BOTSWANA TELECOMMUNICATIONS AUTHORITY

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POLICY DEVELOPMENT FRAMEWORK

1 INTRODUCTION

1.1 The Botswana Telecommunications Authority (BTA) has established a Technical Advisory Committee (TAC) whose mandate is to set up policies for the .bw domain name space.

1.2 This document sets out the process to be undertaken by the TAC in setting such policies.

2 RESPONSIBILITIES

2.1 The Technical Advisory Committee will be responsible for the development and recommendation of .bw policies to the BTA for approval. This includes the initial identification of a policy need, the initial identification of the definition and scope of the policy, the development of the detailed policy and recommendation for approval of the final version of the policy to the BTA.

2.2 The BTA shall be responsible for setting the overall long-term strategic direction for managing the .bw environment.

2.3 Any stakeholder should be at liberty to identify possible policy requirements and notify these to the Technical Advisory Committee.

3 PROCESS

3.1 Identification of policies

3.1.1   The authority of the Technical Advisory Committee in setting policy is restricted to that concerning the .bw domain name space. It is important that all .bw policies reflect the overall responsibilities BTA has in managing the .bw domain name space and that they are consistent with the overall long-term strategy direction set by the BTA and with the structures established to manage .bw.

3.1.2   A clear distinction should be made between policies and documented procedures within the .bw environment.

3.1.3   A formal list of .bw policies have to be established. This will be updated as required and will include the version of the policy and the date it was adopted.

3.1.3.1   Unless stated otherwise on any specific policy, policies will not expire.

3.1.3.2   A list of all policies either draft, active or expired can be found at http://www.bta.org.bw/cctld/policies.

3.2   Definition and scope of policy

3.2.1   Once a policy has been identified, it will be clearly defined and its intent and scope will be developed. This will incorporate the   rationale for the policy and establish the general guidelines that are planned to be covered.

3.2.2   Following signoff of the definition and scope, the policy will be developed in detail.

3.3   Prioritisation

Policy development will be prioritised according to operational needs and the impact that the lack of any policy has on the parties involved in the .bw environment.

3.4 Consultation

3.4.1   The Technical Advisory Committee should consult with industry stakeholders when establishing .bw policies.

3.4.2   No specific consultation process or timetable shall be defined. However, the Technical Advisory Committee should expedite its activities as required, and ensure that its responsibilities are met.

3.4.3   As a general rule, the following consultation guidelines may apply:

3.4.3.1   The Technical Advisory Committee will consult with industry stakeholders in developing the initial definition and scope of the policy;

3.4.3.2   The Technical Advisory Committee will consult with the BTA prior to finalising the definition and scope;

3.4.3.3   The Technical Advisory Committee will publish the detailed policy paper on the BTA website for comment prior to finalising the policy;

3.4.3.4   The period for comment on the paper will be decided by the Technical Advisory Committee to fit in with operational requirements. Depending on the public comments, the policy may either be re-drafted or passed on to the next stage. This period shall last for a minimum of 30 calendar days.

3.4.3.5   The Technical Advisory Committee will submit the final draft policy paper to the BTA for review and approval of the policy.

3.4.3.6   The period for review and approval by the BTA should not be more than 30 calendar days.

3.4.4   Where the policy being developed is an amendment to an existing policy, there should be consultation with industry stakeholders. The timetable for the amended policy to be implemented shall follow the consultation process.

3.5   Approval process

3.5.1   The Approval process shall be as follows:

3.5.1.1   The initial definition and scope of the policy – shall be done by the Technical Advisory Committee

3.5.1.2   The final draft policy – shall be done by the Technical Advisory Committee

3.5.1.3   The final detailed policy – shall be done by the BTA

3.6   A detailed flowchart showing policy development framework is given in Annexure A.

4   URGENT AMENDMENT AND ESTABLISHMENT OF POLICIES

4.1   Should the need arise that requires urgent amendment or establishment of a specific policy. The Technical Advisory Committee may subject to authorisation by the BTA, recommend for approval such policy without any stakeholder consultation.

4.2   Any policy issued in terms of clause 4.1 above will be clearly identified as an 'Interim Policy' and a timeframe set to finalise such policy shall follow the normal consultation process.

5   PUBLICATION

5.1   Where the policy is being actively consulted on, drafts will be made available on the Technical Advisory Committee website at www.bta.org.bw/cctld/policies. A policy will only be published once it has been formally approved by the BTA.

5.2   Copies of all .bw policies will be available at the Technical Advisory Committee website at http://www.bta.org.bw/cctld/policies.

ANNEXURE A-Policy Development Workflow

Policy Proposal Rejected

Policy Proposal Sent to TAC

TAC Accepts Proposal — NO → (Policy Proposal Rejected); YES ↓

TAC creates Definition and Scope of policy

Definition and Scope accepted by TAC — NO; YES ↓

Is this an urgent Policy — YES → TAC requests for approval to create interim policy from BTA; NO ↓

TAC publishes Definition and Scope to the public via BTA website for comments

BTA Approves Interim policy development — NO → TAC publishes Definition and Scope to the public via BTA website for comments; YES ↓

Public comments incorporated and consensus reached? — NO; YES ↓

TAC Develops Interim Policy

TAC Develops Detailed Draft Policy

Interim policy accepted by TAC — NO; YES ↓

Detailed Draft policy accepted by TAC — NO; YES ↓

TAC submits Draft Interim Policy to the BTA for final review and approval

TAC publishes Detailed Draft Policy to the public via BTA website for comments

Public comments incorporated and consensus reached? — NO; YES ↓

BTA approves Interim Policy — NO; YES ↓

TAC submits Detailed Draft Policy to the BTA for final review and approval

Interim Policy published on BTA website and implemented

BTA approves Detailed Draft Policy — NO; YES →

Final Policy published on BTA website and implemented