

SECOND LEVEL DOMAIN POLICY AND PROCEDURE

Recruitment of Panel Chair, Panel members and Secretariat

Contents

1.	Introduction	2
2.	Aims of the SLD Procedure	2
3.	Appointment of Secretariat, Panel Chair and Pool Members	2
3.1	Appointment of Secretariat.....	2
3.2	Appointment of Panel Chair	2
3.3	Appointment of Pool Members.....	2
4.	PAB acting as a nominations committee	2
5.	Cost of appointments	2
6.	Action So Far	3
6.1	Appointment of Secretariat.....	3
6.2	Appointment of Panel Chair and Panel Members.....	3
6.2.1	Recruitment Process.....	3
7.	Proposal and Recommendations.....	4
8.	Next Steps	4

1. Introduction

The SLD Policy summarises the policy of Nominet UK as the manager and trustee of the .uk Top Level Domain regarding the creation of new Second Level Domains (SLDs) within the .uk namespace.

The SLD Policy should be read in conjunction with the SLD Procedure, which summarises the procedure for the selection of the operators of registry services for new SLDs within the .uk namespace.

The SLD Policy and Procedure came into effect as at 1st March 2004.

Human Resources and the Legal department have been working on the appointment of the Secretariat, Panel Chair and Panel Members, this paper makes recommendations on how we do this.

2. Aims of the SLD Procedure

The aim of the SLD Procedure is that Nominet, which may be an applicant to run a new SLD, should keep to a minimum its involvement in the administration and assessment process for new SLDs. For this reason, the SLD Procedure will be administered by a Secretariat, which is expected to be a firm of independent professionals (for example lawyers or accountants) initially appointed by, but otherwise independent of, Nominet. The Secretariat will act as an administrative support to the Panel, which will be the body appointed to evaluate competing applications. The Secretariat will play no part in the evaluation of applications, and will act as intermediary between the Panel and Nominet. The Panel Chair will initially be appointed by Nominet, and the Panellists are drawn from a list recruited by the Panel Chair.

3. Appointment of Secretariat, Panel Chair and Pool Members

3.1 Appointment of Secretariat

The first Secretariat will be selected and appointed by Nominet.

3.2 Appointment of Panel Chair

The first Panel Chair will be appointed by Nominet from a shortlist. The shortlist is to be prepared by the PAB acting as a nominations committee.

3.3 Appointment of Pool Members

Members of the Pool will be selected by the Panel Chair from a shortlist prepared by the PAB acting as a nominations committee. The Panel Chair will endeavour to make appointments in a number sufficient to ensure that the Pool consists of 15 – 20 members.

4. PAB acting as a nominations committee

Where the PAB acts as a nominations committee, it shall consider all applications for a place in the Pool in the manner it appoints, but as part of an open application process. The detail of the open application process, including methods of application, administration and deadlines shall be determined by the PAB, but should aim to provide a sufficient number of applicants of reasonable calibre and skill to allow the person making the final decision a genuine choice between capable applicants.

5. Cost of appointments

Nominet shall bear the cost of the initial appointments on the basis that such costs will be apportioned between future applicants and will be repaid together with interest to Nominet by the Secretariat. Future costs will be paid out of the Account and fees may include a non-refundable element towards the projected costs of such future applications. It has been estimated that the cost of the recruitment for the Secretariat, Panel Chair and the Pool Members will be in the region of £118k

6. Action So Far

6.1 Appointment of Secretariat

Nominet has approached the following companies requesting a quotation for the service

- Deloitte & Touche
- Ernst & Young
- PricewaterhouseCoopers
- KPMG
- Simmons & Simmons
- Ashurst Morris Crisp
- Slaughter & May
- Linklaters
- Freshfields Bruckhaus Deringer
- Allen & Overy

As at 8/7/2004, no replies had been received, therefore follow up letters have been sent out. As at 15/7 one reply has been received declining the request.

6.2 Appointment of Panel Chair and Panel Members

In order to assist the PAB acting as a nominations committee, Nominet has compiled job profiles for the Panel Chair and Pool Members and approached the following companies to quote for the recruitment process

- Hoggett Bowers
- Digby Morgan
- Odgers Ray & Berndtson
- Bird & Co
- Harvey Nash

Harvey Nash and Hoggett Bowers provided quotes.

6.2.1 Recruitment Process

	Harvey Nash	Hoggett Bowers
Recruitment Process	Targeted Search ¼ Page National Advertisement in the Sunday Times with follow up Advertisement in the Times on the following Thursday Applicants interviewed face to face by Harvey Nash c. 1 hour, competency, criteria and biography based to create a long list. Long list 20 candidates for panel chair and recommended shortlist provided for the nominations committee 4 weeks into the assignment Long list 50 candidates for panel members and recommended shortlist provided for the nomination	Executive Search Advertised Selection 1 Page advertisement in the Sunday Times x 2 Submit list for Panel chair 6 weeks after starting assignment Submit list for Panel members on a rolling basis 6-10 weeks after starting assignment

	committee 4 weeks into the assignment	
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7. Proposal and Recommendations

Our proposal is that we use a recruitment agency to compile a long list of candidates for both the Panel Chair and Panel Members, and that the agency recommends a shortlist from the long list in order to assist the PAB in its decision making.

From the two quotations we received Harvey Nash will carry out a one-hour face to face interview with all candidates which will be competency, criteria and biography based, this was not available within the Hoggett Bowers proposal.

Our recommendation for appointment of the agency is to use Harvey Nash for three reasons, firstly the costs are within budget, secondly they are providing a service over and above Hoggett Bowers which is interviewing potential candidates – realistically the PAB would be unable to do this, and thirdly Harvey Nash has provided us with excellent service and results in the past.

8. Next Steps

If the Policy Advisory Board accept the proposal and recommendations, we would like to suggest a timetable for the recruitment process and recommend that a small sub-committee is formed (nominations committee) to discuss shortlists.

Timetable for Recruitment of Panel Chair

Date	Action
Mid August	Agency appointed Panel Chair position advertised
Mid September	Agency provide long list of 20 candidates for panel chair and recommended shortlist to the nominations committee
Mid to end of September	PAB nominations committee meet to discuss candidates and provide shortlist for Nominet to interview
PAB meeting 6 th October	PAB nominations committee recommend shortlist for Nominet to interview
Mid to end of October	Nominet to interview and appoint Panel Chair

Timetable for Recruitment of Panel Members

Date	Action	Comments
Mid September	Agency advertise Panel member positions	Advertise for these roles separately and a month later, due to needing to appoint Panel Chair first who will be appointing these positions
Mid October	Agency provide long list of 50 candidates for Panel members and recommended shortlist to the nominations committee	
Mid to end of November	PAB nominations committee meet to discuss candidates and draw up shortlist of Panel members	
PAB meeting 1 st December	PAB nominations committee recommend shortlist of Panel Members to Panel Chair	
December	Panel Chair to appoint Panel members	

