

INET2000の準備・実施に関わるISOCとのMoU締結について

INET2000日本委員会事務局長
新井 均

ISOC (Internet Society) と INET2000 日本委員会とは INET2000 の準備・実行にあたって両者の責任と権限とを明確にするために以下に案の概要を示す覚書 (MoU) を締結する。これにあたり、日本委員会が任意団体で法人格を持たないため、日本委員会を代表して JPNIC を覚書の署名者としてほしい。

参考資料 : Memorandum of Understanding Version 1.43 (draft)

MoU (案) 概要

- ・ 本覚書は ISOC と日本委員会 (JEC) を代表する JPNIC との間で締結する
- ・ 覚書の中には、JEC、ISOC のそれぞれの役割と責任、ならびに JEC との契約下で動く JCOM の役割が規定される
- ・ JEC の主な役割と責任は以下の通りである
 - ・ INET2000 の予算を作成する
 - ・ INET2000 開催に必要な全ての資金を調達する (内30万ドルは ISOC が調達する)
 - ・ その責任を持つスポンサーシップ・フェアを JEC が指名する
 - ・ INET2000 で使用するネットワークや PC 等について、現物を寄付してくれるスポンサーを獲得する
 - ・ 日本における技術アレンジの責任を持つローカルアレンジメント・フェアを JEC が指名する
 - ・ RFP3.13.4.1 項に基づき ISOC に 25 万ドルを支払う
- ・ ISOC の主な役割と責任は以下の通りである
 - ・ 日本とアジア以外の地域からのスポンサーを獲得する
 - ・ 日本での技術・会場アレンジに関する要求条件を明確化する
 - ・ INET2000 実施に向けて必要な契約行為は全て JEC が行い、ISOC は JEC や第三者に対して上記2点を除くあらゆる義務を負わない
- ・ 剰余金が出た場合には、ISOC と JEC とで折半とし、負債が出た場合には JEC がその支払い義務を負う

社団法人日本ネットワークインフォメーションセンター殿

ISOC との MoU 締結に関するお願い

1999 年 12 月 10 日
INET2000 日本委員会
実行委員長 野村 純一

INET2000 日本委員会は、2000 年 7 月に開催する「INET 2000 -The Internet Global Summit-」を主催するにあたり、ISOC (Internet Society) と、INET2000 の準備・実行にあたって両者の協力関係及び責任範囲を明確にするための覚書 (MoU) を締結することとなりました。当該覚書は基本的に ISOC と INET2000 日本委員会の 2 者間で締結されますが、INET2000 日本委員会が任意団体で法人格を持たないことから、覚書署名者として適格を欠くことが判明しました。

INET2000 日本委員会実行委員会として対処策を検討し、ISOC とも相談した結果、INET2000 の招致主体でもあり、実行委員会の主要メンバーでもある日本ネットワークインフォメーションセンターが、INET2000 日本委員会を代表して当該覚書に署名することが適当と結論し、11 月 12 日の実行委員会にて日本ネットワークインフォメーションセンターに署名を依頼することを議決致しました。

当該議決に基づき、ここに、実行委員長として、日本ネットワークインフォメーションセンター殿に日本委員会を代表する立場での覚書署名者となることを依頼します。

FINAL

MEMORANDUM OF UNDERSTANDING

between

JPNIC on behalf of Japan Executive Committee and the Internet Society

Internet Society (ISOC) is an international not-for-profit association incorporated in the United States of America with members from over 100 countries around the World.

Japan Network Information Center (JPNIC) is the Japanese Internet domain names and IP address registration authority.

INET2000 Japan Executive Committee (JEC) is a voluntary association established in Japan on 1st of July 1999 by JPNIC and representatives of some ISOC member companies/organizations in order to prepare and execute INET2000 in Japan.

ISOC organizes, annually, an International Conference under the name of "INET - The Internet Global Summit".

