetNZ is well placed to participate in these discussions. We have established networks across all of the major stakeholder groups, and our intended initiatives for the year anticipate many of these conversations.

The Issues team is particularly motivated by ensuring then that we meet these expectations by delivering well scoped work; on time and on specification to these stakeholders, that help provide our insight and answers to these questions.

Points of Note:

We have launched the discussion version of the State of the Internet Report. This Report is intended as a vehicle for datasharing and collective sense-making. We are keen on ever more suggestions on how the content can be improved; how additional insights can be added and how we can further build this as a useful source of information. We are soliciting this input now, and will start finalizing this work in June.

The Innovation Partnership is an important vehicle for collaboration with business and Government stakeholders. The Partnership is currently exploring future options for how we organize its operations, and whether we need to move to a new structure and

new position such as an Executive Director. We are keen for input and suggestion on potential roles, structure and people for this process.

Highlights:

- Feedback received on the *Surveillance in a Free Society* paper, including a request from Hon. Christopher Finlayson for InternetNZ to provide him with a personal briefing and discussion on the issues.
- The approach being taken to building a Computer Emergency Response Team (CERT) function for New Zealand, that responds to the feedback that we have highlighted previously.
- Excellent presentation, and positive reception, of our submission on the *Trans-Pacific Partnership*.
- Good, positive and aligned engagement with the Ministry of Business, Innovation and Employment's new Digital Economy team, as they shape their new approach and proposals to effective utilisation of the Internet.

Lowlights:

- Managing expectations around *State of the Internet Report*. This has been a key lesson for us in clarifying our workflows, to ensure that all internal and external stakeholders are informed of scope and approach, and to ensure that our delivery meets those expectations.

Next Priorities:

- Releasing our review of the Electronic Frontier Foundation's *Game Plan to End Global Surveillance*
- Refining and releasing our work on *Things you should know about your ISP*, which is a way to highlight and show consumers some key, less-than-obvious facts about ISPs (e.g. whether they offer IPv6, how they respond to agency requests).
- Scoping our collaboration with 2020, and potentially an array of other organisations, on mapping digital inclusion.
- Release of our collaboration with NZTech, on the *Economic Contribution of Technology to New Zealand*; a sector wide report on the size of the New Zealand technology industry, its role as an export contributor and employer of New Zealanders.
- Releasing our guide to *Am I a Network Operator?*, which is a series of flow charts that help smaller organisations quickly discern whether they have responsibilities under various pieces of legislation, and how they may meet those responsibilities.

C: *International Programme*

Since the last meeting, the main matter of importance to InternetNZ has been the finalisation of the plans for the transition of stewardship of the IANA Functions from the United States government to the Internet community. Associated improvements to ICANN's accountability were proposed at the same time, and agreed together by the community for forwarding to the US Government at the ICANN meeting in March.

Since then the focus has been on drafting the changes to ICANN's bylaws required to give effect to these changes, while the U.S. is considering the proposal. It is hoped these will come together with an announcement by NTIA at or before the next ICANN meeting, to be held in Helsinki at the end of June.

Jordan continues his participation in the lower key, slower work of the Accountability working group.

Resource constraints and prioritisation mean there will not be InternetNZ participation at another major International gathering, the OECD's Ministerial meeting on the Internet economy being held in Mexico in June.

We should formally note here that Keith Davidson concluded his work with InternetNZ on 31 March, after many years of distinguished service. This has been noted elsewhere including at the previous meeting of Council, but I wish again to thank Keith for all the work he has done for InternetNZ, especially in the international sphere.

Points of Note:

ICANN's third meeting of the year has been relocated due to concerns about the spread of the Zika virus. It will now be 3-9 November 2016 in Hyderabad, India (replacing San Juan, Puerto Rico on earlier dates). The spread of this virus also caused the upcoming meeting to be held in Helsinki rather than the earlier proposed Panama City location.

Highlights:

- Finalisation of ICANN transition plans
- Development of new ICANN bylaws implementing these plans.

Lowlights:

- None

Next Priorities (mid-May to mid-August)

- Participation at ICANN Helsinki (Ellen Strickland, along with others from the Group),
- Preparing and participating in the Asia Pacific Regional IGF in July.

3. Operations

Since the February Council meeting the Operations team have been working on the logistics and preparations for a few upcoming events (i.e. Speaker Series, AGM, ANZIA, and NetHui), website improvements, year-end audits, and membership renewals.

