



## **This Policy is issued by the Telecommunications and Radiocommunications Regulator (TRR)**

### ***Registry Connection Process***

#### **1 ABOUT THIS POLICY**

- 1.1 This policy details the process that Authorised Registrars must follow in order to access the Shared Registry System (“SRS”), as per the Connection Agreement.
- 1.2 An Authorised Registrar connection allows complete access and control to the registry to create and administer their domain names.
- 1.3 TRR must have approved the organisation as an Authorised Registrar before connection will be considered.
- 1.4 The “Application for Connection to the Registry” form (Form CON1) must be completed by the registrar and returned, plus attachments, to the Registry before connection will be considered.

#### **2 BACKGROUND**

- 2.1 TRR appoints the Registry Operator who operates the register of .vu domain names and the Domain Name Service (DNS) which are maintained for high availability, accuracy and response times. These are managed and measured against a Service Level Agreement with TRR. The registration of domain names and modification of information associated with that name on the register can be effected only by authorised registrars.

#### **3 INSTRUCTIONS**

Visit <http://www.trr.vu/telecom-industry/internet-governance/ccTLD/Policies>

- 3.1 to view the connection related regulatory documents and policies.
- 3.2 Authorised registrars can make an application for connection by:

- Completing the form CON1 and all its requirements.
- Send the completed form, and any attachments to:  
Telecommunications & Radiocommunications Regulator  
PO Box 3547  
Port Vila  
Efate  
Vanuatu

#### **4 AUTHORISED REGISTRAR CONNECTION PROCESS**

- 4.1 When TRR has approved the Registrar Authorisation application they will notify the Registry. This will then allow the newly Authorised Registrar to apply using the form CON1 for access to the production system.
- 4.2 Form CON1 requires:
- Affirmation that TRR has approved the organisation as an Authorised Registrar;
  - Two signed copies of the .vu Connection agreement Account payment details;
  - Agreement that any anomaly that is material to the registry or any other stakeholder is reported to the Registry in a timely fashion;
  - Registrar name, web address, and contact details including Public, SRS, Technical and Billing.
- 4.3 Once the Registry receives the CON1 application they will contact TRR to ensure that the organisation has been approved as an Authorised Registrar.
- 4.4 Once the Registry has confirmed the details of the Authorised Registrar, the Registry will liaise with the technical contact of the Authorised Registrar and connect the Registrar to the SRS Test Platform to allow them to develop their interface with the Registry.

#### **5 OPERATIONAL TESTING AND EVALUATION PROCESS**

- 5.1 Before the Registry grants access to the production systems of the registry, the registrar must demonstrate to the Registry:
- their comprehension and understanding of the SRS;
  - that their interface with our systems works correctly;
  - their ability to execute all the SRS transactions.

Detailed technical requirements will be emailed to the technical contact of the Authorised Registrar when they are connected to the Test System. Registrars may be asked to demonstrate that they meet our requirements at any time. If registrars fail to meet these requirements, registrar access to the register may be suspended or terminated at our sole discretion.

- 5.2 Once the Registry is satisfied it will issue the information required to access the production system to the named technical contact and notify TRR.

## **6 TERMINATION OF AUTHORISED REGISTRAR ACCESS**

- 6.1 Please refer to the Process on De-Authorisation of a Registrar (POD) document for details on the process around cancellation of an Authorised Registrar.

## **7 TERMINATION OF AUTHORISED REGISTRAR ACCESS**

- 7.1 If the Registry Chief Executive Officer (CEO) believes that the actions or inactions of the Authorised Registrar are causing material impact to the registry and/or other users then the CEO has the right to suspend the connection. The CEO should make every effort to inform the organisation of the issue(s) and the intent that if it continues then the access could be suspended. If the action, or inaction, continues or the CEO is unable to reach the contact name(s) of the Authorised Registrar, then the CEO has the right to immediately suspend the access for the Authorised Registrar without further notice. Should the CEO suspend access they shall inform the Authorised Registrar and TRR via email immediately afterwards.
- 7.2 The Registry reserves the right to suspend access to the registry system should they feel that an organisation's actions are degrading the system in an unacceptable manner.
- 7.3 Once the CEO has been satisfied that the Authorised Registrar has addressed the reasons for suspension then the CEO will resume access for the Authorised Registrar.
- 7.4 The Authorised Registrar has the right to appeal to TRR should they wish to have their access reinstated if the connection was suspended by the CEO. TRR will make every effort to review the appeal as quickly as possible.

## **8 GENERAL INFORMATION**

- 8.1 Any questions regarding this document can be emailed to [enquiries@trr.vu](mailto:enquiries@trr.vu) .
- 8.2 Registrars MUST NOT perform any testing on the Production SRS system. The Test system is a copy of the Production system and the Test system MUST be used for any registrar testing.