DotAsia Board - Advisory Council (AC) Joint Meeting Minutes

Date(s) & Time:	November 25, 2021 (Thursday) 12:04 – 13:45 (UTC+8)
Location:	Zoom Meeting Room: https://aji.asia/zoomboard
Attendees:	Kashif ADEEL Satish BABU [*a] Andi BUDIMANSYAH [*b] Nicole CHAN [*c] Prof. Kilnam CHON (AC Member) Edmon CHUNG Joel DISINI [*d] Maureen HILYARD Hirofumi HOTTA [*e] (AC Member) Tommy MATSUMOTO (AC Member) Alireza SALEH [*f] Rajnesh SINGH (AC Member) Ellen STRICKLAND Leonid TODOROV (AC Member) Prof. XUE Hong [*g] (AC Member) Pavan BUDHRANI (DotAsia Team) Clement CHAN (DotAsia Team) Leona CHEN-BIRKNER (DotAsia Team) Freda CHEUNG (DotAsia Team) Jennifer CHUNG (DotAsia Team) Jenna FUNG (DotAsia Team) June LAU (DotAsia Team) Christine OR (DotAsia Team) Aaron SP (DotAsia Team) Karry YU (DotAsia Team) Apologies: Santanu ACHARYA Timothy WU (AC Member) Absent: Izumi AIZU (AC Member) Billy CHEON Dr. Kenny HUANG (AC Member) Ole JACOBSEN (AC Member) Lawrence LAW (AC Member) SC LEUNG (AC Member) Phet SAYO (AC Member) Paul WILSON (AC Member) [*a] Left meeting during Discussion Item 3.1.3. [*b] Joined meeting during Discussion Item 2.2.5. [*c] Left meeting during Discussion Item 3.2.5.8. [*d] Joined meeting during Discussion Item 1.2. [*e] Left meeting during Discussion Item 4.1.2.3. [*f] Joined meeting during Discussion Item 2.3.1. [*g] Left meeting during Discussion Item 3.3.1.

No.	Agreed Items:
A2021.11.001	Discussed and adopted AC meeting minutes 2021.08.16.

Discussions:

1.   Consideration of AC Meeting Minutes (Aug 16, 2021)

1.1.   AC meeting minutes 2021.08.16 were discussed.

1.2.   AC meeting minutes 2021.08.16 adopted. (A2021.11.001)

2.   Board Activities Updates

2.1.   Board Chair & Board Executive Committee

2.1.1.   Board Exco has been coordinating with legal counsels on legal matters that DotAsia is involved in.

2.2.   Board Governance Committee (BGC)

2.2.1.   Satish provided updates of BGC activities in 2021 as the BGC Chair.

2.2.2.   BGC developed accountability & transparency commitments, and reviewed Board attendance.

2.2.3.   BGC has made recommendations to the Board on the updates to BGC-002: Code of Conduct, which has been adopted in the Oct 2021 Board meeting and posted on the DotAsia website for reference.

2.2.4.   BGC is working on BGC-004: Board Elections Procedures will be split into 2 documents for BEP2021. It is anticipated that having a standard set of Board Elections Procedures, will be more stable and will only be updated when needed. A separate Notice of Board Elections will contain the date and details of the current election and therefore will be updated each year.

2.2.5.   BGC is also working on the amendment to the DotAsia Articles of Association, where there are expected to be 3 areas of updates, including clarifications to the Board Elections Procedures, incorporating accepted specialist legal advice on the banking situation, and edits in alignment with new Hong Kong Companies Ordinance.

2.3.   Board Community-Projects Committee (BCC)

2.3.1.   Ellen provided updates of BCC activities in 2021 as the BCC Chair.

2.3.2.   BCC reviewed historical allocations of SCP funds and updated the Sponsor Community Project (SCP) process, including the development of BCC-002: SCP Process and BCC-003: SCP Report.

2.3.2.1.   It was highlighted that BCC-002 aligns the program with DotAsia's Mission & Vision as operationalized in BCC-001: DotAsia Core Values & Core Competence Framework.

2.3.2.2.   It was reported that SCP reports for new SCPs based on the BCC-003 template will be posted on the DotAsia website with highlights of the projects, in order to allow the community to better understand the process and improve reporting to Members, including those interested in applying.

