

2004-07-01

# **Request for Proposals To Operate APTLD Secretariat**

January 2005 – December 2006

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**<http://www.aptdl.org>**

## **Overview:**

Since 2000, APTLD has maintained a professional secretariat as a focal point to provide support for APTLD and its activities, and respond to all inquiries concerning APTLD. In addition, the secretariat is responsible for carrying out promotional and educational outreach program to Asia Pacific ccTLDs and regional /global Internet organisations. The current APTLD Secretariat is operated and sponsored by TWNIC, an APTLD founding member, whose term ends by the end of 2004. The APTLD Board is, therefore, calling for proposals to operate the APTLD Secretariat for a two year term from 1 January 2005 to 31 December 2006.

A guideline of Request for Proposal to Operate APTLD Secretariat is drawn up in this document which provides information on:

1. Introduction to APTLD
2. Description of Secretariat Functions
3. Secretariat Requirements
4. Selection Process
5. Proposal Requirements

Proposals will be reviewed and decided upon by the APTLD Board in October 2004. All proposals and inquires should be addressed to **[rfp-sec@aptld.org](mailto:rfp-sec@aptld.org)**.

## **1. Introduction to APTLD**

APTLD (Asia Pacific Top Level Domain Association) is an organisation for ccTLD (country-code Top Level Domain) registries in the Asia Pacific region. APTLD was originally established in 1998, and legally established in Malaysia in 2003. APTLD works as the forum of information exchange regarding technological and operational issues on country code domain name in the Asia Pacific region. APTLD also fosters and elevates participation of AP ccTLDs at related international Internet coordinating bodies, such as ICANN, and acts in the best interest of APTLD members in global Internet policy making processes.

APTLD is a member based organization; its operations are supervised by a Board elected by members. A secretariat is hired to support its operations.

Currently, APTLD has a membership of 22 Ordinary Members, 1 Associate Member and 1 Observer, and formed several working committees to promote its activities. APTLD operates by membership fee with annual budget around USD 50,000, which includes some major expenses such as secretariat operation, administrative expenses meeting and workshop expenses. APTLD will allocate USD15,000 a year for the secretariat operation services.

More details about APTLD are available at [www.aptdl.org](http://www.aptdl.org).

## **2. Description of Secretariat Functions**

<b>2.1 Communication and Interaction</b>	
APTLD Website	<ul style="list-style-type: none"><li>• Maintaining the APTLD website with appropriate links to sites and items of importance and interest.</li><li>• Keeping the website current with all applicable APTLD information.</li></ul>

	<ul style="list-style-type: none"> <li>• Updating the website with applicable documents, news and meeting minutes in timely manner.</li> <li>• Promote APTLD link to other appropriate websites (i.e. ICANN, regional TLD organisations, etc.).</li> <li>• Publish official APTLD documents.</li> </ul>
Mailing Lists	<ul style="list-style-type: none"> <li>• Maintaining and archiving various APTLD mailing lists including: <ul style="list-style-type: none"> <li>- <a href="mailto:member@aptld.org">member@aptld.org</a> for APTLD members</li> <li>- <a href="mailto:board@aptld.org">board@aptld.org</a> for Board members</li> <li>- <a href="mailto:sec@aptld.org">sec@aptld.org</a> for Secretariat</li> <li>- <a href="mailto:tech-com@aptld.org">tech-com@aptld.org</a> for Technical Committee</li> <li>- <a href="mailto:con-com@aptld.org">con-com@aptld.org</a> for Constitution Committee</li> <li>- <a href="mailto:meet-com@aptld.org">meet-com@aptld.org</a> for Meeting Committee</li> <li>- <a href="mailto:mem-com@aptld.org">mem-com@aptld.org</a> for Membership/Sponsorship Committee</li> </ul> </li> <li>• SPAM filter the mailing lists</li> </ul>
Outreach and Promotion	<ul style="list-style-type: none"> <li>• Conduct outreach and promotional activities as instructed by the Board.</li> <li>• Internally, maintain contact with APTLD members, especially those who do not attend APTLD meetings regularly.</li> <li>• Externally, publicizing the APTLD and its issues to the ccTLD managers in the AP region who are not yet members.</li> </ul>
e-newspaper	<ul style="list-style-type: none"> <li>• Edit and publish the APTLD members' e-newspaper.</li> </ul>
Information Monitoring	<ul style="list-style-type: none"> <li>• Being the eyes of APTLD members to monitor ccTLD related global or regional news and development.</li> <li>• Publish on the website or circulate by e-mail any news that's of interest to members.</li> </ul>
<b>2.2 Administrative logistics</b>	
Organize Meetings	<ul style="list-style-type: none"> <li>• Provide logistic services for APTLD meetings including physical meetings (minimum 3 meetings a</li> </ul>