The team has also had reporting change to Andrew in his new role as Deputy Chief Executive, as applies to Maria, Mary and Yvonne. Megan as Communications Lead remains reporting to Jordan.

Points of Note:

Renewals from expiring members have slowed down. As at 18 May 2016, 97 out of 214 expiring members hasn't renewed yet. A reminder email has been sent in early May and a final reminder will be sent before the "Grace period" ends on 30 June.

Highlights:

- Release of the State of the Internet report.
- Success of the launch of the World Internet Project held in Wellington (14 April) and Auckland (15 April) which had a good turn-up from attendees and also received a lot of media coverage.
- Completion of the year-end onsite audit
- Approval for the additional resourcing for the Operations team.

Lowlights:

- Slow progress on the membership renewals.

Next Priorities:

- Looking at proposed plans/ideas for the front area of the INZ office with the removal of the partition wall.
- Working on improvements/new ideas for the website.
- Planning NetHui 2016 and speaker series events.
- Preparation for the Council Election and InternetNZ's AGM.
- Recruitment of additional staff for the Operations team.

4. Governance and Members

Governance and membership has not been a significant area of focus since the last Council meeting in February 2016. This is however changing as the year commences in earnest.

Of particular note in this regard is the new Memorandum of Understanding with the New Zealand Government on the management of the .NZ ccTLD. This has been published on the website (available at <https://internetnz.nz/about-us/internetnz-group>) and marks an important recognition of our respective roles and responsibilities in seeing .nz best serve the New Zealand Internet community and the public at large. The negotiation process has been slow but done in good faith, and we've appreciated the shared insight developed during that process.

Consistent with our activity plan for the year, the MoU places new requirements on InternetNZ to demonstrate how we are accountable to the Internet Community that we serve, and how we test and demonstrate that. There is considerable overlap in the scope of this question against what we intend to do in the next year in Governance and Membership.

A forthcoming focus for the next quarter will be finalizing the membership renewal process and then delivering the Council Election cycle and Annual General Meeting requirements. Work is already underway in both of these regards.

The Māori Engagement Committee held a half day workshop with external tikanga advisors Debra Jensen and Jason Ake on 9 May. From this workshop, and with the guidance of our advisors, the Committee is developing an internal Māori Responsiveness strategy.

Points of Note:

We intend to commission new public research, as outlined above, during June 2016. We are currently shortlisting potential approaches and providers.

We have also received a proposal for assistance on membership renewals, which we are currently assessing. The aim will be to improve the retention rate, and to learn more about what members want from InternetNZ and can offer to the organisation.

Highlights:

- Nothing to note.

Lowlights:

- Slow progress on the membership renewals.

Next Priorities:

- Undertaking public research
- Council Elections
- Annual General Meeting
- Memberships renewals

5. Other Matters

I am in this role of Acting Chief Executive from 25 May to 5 July while Jordan takes time out for some training and some annual leave offshore.

I am looking forward to this period as Acting Chief Executive, and in particular to the Council's support and involvement in making progress over the next few months. We have another exciting yet challenging year ahead; one that excites me and the rest of our operating team. I am looking forward to working with all of you to keep doing ever more to promote the benefits and uses of the Internet and protect its potential.

I know Jordan would join me in thanking this Council for its work over the past year. This report marks the last meeting of the term of the current Council. To those of you leaving the group, thank you for all you have done. To those whose terms continue, thank you! And to those standing for election or re-election: good luck!

Andrew Cushen

Acting Chief Executive

18 May 2016

Grants reporting for Management Report – May Council Meeting

Research 2013/14 Final reports:

Date signed	Name	Amount awarded	Purpose	Report
06/06/14	Qiang Fu (Research Trust of Victoria Uni of Wellington)	\$20,000	Understanding the Practical Issues on the Adoption of SDN in Production Networks	Final report Pt 1 , 2

Canterbury 2014 Final reports:

Date signed	Name	Amount awarded	Purpose	Report
15/04/2015	Michael Trengrove (Code Club Aotearoa)	\$20,000	Expand Code Club Aotearoa (a network of volunteer-led after school coding clubs for kiwi kids aged 8 -12), particularly to rural areas and lower-decile urban areas.	Final report
16/04/2015	Linda Tame (Greater Christchurch Schools' Network Trust)	\$47,500	Funding to employ someone with experience to manage the establishing of a low cost leasing option for those families over a three year period and also to provide financial backing for some bad debts which could occur.	Final report