2.3.3.   BCC continued to develop the Social Impact Assessment (SIA) reporting framework put together last year to measure the impacts that DotAsia community works have made. From the first report in 2021, there is a year-to-year comparison of 2020 & 2021 for the two core projects - NetMission.Asia and APrIGF.

2.3.4.   DotAsia also started engagement efforts through bilateral meetings with interested Members semi-annually, and collaborated in various aspects that contributed to positive partnerships with Members and the wider community beyond the SCP.

2.4.   Board Finance Committee (BFC)

2.4.1.   Apologies were received from Santanu. Edmon provided updates of BFC activities in 2021 on behalf of the BFC Chair.

2.4.2.   It was reported that the Board appointed Mazars as auditor for DotAsia Organisation in Jun 2021 and Abacus as auditor for DotAsia Foundation in Oct 2021.

2.4.3.   BFC reviewed Board Members fiduciary responsibilities, approved budgets as well as added and adjusted development targets.

2.4.4.   It was reported that a new accounting system was put in place, and monthly financials are being produced by a financial services provider. It was explained that previously, financials for the organization were prepared semi-annually by DotAsia staff. A monthly financial report which includes a confirmation of compliance has been received from the financial services provider since Sep 2021, enhancing financial accountability.

2.4.5.   BFC also completed the review and update of BFC-001: Standard Operating Procedures (SOP) on Finance & Procurement. Updates included adjustments on some procurement thresholds, additional annual limits as well as an annual review of service providers.

3.   **Community Works Updates**

3.1.   SCP Reporting & website

3.1.1.   DotAsia is working on the updates to the website that will feature an SCP section that lists all projects that includes information of the projects (e.g., date, grant recipients and funds being allocated to each project). For new projects, each will have its own page including their respective SCP report. Since the BCC-003 was newly adopted, SCP reports of previous SCPs might not be available.

3.1.2.   It was commented that some small ccTLDs may not be capable of filling out the application form to apply for the SCP funds that DotAsia should engage with those ccTLDs more proactively to offer assistance throughout the application.

3.1.3. It was explained that DotAsia proactively outreaches to all Sponsor Members (ccTLDs in the Asia Pacific region) to explore collaborations including the SCP (see Discussion item 2.3.4 above). It was further highlighted that DotAsia's contribution as an organization to the community is not limited to the SCP program, in fact, the SCP is, as originally envisioned, is but a small part of DotAsia's contribution to the wider community. Further discussion refers to Discussion Item 3.3.

3.2. Social Impact Assessment (SIA) framework

3.2.1. It was reported that the development of the SIA framework started in late 2019 from discussions at the BCC to better organize and track the progress of community projects.

3.2.2. The framework was developed based on studies of various models and interviews with experts at the Hong Kong Council of Social Services, and was presented and briefed to the Board and AC for reference.

3.2.3. It was highlighted that the framework was designed with a dual goal including the community goal and the .Asia registry goal given the nature of DotAsia's operations and in alignment with the DotAsia Vision and Mission.

3.2.4. Highlights of NetMission SIA Report 2021 were presented and briefed to the Board and AC.

3.2.4.1. It was highlighted that NetMission Academy 2021 received 182 applications from 19 economies in Asia-Pacific.

3.2.4.2. It was highlighted that apart from mandatory training sessions, NetMission also had collaborative virtual events with Sponsor Members (e.g., Gather&Talk with .JP) in 2021.

3.2.4.3. In terms of social media and publications, it was highlighted that NetMission focused more on quality than quantity this year, to publish articles and social media posts with case studies or examples. NetMission also established new social media accounts on Twitter and LinkedIn.

3.2.4.4. In terms of working groups, it was highlighted that NetMission 2021 has reduced the number of one-time project groups and increased the number of functional on-going working groups and as a result, ambassadors were able to get more involved in some other regional or global events apart from NetMission organized projects.

3.2.4.5. It was reported that NetMission plans to enhance online engagement and to stay connected with the community with more activities in regional initiatives in the future.

3.2.4.6. It was reported that the recruitment of NetMission Academy 2022 was closed, and DotAsia team will start interviewing candidates soon.

