

Summary of Minutes of the Executive Committee of the Hong Kong Internet Registration Corporation Limited held on Thursday, 18 Mar 2010

1. New Memorandum of Understanding : The Memorandum of Understanding and the Designation Agreement were signed by the Chairman and the Government Chief Information Officer on 17 March 2010.
2. RFP for the second site : Three proposals were received. An Evaluation Panel consisting of a Board member and staff has been formed to select the best proposal.
3. Internal Audit : A workshop was organized and 20 risk items were identified that require internal controls. Auditors will review the risks with Management in the weeks ahead to assess the adequacy of the existing control measures and if necessary to devise new ones.
4. Registry/Registrar (R/R) Model Introduction: Management will agree with the system vendor the price for the necessary system changes. A meeting will be arranged with solicitors to develop the registrar agreement.
5. ‘.香港’: HKIRC will receive an update from ICANN regarding the ‘.香港’ application before the end of March 2010.
6. 2010 Marketing Budget: The Committee noted the detailed 2010 Marketing budget.
7. Publication of policies as required by MOU clause 3.1(d): Members advised on the complaints handling procedure and the summary of findings of the customer satisfaction survey to be put on the Company’s website.
8. Policies on openness, transparency and disclosure of information as required by MOU: Members advised on the wordings of policies on openness, transparency and disclosure of information to be put on the Company’s website.
9. Supply Class Broadening for Election of a Director by the Supply Class: 77 Demand Class members have been persuaded to switch to Supply Class and 78 new Supply Class members have joined. There are now 187 Supply Class members compared with 32 at the start of the year.
10. Digital Solidarity Fund operated by the Hong Kong Council of Social Service: The Committee agreed to donate HK\$100k to the DSF. HKCSS will inform HKIRC which project the donation subsidizes.
11. Employee Handbook: The Committee approved the proposed changes on the Employee Handbook to be consistent with changes to employee contracts.
12. Monthly financial update: Revenue is very close to the budget while expenditure is 13% below budget.