Conference attendance March 2015

Date signed	Name	Amount awarded	Purpose	Report
11/3/2015	Tanya Gray (Gather Workshops)	\$1,200	Conference Attendance ULearn 2015 7-9 October (Auckland)	Final report

Community Projects 2014/15

Date signed	Name	Amount awarded	Purpose	Report
09/01/2015	Tanya Gray (Gather Workshops)	\$15,000	Funding for Rural Workshops: to extend their reach outside of Auckland to rural high schools through a series of workshops	Final report

16/02/2015	Holly Snape (Web Access Waikato: Computer in Homes Waikato)	\$9,000	Provide an affordable pre-pay internet service that will allow those on low or unreliable incomes to access the internet without financial over-commitment.	Final report
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Research 2015/16

Date signed	Name	Amount awarded	Purpose	Report
08/05/2015	Syed Faraz Hasan (Massey University)	\$15,000	Establishing the foundations of Future Software-Defined Mobile Internet	Mid-year report

Conference attendance July 2015

Date signed	Name	Amount awarded	Purpose	Report
05/10/2015	Dr Qiang Fu (Victoria University of Wellington)	\$3,500	IEEE GLOBECOM 2015 (6-10 Dec. 2015, San Diego, USA) - Presenting "Selected Areas in Communications - Software Defined Networking (SDN) and Network Functions Virtualisation (NFV)." Which is designed to engage with the international SDN/NFV community and present what we New Zealand is doing in this area.	Final report
31/03/2016	Dr William Liu	\$5,000	The IEEE Conference on INFOCOM (10-15 April 2016 San Francisco, USA) - Attending the top conference which addresses key topics and issues related to computer communications, with emphasis on traffic management and protocols for both wired and wireless networks. Material is presented in a program of technical sessions, tutorials, panel discussions and workshops. Also possibly presenting three papers submitted to the INFOCOM16 associated workshops.	Final report
31/03/2016	Stephen Sheehan	\$1,500	APRICOT (15-16 Feb 2016, Auckland, NZ) Attending APRICOT 2016 to learn about the latest Internet networking trends, such as mobile IPv6 deployment and cybersecurity mitigation from the shared insights and real-	Final report

			world experiences of regional and international experts, including local Kiwi network operators.	
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Community Projects 2015/16

Date signed	Name	Amount awarded	Purpose	Report
17/11/2015	Simon Howard (KiwiCon)	\$20,000	Kiwicon was awarded \$20,000 for the provision of its ninth New Zealand Information Security (infosec) community conference, to be run in Wellington on 10-11 December 2015.	Final report
20/11/2016	Robyn Kamira	25,000	Matihetihe Marae Trust was awarded \$25,000 for a continuation of their On the Grid work. Mitimiti on the Grid 1 saw the arrival of a full telecommunications infrastructure in a small, isolated marae in the Far North in March 2015. Mitimiti on the Grid 2 aims to "water the seeds" and to generate a self-sustainable global community from Mitimiti. This funding will help consolidate local and diaspora support amongst tribal members around the world - and its future business partners.	Mid-year report

The following reports are outstanding and being chased up by staff

Round	Date signed	Name	Amount awarded	Purpose	Report due
Canterbury 2014	02/04/2015	Greg Smith (Addington.net)	\$3,000	Funding for IT support for Addington.net - a community computing centre established in 2001 as a practical solution to help bridge the digital divide and to bring free/low cost computer access to a community suffering the effects of low income and low skill levels.	Final report due: 31/3/2016
Canterbury 2014	15/04/2015	Carl Pavletich (Fabriko)	\$3,500	Suite of laptops for delivering technology workshops to low decile schools and communities.	Final report due: 31/3/2016

