

PAB Communication & Consultation

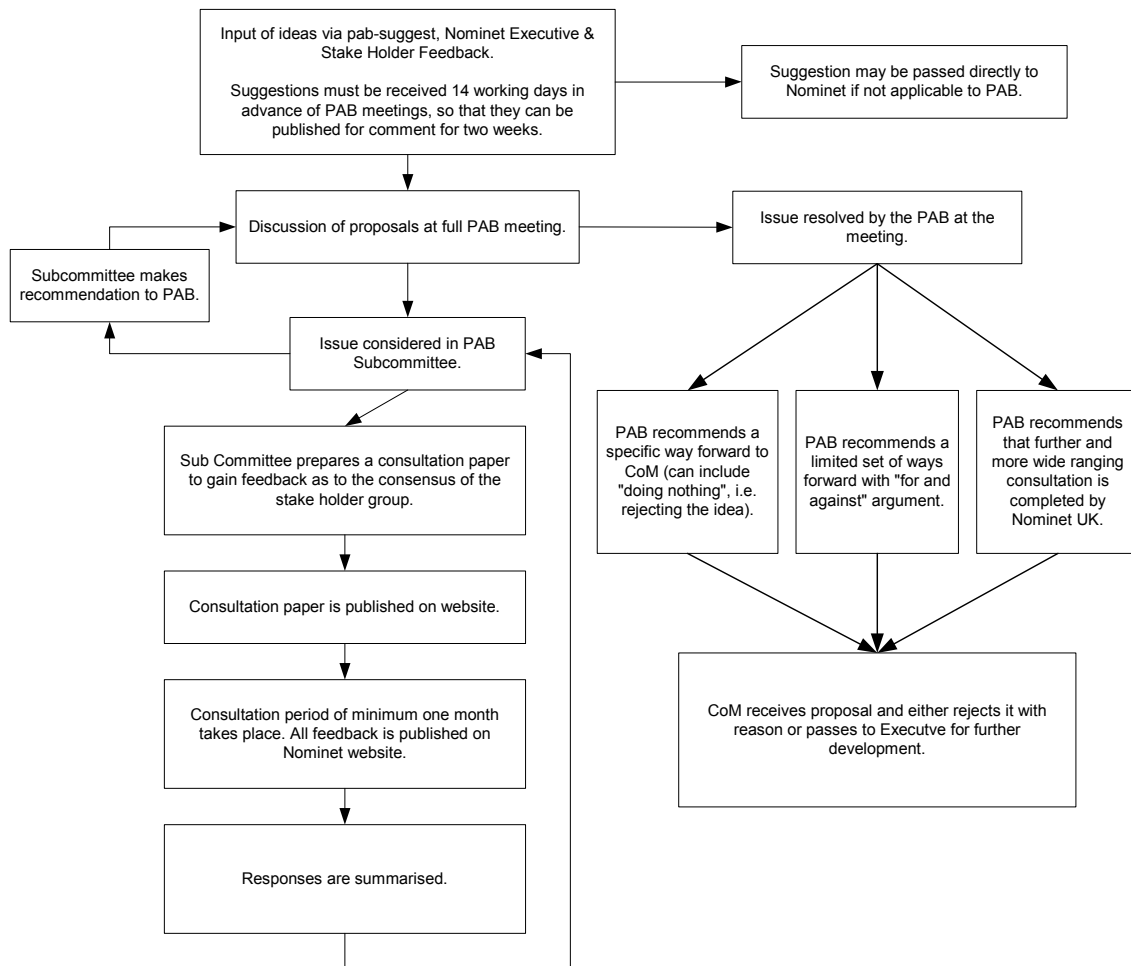
Introduction

Nominet's Policy Advisory Board (PAB) is the primary vehicle for receiving feedback and suggestions from the Membership and other stakeholders, processing them and referring agreed policy proposals to the Nominet Council of Management (CoM). As a result it is important that the PAB has an effective mechanism for consulting with Nominet stakeholder community.

It should be noted that the PAB is limited in terms of resource available for executing consultation, and that in practice it is best able to consult with the Nominet Members. Thus, if the PAB feels that wider consultation is necessary, it will recommend to the CoM that Nominet should carry out a fuller consultation.

PAB Process

The following diagram provides an outline guide to the PAB consultation process:



The Nominet Executive are available to give guidance on how stakeholders may best interact with and make submissions to the PAB.

In order to ensure that the consultation process is open and transparent the PAB will not accept anonymous input. Thus, should a stakeholder wish to give feedback or make suggestions anonymously, they should do so via a PAB member, explaining their desire for anonymity, who may then represent their view.

PAB suggestions

The PAB receives suggestions from stakeholders via its pab-suggest@nominet.org.uk email address. When a relevant message arrives the Secretariat shall record it and place it on the Nominet website in a “submitted suggestions” area, unless it reasonably believes that to do so might be unlawful.

