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This policy is issued by Domain Name Commission Limited (DNC or Domain Name Commission) on behalf of [InternetNZ](#), Internet New Zealand Incorporated

.nz Policy Development Process

Version 2.1 - April 2008

Domain Name Commission Limited (DNC or the Domain Name Commission) has been appointed by the Council of Internet New Zealand Incorporated (InternetNZ) to set policy for the .nz domain name space. This document sets out the process to be undertaken by the Domain Name Commission in setting such policy.

PROCESS

1. Identification of policies

The authority of the Domain Name Commission in setting policy is restricted to that concerning the .nz domain name space. The Officers 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 Domain Name Commission reserves the right to develop and approve procedures as required.

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

A formal list of .nz policies has been 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 Commission.

The Domain Name Commission will be responsible for the development and approval of .nz policies. This includes the initial identification of a policy need, the initial identification of the definition and scope of the policy, the development of the detailed policy and approval of the final version of the policy..

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

5. Consultation

It is important that the Domain Name Commission consults with other interested parties when establishing .nz policies.

No specific consultation process or timetable is defined. It is important that the Domain Name Commission 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 Domain Name Commission will consult with relevant parties in developing the initial definition and scope of the policy
- The Domain Name Commission may consult with the InternetNZ Council prior to finalising the definition and scope
- The Domain Name Commission will copy the final detailed policy paper to the InternetNZ Council for comment prior to approving the policy. The period for comment will be decided by the Domain Name Commission to fit in with operational requirements.

The Registrar Advisory Group is a key consultation point for 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 the InternetNZ Council will occur. In this situation, the InternetNZ Council will also be formally consulted prior to the final policy being approved. Time for feedback will take into account arrangements for the InternetNZ Council meetings.

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 Domain Name Commission
- Of the final detailed policy – by the Domain Name Commission
- Where the policy is one that is likely to have a major impact on the strategic direction of the .nz space, the InternetNZ 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 Domain Name Commission 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, drafts will be made available on the Domain Name Commission site at www.dnc.org.nz.

Otherwise, policy will only be published once it has been formally approved by the Domain Name Commission. Copies of all .nz policies will be available at the Domain Name Commission site at <http://dnc.org.nz/policies>.