Canterbury 2014	15/04/2015	Carl Pavletich (Fabriko)	\$15,000	Utilising the Internet of Things to gather data on cycling	Final report due: 31/3/2016
Canterbury 2014	14/08/2015	Pref. Tim Bell (University of Canterbury, Computer Science Education Research Group)	\$20,000	Improving the CS Field Guide (and include more emphasis on internet technologies), to make the Unplugged website more useful for educators (particularly tying it in better with new curricula), and having a subsidised service available for Canterbury schools where we work with the school to introduce these subjects into their mainstream programme.	Final report due: 31/3/2016
Community Projects 2015/16	12/04/2016	Stu Fleming	24,000	WIC NZ was awarded \$24,000 to provide access to Internet through free WiFi, CodeClub, Minecraft Club and robotics workshops for adolescents and adults and a Video Factory to enable the community to tell their new and existing stories. By innovating in a creative way, WIC NZ will create a shared social space for the entire community, from public displays on the weekend, to monthly classes.	Mid-year report due: 30/4/2016
Community Projects 2015/16	20/11/2016	Antoon Moonen	9,062	Welcome Bay Community Centre Inc was awarded \$9,062.00 to install two outdoor rated Ubiquiti "Unifi" access points to provide controlled public internet access to the area containing Welcome Bay Hall, the Community Centre and Waitaha Park, also encompassing the playground adjacent to the Centre. By installing a separate controlled public network, they will improve the Centre's day-to-day service offerings to the public by giving them open access to two online computers.	Mid-year report due: 16/12/2015 Final report due: 16/04/2016
Community Projects 2015/16	20/11/2016	Ruth MacIntyre	22,000	National Collective of Independent Women's Refuges Inc. was awarded \$22,000 for The Refuge Online Project which will ensure that the 41 tauwi and tangata whenua refuges affiliated with Ngā Whare Whakaruruhau o Aotearoa / National Collective of Independent Women's Refuges (NCIWR) have an accessible online presence which encourages clients to seek help online as a first port of call.	Mid-year report due-30/4/2016

In addition, we are expecting the following reports prior to July 2016

Round	Date signed	Name	Amount awarded	Purpose	Report due
Research 2014/15	10/8/2015	Tony Garry	26,000	Compromising Privacy for convenience and Wellbeing on the Internet of Things.	Final report due: 30/04/2016 (extension granted until late May)
Conference Attendance July 2015	10/03/16	Dr Tobias Langlotz	4,889	IEEE PerCom, 14-18 Mar, Sydney - Internet policy and governance conference	Final report due: 18/06/2016
Conference Attendance July 2015	01/10/2015	Bronwyn Holloway-Smith	3,500	SubOptic 2016 (18-21 April 2016, Dubai, United Arab Emirates) - Presenting “Capturing the Public Imagination: Communicating the cultural significance of submarine internet cables” which focuses on the creation of a body of new artworks that respond to the question “What local cultural narratives are connected to the physical sites of the Southern Cross Cable Network in New Zealand, and how might these narratives be applied in a Fine Arts context, with the aim of influencing public perceptions of New Zealand's connection to the trans-national internet?”.	Final report due: 21/05/2016
Community Projects 2015/16	05/04/2016	Alistair Adam	15,000	Venture Southland was awarded \$15,000 to help make better use of internet connections for both rural and urban users (both private and commercial) through digital connections liaison and enablement support. This project will focus on 2 areas. 1) to increase awareness and streamline technology pathways and connection options for end users and 2) increase digital competence through enablement support	Mid-year report due: 30/6/2016

Internet Research 2015/16	04/03/16	Karaitiana Taiuru	3,200	Detailed analysis of the 18 Maori ICT groups detailing their structure, who they are, their purpose and history	Final report due: 30/06/16
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SUMMARY OF COMMITTEE ACTIVITY

Author: Andrew Cushen, Acting Chief Executive

Purpose of Paper: To summarise the activity of Council Committees

Review of Committee Terms of Reference and Committee Membership

Following the Council Elections and Annual General Meeting, Staff intend to recommend to Council a reviewed set of Terms of References for Committees of Council. This recommendation will come to Council at the August Council Meeting, to time with the next round of Committee appointments.

The scope of this review of Terms of Reference is to consider that we are most effectively involving Councillors in the right activities, and that Committees are working on appropriately scoped bases. Input is welcomed from Councillors prior to this paper being prepared.

Councillors are also welcomed to question and expand on any of the points below.

Summary of Committee Activity

Audit and Risk Committee

The Audit and Risk Committee continues to meet monthly, in particular in preparation for the finalisation of the Annual Accounts for 2015/16, to enable these to be presented to the Annual General Meeting.

Recent Activity:

- Preparing the newly required Public Benefit Entity reporting requirements.
- Monitoring Health and Safety At Work Act compliance
- Creation of an InternetNZ risk register.

Chief Executive Review Committee

A summary of this Committee will be shared separately by the President.

Grants Committee

The Grants Committee have provided a paper listing recent grant recipients; their project and the status of their work.

Recent activity:

- 28th April meeting of the Grants Committee
- Ongoing discussions about workflows and workload of the Committee.

Māori Engagement Committee

The Māori Engagement Committee has provided a separate paper detailing their work.