3.2.4.7. It was highlighted that Hong Kong yIGF 2021 will be held on Dec 22, 2021, where livestream on social media platform will be available.

3.2.5. Highlights of APrIGF SIA Report 2021 were presented and briefed to the Board and AC.

3.2.5.1. It was highlighted that since the event has become mostly virtual, the MSG increased efforts on social media promotion and engagement. Therefore, the SIA report this year includes a separate output for social media engagement.

3.2.5.2. It was reported that there is a significant increase of 47% in the number of online participants, although most of them only attended 1 session.

3.2.5.3. It was highlighted that the numbers of proposal submissions and fellowship applications have decreased, indicating that outreach plans need to be improved and that detailed planning is necessary.

3.2.5.4. It was highlighted that 2 levels of memberships (Active Member and Observer) were introduced after a full review of the MSG membership system. Although the total number of members decreased, the number of Active Members increased, thus the engagement and efficiency of the Group were improved.

3.2.5.5. It was reported that the frequency of meetings has almost doubled, showing the dedication of committee members to contributing to the work of the MSG and its working groups.

3.2.5.6. It was reported that despite the fact that most participants expressed their preference for a physical event, APrIGF 2022 is likely to be virtual given that no proposals to host the event have yet been received at the moment. This is due to uncertainty with COVID situations and travel restrictions.

3.2.5.7. It was reported that the number of applications and participants of yIGF2021 were greatly increased due to the collaborations with other community members.

3.2.5.8. Comment was raised on the drawbacks of participation, community engagement and outreach of APrIGF 2021. It was explained that DotAsia will continue to work with active members on the MSG and other community organizations to expand APrIGF work.

3.2.6. Planned extension of SIA Reporting

3.2.6.1. It was reported that DotAsia is planning to prepare a SIA report of other Internet governance engagements in 2022, to better account for the community work that DotAsia does in the Internet governance community. Currently, the plan is to report our work and social impact in 3 main categories, including: 1. direct participation of staff, for example at ICANN, IGF, NRIs, youth initiatives, SIGs, etc.; 2. secretariat and support (e.g., IGFSA, DIPCC, APASA); and, 3. member engagement and collaboration activities.

3.3. Member Engagement updates

3.3.1. Beyond the SCP program, DotAsia has been engaging with Members since AGM 2021 to initiate and continue to work with them on different collaborations, including .AF, .BT, .IN, .JP, .KR, .HK, .NZ, .TW, .UZ, etc.

3.3.2.   It was further explained that apart from Sponsor Members, DotAsia has also been working closely with APNIC for example on the project of considering Internet's Impact on Climate Change, where a pilot report is expected to be produced by the end of 2021.

3.3.3.   DotAsia is planning to expand the member engagement work to Co-Sponsor Members in 2022.

4.   Upcoming Governance Documents and Policy Development

4.1.   Board Elections Procedures 2022 (BGC-004)

4.1.1.   It was reported that the first draft of BGC-004: DotAsia Board Elections Procedure and Notice of Board Elections 2022 were published for 1st public comment.

4.1.2.   Concern was raised on the development of Observer status for Board Members from sanctioned countries and to avoid such action bringing negative effect to DotAsia's work.

4.1.2.1.   A brief background on the banking situation and the consideration of Observer status was provided to AC for reference.

4.1.2.2.   It was explained that specialist legal advice from highly qualified and experienced legal expert has been received and accepted by the Board regarding the issue and the Board is continuing to work with legal counsel to ensure the integrity of the process. It was highlighted that the Board is in the process of making a special advisory statement to further clarify the issue, as well as to update the DotAsia Articles of Association to better formalize the process with the participation from members.

4.1.2.3.   It was reported that measures taken in response to situations with banks in 2018 and 2020 were duly acknowledged and understood.

4.2.   Update of DotAsia Articles of Association

4.2.1.   It was highlighted that 3 areas of updates to the DotAsia Articles of Association are expected (see Discussion item 2.2.5).

5.   Closing Remarks

5.1.   On behalf of the Board, Maureen expressed appreciation to AC members for their participation at the first joint DotAsia Board & AC meeting.