

INTERNAL REGULATIONS FOR THE .BE REGISTRAR FORUM

1. Composition

The registrar forum is composed of a maximum of 15 representatives drawn from the .be registrars plus the management of DNS Belgium.

Any single .be registrar may only have one member in the forum and have only one vote in the registrar forum. This means that registrars who own or who acquire a controlling share in another registrar or belong to a single group of companies may only have one member and one vote in the registrar forum. As a result, the acquisition of portfolios, divisions, business units, etc. or mergers and acquisitions may not result in any registrar in the registrar forum having more than one member or more than one vote.

2. Appointment of members

DNS Belgium issues a call for candidacies for vacant seats in the registrar forum to all .be registrars by way of the registrar website, via a newflash (e-mail message) and – provided this is possible – in the registrar newsletter. Registrars that are interested (or employees of registrars) may present their candidacy by sending an e-mail to registrarforum@dnsbelgium.be stating that they wish to be a candidate. The cut-off date for submitting a candidacy is one month from the time the call for candidates is published at the registrar website or from the time of publication via a newflash or in the registrar newsletter. Within 14 days of the closing date for candidacies, DNS Belgium will make a selection from the applicant registrars based on the following criteria: representativeness, complementarity and availability of the candidate at the registrar itself. DNS Belgium will announce the names of the new members of the registrar forum via the registrar website and in the registrar newsletter.

3. Mandate

Mandates are for an initial but renewable term of 3 years and may only be exercised by .be registrars or their employees.

Each mandate is personal; however in exceptional circumstances, a forum member may be substituted by another employee from the same .be registrar who occupies an equivalent position.

The mandate is automatically renewable once with the consent of the registrar forum.

Members of the registrar forum wishing to renew their mandate for a further term of 3 years should submit an application to do so at least 3 months prior to the end of their mandate to registrarforum@dnsbelgium.be. The registrar forum will decide on whether or not the mandate is renewed by taking a vote at the next meeting of the registrar forum.

After two successive terms of 3 years, the mandate is declared open and members are required to put themselves back up for election in accordance with the procedure in article 2 of the regulations if they are seeking to extend their mandate for another term.

All .be registrars (or their employees) are allowed to put themselves forward as candidates as much as they wish.

Current mandates in the registrar forum are deemed to begin on the day these internal regulations are approved.

4. Experts/specialists/observers

.be registrars who are part of the forum may, in addition to their forum member, also delegate one expert, specialist or observer for forum meetings. The .be registrars shall endeavour to ensure continuity if an expert, specialist or observer is appointed, but shall be able to make their choice of a certain type of expert, specialist or observer contingent upon the specific content of the items on the agenda.

Any designated experts, specialists or observers shall take part in the meeting but without voting rights and their presence shall not count for any quorum requirements, unless they act as a replacement for the forum member of their .be registrar as provided under the last section of Article 6.

Any designated experts, specialists or observers shall however be eligible for the contribution towards travel expenses stipulated in Article 5. The other provisions of these regulations shall not apply to them.

At the beginning of the meeting, the .be registrars in attendance may invoke a conflict of interest regarding one or more designated experts, specialists or observers. Such a conflict of interest may be invoked if supported by a majority of the .be registrars at the meeting. In such a case, the experts, specialists or observers involved will be asked to leave the meeting before the items on the agenda for which the conflict of interest was invoked is broached.

In order not to disturb the course of the meeting with the invoked conflicts of interest and possible consequences thereof, the .be registrars endeavour to provide the name and title of the experts, specialists and observers they have designated by e-mail at least 4 days before the start of the meeting. DNS Belgium will pass this information immediately on to the other members of the registrar forum so that they can report any possible conflict of interest beforehand. The .be registrars strive to report any conflict of interest at least two days before the start of the meeting.

5. **Meetings**

The registrar forum will meet at least 3 times a year. At the final meeting for the year, the dates will be set for the following year's meetings. Members of the forum will receive an e-mail reminder from DNS Belgium at least 4 weeks before each meeting is held. DNS Belgium will then send through the agenda for the meeting 2 weeks in advance. Forum members may add points to the agenda by sending an e-mail to registrarforum@dnsbelgium.be.

