

Summary of Minutes of Meeting of the Executive Committee of the Hong Kong Internet Registration Corporation Limited held on Thursday, 18 June 2009

Update on the scanning of all '.hk' websites for security breaches : The Operations Manager reported that HKIRC has checked which '.hk' websites appeared on the lists provided by Google Safe Browsing and McAfee Site Advisor in April. The result was encouraging and no '.hk' websites were listed as suspicious. She reported that the IT team proposes to produce this report every three months as it requires about 15 days for checking against the Google list and five days with the McAfee list. Members agreed to the proposal that the check should be made every three months.

Publishing IT statistics on website : The Chairman suggested that for the sake of transparency, HKIRC should list all system failures including the date, time, duration, reasons and other relevant information on the report and on the website. In relation to publishing statistics on DNS and website response times and targets on the website, the Chairman asked the IT Manager to check the common practice of other players in the industry and provide a revised proposal at the next meeting.

Program of the June ICANN meeting in Sydney : Members noted the program of the June ICANN meeting in Sydney. The Operations Manager said that the company can obtain up-to-date information on new topics and to build relationships with other ccTLDs by attending ICANN meetings. The prior agreement for one staff member to attend one ICANN meeting per annum was reaffirmed, but management can request approval for more attendances provided there are good reasons.

Selection of a vendor for upgrading our data backup subsystem : The IT Manager reported that seven vendors had expressed interest in this project and had discussed the requirements with HKIRC, but only one vendor had met the Company's requirements and had finally submitted a proposal. Since HKIRC was satisfied with the past performance of this vendor, the recommendation was approved.

Selection of a vendor for data centre collocation : The IT Manager reported that six vendors had expressed interest and five eventually submitted proposals. Only two vendors proposed relocation services. The existing data centre vendor was recommended because their quotation was the cheapest. The proposal was approved. The Chairman asked the IT Manager to prepare a proposal for the next Board meeting either for hot standby servers at a secondary site or better still for load sharing across two sites for both the DNS servers and for the website servers. Downtime should never be required for data centre moves nor indeed for any other planned upgrades.

RFP for selecting a service provider for the HKIRC hotline and other call centre services starting from 1 October 2009 : The Operations Manager reported that there were about 38,000 calls received in 2008 (i.e. average 100 calls per day). She added that the performance of the existing vendor was satisfactory in 2008 and the vendor agreed to reduce the price by 10%. Members agreed that there was no need to do an RFP again this year. The Committee agreed to continue with the existing vendor for another 12 months. In general tendering should only be necessary either after 3 years or if the contractor is performing badly.

2009 AGM and Election : Members noted the draft AGM rundown as tabled. The Chairman said that the AGM should not take more than 30 minutes including the time for vote counting. He asked the Operations Manager to arrange for attending members to propose and second each agenda item as necessary.

Monthly financial update : Members noted the financial report.

Dr Carlye Tsui's resignation as member of the Audit Committee : The Chairman reported that Dr Carlye Tsui has tendered her resignation as a member of the Audit Committee. The Committee has sufficient members, so she does not need to be replaced.

The APTLD Secretariat : The Chairman reported that HKIRC had been selected to be the secretariat of APTLD for two years. Members agreed to issue a press release on this appointment.

ADNDRC Conference 2009 : The Chairman reported that the Asian Domain Name Dispute Resolution Center Conference 2009 was successfully held on 22 May 2009 at the Grand Hyatt Hotel in Hong Kong.