Recent activity:

- Workshop on Māori Responsiveness
- Investigation of the August Council Meeting at Hongoeka Marae.

Membership Committee

The Membership Committee has met in May 2016, following a break during the preparation of the 2016/17 Activity Plan.

Recent activity:

- Discussion about purpose of Committee, and the best manner of operationally delivering a programme of work on Membership, with Council oversight.
- Preparation of a specific plan for membership, due in July 2016.
- Following up on membership discussion about a simplified Code of Conduct.

MĀORI ENGAGEMENT COMMITTEE UPDATE

Since the February Council meeting, the Māori Engagement Committee has met a number of times to progress our plans for increasing InternetNZ's engagement with Māori.

After further meetings with BRG the committee agreed to step back from the initial idea of establishing a Māori Advisory Group and focus on developing an overarching framework/strategy.

The committee commissioned tikanga experts Debra Jensen and Jason Ake from Native Voice Ltd. to facilitate a workshop designed to flesh out why we (INZ) are doing this engagement work, to explore examples of best practice and how we undertake developing a strategy in an authentic and meaningful way.

The *InternetNZ Māori Responsiveness Workshop* was held at INZ on Monday 9 May, with 5 committee members participating. The workshop consisted of three parts:

1. analysis of recent/relevant Māori statistics and research;
2. presentation of the Māori responsiveness approach at Land Information New Zealand called He Whāriki Maurua, LINZ's Business with Māori Approach;
3. group discussion on what Māori responsiveness for InternetNZ looks like;

The summary outcomes include:

- There was general consensus that adopting a Māori responsiveness approach and developing a Māori strategy is an example of best practice in Māori and iwi engagement and relationships and should be adopted as an approach for InternetNZ.
- A Māori Responsiveness Strategy will outline why engaging with Māori is important for InternetNZ and align this rationale with the wider outcome of "a better world through a better internet".
- It will identify specific Māori priorities for the organisation and provide direction for staff and Councilors about how those priorities can be implemented, monitored, measured and achieved.
- In this way Māori responsiveness is coordinated and directly attributable to InternetNZ business outcomes, as opposed to responsiveness being reactionary and haphazard with little or no strategic value.

Committee members considered the next steps required to progress the development of a Māori responsiveness strategy and plan. Our thinking is set out below, and note the first section contains questions for the whole of Council:

1. High level discussion with Council

- Discuss with Council the following questions:
 1. What is our purpose in regard to Māori engagement?
 2. What are the (obvious) areas that we can start doing things better?
 3. Does the Council agree that a Māori responsiveness approach is the way forward?

2. Developing the strategy

- Organise an internal session with all relevant staff to discuss and progress Māori responsiveness. Focus areas for this discussion include:
 1. Identify the three to four key strategic areas for Māori responsiveness;
 2. Identify the method and approach to developing the strategy;
 3. Identify what kind of additional external support (if any) might be required for this work i.e. where are our gaps in knowledge?
 4. A key question to ask as part of this session – what is the transformation we seek in this area?

3. Early thinking about what we want this strategy to deliver

- An inclusive communication approach, internally and externally;
- Attract more Māori members;
- Develop our own tikanga – a clear understanding of how we incorporate cultural practices across our organization;
- Be confident in the way we do things and navigate the Māori issues across the wider internet space.

4. Communication priorities

- The intention is to involve Māori stakeholders in a wider discussion about what Māori responsiveness for InternetNZ looks like. A considered approach to engaging each of these stakeholders is required.

5. Additional Māori advice and support

- It was agreed that the strategy should be driven internally initially with Māori advice provided as needed i.e. BRG and / or Native Voice Ltd

The Committee intend to meet later this month to progress the development of a strategy. Councillors are welcome to read the full report by requesting a copy from Nicole.

The committee have progressed arrangements for Councillors and InternetNZ staff to visit Hongoeka Marae in Plimmerton for the purposes of training and as the location of the August 2016 Council meeting. This is an opportunity for us as an organisation to build our internal capacity and understanding of Te Ao Māori (the Māori world view).

We propose a full day training takes place on **Thursday 27 August** with an over night stay, followed by a Council meeting **Friday 28 August** (already scheduled). If a large number of Council members are unable to commit to Thursday, an alternative option could be that the training takes place **Friday 28 August**, followed by a Council meeting on **Saturday 29 August**.

Sarah Lee

Councillor & Chair, Māori Engagement Committee

Recommendations

THAT Council note the changes to the approach proposed by this committee, and support the development of a Māori responsiveness strategy.