In addition to or to replace the meetings scheduled above, the registrar forum may also hold meetings in the form of conference calls. Either the chairman of the registrar forum undertakes to take the action required for such a meeting and will notify DNS Belgium of its intention and/or DNS Belgium undertakes to take the necessary action and will notify the forum chairman of its intention. DNS Belgium will inform members of the date of the conference call or will assist in setting that date. DNS Belgium will invite members to attend and inform them of the points on the agenda. It will also provide the necessary practical information for calling in to the conference call.

DNS Belgium will take the **minutes** at registrar forum meetings. The minutes will be drafted in English and sent out within 14 days to forum members and published at the registrar website. DNS Belgium will handle the practical details of the meeting (meeting room, food, drink, etc.) and bear the costs.

DNS Belgium will contribute as follows to the travel **expenses** of the .be registrars' representatives attending the forum meeting:

- Registrar located in Belgium: reimbursement of out-of-pocket expenses (eg. mileage expenses*), with the exception of food & beverages, and up to a maximum of € 100 per meeting and per person.
- Registrar located outside Belgium: reimbursement of travel and accommodation expenses, with the exception of food & beverages and up to a maximum of € 500 per meeting and per person.

*Mileage expenses for cars can be calculated based on the per-kilometre remuneration for Belgian government personnel (valid until 30 June 2022: € 0,3707 per km).

Travel and accommodation expenses will be reimbursed after presentation of the invoice in the name of the registrar company and all accompanying receipts. Forum members are expected to send an invoice and any accompanying documentation before 31 December of the year during which the costs were incurred.

Please send your invoice to: DNS Belgium vzw, Ubicenter - Philipssite 5-13 - 3001 Heverlee (Belgium), VAT BE0466158640

6. Absenteeism

Forum members are expected to attend every meeting of the forum. The minimum requirement is to attend at least 2 of the forum meetings held during the year.

If a member does not attend 2 forum meetings in a row he or she will receive a warning in the first instance.

If the same forum member does not comply with the attendance rate stated above on a second successive occasion, his or her membership will be discussed at a subsequent meeting of the registrar forum, which will decide by taking a vote whether or not to declare the forum member's mandate vacant.

Members of the forum undertake to make the effort required to have themselves replaced by a colleague with an equivalent position if they are prevented from taking part in a meeting.

7. Replacing members

If a forum member is no longer employed with a registrar that he or she represents in the forum, the forum member may retain his or her mandate on condition that:

- he or she is employed with another .be registrar;
- the registrar does not already have representation in the forum;
- the registrar that the member represented does not itself wish to have a different representative in the forum.

If the representative of a .be registrar in the registrar forum is no longer employed with that registrar, the registrar may in the first instance propose the replacement of the forum member and the registrar forum will decide by taking a vote whether or not to accept this replacement.

If the proposed replacement is not accepted by the registrar forum or if the registrar no longer wishes to be a representative in the registrar forum, the mandate will then be declared open.

The mandate shall be filled again pursuant to the first section of this Article or through the procedure mentioned in Article 2 of the regulations.

If a registrar has a representative in the forum, but as the result of the acquisition of portfolios, divisions, business units, etc. or as the result of mergers or acquisitions happens to obtain more than one representative in the registrar forum, the second mandate will be declared open and a new member appointed in accordance with the procedure stated in article 2 of the internal regulations.

8. **Voting**

The registrar forum shall give opinions on the operation of DNS Belgium. These opinions are not binding for DNS Belgium.

For a number of issues such as the renewal of the mandate of a forum member, the membership of a forum member (who has failed to comply twice with the minimum presence quota), the acceptance of a replacement if a forum member is no longer active at a registrar who has a representative in the forum, etc., the registration forum may hold a vote. Each forum member shall have one vote. The members of the management of DNS Belgium present have no voting rights at such occasions. The experts, specialists or observers designated by the forum members shall likewise have no voting rights, unless they are attending the meeting in the capacity mentioned under the last section of Article 6.

9. **Participation in a Strategic Committee for .be**

The DNS Belgium organisation chart includes one Strategic Committee for each TLD extension managed by DNS Belgium. The Strategic Committees are advisory bodies that assist DNS Belgium in determining the specific policy for the TLD to which the Strategic Committee relates.

The registrar forum has the right to delegate one of its members as a representative for the Strategic Committee for .be.