This policy is issued by the office of the Domain Name Commissioner on behalf of InternetNZ, the Internet Society of New Zealand Incorporated.

.nz Oversight Committee Policy on .nz Policy Development Process

The .nz Oversight Committee (NZOC) has been delegated authority by the Council of the Internet Society of New Zealand Inc (InternetNZ) to set policy for the .nz domain name space. This document sets out the process to be undertaken by the NZOC in setting such policy, and is based on the InternetNZ policy development process adopted 26 November 1999.

PROCESS

1. Identification of policies for .nz Oversight

The authority of the NZOC in setting policy is restricted to that concerning the .nz domain name space. The Office of the Society and the InternetNZ Council manages all other areas of policy.

It is important that all .nz policies reflect the overall responsibilities InternetNZ has in managing the .nz domain name space and that they are consistent with the overall long-term strategy direction set by the InternetNZ Council and with the structures established to manage .nz.

Clear distinction needs to be made between what are policies and what are documented procedures within the .nz environment. Operational procedures may be subject to a similar process but the NZOC reserves the right to develop and approve procedures as required.

At all times, the NZOC will take into account the Objects of InternetNZ as detailed in The Constitution of the Internet Society of New Zealand Incorporated.

A formal list of .nz policies will be established. This will be updated as required and will include the version of the policy and the date it was adopted. Unless stated otherwise on any specific policy, policies will not expire.

2. Definition and scope of policy

Once a policy topic has been identified, it will be clearly defined and the intent and scope will be developed. This will incorporate the rationale for the policy and establish the general guidelines that are planned to be covered.

Following signoff of the definition and scope, the policy will be developed in detail.

3. Prioritisation

Policy development will be prioritised according to operational needs and the impact the lack of any policy has on the parties involved in the .nz environment.

4. Responsibilities

Any party is free to identify possible policy requirements and notify these to the Domain Name Commissioner (DNC).

It is generally expected that the DNC will assume responsibility for the development of policies. This includes the initial identification of a policy need, the definition and scope of the policy and the development of the detailed policy following signoff of the definition and scope.

The InternetNZ Council is responsible for setting the overall long-term strategic direction for managing the .nz environment.

The NZOC will be responsible for signing off the definition and scope, and also for approving the final detailed version of the policy. They will play a key part in identifying policy needs.

5. Consultation

It is important that the NZOC consults with other interested parties when establishing policies.

No specific consultation process or timetable is defined. It is important that the NZOC is able to move quickly, and as required, to ensure its responsibilities are met. This means that sometimes flexibility in consultation will be required.

As a general rule however, the following consultation guidelines may apply:

- The DNC will consult with relevant parties in developing the initial definition and scope of the policy
- The DNC will gain approval for the initial definition and scope from the NZOC who may consult with the InternetNZ Council prior to giving that approval
- The NZOC will copy the final detailed policy paper to Council for comment prior to approving the policy. The period for comment will be decided by the NZOC to fit in with operational requirements.

Once the SRS is implemented, it is planned to establish a Registry/Registrar Working Group[1] that will be convened by the DNC. It is anticipated this group will be a key consultation point for future policy setting.

Where the policy being developed is likely to have a major impact on the strategic direction of the .nz space, prior consultation with Council will occur. In this situation, Council will also be formally consulted prior to the final policy being approved. Time for feedback will take into account arrangements for Council meetings.

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[1] Membership of this committee is a matter to be considered by the NZOC

Where the policy being developed is a change to an existing policy, consultation with interested parties will take place. The timetable for the amended policy to be implemented will be part of the consultation process.

6. Approval process

Approval to proceed is required as follows:

- Of the initial definition and scope of the policy – by the NZOC
- Of the final detailed policy – by the NZOC
- Where the policy is one that is likely to have a major impact on the strategic direction of the .nz space, Council will be formally involved in the approval process.

It is possible that at times a situation occurs that requires urgent amendment or establishment of a specific policy. Should this situation arise, the NZOC may approve such a policy without any consultation. Any policy issued as a result of this will be clearly identified as an 'Interim Policy' and a timeframe set to finalise that policy.

7. Publication

Where the policy is being actively consulted on, it will be made publicly available on the DNC site at www.dnc.org.nz

Otherwise, policy will only be published once it has been formally approved by the NZOC. Copies of all policies will be available at the DNC site.