

.au Policy
Review Panel

Roles and Responsibilities

.auDA
.au DOMAIN ADMINISTRATION LTD

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Panel Role

The Policy Review Panel ('the Panel') has been convened by the Board of .au Domain Administration Limited (auDA) to examine and make recommendations on the implementation of direct registration and to make recommendations as to policy reform. The Panel is responsible for preparing and publishing discussion papers on key issues, undertaking extensive stakeholder consultation and producing a comprehensive report and draft policies for consideration by the auDA Board.

The Panel operates under its Terms of Reference and is subject to the following auDA corporate policies:

- Travel Policy

The Panel is committed to a principles-based approach in refining the contents of discussion papers, Final Report and draft policies and improving the processes for managing the work of the Panel and its working groups.

The Panel acknowledges that the .au ccTLD is a public asset and that auDA administers .au for the benefit of the Australian community. The Panel will ensure that its recommendations and draft policies comply with these guiding principles.

Panel Responsibilities

The Panel is an independent Advisory Panel accountable to the auDA Board. The Panel will:

- adopt transparent and accountable processes
- publish all meeting agendas and minutes
- maintain and publish a list of all stakeholder consultations, including informal stakeholder meetings
- take an active role in identifying policy issues and solutions, including conducting research where appropriate
- establish working groups where appropriate
- provide direction to working groups and resolve any issues raised by these groups
- undertake extensive consultation, including with auDA executive management and staff
- prepare and publish discussion and issues papers for public consultation
- prepare and publish a draft Final Report and draft policies for public consultation
- produce a Final Report and draft policies for consideration by the auDA Board

The Panel will prepare draft policies as follows:

- Direct registration implementation policy (transitional arrangements)
- Registrar policy
- Registrant policy
- Complaints policy

The Registrar policy, the Registrant policy and the Complaints policy are intended to replace the policies set out in Annexure A to the 2017 Policy Review Panel Terms of Reference.

Decision making

The Panel adopts a consensus approach to decision making. For the purposes of the Panel, consensus means a majority of members agree, with the remainder content to give way, and if necessary a mention of any objections recorded in the minutes. Where the Panel is equally divided, the Chair has the casting vote.

When the Chair or Secretariat seeks feedback from Panel members, silence on the matter is taken as consent.

Reporting to Board

The Chair will provide regular updates to the auDA Board on the progress of the work of the Panel and its working groups. The Chair will provide a Final Report and recommendations to the auDA Board by 31 August 2018. The Chair will attach to the Final Report copies of the proposed draft policies referred to above.

Consultation process

The Panel will engage with the Australian Internet Community on the development of an implementation policy for direct registration and policy reform.

The Panel will establish a webpage to communicate with the Australian Internet Community.

The Panel adopts the definition of the Australian Internet Community as set out in the auDA Constitution.

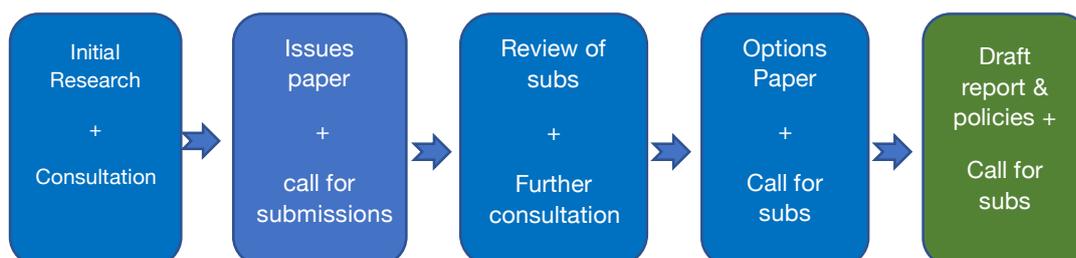
“Australian Internet Community means those users and suppliers of services via the Internet, who are based in Australia.”

The Panel will undertake at least two public consultation processes on the development of the implementation policy and during the policy reform process.

The Panel may engage with stakeholders using a variety of mechanisms, including:

- Stakeholder meetings and forums.
- Issue and options papers dealing with key policy issues and inviting feedback from the Australian Internet Community.
- Working groups comprising demand and supply members, government regulators, and representatives from peak bodies relating to consumer protection, business, education and government.
- Online mechanisms including online forums, blogs and surveys.

An indicative consultation process is:



The Panel may undertake consultation in phases. For example, the Panel may first undertake the indicative consultation process set out above for the implementation of direct registration, and then under a similar process for policy reform.

The Panel will publish its draft report and policies for public consultation. The draft report will contain the Panel's recommendations on the implementation of direct registration and policy reform.

The draft report will contain a list of all individuals and organisations consulted by the Panel.

The Panel will publish on its webpage the details of all public consultations.

Working Groups

The Panel may convene one or more working groups to assist in developing the implementation policy for direct registration and for policy reform. The Panel is responsible for directing and supervising the working group outputs.

The Panel Chair, or a Panel member selected by the Panel Chair, will convene each working group to ensure effective communication between the Panel and working groups. That Panel member will represent the Panel at working group meetings, not their own interests or position on the Panel.

The Panel member will be responsible for reporting back to the Panel on the work of the working group and will oversee the work and direction of the working group.

The working groups are to comprise representatives of the Australian Internet Community, who have expertise relevant to the work of the group. The Panel may call for expressions of interest for working group members or may appoint members through another process. The Panel Chair will consult with Panel members on appointing working group members, but may appoint any member that the Chair believes has the relevant expertise.

Working groups may contribute to the research and preparation of draft papers and policies and make recommendations to the Panel on matters relating to their area of expertise. The Panel does not have to accept the recommendations of the working group.

Working groups provide key links with stakeholders and other industry groups or networks, providing the opportunity to engage with a broad range of stakeholders and drawing on the expertise of other industry groups and networks, such as Communications Alliance Advisory Groups.

Working groups adopt a consensus approach to making recommendations to the Panel. Where working groups do not reach consensus, alternative views should be provided to the Panel for decision.

When the Panel Chair or Secretariat seeks feedback from working group members, silence on a matter is taken as assent.

Role of the Secretariat

The Panel and its working groups are supported by a Secretariat located within auDA. The Secretariat is a neutral body and does not represent the interests of auDA. The Secretariat provides administrative support to the Panel and working groups and provides:

- Drafting agendas (distributed 5 business days before a meeting), agenda papers, and minutes of Panel and working group meetings
- assisting with the coordination of working group and Panel meetings
- preparation and drafting of discussion papers and policies
- providing summaries of submissions to public consultations
- undertaking research as directed by the Panel
- liaising with Panel members to progress agreed tasks out of sessions, in particular the work of working groups
- addressing questions and comments from the Panel and working group members on drafts

The Secretariat does not possess the resources to undertake major research projects or to provide legal advice. The Secretariat will forward requests for legal advice and other assistance to the auDA CEO for consideration.

Observers

The Panel Chair may grant observer status to Australian Government representatives on a case by case basis.