

MINUTES OF THE 8TH BOARD MEETING HELD ON 27TH JANUARY 2004 IN THE BOARDROOM OF THE COMMUNICATIONS COMMISSION OF KENYA, LONGONOT PLACE 5TH FLOOR, KIJABE STREET, NAIROBI

PRESENT:

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| Mr. Richard Bell | Chairman |
| Mr. Victor Kyalo | Vice Chairman |
| Mr. Sammy Kirui | Member |
| Mr. Michael Katundu | Member |
| Ms. Mwendu Njiraini | Administrative Manager |
| Mr. Michuki Mwangi | Senior Systems Engineer & Acting Secretariat |

ABSENT WITH APOLOGIES

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| Mr. Muriuki Muriithi | Member |
| Mrs. Mugure Mugo | Member |
| Dr. Wilson Sitonik | Member |
| Mrs. Mercy Wanjau | Secretary |

On realization of the quorum the Chairman called the meeting to order at 10:15am.

MINUTE NO. 66/8/2004 - NOTICE OF THE MEETING

Notice of the meeting was taken as read.

MINUTE NO. 67/8/2004 - AGENDA

The agenda was adopted and as circulated.

MINUTE NO. 68/8/2004 - CONFIRMATION OF THE 7TH BOARD MEETING HELD ON 5TH AUGUST 2003

The minutes were confirmed as a true record of the deliberations.

MINUTE NO. 69/8/2004 - MATTERS ARISING FROM THE MINUTES

MINUTE NO. 62/7/2003 - FINANCIAL AND TAX PAYMENTS

The meeting was informed that the Commission had written to the Kenya Revenue Authority requesting exemption from VAT and would follow-up on the issue.

MINUTE NO. 63/7/2003 - KENIC EQUIPMENT INSURANCE

KENIC had made a formal request to the Commission on the utilization of the seed money to procure insurance cover for the KENIC equipment. The meeting was informed that the CCK was in receipt of the request and was addressing the issue and

would give a response in due course.

The chair noted with appreciation the cooperation and support received from CCK in addressing the matter.

MINUTE NO 64/7/2003 - INTERVIEW AND APPOINTMENT OF KENIC ACCOUNTANT.

The Administrative manager confirmed that the management had interviewed the short listed candidates and subsequently Miss. Jean Onyango had been appointed to the post of KENIC Accountant beginning 1st of September 2003.

Further the management had taken on board an intern beginning November 2003 to January 2004 to oversee the technical operations of the registry while the Senior Systems Engineer was on leave.

The meeting noted that the internship program would be run on a 3-months rotational basis. Additionally internship applications would be processed through KENET on the informal basis and that the management would also review applications sent directly. However, the Internship program would be put on hold until the issue of office space had been addressed.

MINUTE NO. 65/7/2003 - ANY OTHER BUSINESS

C) Mr. Richard Bell informed the board that the TESPOK membership had been expanded to include Public Data Network Operators, Mobile Operators, National Operators and Regional Telecommunications Operators. This inclusion had therefore in effect restored his TESPOK representation to the KENIC board.

D) Mr. Richard Bell announced that he will not stand for re-election as Chair at the forthcoming AGM in August 2004 and requested that the board begin to take into consideration a possible successor.

MINUTE 70/8/2004 - KENIC REGISTRY/REGISTRAR MEMORANDUM OF UNDERSTANDING (MoU).

The administrative manager introduced this board paper highlighting the need to have a binding agreement between the Registry and the Registrars before the opening of the registry to global registration. Further the board was presented with 3 proposed designs for the accreditation logo to approve.

The board by consensus adopted the logo with KENIC globe with an orange tick. All accredited registrars would be required to use this logo.

By consensus the following amendments to the MoU would be adopted:

- Section 3.6 Registrar Membership Fees; would be amended to include USD 100 for foreign registrars and Kshs 5000 for local Registrars.
- Section 3.8 Registrar Training; would be amended to include quarterly training for Registrars on a cost recovery basis.

- Section 5.0 Registrants Rights; In view of the need to protect domains owners This section would be amended to include a clause on the cause of action that the registry would take on any Registrar found to be in breach of this section.

By consensus, members agreed that the awareness campaign should begin before 1st March 2004, when the .KE would be opened to global registrants.

MINUTE 71/8/2004 - FINANCIAL STATEMENTS

The Administrative manager led member through the this board paper and its annexes detailing the Expenditure Statement, Statement of Affairs and Cash Flow Statements, KENIC profit and loss forecasted against actuals and .KE domain registration statistics reports as of 31st December 2003.

The meeting noted that KENIC had accumulated a credit of 442,994 Kshs to Telkom Kenya on the Leased line fee; therefore letter for the Chairman's approval to Telkom Kenya for the waiver of the leased line fee would be drafted by the secretariat. However the management would be in the meantime implement a mechanism to offset the outstanding amount.

