Asia Pacific Top-Level Domain Association

(APTLD)

APTLD MEETING RELOCATION PLAN

Adopted by the APTLD Board
31 January 2020
This document describes the procedure to be followed by APTLD in case it becomes necessary to consider the postponement, relocation or cancellation of an APTLD meeting.

- The safety and security situation will be monitored by GM and the host, and as and when needed GM will report to the board and/or the community (by GM and the host);
- In the event of a drastic deterioration of the situation, an urgent Board Meeting shall be called (by Chair and GM);
- The Board to assess the challenge and decide on whether to retain the original program or to postpone, relocate or cancel the meeting, in due consideration of the following factors:
  - Safety and security implications;
  - Cost factor;
  - Reputation risks;
  - Potential relocation spot and host.
- Once the decision is made, it should be immediately communicated to the Membership and outside participants via all the channels (website, social media, and the member group on WhatsApp) with a proper rationale therefor and an invitation to Members to promptly volunteer to host the Meeting

Note: given that such a relocation may involve substantial extra funding, it would be appropriate to consider shortening the Meeting, including limiting it to an AGM only. (by GM and Secretary)

- Either way, the relocated/postponed meeting should be scheduled for at least 60 days after the postponement date to allow sufficient time for APTLD and its Members’ travel arrangements and ensure a venue hire and normal logistics arrangements
- Such a decision is formally recorded for the sake of transparency and accountability, and Treasurer and Chair, and the Board should be available on a short notice to promptly review and support respective costs.
- Also, as a part of such a decision the Board may waive the requirement to run a tender in regard to venue and logistics, and transportation in order to save time and ensure the necessary degree of efficiency.

(by Chair, Treasurer)
This should be specifically communicated to the community to ensure the required transparency and accountability. (by GM and Secretary)