ISOC publicized, in October 1998, a Call for Proposals for holding INET in the year 2000. JPNIC, together with other organizations, responded to that Call for Proposals. ISOC decided that the bid presented by JPNIC was the best of all bids received, and wishes to work with JPNIC to prepare INET2000 in Yokohama, Japan from the 18th to the 21st of July 2000. The bid includes the participation of JCOM as the company to be hired to perform some of the functions necessary for the Conference.

INET2000 Conference Committee is organized by ISOC for the preparation and execution of INET2000. INET2000 Conference Co-Chairs were designated by ISOC.

INET2000 Program Committee is organized by ISOC to design programs carried out in INET2000. INET2000 Program Co-Chairs were designated by ISOC.

INET2000 Local Arrangements Chair and Sponsorship Chair, who are designated by JEC, belong to INET2000 Conference Committee.

INET2000 Volunteer Coordinator, designated by JEC, is a member of JEC who will locate and coordinate a small number of INET2000 volunteers.

To clarify the conditions under which the collaboration for INET2000 between ISOC and JEC will take place, they both underwrite this Memorandum of Understanding by which:

JEC

JEC, under the supervision of ISOC (in the person of its Director of Conferences and Education) is responsible for the overall preparation of the Conference. This preparation includes, among other parts:

- Preparing a budget for INET2000. The income and expenses of INET2000 will be accounted and kept independently from those of ISOC and JPNIC. The INET2000 budget will be maintained jointly by JEC and ISOC following ISOC's accounting procedures. Updates will be produced twice a month if there are any changes and formal reviews will be held each month beginning with the first month after which the budget has been approved by ISOC. Final approval of the budget lies with ISOC.
- Raising all the necessary funds for the Conference to take place except the US\$300,000 that ISOC is responsible to provide. ISOC will raise funds from companies/organizations in the United States, Europe, Africa, Middle East, and Australia, and JEC from those in Asia except Australia. For the specific purpose of fund-raising, JEC may hire a person and have his/her reasonable salary accounted as an expense for the Conference. JEC will maintain an updated "sponsorship report" spreadsheet which will include all potential/confirmed sponsors, contact details and the expected/confirmed amount of sponsorship. It should also include if the amount has been received and into which bank account the deposit was made. This spreadsheet will be updated and sent to ISOC weekly. ISOC will produce the same for sponsorships outside Japan and Asia.
- Searching for in-kind sponsorship of materials and telecommunications to be used during the Conference. This will also be the responsibility of the Sponsorship Chair and JEC as the requirement for these services/materials is local. The Sponsorship Chair must be appointed no later than 1 September 1999.
- Assuming the search for volunteers. The Volunteer Coordinator must be appointed no later than 1 February 2000.
- Taking care of local technical arrangements. A Local Arrangements Chair will be designated by JEC for this purpose, no later than 1 October 1999. Such person will be in charge, among other things, of:
 - Assuring that cabling of all meeting rooms at the Pacifico Yokohama takes place before the end of 1999;
 - Assuring that the necessary Internet connectivity cabling is finalized in the Pacifico Yokohama before the end of May 2000;

- Assuring that all necessary cabling, setting up of servers and all other computers for the Internet Access Room, Cyber Café Internet Access Room, Meeting Rooms, and Plenary take place for INET2000.
- Provide the necessary office space for the development of INET2000. This office space will not be a conference expense nor charged to the INET2000 budget.
- Develop a contract with JCOM, a professional conference organizer defined below. The contract will include all the responsibilities of JCOM described below as well as other responsibilities that usually fall under the control of the professional conference organizer. Some of these functions are described below. The contract and payment of services to JCOM will be handled by JEC in consultation with ISOC.
- Development of a Sponsorship brochure for the Japanese market. Brochure should be ready for distribution no later than 1 October 1999. The brochure will be drafted in Japanese, then translated to English for ISOC approval, and formatted and printed in Japanese. Brochure will be consistent with the Internet Society Sponsor Opportunities brochure distributed in June 1999 in San Jose, CA.

