

Summary of Minutes of the Board Meeting of Hong Kong Internet Registration Corporation Limited and Hong Kong Domain Name Registration Company Limited held on Thursday, 22 June 2017

Present: Mr Simon CHAN Sai Ming (Chairman), Prof. CHIN Yuk Lun, Francis, Mr Stephen HO Wai Chung, Mr Erwin HUANG, Mr Leo KAN Kin Leung, Mr PANG Tsz Kit Gabriel and Miss Ping WONG

1. Welcome new Board member: The Board welcomed the new Board member, Mr. Pang Tsz Kit Gabriel to join the Board.
2. Confirm the Chairman, Deputy Chairman, and Directors of HKIRC & HKDNR and the Chairmen and Members of Committees and Task Forces: The Board confirmed the Chairman, Deputy Chairmen, and Directors of HKIRC & HKDNR, and the Chairmen and Members of Committees. The Board also confirmed the Members of HKIRC Branding Task Force and HKIRC Community Projects Task Force. Management would follow up to suggest the composition of the Security Task Force in due course.
3. Confirm 2017 meeting dates: The Board asked Management to schedule the meeting dates from 2017 till the next AGM and circulate the proposed schedule again to Directors via email.
4. Revised 2017 Budget The Board requested Management to further improve the 2017 budget and revise areas including new income drivers and new business initiatives and circulate it to the Board for approval via email.
5. Report on the review of the asset depreciation policy: The Board noted that the depreciation on furniture and fixtures was amended from 3 years to 6 years.
6. Report on the progress of the proposal for HKIRC to co-host the ICANN64 meeting with .mo and .asia: The Board noted that a proposal together with the Expression of Interest would be submitted to ICANN before 26 June 2017. The Board noted that ICANN would announce the winner in Jun ICANN meeting at Johannesburg. The Board also noted that the Company would also bid for the ICANN meeting in 2020 as the additional effort is minimal.
7. Report on the progress of organizing the Web Accessibility Program: The Board noted that HKIRC would organize the Web Accessibility Program from 2018 onwards. An advisory committee, including OGCIO and some previous partners would be formed to discuss the terms of the reference of the committee as well as the future logistics of the program.
8. Management Reports: The Board noted the recent high staff turnover and asked Management to prepare a regular report to analyze the staff turnover in the future.

9. Strategic plan for 2017-2019: The Board noted the strategic plan for 2017-2019.
10. Rollout of DNSSEC: The Board discussed the rollout plan of DNSSEC. The Board asked Management to prepare a strategy on the roll out of DNSSEC. The Board also requested Management to appoint an independent third party to audit the roll out plan before the launch of the service.
11. HKIRC Community Projects: The Board noted the progress update of this project.
12. ISO 27001 Certification: The Board noted that the application was postponed to 2018 until the Company has sufficient resources.
13. Governance review by PWC: The Board had some comments on the scopes of the review and requested Management to liaise with PWC on the changes.
14. Approval of the CAP for the new term 2017-2019: The Board approved the proposed CAP list for the new term 2017-2019.
15. Revised Administration Procedures: The Board approved the revised Administration Procedures.
16. Employee's Handbook: The Board approved the proposed changes on the Employee's Handbook except the part on the transportation allowance. The Board asked Management to revise this part with reference to similar organizations and submit again at next Board meeting.
17. Notes of CAP meeting held on 6 June 2017: The Board noted the notes of the CAP meeting held on 6 June 2017.
18. Monthly report: The Board reviewed Finance and Statistics Report, Business Development Report, Marketing Report, Technology Report and the Organization Chart of the Company
19. Innovation and Technology Fund for Better Living : Management noted that one of the Directors suggested HKIRC to consider applying the Innovation and Technology Fund for Better Living.
20. HR Consulting Services: The Board asked Management to engage a HR consultant to review the remuneration package of the Company as well as conducting a review on the job description and competences of the staff and also help to benchmark the remuneration packages of other similar companies for our reference.