The Secretariat shall record the following details:

- The date, author (whose email address should be obscured) and topic of the suggestion.
- The type/nature of the stakeholder submitting the suggestion.
- The detail of the suggestion.
- A list of persons who submit similar or supporting suggestions.
- A target date as to when the issue will be, or was considered by the PAB.
- The PAB’s response to the issue.
- What the PAB resolved to do following its consideration of the issue.

The PAB secretariat will collate ideas submitted to pab-suggest, and prepare them as a PAB Paper fourteen days prior to each meeting clearly marking each item according to the first four points given above.

Publication of PAB Papers

A PAB Paper is a document prepared by the executive, or by a PAB member, or by a subcommittee previously formed by the PAB, for consideration at the PAB at a future meeting. Once a document author believes that the document is ready for consideration by the PAB the author must submit the document to the PAB Secretariat, as a PAB Paper.

- All PAB Papers must be published for a period of two weeks prior to the PAB meeting at which they will be presented.
- PAB Papers must be submitted to the PAB Secretariat.
- Nominet UK will publish the paper on the Nominet website and announce the publication of the paper, both in the “news” area of the website and via the NOM-ANNOUNCE mailing list.
- The announcement should include a summary of the paper(s) being published.

Subcommittees

- If an issue arises at a PAB meeting that cannot be discussed fully in the time available or is of interest to a specialist subset of members, then a subcommittee may be formed.
- A subcommittee has no formal role and it will always report directly to the PAB.
- The objective of the subcommittee is to consider an issue in detail and provide the PAB with a set of “Policy Principles” that could subsequently be used by the CoM as a basis for action.
- Subcommittees should be convened within one month of the PAB meeting and an initial report or consultation paper should be published within one month of the committee’s formation.

Consultation procedure

- PAB subcommittees may initiate consultation exercises.
- The purpose of such an exercise is to determine, as widely as possible, the various views of the stakeholder communities likely to be impacted by a potential PAB recommendation.
- Where wider, more formal or more detailed consultation is required the PAB will make a request to the CoM that this be carried out by the Nominet executive.
- In launching a consultation exercise, a consultation paper will be published by the Secretariat and targeted at the relevant stakeholder groups for the particular issue.

- Where possible the consultation paper will be written in “plain English” and will contain a one page “issues summary”. It will be structured discussion and questions as the author sees fit.
- Consultations shall run for at least one and not more than three months.
- The PAB shall specifically determine the sufficiency of consultation before making a recommendation to the CoM.
- Other consultations carried out by Nominet (for instance, those which Nominet is contractually bound to carry out in respect of changes to its Ts&Cs) do not fall within the scope of this procedure.

Consultative feedback

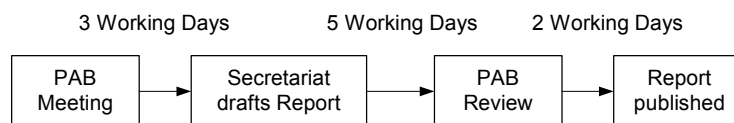
The PAB receives feedback via email to pab-feedback@nominet.org.uk. When a relevant message arrives the Secretariat shall record it and place it on the Nominet website along with the consultation paper, unless it reasonably believes that to do so might be unlawful. The Secretariat shall record the following details:

- The date, author (whose email address should be obscured).
- The detail of the feedback.
- The nature or type of stakeholder (e.g. Nominet member, Consumer, etc.)

At the end of the consultation period, the Secretariat shall collate and summarise the feedback in a single document, which it shall publish, to assist the subcommittee and the PAB in the evaluation of the feedback

Meeting reports

The PAB shall publish a report of its meeting within two weeks as follows:



The report will record the proceedings of the meeting and in particular:

- Record the rationale behind a topic being referred to the PAB.
- Record the key points of the PAB’s discussion of the topic.
- Record, in detail, what the PAB resolved with respect to the issue. This will normally take the form of a recommendation to the CoM.

In drafting the PAB meeting report the secretariat will be careful to capture the detailed points of a resolution and the rationale behind it. In order to assist the secretariat in this difficult task the Chair shall:

- Appoint a “summariser” who will, at regular intervals, summarise the resolutions achieved into a form of words for the Secretariat to record. This form of words, if agreed by the meeting, shall be recorded verbatim in the meeting report. The summariser shall be a person who is familiar with the issues and who regularly attends PAB meetings.
- Prior to agreeing a resolution, propose the exact form of words that captures the recommendation for the Secretariat to record.

It is also important that, as well as clearly stating the PAB’s recommendation for each agenda item; the meeting report should identify the party responsible for the “next step” as an action item.

The CoM shall submit its response to PAB resolutions as a PAB Paper prior to the subsequent PAB meeting.