JCOM

- **JCOM** is a professional conference organizing company from Japan.
- JCOM, who is not a signer of this MoU, however under contract with JEC, is responsible for:
 - Development of a Call for Abstracts/Papers. The text should be produced by INET2000 Program Co-Chair with JCOM producing a document/Web-site form that will be approved by JEC and ISOC. This must be completed before the end of July 1999. E-mail version should be ready by 10 August 1999.
 - Development and testing of Web-based paper tracking software to be used by the Program Committee. ISOC will retain non-exclusive rights for using this software in future conferences not organized with JEC or JCOM. The development is to be done by JCOM, in consultation with ISOC, and approved by the INET2000 Program Co-Chairs.
 - Administrative contact with speakers. JCOM will track abstracts and papers received, notify authors, and answer author questions. Will assure confirmation of accepted and non-accepted papers, prepare a list of accepted papers (with authors, e-mails, mini-descriptions), ftp all approved abstracts and papers to an ISOC-designated editing company in the United States, and make the information available to the INET2000 Program Committee. ISOC will be the final authority on program content of all sessions, plenaries, tutorials and workshops.

- Preliminary Conference Program Brochure, which include titles of the accepted abstracts. The brochure has two parts:
 - a) All information related to the Conference, tutorials, etc., as well as registration details, etc., but does not have all the details of the final program,
 - b) The INET2000 program. The first part should be ready and finished by the end of October, including texts, tours descriptions and tour form, hotels, registration form, hotel reservations form, etc. The second part should be ready by the end of 1999. The brochure will be ready for distribution via postal mail no later than 15 January 2000. Brochure will be approved by the Program Co-Chairs, Conference Co-Chairs, and by ISOC.
- Conference Program. Most of it is identical to the preliminary program. Some changes may be introduced in part a), which will have more detail, as it will include the titles of finally accepted papers, with a short description of each session. Changes to part (a) should be ready by the end of February 2000. This document should be finalized by April 1st, and printed, after being approved by the Program Co-Chairs and by ISOC. The possibility of printing a Japanese version of the program will be considered. JCOM would be in charge of this version, also, with the costs included in the budget, but preferably underwritten by a sponsor.
- Final Program Guide. The document should be ready by 15 June 2000, and kept open for changes until the last minute. Printed at least one week before the Conference starts. The Guide will be approved by ISOC.
- Prepare the Attendee Directory, Exhibition/Sponsor Guide, Abstracts Book and CD-ROM in consultation with ISOC, which may include ISOC producing materials. ISOC will be responsible for producing the Pocket Schedule.
- Pre-Registration. Pre-registration will be available through the web, fax (credit cards) and postal mail. A phone number must be made available to registrants to call regarding registration inquiries. JCOM will process Japanese YEN payments received for INET registrations. The registration monies will be deposited into JEC YEN account in Japan.
- On-Site Registration. JCOM will be in charge of on-site registration for both the pre-registered attendees and walk-ins. This includes the preparation of all necessary materials, including computers, badges, etc., on-site. The details of registration will have to be discussed with and approved by ISOC.
- Signage. To be prepared by JCOM after discussion with ISOC.

- Food. JCOM will arrange all the pre-arranged meals, including receptions, gala evening, lunches and coffee for the participants, after discussion with ISOC and within the agreed budget.
- Exhibition Coordination. JCOM will coordinate the construction and running of the exhibition in consultation with ISOC. The wiring will be the responsibility of the Local Arrangements Chair. Following ISOC's instructions, an "Exhibitor's Manual" will be prepared by JCOM, and distributed to exhibitors five months before the exhibition. ISOC will work closely with JCOM in designing the Exhibition Floor Plan.
- Tours. JCOM will present to JEC and ISOC a list of side tours to be offered to conference attendees and their accompanying guests. It should also present a series of activities for the guests during the Conference. The selected activities will be included in the Preliminary and Final Conference Program Brochures.
- Hotels. JCOM will receive and handle hotel reservations for conference attendees. It will set up a hotel reservation Web-site linked to the INET2000 ISOC Web-site. The hotel reservation system must include a phone number that attendees can call if they have problems with their reservation. English is a must – Japanese is a plus. This is in addition to a fax number and email address.

