

APNIC EC meeting Minutes

Teleconference

Monday 21 October 2002

Meeting Start: 11:00 am (UTC+10)

Minutes

Present:

Che-Hoo Cheng
Akinori Maemura
Geoff Huston
Kuo Wei Wu
BK Kim
Qian Hualin

Paul Wilson
Connie Chan
Irene Chan
Anne Lord
Gerard Ross (minutes)

Apologies:

Xing Li

Agenda:

1. Agenda bashing
2. Minutes from last meeting (3 September 2002)
3. Financial reports for September 2002
4. New NIR application process
5. Fee structure for experimental allocations
6. ICANN issues
7. AOB
8. Next meeting

1. Agenda bashing

No further items were added to the draft agenda.

2. Minutes from last meeting (3 September 2002)

- The EC approved the minutes from 3 September 2002.
- **Action ec-02-019:** Secretariat to publish minutes from 20 September 2002.

3. Financial reports for September 2002

- It was noted that this is a quarterly report as well as the regular monthly report. It therefore provides comparative figures on previous quarters in addition to the normal monthly figures.
- It was noted that assets are up and accounts receivables are down. The progress of revenue against the budget has been good, with revenue approximately two percent above budget. This should continue as there has been a slow but continual recovery in net membership growth.

- Membership growth tends to follow from growth in the number of membership enquiries, which have continued strongly in recent months.

4. New NIR application process

- The draft application form was circulated to EC members. This is the form that would be completed by new NIR applicants, and forwarded to the EC for review. The form has been kept brief, in order to allow applicants to demonstrate their understanding of the NIR requirements without excessive prompting. The form follows the NIR criteria approved at APNIC 14.
- The form includes a section for the applicant to demonstrate the formal approval of the appropriate government authorities. It was noted that the specifics of the government authority are likely to vary from country to country.
- It was noted that successful applicants will be required to sign a membership agreement. Therefore, there was a question as to why they should be required to sign an agreement in the application form. It was suggested that this could raise a perception that completing the application would automatically confer status as an NIR. It was decided to modify the agreement section, so that it should become a declaration as to the accuracy and completeness of the application. Then, if the EC approves an application, the applicant should be required to sign a normal membership agreement with APNIC, as well as an NIR-specific addendum to that agreement if required.
- In terms of the process to be followed, it was suggested that there is a need to develop a detailed checklist to ensure that all relevant criteria are objectively considered by the EC when assessing applications. Such questions could relate to what happens to the records if the NIR ceases to exist, explaining the data escrow arrangements.
- It was suggested that although the application form would not specify the form of material that would be used to document the business plan, the EC would expect a detailed, three to five year financial plan. It was agreed that it would be up to the applicants to provide this information in a format that would convince the EC that the applicant is capable of fulfilling the role.
- It was suggested that the EC should publish a report of the first application received. This report would contain the procedural checklist to be used for future applications.
- **Action ec-02-030:** Secretariat to develop a checklist for EC to apply in the NIR recognition request process. The checklist should also include guidelines as to the types of issues that would be a barrier to approval of an application.
- **Action ec-02-031:** Secretariat to provide a specific NIR draft agreement or draft addendum to the standard membership agreement. This should be prepared in time for discussion at the next Open NIR meeting.

5. Fee structure for experimental allocations

- Before implementing the new Experimental Allocation policy, it is necessary to set an appropriate fee schedule that recognises the administrative cost to APNIC, while still meeting the intention of the policy.
- The proposed fee schedule assumes that experimental allocation become a membership service of APNIC. Accordingly, the service would be available to existing members, while non-member applicants would become APNIC members before receiving an experimental allocation.
- It is proposed that experimental allocations should not affect the membership tier of any member. Therefore such allocation would have no effect on the annual fees of existing members, and new applicants would pay the minimum membership fee of US\$625 per year, at least while holding on experimental address space allocations.
- It was suggested that this proposal is consistent with the general fee schedule and is appropriate for this policy.
- The draft fee schedule was accepted by the APNIC EC.

[AM apologised for having to leave the meeting at this point]

6. ICANN issues

- There was a discussion of recent communication in relation to the ICANN negotiations, including the topics to be discussed at the ICANN meeting in Shanghai.

7. AOB

- none.

8. Next meeting

- Next meeting to be Friday 8 November.

Meeting closed: 12:15 pm

Open action items

- **Action ec-02-011:** [Continuing from previously completed action] GH to produce a draft presentation summarising the RIR Blueprint.
- **Action ec-02-025:** Secretariat to investigate past meeting attendance data and prepare a proposal for determining AC voting entitlement.
- **Action ec-02-029:** Secretariat to amend minutes from 3 September 2002 as described and publish.
- **Action ec-02-030:** Secretariat to develop a checklist for EC to apply in the NIR recognition request process. The checklist should also include guidelines as to the types of issues that would be a barrier to approval of an application.
- **Action ec-02-031:** Secretariat to provide a specific NIR draft agreement or draft addendum to the standard membership agreement. This should be prepared in time for discussion at the next Open NIR meeting.