From the cash flow forecast for the year 2004 provided, the meeting noted that KENIC planned to purchase a 5KVA UPS at a cost of Kshs 380,000, this arising from a power problem that had left the shared CCK UPS damaged in November 2003. This amount would be derived from KENIC funds given that the time taken to purchase a UPS through the Government procurement procedure to utilize the seed money would result in monthly hiring expense of Kshs 17,400. The meeting was informed that the Commission was working on repairing the auto-switch on the generator to enable the automatic switch to avoid further power related problems.

The board by consensus approved the forecasted statements.

MINUTE 72/8/2004 - KENIC STRATEGY PAPER

Miss Njiraini introduced the strategy paper and highlighting the key KENIC strategic objectives.

The following resolutions in regard to the strategy were arrived at by consensus:

- That a concrete Marketing and Awareness campaign action plan be developed. The board therefore mandated the Chairman and Mr. Michael Katundu to review and pursue the action plan to a conclusion.
- The board approved of the Opening of the .KE Registry for global registrations effective 1st March 2004. Further the management would send out a reminder to stakeholders and general public on the impending opening date.
- The board held off the approval to open additional second level domains and requested the secretariat to carry out further research on the implications and present an implementation plan at the next meeting.
- With regard to the stakeholder involvement the board approved that the scheduling of Annual General Meeting. The AGM would be a one-day event,

held after an Open Public Forum, where the board would collate inputs from the stakeholders.

- The board mandated the management to develop criteria for selection of online payment providers and place an advertisement in the local dailies requesting for proposals for an online payment solution for the registry. Further the management would research on the implementation of efficient means of streamlining the current payment methods. The board approved the opening of a second KENIC bank account with a bank with branches countrywide.
- In regard to office space the Commission confirmed that KENIC would be allocated space in the current office block after the completion of the New CCK office building.
- The meeting noted that reference to Minute no. 62/7/2003 KENIC is not an implementing agency and would support ICT related projects through allocation of funds. Subsequently the ICT projects to be supported by KENIC would be solicited and vetted by the Commission and presented to the board for consideration. The projects proposed in sections 4.1.1 to 4.1.3 of the strategy paper would be implemented as in-house projects and the management would present to the board detailed project implementation plans at the next meeting.

MINUTE 73/8/2004 - STAFF SUBSISTENCE ALLOWANCE

The administrative manager introduced this paper sighting the basis of the proposed staff subsistence allowance as social economic regions. The board approved of the KENIC travel and subsistence allowance guidelines.

MINUTE 74/8/2004 - FULL TIME ADMINISTRATIVE MANAGER

Miss Njiraini introduced the paper and invited the board to approve of the recommendation to elevate Mr. Michuki Mwangi to post of Administrative Manager.

Members noted that due to the nature of the ccTLD constituency, it was difficult to obtain a local candidate with the necessary skills for the post, thus the need to develop skills internally. The board approved the appointment of Mr. Michuki Mwangi to the post of Administrative Manager on a 3-year renewal contract beginning 1st February 2004. It was noted that through the Internship program the administrative manager would adequately handle the technical aspects of the registry until such a time the management would see fit to employ a full time systems engineer.

Further the board mandated Mr. Richard Bell, Mr. Michael Katundu and Miss Mwende Njiraini to draft and finalize the contract.

The chair also acknowledged with appreciation the role that CCK played in support of the Private/Public sector partnership that led to the establishment of KENIC.

MINUTE 75/8/2004 - ANY OTHER BUSINESS.

A) The Chairman brought to attention of the board that formal response over the vetting and remote authorization of the .GO.KE Second level domain from the Government IT Services had not been forthcoming. The Director General committed to following up on the matter.

B) KENIC offered to register **Kenya.info** prior to the set deadline of 31st Dec 2003. and would then hand over the domain to the relevant Government ministry.

C) The chairman mandated the secretariat to carry out research and quantify the impact of introducing 3 letter second level domains over the 2 letter second level domains for example .COM.KE over the existing .CO.KE. The research should also outline an implementation plan of an approach that would be adopted by KENIC.

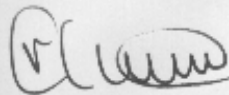
D) The Board through the chairman expressed KENIC's appreciation to Miss. Mwende Njiraini and Mr. Michael Katundu for their work and contribution to the successful establishment of KENIC during their tenure as Acting Administrative managers and congratulated Mr. Michuki Mwangi on his appointment.

E) The next meeting was scheduled to be held on Tuesday 20th April 2004.

There being no other business, the Chairman adjourned the meeting at 12:10pm

Confirmed this 13 day of May 2004.

for.



RICHARD BELL
CHAIRMAN



MERCY WANJAU
SECRETARY