ISOC RESPONSIBILITIES

- Contact potential sponsors and collect sponsorships outside of Japan and Asia for the Conference. Coordinate its sponsorship-raising activities with JEC.
- Specify the needs for local arrangements for the conference.
- Respond as swiftly as possible to all work prepared by JCOM that needs to be approved.

BUDGET DETAILS

- JEC will follow the model established by ISOC for INET'99. ISOC will present JEC the detail of the model, which will include, separately, income and expenses of the INET Conference, income and expenses of the tutorials and income and expenses of the Developing Countries Networking Symposium.
- The separation between fixed and variable costs (depending on number of attendees) should be very clear.
- Confirmed expense amounts should be clearly differentiated from approximations.
- All risks (liabilities) should be accounted for in miscellaneous expenses and detailed.

- As in budgets of prior INET Conferences, the budget will include expenses for time allocated by ISOC staff for INET2000.
- The budget will be in Excel format with a first version approved by the ISOC Board of Trustees. After that, it will be updated twice a month.

FINANCIAL ASPECTS

- All expenses will be paid from conference and sponsorship revenue. The INET2000 surplus will be shared at 50% for ISOC and 50% for JEC. This does not include the first US\$250,000 of the total surplus which will be retained by ISOC in any case (see *Section 3.13.4.1 Co-Division of Surplus Revenue/Profits* in the INET2000 RFP).

All INET related revenue received by JEC will be deposited in the JEC account established in a bank in Japan. ISOC and JEC will report each other in the case there is a possibility of a major expenditure prior to the payment occurs. All INET related revenue received outside Japan will be deposited in the ISOC accounts in the US or Switzerland. Regularly prepared sponsorship reports will be distributed with complete details of all financial transactions.

JEC shall execute all contracts and assume all obligations and commitments necessary or desirable to conduct INET2000. The Internet Society shall have no obligation or liability whatever, to JEC or any third party, for (i) any such contracts, obligations or commitments; and (ii) claims, liabilities or damages of any nature arising out of INET2000, besides the responsibility described in the terms of **ISOC RESPONSIBILITIES**. JEC will indemnify ISOC and hold ISOC harmless for any claims, liabilities or damages of any nature arising out of INET2000, including, without limitation, claims for breach of contract, obligation or other commitment by any party, failure to pay invoices, requests for refunds, cancellations and failure to meet sponsor requirements, besides those originated from ISOC's responsibility described in the terms of **ISOC RESPONSIBILITIES**.

After all revenue and expenses for the Conference, including JCOM, have been recorded and reconciled, JEC and ISOC will jointly prepare the Final Financial Report for the Conference. This report will be due no later than 6 September 2000 (45 days following the completion of the conference). From this report the following will be determined:

1. Surplus = All revenue minus all expenses
2. Up-to-date Surplus = All revenue (collected and expected) minus all expenses, minus funds still due from sponsors and attendees.
3. The total sponsorships obtained by JEC and ISOC will be calculated in dollar amounts as well as percentages for determining responsibility of each in the event there is a negative surplus. The exchange rate used will be 110 Yen/\$1.

If the up-to-date surplus is positive, ISOC and JEC will share the revenue at 50% each above the first \$250,000 net surplus.

If the up-to-date surplus is negative, JEC will assume all financial obligations to bring the "surplus" to zero by advancing the appropriate monies to cover all expenses in the intervening time until payment is received.

In the event there are due amounts considered uncollectable, and the up-to-date surplus remains negative, JEC will assume all losses as noted.

RIGHTS

- This document refers strictly to the edition of INET that will take place during the year 2000. It does not confer any rights to JEC or JCOM in relation to other editions of INET after the July 2000, nor to the name INET, which both JCOM and JEC understand to be a name belonging to ISOC that they may not use for any events after July 2000.
- ISOC owns the INET2000 mark and logo. JEC provides that INET2000 will be conducted in accordance with the high standards established by ISOC in connection with its prior INET presentations.

Version: FINAL

SIGNATURES

Donald M. Heath, President/CEO
Internet Society

Date

Jun Murai
Japan Network Information Center

Date