

## Welsh Naming and Approvals Committee: Minutes

15 December 2016, 11:30-13:00

### **Present**

Graham Craig (GC)	Chair, Welsh Government
Aeddán Davies (AD)	Welsh Government
Kathryn Jenkins (KJ)	Welsh Government
Del Morgan (DM)	One Voice Wales representing Community and Town Councils
Ben Chapman (BC)	JSL
Stephen Kelly (SK)	JSL

### **Apologies**

Henry Matthews                      JSL

### **Policy changes**

1. GC reminded the Committee that in September it had taken a decision by email to remove the requirement for National Park Authorities to use the –apc or –npa suffix. This was in response to a request from Snowdonia NPA on behalf of the three Welsh NPAs. Subsequently Caernarfon Town Council had questioned the requirement for it to use the –ct or –tc suffix, particularly as the –ct suffix doesn't conform to Welsh syntax. The Committee felt that allowing town and community councils to use the same format as unitary authorities could create future problems in the event of local government reorganisation. It also felt that an identifier would help avoid confusion between unitary authorities and the county town, for example Carmarthenshire and Carmarthen. However, the Committee agreed to amend the policy so that town and community councils could choose between the suffixes and the council's full name. Whichever they choose, an applicant must adopt the same approach in English and Welsh.
2. GC informed the Committee that the Cabinet Office had agreed that Welsh public bodies may keep their .gov.uk domains alongside any .llyw.cymru or .gov.wales domains for "as long as they're serving a purpose".

**Action 1:** GC to update the policy to remove the NPA suffix requirement and to give town and community councils the choice between using their full name or the suffix.

**Action 2:** GC to update the policy to remove the requirement to leave any .gov.uk domain within 3 years of adopting .llyw.cymru or .gov.wales domains.

### **Policy compliance**

3. GC had identified two domains that were in breach of paragraph 4d of the policy. BC offered to contact the organisations in breach with a view to resolving the issue. GC acknowledged that there were also domains belonging to the Welsh Government that were in breach.

4. GC had also identified several domains that had been approved but had not been configured. BC advised that this was because they hadn't yet paid the fee.

**Action 3:** GC to send BC the domains in breach.

**Action 4:** BC to contact organisations in breach.

**Action 5:** GC to work with WG colleagues to resolve breaches on WG-owned domains.

**Action 6:** GC to send BC details of those domains that have been approved by the Committee but not yet configured.

**Action 7:** BC to contact organisations with non-configured domains with a view to receiving payment, allowing the domains to be configured.

## ***Promotion***

5. GC had done some research into town and community council websites. Of the 740 councils, he had found 617 websites (83%). Of these, over half were on .co.uk or .org.uk domains. The Committee discussed how these councils could be encouraged to move to .llyw.cymru and .gov.wales. It was suggested that WG should carry out some engagement activity to raise awareness of these domains. DM agreed that One Voice Wales (OVW) would be a useful partner in this, while acknowledging that not all town and community councils are OVW members. DM stressed that communications from the WG would help strengthen the message.
6. GC reminded the Committee that the Minister had taken the view that adopting the domains was a matter for each public sector body and that the WG's role was limited to creating them as requested. However, the Assembly election earlier this year meant that Minister was no longer in office.

**Action 8:** GC to speak to WG colleagues (local government) about raising awareness of .llyw.cymru and .gov.wales, and working with One Voice Wales.

**Action 9:** GC to seek the Cabinet Secretary's view on public sector adoption of the domains and any associated promotional activity.

7. GC reported some difficulty for Caernarfon Town Council in finding a registrar to buy .llyw.cymru and .gov.wales domains. BC advised that all JSL-approved registrars can buy the domains but may not have updated their systems to accept them. JSL has not advertised the domains to its approved registrars. The Committee discussed approaching the Gov.scot Naming Committee about drafting a joint letter highlighting the new domains for JSL to send to its approved registrars.

**Action 10:** GC to contact Gov.scot Naming Committee about issuing a joint letter to registrars.

**Action 11:** GC to draft letter and send to BC.

**Action 12:** BC to send letter to JSL-approved registrars.

## ***Domain ownership***

8. GC and BC had previously discussed cleaning up the .llyw.cymru and .gov.wales zone files by creating root domains for non-WG organisations. Because the WG created several domains before the agreement with JSL was reached, technically the WG currently owns a number of domains that are used by other public sector organisations.

**Action 13:** GC to send BC a list of non-WG domains from the zone files, along with contact details, date of creation and registrant details.

## ***Committee membership***

9. In August GC had advertised the Committee and membership vacancy to the Web Group Wales on Knowledge Hub. No-one had replied. The Committee discussed which organisations to approach about membership.

**Action 14:** GC to contact WLGA about joining the Committee.

**Action 15:** KJ to contact local authority IT/security managers (WARP) about joining the Committee.

## ***Any other business***

10. GC informed the Committee of WG research into local authorities' plans regarding digital transformation. GC had included questions on domains and will see the initial findings in January. Being better sighted on authorities' plans should allow the Committee to take a more strategic approach to domain requests for collaborations. DM drew the Committee's attention to a November speech by the Cabinet Secretary for Local Government regarding mandatory regional collaboration. The Cabinet Secretary had talked about two models or co-operation: one for economic development based on the city regions and one for education and social services based on the health board areas. DM described the complexity of collaboration in local government: partnerships vary by geography and by topic.

11. GC informed the Committee that WG had started work to move its remaining domain records from .gov.uk, .cymru.gov.uk and .wales.gov.uk. A preliminary target date of December 2018 had been set.

12. GC drew the Committee's attention to the recent DNS outage on GOV.UK. BC explained what had happened and confirmed that WG did not have a second DNS service on GOV.WALES.

**Action 16:** GC to talk to KJ and Tony Lantz (WG) about whether WG needs to add a second DNS service on GOV.WALES.

13. GC asked BC to thank JSL colleagues on behalf of the Committee for their work in creating and managing domains over the last year.

## ***Actions***

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2. GC to update the policy to remove the requirement to leave any .gov.uk domain within 3 years of adopting .llyw.cymru or .gov.wales domains.
3. GC to send BC the domains in breach.
4. BC to contact organisations in breach.
5. GC to work with WG colleagues to resolve breaches on WG-owned domains.
6. GC to send BC details of those domains that have been approved by the Committee but not yet configured.
7. BC to contact organisations with non-configured domains with a view to receiving payment, allowing the domains to be configured.
8. GC to speak to WG colleagues (local government) about raising awareness of .llyw.cymru and .gov.wales, and working with One Voice Wales.
9. GC to seek the Cabinet Secretary's view on public sector adoption of the domains and any associated promotional activity.
10. GC to contact Gov.scot Naming Committee about issuing a joint letter to registrars.
11. GC to draft letter and send to BC.
12. BC to send letter to JSL-approved registrars.
13. GC to send BC a list of non-WG domains from the zone files, along with contact details, date of creation and registrant details.
14. GC to contact WLGA about joining the Committee.
15. KJ to contact local authority IT/security managers (WARP) about joining the Committee.
16. GC to talk to KJ and Tony Lantz (WG) about whether WG needs to add a second DNS service on GOV.WALES.