

Business Area Update

Richard Brown

Business Area Team

Team members:

- Finance Unit – Irene, Alvin, Maggie, May, [Jyothi](#)
- Office Unit – Connie, Clemensia, [Helen](#)
- Human Resources Management – Louise
- ISIF Program Officer – Sylvia



Finance Unit

Activities completed Quarters 1 and 2:

- Development and implementation of O3 Management reporting application ✓
- Preliminary development of activity-based reporting application ✓
- Diversification of banking facilities ✓
- Development of forecasting models for key variables ✓
- Developed redundancy for payroll process ✓
- ISIF secretariat and reporting functions ✓
- Joint RIR Finance Meeting Amsterdam July 2008 ✓

Finance Unit

Current Activities for Quarters 3 and 4:

- Development of revised APNIC travel expense policy and procedures
- Development of purchasing and asset management applications
- Payroll system move to hosted environment
- Development of 2009 Activity Plan and Budget submission
- Development of APNIC Business Continuity Plan
- Undertaking analysis of ERP alternatives

Office Unit

Activities completed Quarters 1 and 2:

- Implemented procedures to manage asset acquisition and disposal ✓
- Audit and update of office procedures manual ✓
- Provision of admin support for ISIF project ✓
- Hosted face-to-face EC and ISIF meetings in Brisbane ✓
- Office alterations – Member Services area ✓
- Auction/disposal/donation of old IT equipment and furniture ✓
- Donation of old laptops and projectors to DUMBO project ✓
- Eco-APNIC (baseline assessment - for EPA EcoBiz accreditation) ✓
- APNIC signs up for Earth Hour in March 08 ✓

Office Unit

Current Activities for Quarters 3 and 4:

- Complete strategic review of Office Layout
- Office alterations - storage space increase
- Rolling auctions of old equipment/office items
- Develop procedures to help Events to streamline admin/shipping operations
- Achieve EcoAPNIC accreditation from Qld Government
- Budget preparation for 2009
- Travel planning for 2009

Human Resource Management

Activities completed Quarters 1 and 2:

- In-house training programs completed: ✓
 - Induction training for all new staff (ongoing)
 - Cross Cultural Awareness
 - Business writing
 - Customer Service and Telephone skills
 - Presentation skills
 - Management retreat
 - Business Process Modelling Notation (BPMN)
 - English language tuition (ongoing)
- 2 APNIC staff qualified as certified Workplace Health and Safety Officers. ✓
- Staff on Migration Visa's - new medical cover arrangements and orientation services for all new staff arriving in Brisbane and revised relocation policy ✓
- Developed web-enabled organisation charting facilities with links to position descriptions and performance review documents ✓
- Since 2007 all positions have been reviewed against an independent industry benchmark ✓
- Developed an APNIC Meeting Staff Resourcing Manual, which includes role descriptions for staff attending meetings, meeting guidelines and a Code of Conduct. ✓

