



Asia Pacific Top Level Domain Association

Administrative Support Arrangements

Prepared by
Don Hollander
February 18, 2007

At the Bangkok meeting the Members ask the General Manager to work with InternetNZ to review the role of the Secretariat and determine a transition program to a fully independent office of the General Manager.

The results are an agreement for InternetNZ to provide administrative services as follows:

- *InternetNZ will provide the following services:*
- *Host APTLD Website*
- *Host APTLD mailing lists*
- *Host and manage bank accounts*
- *Manage financial reporting monthly and to meetings*
- *Manage annual financial report and audit*
- *Issue invoice and receipts for APTLD membership fees and other sources of revenue in timely fashion.*
- *Provide general support of Committees if required*
- *Attend and provide administrative support at meetings*
- *Take notes at and provide draft minutes of meetings*
- *Provide collation of papers for APTLD meetings*
- *Manage Board election process*
- *Initial checks for membership applications*
- *Respond to public queries via sec@aptld.org*
- *Conducting at least two membership surveys & publish analysis*
- *Assist with the delivery of training content*

In consideration of these services, APTLD will pay InternetNZ the following:

- *USD 3,000 per annum as a Fee, payable quarterly.*
- *USD 3,000 per annum, as a contribution to travel & accommodation expenses for Secretariat attendance at APTLD Meetings for up to four meetings. Payment will be made after each meeting.*

Any direct costs incurred in the operation of the Secretariat above and beyond the tasks set out above will be paid for by APTLD in the first instance, notwithstanding InternetNZ's right to offer sponsorship of any such expenses in any given case.

This arrangement utilizes the existing financial and technical infrastructure without the need for transition costs. It also retains the institutional knowledge that has been built up in InternetNZ during its tenure as Secretariat. It also leverages on the research and analysis skills that Jordan Carter brings to the arrangement.

The General Manager and InternetNZ have a long history of working together and operate in convenient proximity.

Members should recognize that while the administrative services will be provided by InternetNZ on a professional basis, there is significant underwriting being provided by InternetNZ.

APTLD

PO Box 11-881, Wellington, New Zealand
Phone +64-4-495-2113 | Fax +64-4-495-2115 | don@aptld.org