

Summary of Minutes of Meeting of the Executive Committee of the Hong Kong Internet Registration Corporation Limited held on Thursday, 26 November 2009

1. New Memorandum of Understanding (MOU): The Chairman reported that HKIRC has reached agreement with HKSARG on the draft of the new MOU. The MOU was split into the Memorandum of Understanding (MOU) and the Designation Agreement (DA). The DA is legally binding while the MOU is not. HKSARG may terminate the designation to HKIRC if HKIRC breaches the DA. Members did not have further comment on the draft MOU and DA. These two documents will be submitted to the CAP meeting on 9 December 2009 for CAP members' comment.
2. Revamp the HKIRC website and provide one-stop services : The Committee reviewed the three sample website designs. Members agreed that the front page of the website should display prominently the ten basic questions/tasks that most users accessing the HKIRC website want to do. Management was asked to come up with two new designs for the members' comment. The CEO reported that the one stop service screen flow would be merged into the website once the new website design is finalised.
3. Second Site : The CEO reported that the IT Team had conducted a detailed study on different failure modes for Option 2 and found that services could be restored in nine minutes. Given that Oracle has not provided customer references and the downtime of Option 2 can now be reduced to nine minutes, Members agreed to go for Option 2. Management will refine the proposal and revert to the Board. HKIRC will report the progress of this project at the coming CAP meeting.
4. Office rental renewal : Members noted that the landlord has agreed to a reduced rent with two months rent-free for two years plus one optional year at the same rent. Members agreed and asked Management to negotiate with the landlord for a cap on increase in management fees per annum.
5. Progress update on security audit : The CEO reported the key findings of the security audit. Members are happy to learn that 63 out of 65 identified issues will be closed within November 2009. The two remaining issues will be addressed after the implementation of the second site.
6. Progress update on Request for Proposal (RFP) for internal audits : The CEO reported that the four shortlisted auditors presented to the Audit Committee and Evaluation Panel on 17 October 2009. The Audit Committee has recommended PricewaterhouseCoopers Limited (PWC) as they demonstrated better understanding of the needs of HKIRC. Members agreed to the recommendation
7. Analysis of WHOIS traffic : The Committee noted the updated analysis of the WHOIS traffic of HKIRC. To better understand the traffic pattern, Management was asked to provide more information regarding limit on the number of enquires that each IP address can make per day.
8. Registry/Registrar (R/R) Model : The Committee noted the comparison of annual fees of other ccTLDs with '.hk'. Members opined that the proposed annual fees for .hk should be acceptable to potential registrars.
9. Broaden the membership base of the Supply Class : The Committee endorsed the proposed new definition of the Supply Class. Under this proposal, some existing Demand Class members can be transferred to the Supply Class. The expected membership of the supply class after the change would be around 300.
10. Update on application to ICANN for ".香港" : Members agreed to seek CAP's endorsement on the string '.香港' as well as on HKIRC as the ccTLD Manager administering '.香港' at the coming CAP meeting. Members agreed to the proposal of giving away a '.香港' domain name for every English '.hk' registration. Members believed that this is a better way to promote the use of Chinese '.hk' domain names and gather goodwill for the company.
11. Proposed 2010 budget : Management was asked to prepare a detailed analysis of the medical claims in 2009 as there is a 37% increase in the staff medical expenses in the budget.
12. Monthly financial update : The Chairman reported that the revenue was 7% above the budget. The number of domain names exceeded the forecasted figure. He commented that the Company is financially healthy.
13. IPv6 World Asia Conference & Workshop : The CEO reported that he gave a presentation at the conference. Members asked Management to consider arranging similar conference twice a year in the future.

14. Request to HKIRC to consider becoming a “public body” under Prevention of Bribery Ordinance : The Chairman reported that HKIRC had been requested by OGCI0 to consider becoming a “public body” under the Prevention of Bribery Ordinance. The Chairman agreed to have HKIRC scheduled only if this would not impose additional responsibilities on the Directors.