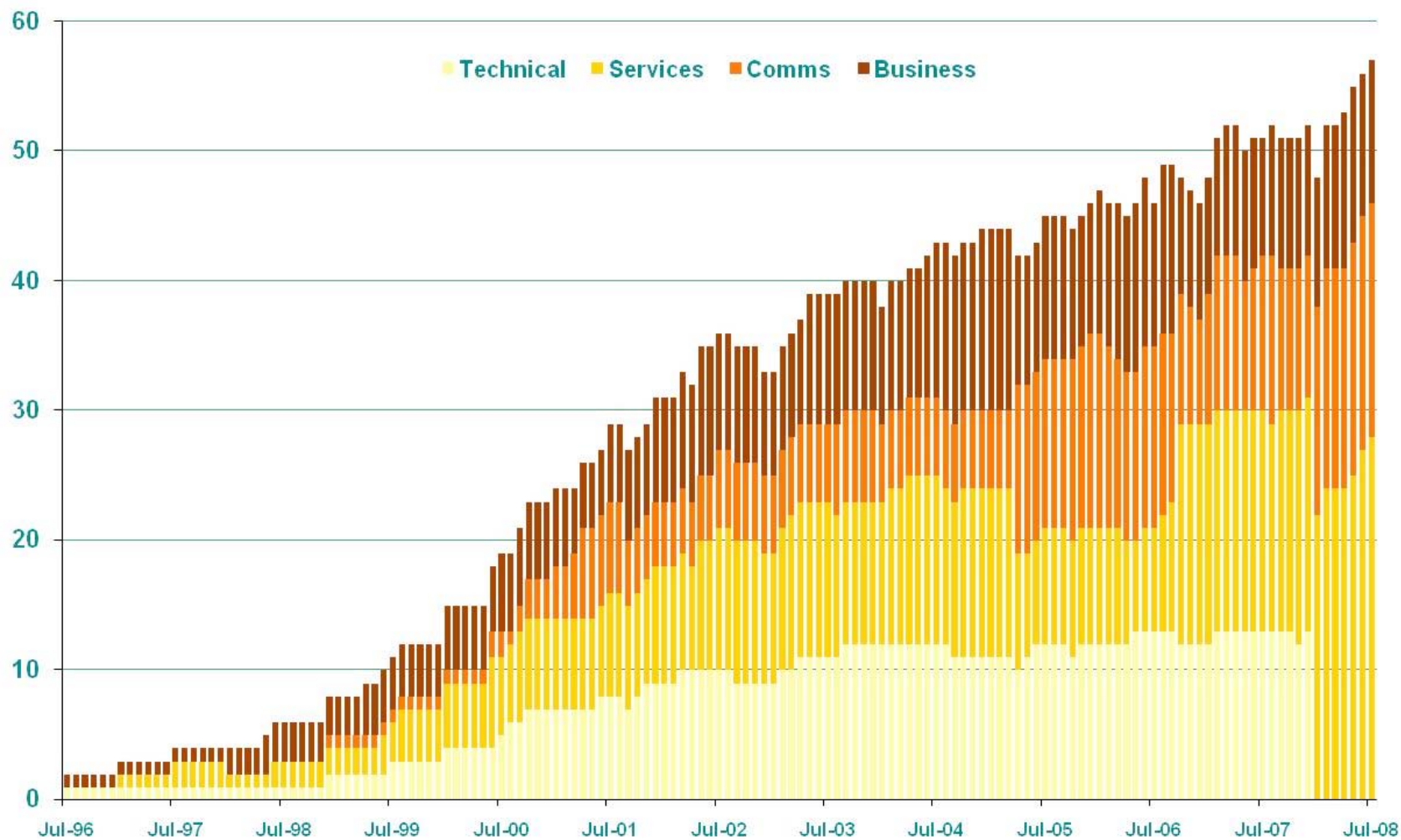
Human Resource Management

Current Activities for Quarters 3 and 4:

- In-house training programs scheduled:
 - First Aid training
 - Presentation skills
 - Executive retreat
 - Microsoft Office 2007 Overview
 - English language tuition (ongoing)
- Focus on Workplace Health and Safety
 - New Steering Committee
 - New Representatives from each physical location
 - Review of all facilities and processes
 - Extensive communication to all staff
- Joint RIR HR Meeting, ARIN XXII, October
- Developing 2009 plan for staff training, education and development

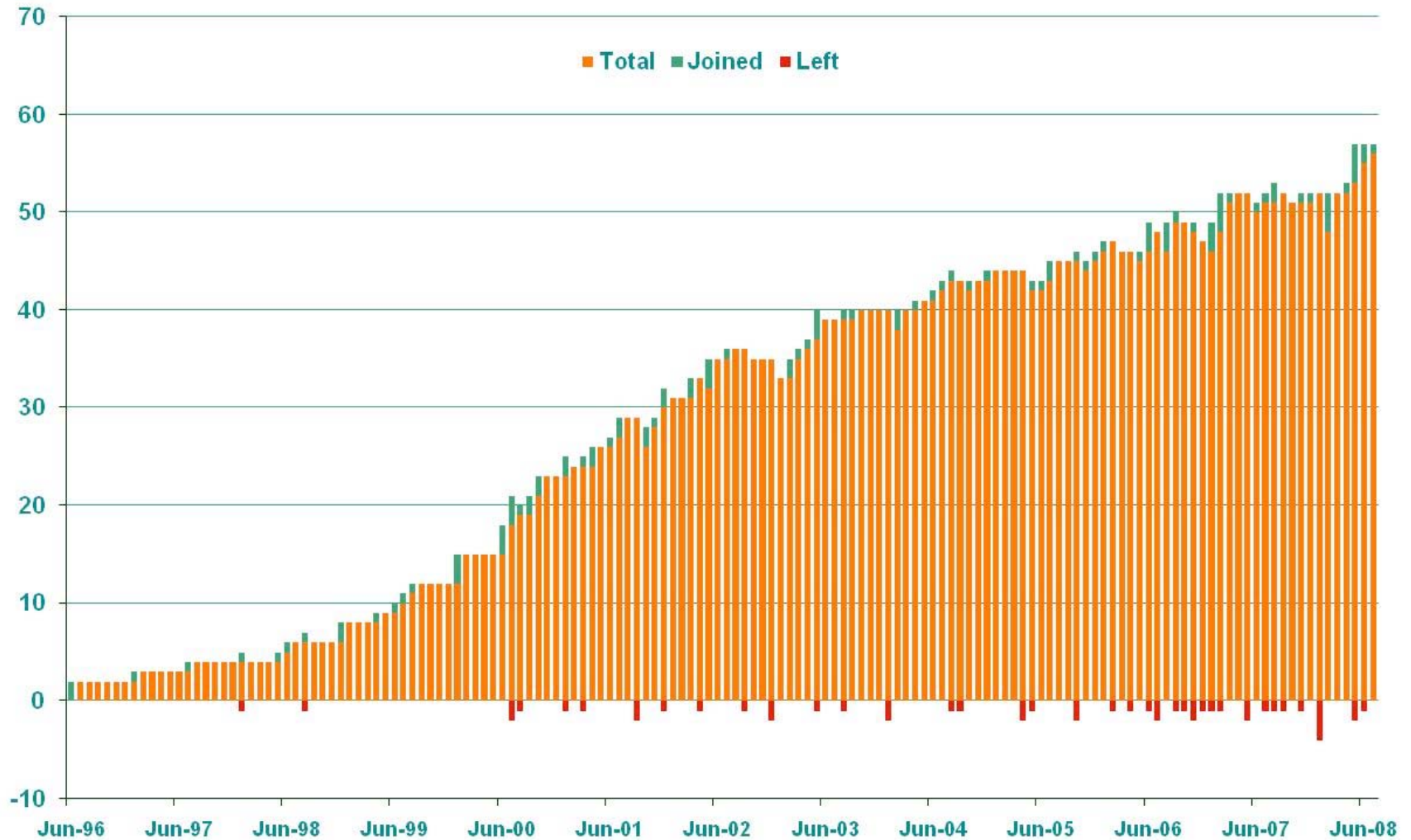
Human Resource Management

Staff Numbers:



Human Resource Management

Staff Movements:



Thankyou

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