

2009-04

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

July 2009 – June 2011

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**APTLD**

<http://www.aptd.org>

## **Overview:**

Since 2000, APTLD has maintained a secretariat to provide administrative and financial reporting support for APTLD and its activities, and respond to inquiries concerning APTLD. In addition, the secretariat assists the APTLD General Manager in carrying out promotional and educational outreach programmes to Asia Pacific ccTLDs and regional /global Internet organisations. The current APTLD Secretariat is operated and sponsored by InternetNZ, an APTLD founding member, whose term ends on 30 June 2009. The APTLD Board is therefore calling for proposals to operate the APTLD Secretariat for a two year term from 1 July 2009 to 30 June 2011.

A guideline of Request for Proposal to Operate the 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 June 2009. All proposals and inquires should be addressed to **ramesh@ aptld.org**.

## **1. Introduction to APTLD**

APTLD (Asia Pacific Top Level Domain Association) is an organisation for ccTLD (country-code Top Level Domain) operations, 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 names 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 the board and the General Manager.

Currently, APTLD has a membership of 36 Ordinary Members and 13 Associate Members. APTLD operates by membership fee with an annual budget in excess of USD 150,000, which includes some major expenses such as the general manager and secretariat operations, administrative expenses meeting and workshop expenses. APTLD will allocate approximately **USD12,000** a year for the secretariat operation services. APTLD reserves the right to negotiate and agree on the best possible package in appointing the Secretariat.

More details such as APTLD's Strategic and Business Plans are available at [www.aptd.org](http://www.aptd.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></ul>

	<ul style="list-style-type: none"> <li>• Keeping the website current with all applicable APTLD information.</li> <li>• Updating the website with applicable documents, news and meeting minutes in a timely manner.</li> <li>• Publish official APTLD documents.</li> </ul>
Mailing Lists	<p>Maintaining and archiving various APTLD mailing lists</p> <ul style="list-style-type: none"> <li>• SPAM filter the mailing lists</li> </ul>
Outreach and Promotion	<ul style="list-style-type: none"> <li>• Support outreach and promotional activities as required by the General Manager and the Board.</li> <li>• Assist the General Manager in maintaining contact with APTLD members, especially those who do not attend APTLD meetings regularly, and non-member ccTLD operators in the region.</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>• Provide information to members on 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 support services for APTLD meetings including physical meetings (2 - 3 meetings a year) and on-line meetings and teleconferences (upon request).</li> <li>• For a physical meeting, the secretariat assists the General Manager in sending meeting invitations, drafting meeting agenda, hiring and setting up the meeting rooms, arranging coffee break caterings.</li> </ul>

	<ul style="list-style-type: none"> <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, in conjunction with the Treasurer and the General manager, an independent bank account for APTLD.</li> <li>• Support the General Manager in managing APTLD finances within its annual budget.</li> <li>• Income and expense recording and reporting.</li> <li>• Handle APTLD financial transactions.</li> <li>• Preparing finance status report regularly.</li> <li>• Prepare the 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>• Assist the General Manager in processing and maintaining applications</li> <li>• Assist the General Manager in responding to inquiries</li> <li>• Issue invoices 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>• Have the capability to conduct electronic voting.</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 General Manager / Board/Members/Committees as required.</li> </ul>

### **3. Secretariat Requirements**

#### **3.1 Candidate**

Organizations and individuals 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), and the ability to establish tele-conference calls .
- Computers, laser printer or colour laser printer, scanner, photocopy machine and projector available.
- Server or webspace to host APTLD domain name, website, and mail server.
- Efficient postal services/courier service (for example, FedEx or UPS).

#### **3.3 Staffing**

- Excellent English writing and speaking skills. Additional languages a plus.
- Sufficient experience in administrative works and public relations.  
Experience in international dealings a plus.
- Good knowledge of the Internet.
- Some understanding of the Internet's underlying technologies would be an advantage but is not essential.
- Able to travel and attend regional/global meetings around 3 times a year.
- Ability to maintain and manage the APTLD mailing lists.
- The following staffs are basically required:
  - ▷ Secretariat Director: 15 hours per month minimum.
  - ▷ Administrative Assistant on a part-time basis: approximately 60 – 80 hours per month.

- ▷ Sufficient back-up personnel in the event the Director or the Administrative Assistant is unavailable.
- ▷ Others such as Technical Support and Accounting Support: may be outsourced, or provided by the above-mentioned positions.

## **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	3 <sup>rd</sup> April 2009
2. Expression of interest	By 30 April 2009
3. Submission of Proposals	15 <sup>th</sup> May 2009
4. Proposal clarification period	16 <sup>th</sup> – 31 <sup>st</sup> May 2009
5. Voting period	1 <sup>st</sup> – 4 <sup>th</sup> June 2009
6. Voting result announcement	6 <sup>th</sup> June 2009
7. If a tie occurred, a 2nd voting	7 <sup>th</sup> – 8 <sup>th</sup> June 2009
8. 2nd voting result announcement	10 <sup>th</sup> June 2009
9. Transfer of secretariat operations	1 July 2009 – 31 July 2009

### **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. Votes will be cast by 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 approximately USD12,000 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 **ramesh@aptld.org** by **30 April 2009**.

Proposals must be submitted by email to **ramesh@aptld.org** by **15 May 2009**.