THAT Council confirm the cultural training date and approve the August 2016 Council meeting will be held at Hongoeka Marae.

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Glossary of Terminology	
2020	2020 Communications Trust
2TLD	Second Level Domain
3TLD	Third Level Domain
ACCC	Australian Competition & Consumer Commission
ACTA	Anti-Counterfeiting Trade Agreement
ADA	Australian Digital Alliance
ANZIAs	Australia New Zealand Internet Awards
APEC	Asia-Pacific Economic Cooperation
APIA	Asia Pacific Internet Association
APNIC	Asia Pacific Network Information Center (<i>RIR for the Asia Pacific region</i>)
APRICOT	Asia Pacific Regional Internet Conference on Operational Technologies
APTLD	Asia Pacific Top Level Domains Associations (<i>organisation for ccTLD registries in Asia Pacific region</i>)
auDA	.au Domain Administration Ltd (<i>Australian equivalent of DNCL</i>)
BCOP	Best Current Operational Practices
BIM	Brief to Incoming Minister
CCANZ	Creative Commons Aotearoa New Zealand
ccNSO	County Code Names Supporting Organisations
ccTLD	Country Code Top Level Domain (<i>such as .nz for New Zealand, .uk for United Kingdom</i>)
CCWG-Accountability	Cross Community Working Group on Enhancing ICANN Accountability
CDMA	Code Division Multiple Access (<i>server</i>) (<i>a means to transmit bits of information</i>)
CERT	Computer Emergency Reponse Team
CFH	Crown Fibre Holdings
CIRA	Canadian Internet Registry Authority (<i>operators of the .ca ccTLD</i>)
CSIRT	Computer Security Incident Response Team
DHB	District Health Boards
DIDO	Distributed-Input Distributed-Output (<i>wireless protocol system</i>)
DNCL	Domain Name Commission Limited
DNS	Domain Name System
DNSSEC	DNS Security (<i>adds security to the Domain Name System</i>)
DSLAM	Digital Subscriber Line Access Multiplier
DRS	Dispute Resolution Service
FTTH	Fibre To The Home

Glossary of Terminology	
GAC	Government Advisory Committee
GCSN	Greater Christchurch Schools Network Trust
GNSO	Generic Name Supporting Organisation (<i>makes recommendations re gTLD to ICANN</i>)
gTLD	Generic Top Level Domain (<i>such as .com / .edu</i>)
HDC	Harmful Digital Communications
IANA	Internet Assigned Numbers Authority
ICANN	Internet Corporation for Assigned Names and Numbers
ICG	IANA Stewardship Transition Coordination Group
ICT	Information and Communications Technologies
IGF	Internet Governance Forum
ISOC	Internet Society
ISPANZ	Internet Service Provider Association of New Zealand
ITAC	Internet Technical Advisory Committee
ITU	International Telecommunications Union
ITR	International Telecommunications Regulations
LFC	Local Fibre Company
MAG	Multistakeholder Advisory Group
MBIE	Ministry of Business, Innovation and Employment
MTR	Mobile Termination Rates
NCSG	Non-Commercial Stakeholders Group (<i>committee under ICANN's GNSO</i>)
NH	NetHui
NTIA	U.S. Commerce Department's National Telecommunications and Information Administration
NZIRF	New Zealand Internet Research Forum
NZITF	New Zealand Internet Task Force
NZNOG	New Zealand Network Operators Group
OECD	Organisation for Economic Co-operation and Development
OFDM	Optical Frequency Division Multiplexing
PAG	Policy Advisory Group
PCBU	Person Conducting a Business or Undertaking
PBE	Public Benefit Entity
PIP	Pacific Internet Partners (<i>group revived by Keith to help IGF</i>)
RBI	Rural Broadband Initiative
RIR	Regional Internet Registry
SDN	Software-defined Networking

Glossary of Terminology	
STD	Standard Terms Determination
TCF	Telecommunications Carriers' Forum
TLD	Top Level Domain
TPP	Trans-Pacific Partnership
TPPA	Trans-Pacific Partnership Agreement
TSO	Telecommunications Services Obligation
TUANZ	Telecommunications Users Association of New Zealand
UBA	Unbundled Bitstream Access
UCLL	Unbundled Copper Local Loop
UFB	Ultra Fast Broadband
WSA	Wholesale Services Agreement
WSIS	World Summit on the Information Society
W3C	World Wide Web Consortium