

POLICY ADVISORY BOARD REPORT
PORTMAN SQUARE, LONDON, W1
3 December 2003
MEETING 29

Those present:

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| Richard Almeida | Elected Member |
| Denesh Bhabuta | Elected Member |
| Alex Bligh | Appointed Member - Council of Management |
| Iain Bourne | Appointed Member - Information Commissioner's Office |
| James Cronin | Elected Member |
| Sue Daley | Appointed Member - CBI |
| Steve Dyer | Appointed Member - Council of Management |
| Clive Feather | Elected Member |
| Peter Gradwell | Elected Member |
| Sebastien Lahtinen | Elected Member |
| Ben Laurie | Elected Member |
| Mark Lewis | Appointed Member - Companies House |
| Hazel Pegg | Elected Member |
| Eric Ramage | Appointed Member - ITMA |

From Nominet by invitation of the PAB:

Willie Black, Executive Chairman
Gareth Cook, Communications Executive
Jay Daley, Director of IT

1. Apologies

Apologies were received from Michael Duggan, Caroline Halcrow and Kathy Riley.

2. Approval of October meeting report

The October meeting report was approved unanimously.

3. Feedback from CoM on PAB recommendations

Willie Black read the CoM's responses from the paper he had written for the meeting, and advised the PAB that the proposed new policy and procedure for Second Level Domains would be discussed at the CoM meeting on 4 December.

4. Nominet working groups

Jay Daley presented the revised paper on Nominet working groups that had been co-written with Ben Laurie and Alex Bligh.

Resolution:

The PAB resolved to approve the 'Nominet Working Group Guidelines and Procedures' document as PAB policy with the following modifications:

- a) In paragraph 5, the first "should" be changed to "must"
- b) It should be made clear that mailing lists and archives are to be made public
- c) "Nominet meetings" should be changed to "meetings" but it should be noted that Nominet should make a "call for interest" with reasonable notice in respect of such meetings where BOFs (Birds Of A Feather) take place

The PAB further resolved to request that the CoM instructs the Executive to prepare, publish and implement a final version of the paper with the above modifications.

The PAB resolved to create the WGSC (Working Group Sub Committee) as per the agreed policy, with Peter Gradwell as the Chair.

5. Corporate Governance

Willie Black explained that as part of his role as Executive Chairman of Nominet he carries out a performance appraisal of the Board and a governance review of the company. As part of this he will be reviewing the function and performance of the PAB. He therefore intends to meet with PAB members individually to receive their feedback on how the PAB is working and on the wider governance issues.

6. Appointed PAB member - Member of Parliament

Willie Black explained that he had been approached by Brian White MP to ask if the PAB would consider having a Member of Parliament join as an appointed member, representing APIG (All Parliamentary Internet Group). There followed a discussion in which one elected PAB member expressed a concern that appointed members may outnumber the elected members on the PAB and that this could undermine the PAB's ability to represent the views of Nominet's membership. One of the appointed members countered with the view that it makes sense to have more appointed members in order to allow a broader scope of ideas when formulating policy. The PAB Chair confirmed that the PAB had agreed to have eight elected members and eight appointed members, and that there were currently only seven appointed members, which left one vacancy.

Resolution:

The PAB resolved to invite APIG as an appointed member to the PAB and requested the Executive to communicate this invitation to Brian White MP.

7. Policy issues for next year

PAB report for Annual Report and Accounts 2003.

The PAB Secretariat had produced a draft version of the PAB report for Nominet's Annual Report and Accounts 2003. This was accepted by the PAB, subject to some minor amendments and the addition of the PAB members' names.

PAB targets for Annual Report and Accounts 2004.

The PAB discussed the topics it should focus on in 2004 and produced the following list of agenda items for the year:

- * Internationalised Domain Names
- * Wait Listing Service (February or April meeting)
- * Review of Dispute Resolution Service
- * Review of Nominet's Terms and Conditions
- * Corporate Governance review
- * Review of Positive Renewals system (June meeting)
- * Lock state of domain names
- * Automaton interface changes
- * Use (or lack of use) of admin and tech contacts

The PAB held an impromptu debate on Internationalised Domain Names with a view to seeding further discussion in 2004.

8. Pre-expiry email reminders

Sebastien Lahtinen suggested that Nominet should consider sending out further reminder emails to tag holders nearer the time that domain names on their tag are due for renewal. He explained that Open SRS sends emails 7 or 14 days before expiry to smaller Nominet members and that this system works well.

Currently Nominet sends a reminder three months before expiry, but Sebastien pointed out that this is a long time in advance and often things can change in between.

Jay Daley commented that there would be no problem in implementing this but that it would need to happen as part of the member/tag holder interface work that would be starting in January 2004.

Resolution:

The PAB resolved to recommend to the CoM that it investigate a system whereby tag holders are given the option to receive additional emails forewarning them of the imminent expiry of domain names on their tag.

9. Matters arising from nom-steer and pab-suggest

There were no matters arising.

10. Urgent business

There was no urgent business.

11. PAB meeting dates for 2004

The PAB meeting dates for 2004 were confirmed as follows:-

Wednesday 4 February
Wednesday 7 April
Wednesday 2 June
Wednesday 4 August
Wednesday 6 October
Wednesday 1 December