	<p>year) and on-line meetings (upon request).</p> <ul style="list-style-type: none"> <li>• For a physical meeting, the secretariat performance includes sending meeting invitation, drafting meeting agenda, hiring and setting up the meeting room bookings, arranging coffee break caterings.</li> <li>• For on-line meeting, the secretariat is required to set up the meeting server and send out the log-in information to the Board and/or Members.</li> <li>• Take meeting minutes, and publish them within 5 working days.</li> </ul>
Finance and Bookkeeping	<ul style="list-style-type: none"> <li>• Set up and manage, under the Treasurer’s supervision an independent bank account for APTLD.</li> <li>• Draft and manage APTLD annual budget.</li> <li>• Bookkeeping all income and expense.</li> <li>• Handle APTLD payments.</li> <li>• Preparing finance status report periodically.</li> <li>• Prepare annual financial report and hire professional auditing prior to Annual General Meeting in February/March.</li> </ul>
Membership	<ul style="list-style-type: none"> <li>• Process and maintain applications</li> <li>• Respond to inquiries</li> <li>• Issue invoice and collect membership fees</li> </ul>
Election and Voting	<ul style="list-style-type: none"> <li>• Assisting the Board with voting processes for all APTLD related elections.</li> <li>• Ability to conduct electronic voting mechanism.</li> </ul>
Help Desk	<ul style="list-style-type: none"> <li>• Maintaining a “help desk” via e-mail and telephone where members and others can have their questions and requests answered in a timely manner.</li> </ul>
General support	<ul style="list-style-type: none"> <li>• Providing general support to the APTLD Board/Members/Committees as instructed.</li> </ul>

### **3. Secretariat Requirements**

#### **3.1 Candidate**

An organization, enterprise or individual physically located in the Asia Pacific region are welcome to submit a proposal.

#### **3.2 Office Environment and Facilities**

- A physical office in the Asia Pacific region where the Secretariat operates is required. This could be an independent office unit or a space co-located at a similar organisation.
- 24 hour high speed and quality Internet connectivity.
- Sufficient telecommunication devices (at least 2 phone lines and 1 fax line). Tele-conference service is a plus.
- Computers, laser printer or colour laser printer, photocopy machine and projector available for supporting administrative works.
- Server or webspace to host APTLD website, and mail server too.
- Efficient postal services/courier service (for example, FedEx or UPS).

#### **3.3 Staffing**

- Good English writing and speaking skills.
- Sufficient experience in administrative works and public relations.
- Good knowledge of Internet.
- Able to travel and attend regional/global meeting 3 to 5 times a year.
- Ability to maintain and manage the APTLD mailing list is a must.
- The following staffs are basically required,
  - ▷ Secretariat Director: 20 hours per month minimum.
  - ▷ Administrative Assistant on a full-time basis: 120 hours per month minimum.
  - ▷ Administrative Assistant on a part-time basis: 50 hours per month minimum.
  - ▷ Others such as Technical Support, Policy Analysis Support and Accounting Support: may be outsourced, or provided by the above-

mentioned positions.

