

Policy and Process for Managing Requests for Independent Domain Names Hosted on the NSAC web server

Principles:

1. The NSAC VP Administration is responsible for decisions regarding the granting of independent domain names hosted on the NSAC Webserver. He/she will seek advice from the NSAC IT Committee and the Development and External Relations Office before making a final decision.
2. The provision of independent domain names to be hosted on the NSAC Webserver will be entertained only for those organizations closely related to the strategic priorities and brand strategy of NSAC, and will be based on a business case for such provision. This will include organizations for which NSAC has direct control and responsibility as well as those for in which NSAC has majority partnership.
3. All websites using independent domain names hosted on the NSAC Webserver and operated outside the main brand or sub-brand of NSAC must prove the ability to operate and manage their own information content. They will not receive on-going support of the NSAC web specialist or the RCSU-IT except in emergency situations where their activity will impact on the working of the web server as a whole.
4. NSAC reserves the right to limit the number of independent domain names that any one organization will use to a number reasonable to the needs of the site.
5. The cost of registration will be the responsibility of the individual or organization requesting it.
6. The cost of disk storage and bandwidth for sites using independent domain names hosted on the NSAC Webserver may be levied based on available commercial rates for such services and will be reviewed annually. They may be adjusted based on experience.
7. Requests for hosting a domain name through the NSAC / RCSU-IT DNS server implies on-site hosting of the website. In the event that load on this server becomes too great, a business case would need to be developed to determine if the NSAC/ RCSU-IT will support multiple web servers.
8. When registering a domain name with a registrar, two contact names must be identified: the Technical Contact and the Administrative Contact. This contact information is maintained by CIRA and published in the WHOIS directories. The

Technical Contact will be the Network Administrator appointed for the purpose by the RCSU-IT. The Administrative Contact will be the NSAC Web Specialist.

Process:

1. Request

Person or organization wishing to have an independent domain name (the requestor) will send their request to the NSAC Web Specialist who will submit it to the IT Committee and the Development and External Relations Office for consideration.

a. Technical Review:

Technical issues to be addressed by IT committee, with the input of the NSAC Web Specialist and local DNS admin:

- i. is domain name available
- ii. server space implications
- iii. server traffic implications
- iv. bandwidth implications
- v. firewall implications
- vi. time constraints on personnel

b. External/Brand Review

Staff of the Development and External Relations Office will evaluate whether or not the request meets NSAC guidelines from a brand and communication prospective including:

- i. Organization and NSAC requirements for a separate and distinct identity from the NSAC including the need for a national or international profile
- ii. Relationships to main NSAC brand including visual elements and objectives.

2. Recommendation to approve/reject the request:

The Request along with recommendations will be compiled by the Web Specialist and forwarded to the VP Administration.

3. Decision for approval/rejection will be made by the VP Administration.

4. Notification of the decision will be sent to the requestor. If the decision is to reject the request, no further action is required.

5. If the request is approved:

The NSAC Web Specialist will:

- be named as the Administrative contact
- acquire the domain name, working with requestor on method of payment
- keep requestor's full contact information and DN passwords on file

- configure web server to serve new domain name
- create an account and directory on the Webserver for the requestor to host website files

The local DNS admin will:

- be named the Technical Contact
- add information to local domain name server

Roles and Responsibilities

Technical Contact:

- Handling domain level complaints.
- Co-ordinate changes with the Administrative Contact.
- Co-ordinate changes with the DNS provider (RCSU-IT).
- Notify Administrative Contact in the event of leaving.

Administrative Contact/ NSAC Web Specialist:

- Keep track of usernames and passwords (is the only one who can authorize a change in DNS information: i.e. address and name of contact, DNS IP).
- Keep addresses and names up to date as used by WHOIS service. IP address changes, registrar changes.
- Renewal of domain names.
- Handling domain level complaints.
- Configure web server to allow for serving of new domain.
- Set-up directories and set permissions to access by new domain's webmaster.
- Notify Technical Contact in the event of leaving and transfer ownership to an appropriate individual.

Requestor/Domain Name Webmaster:

- Will be the requesting group's primary contact person for both the Administrative and Technical Contacts.
- Will reimburse NSAC for the domain name registration fees and other fees as determined by the policy.
- Responsible for creation and on-going maintenance of website.
- Compliance with all NSAC and provincial government internet policies.
- Will notify NSAC Web Specialist in the event of leaving.

Development and External Relations

- Will ensure on-going compliance with brand strategy by monitoring sites.

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