

2007 NAMES POLICY PANEL

Operating Procedures

1. Meetings

The majority of Panel members are located in Sydney and Melbourne, therefore meetings will be alternated between the two in order to maximise attendance and participation. Panel meetings have been scheduled for the second Tuesday afternoon of each month (apart from the first meeting), in order to synchronise with the auDA Board's meeting schedule.

Tuesday 6 March, 2-5pm - Melbourne
Tuesday 10 April, 2-5pm - Sydney
Tuesday 8 May, 2-5pm - Melbourne
Tuesday 12 June, 2-5pm - Sydney
Tuesday 10 July, 2-5pm - Melbourne
Tuesday 14 August, 2-5pm - Sydney
Tuesday 11 September, 2-5pm - Melbourne
Tuesday 9 October, 2-5pm - Melbourne
Tuesday 13 November, 2-5pm - Sydney

Participation in meetings should be as equitable as possible, given that some members will be attending in person and some by telephone. Meetings of the full Panel may be supplemented by teleconferences or meetings of sub-groups if required.

2. Proxies

Panel members are permitted to send proxies to meetings where necessary. The Panel member must ensure that their proxy is sufficiently briefed to ensure continuity of Panel proceedings. Members cannot replace themselves by proxies on an ongoing basis; if a member cannot continue their position they should resign from the Panel.

3. Confidentiality

Panel proceedings are confidential. Members are free to canvass, discuss and debate the issues outside Panel meetings (eg. on public mail lists or with their constituencies) but not to disclose the proceedings of the Panel - ie. what is actually said and by whom. To do so is likely to inhibit free discussion and work against an outcome.

4. Consensus

Consensus has been defined by auDA as a 2/3 majority, although whether this means a 2/3 majority of members as a whole or 2/3 majority of members who are present at a meeting is yet to be determined. In the past, Panels have mostly been able to reach consensus without needing to call a formal vote on issues. There is an expectation that the Panel will provide a single recommendation to the auDA Board, however a significant minority opinion could also be presented to the Board as part of the Panel's final report.

5. Conflict of interest

All Panel members have, or represent, a particular stakeholder interest and in most cases the nature of that interest will be clear. However, if any members feel that they need to clarify their interests in relation to particular issues under consideration, then they should do so.

6. Minutes, papers and submissions

Panel minutes will be published on the auDA website as soon as possible after each meeting. The minutes will record the Panel's discussion, but will not attribute comments to individual members unless expressly requested by the member. Panel papers are confidential until published on the auDA website. Papers will ordinarily be published unless the Panel decides that a paper should remain confidential, in which case the minutes will record the existence of the paper. All submissions to the Panel will be published on the auDA website unless clearly marked confidential.

7. Reporting and publicity

The Panel Chair will report to the auDA Board at each Board meeting. The Panel is independent of the Board in its deliberations, but the Board has the final say on what actually happens. The only official statements made on behalf of the Panel will be made by the Chair. Panel members are free to speak about the work of the Panel, but should make it clear that they are not speaking on behalf of the Panel.

8. Panel mail list

The mail list for the Panel is panel-names@lists.auda.org.au. Discussion on the list is confidential, and posts to the list will not be published or archived.

9. Panel resources

auDA will provide secretariat support to the Panel. auDA will also, at its discretion, provide financial assistance to Panel members who require it. auDA will consider any reasonable request for additional resources that the Panel believes are necessary to complete the Terms of Reference (eg. market research surveys). Any such request should be made to auDA by the Panel chair.