**Reference:** The current secretariat operation operates with an annual salary budget at USD13,000, and the operation consists of the following positions:

- ▷ **Secretariat Director** by Dr. Chen, Wen-Sung, ex-Executive Director of TWNIC, spending about 20 hours per month on APTLD works.
- ▷ **Administrative Assistant** on a full-time basis by Ian Chiang, spending minimum 120 hours per month for supporting general APTLD matters. This position is the only paid position in the current secretariat.
- ▷ **Administrative Assistant** on a part-time basis by Joanna Tso, spending minimum 50 hours per month for supporting general APTLD matters.
- ▷ **Technical Support**, mainly responsible for the maintenance of web site and mailing list, is performed by TWNIC staff on a voluntary basis. Tasks are performed upon requests.
- ▷ **Policy Analysis Support**, responsible for analysing APTLD and ICANN related policy, is performed by TWNIC staff on a voluntary basis. Tasks are performed upon requests.
- ▷ **Accounting Support** is performed by TWNIC staff on a voluntary basis, responsible for related accounting assistant, especially any accounting documentation requested by Malaysian Authority. Tasks are performed upon requests.

## **4. Selection Process and Deadlines**

### **4.1 The new APTLD Secretariat selection process will follow this schedule:**

<b>Schedules</b>	<b>Due Date</b>
1. Call for proposals	1 <sup>st</sup> July 2004
2. Expression of interest	By 31 July 2004

3. Submission of Proposals	31 <sup>st</sup> August 2004
4. Proposal clarification period	1 <sup>st</sup> ~17 <sup>th</sup> September 2004
5. Voting period	20 <sup>th</sup> ~24 <sup>th</sup> September 2004
6. Voting result announcement	1 <sup>st</sup> October 2004
7. If a tie occurred, a 2nd voting	4 <sup>th</sup> ~8 <sup>th</sup> October 2004
8. 2nd voting result announcement	15 <sup>th</sup> October 2004
9. Transfer of secretariat operations	1 <sup>st</sup> November~31 <sup>st</sup> December 2004

## **4.2 Proposal Selection**

Proposals will be reviewed and voted by the APTLD Board. The proposal which receives the most votes will be delegated as the new APTLD Secretariat for a two year term from 1 January 2005 to 31 December 2006. Votes will be cast by encrypted electronic ballot and scrutinized by appointed member representatives.

## **5. Proposal Requirements**

### **5.1 All proposals and supporting documents (if any) must be submitted in English and contain the following elements:**

- 1) Introduction on applicant/operating organization
- 2) Motive and Prospect of operating the APTLD secretariat
- 3) Staffing plan including:
  - 3.1) Portfolio of the chief officer running the Secretariat.
  - 3.2) Administrative staffing plan and staff qualifications.
  - 3.3) Technical/accounting supports
- 4) Budget plan: As mentioned above that APTLD intends to allocate a total of USD15,000 a year for the secretariat operation services. Please include a budget plan in the proposal, mentioning the costs to operate the Secretariat in a line-item budget format.
- 5) Office environment and facility:
  - 5.1) Description of office location and environment
  - 5.2) Provision of office facilities including telecommunication, internet connectivity, IT devices and so on.

- 6) Contact information of the person responsible for the proposal submitted someone who is able to answer clarification questions if required.
- 7) Any other information which will make your proposal outstanding.

**5.2 Proposals can be submitted in the following formats:**

- ASCII Test
- Rich Text Format
- Adobe Portable Document format
- Microsoft Word

The APTLD Board will consider all above-mentioned elements presented in a proposal to make its decision. APTLD would prefer the interested candidate to send an expression of interest to submit a proposal to **rfp-sec@aptld.org** by **31 July 2004**. Proposals must be submitted by email to **rfp-sec@aptld.org** before **31st August 2004**.