Chief Executive's Report

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Purpose of paper: Report of the Chief Executive to 2 August 2013

Introduction

In opening this report, I should note that this is my first as permanent Chief Executive. I would like to thank the Council for the chance to serve the organisation in this role. I am aware of the responsibility it entails and the opportunity it brings; I hope to meet both challenges to your satisfaction in the coming years.

This report conveys critical risks or other risks Council should be aware of, my priorities in the period since the May Council meeting, planned priorities for the period from now until the end of October, and a number of staffing and contractor issues. A final section includes a series of brief updates, on the following:

- NetHui
- Governance-level policies & international strategy development
- Auckland premises
- Website Information Architecture review
- ANZIAs
- Internal policies

Separate papers are attached that form part of the Chief Executive's report, but where separate papers are clearer:

A -   Operations Update to 2 August 2013 (whole team)
B -   Policy Advisory Group and PDP refresh (Susan Chalmers)

The financial report for the eleven months to 28 February 2013 follows these papers.

As always, feedback from Councillors or members on the content of this report is very welcome.

1:   Critical Risks / Other Risks

There are no critical risks to advise the Council of at the reporting date.

2:   Recent Priorities

Operating team
The work that has been done by the operating team is summarised in the attached Operations Update. Of particular note have been the following matters:
- Producing NetHui 2013
- 2013 AGM and Council elections
- Completing the 2012/13 financial audit
- Dealing with the GCSB and Telco interception law reform agenda
- Attendance at the WSIS+10 and WTFP in Geneva, and ICANN 47 in Durban
- Continuing work on the information architecture review of the website

Chief Executive
Since the last meeting of the Council, and aside from general work, I have been focused on the following issues, generally in descending priority order:
- Ensuring the execution of NetHui 2013 in a successful manner
- Recruiting a new Communications Lead to replace Campbell Gardiner
- Translating the Business Plan into work plans for all staff and contractors
- Ongoing stakeholder outreach and relationship building
- Progressing the identity and community funding reviews
- Initial thinking on strategic planning in the second half of the year
- Developing a partnership on economic research with Google
- Induction of new Councillors
- Continuing work on a coherent international engagement strategy
- Finalising plans for Auckland premises
- Attending the FOSI summit in Melbourne and the ACCC Regulatory Conference in Brisbane

Planned priorities noted in the previous report that did not receive any attention include:

Area not progressed	Explanation
Developing the internal operating policies framework.	Some progress made but NetHui pressure restricted this.
Review of Objects	Not yet commenced, for initiation later in this year.
Assessment of the operating team's capacity to deliver the planned work programme.	This is ongoing with no conclusions yet reached.

3:   Priorities for the next three months

For the period from the end of July until the end of October, the following main priorities are being pursued.

Operating Team
- Successful execution of the ANZIAs in Wellington in September

- Detailed work plans arising from the Business Plan completed
- GCSB and TICS legislation follow through continues
- Ongoing involvement in the Telecommunications Act review
- Participation in Internet Governance events in Australia & Indonesia in October
- Implementing the Community Funding review findings
- Preparation of inputs for Strategic Planning
- Complete phases 2-4 of InternetNZ identity review
- Planning for NetHui South
- Arrangement of member engagement on Objects and strategic matters in September/October

Items not completed since last report but still outstanding; include:
- New ways for members to engage with policy work at InternetNZ
- Review of InternetNZ Objects

Chief Executive
The following are the areas that I will focus on as CE from now until the end of October, subject to necessary changes in focus arising from events and to feedback from Council at this meeting.

The first priority is to successfully reorient my approach from that of an Acting Chief Executive to that of someone in the permanent role. This requires time for reflection and adjustment that hasn't been possible due to NetHui. Items which follow are in rough priority order:

- Preparing for and executing the Council's strategic planning process
- Inducting our new Communications Lead
- Broader work around team alignment, culture and ways of working to improve outputs and contentment
- Assessing the capacity of the operating team to deliver the business plan
- Launching our new Auckland premises and associated partnerships
- Transitioning into my role as lead InternetNZ spokesperson
- Working with the other CEs to bring Council a suite of internal policies in October
- Pursue the Objects review
- Developing our relationships with Strategic Partners and with TUANZ
- Understanding and incorporating my KPAs into the workplan

I particularly welcome Council feedback on my priorities.

4:   Staffing and Contractor matters

Campbell Gardiner resigned from InternetNZ in June 2013, to take up a new position with ACC. Campbell will be missed by the team – his institutional knowledge and high work rate

are keenly felt in his absence! A consequence is that a number of related tasks are on hold while the role is vacant.

A recruitment process started as soon as Campbell advised of his departure. Negotiations are under way with a preferred candidate, with an announcement likely before the Council meeting on 2 August.

Ellen Strickland will be on leave and study leave for the month of August 2013, progressing her PhD thesis which is due in December.

5:   Updates

NetHui

Krystal reports on this in the operating report. I regard the event as a success based on attendance and feedback so far. We are debriefing comprehensively and this will feed into how we develop NetHui 2014. October's meeting will see a conversation about that.

Governance-level policies and international strategy development

Progress on both fronts was held up by the challenges of producing NetHui. On governance-level policies, the three CEs have developed a framework and are drafting papers but these are not ready for Council at this meeting. They will be presented for the October meeting. On international strategy, the difficulty has been the array of travel various staff undertake and my own distraction into day-to-day work. This too will be presented soon: preferably to the Strategy Retreat, but otherwise to the October eeting.

Auckland premises

A lease has been signed and fitout is under way at new premises in Auckland Central. Details will be shared with Council at the meeting on 2 August. The arrangement is within the cost limits imposed at the May meeting and the space will be useful for us as well as other Internet community organisations.

Website Information Architecture Review

Work on this review has slowed down due to Campbell's departure and due to the recent earthquakes in the capital region. We will be seeing concept wireframes from Optimal in the next couple of weeks and finalisation of the review should be done shortly after. The next step will be to decide implementation plans. The new Communications Lead will advance this work.

ANZIAs

The logistics side is settled, with the event at Te Papa on 17 September. The outstanding questions are who to invite, and liaison is ongoing with AUDA about this. The event promises to be an outstanding one. We have now to proceed with plans for an Internet Governance related event around the ANZIAs, which I will report on verbally at the Council meeting.

Internal policies

I have made some progress here, with a draft staff HR manual and code of conduct currently with staff for feedback. A health and safety manual is also in development. Professional advice is being sought when required. Other internal policies will be considered in August, with a report back to Council at the next meeting.

6:   Other matters

- The sequence of ongoing earthquakes in Wellington from Friday 19 July (with the largest on Sunday 21 July at 5.09pm) did not damage InternetNZ premises or, largely equipment. It has however provided a timely reminder that the organisation is based in a city which faces serious seismic risks.
- We will review our business continuity planning, and the adequacy of provisions and supplies for emergency situations, in light of what happened.

Jordan Carter
Chief Executive (Acting)
26 July 2013