INTERNET DOMAIN NAME SELECTION, REGISTRATION AND ORGANIZATION

POLICIES & PROCEDURES

1. Policies regarding Domain Name Selection

1.1. *fao.org* is the domain under which, in principle, all information published by FAO on the Internet should be located. (The *fao.org* domain is normally accessed via the subdomain *www.fao.org* – see section 4 and the Glossary for discussion of "subdomains").

1.2. For information published by regional and country offices, a national equivalent of *fao.org* should be used. E.g. *fao.cc* for countries using the *name.countrycode* notation and *fao.org.cc* or *fao.or.cc* for countries using the *name.group.countrycode* notation. For countries not having a proper domain name registration procedure, alternative domains can be used as temporary arrangement. Information published through these non *fao.org* domains should be accessible through the official FAO website *www.fao.org*.

1.3. Information published by field projects should preferably use the domain of the FAO country or regional office, or, otherwise, be brought under *fao.org*. Information published through the country or regional office domains should be accessible through the official FAO website *www.fao.org*. If, because of technical or political reasons a project can not use one of the FAO domains, the information should be published under the responsibility of the hosting or counterpart institution and not be designed or presented as published by FAO.

1.4. Information published by FAO under special programmes, initiatives and projects of a collaborative or partnership nature with third parties under a formal agreement with FAO should preferably use the domain *fao.org*. Appropriate root directories or subdomains under *fao.org* can be established to provide the required identity, see Section 4. Exceptions to this policy and the registration and use of a non-FAO domain can be made when there are compelling reasons; for instance when the use of such a domain was specified in the aforementioned formal agreement or when the use of the FAO domain would harm the collaborative nature of agreement. Examples of valid exemptions include *codexalimentarius.net, feedingminds.org* and *sifar.org*. In order to secure the use of the name chosen for the domain, also alternative top-level domains may be registered, such as *".com"* and *".biz"*, but these should not be actively used. Information published using non-FAO domains should be accessible through the official FAO website *www.fao.org*.

1.5. In order to protect the use of the name of FAO and facilitate the user in locating the FAO home page, both now and in the future, an effort should be made to register a limited number of domains that could be considered as potentially confusing with *fao.org*, including *fao.com* and *fao.int*. OEK, in consultation with AFI is taking the lead in this activity.

2. Procedures regarding new Domain Name Registration

2.1. The Director or Head of Office or, in case of field projects, the Director of the lead Technical Unit, responsible for the activity requiring a new domain writes by email to OEK to the account *domain-requests@fao.org*, explaining the need for a new domain name.

2.2. When the request is in line with the considerations under section 1 above, OEK can approve the request or provide alternative recommendations. In case of doubt that the name chosen would have any legal implications, OEK will consult with LEG. In case of disagreement, the matter can be referred to the WAICENT Committee, through the WAG.

2.3. After approval by the Director OEK, OEKM will communicate to the contact the estimated costs, and, upon receipt of a budget code for charging the amount, and clearance from the budget holder, effectuate the registration and request AFI to implement the required changes to the Domain Name System and Internet Protocol configurations. OEK will be registered as primary and administrative contact and AFI as technical contact of the registration.

2.4. For country domains, the name selection and registration procedure will be coordinated by OCD, in consultation with OEK. When the registration procedure can be performed online by OEK, the process will

follow the same route as for non-country domains and is initiated by OCD. Otherwise, OCD will explore the best procedure, based on local conditions.

3.   Procedures regarding Domain Name renewal

3.1. For all domains established through the above procedures, OEK will contact the originator of the request when the domain comes up for renewal to verify if renewal is required and to obtain a budget code and clearance of the budget holder to charge the amount.

3.2. For all domains registered prior to the establishment of the above procedures, OEK will contact the relevant officers to take over the responsibility of the domain administration and ensure that AFI is registered as Technical Contact.

4.   Policy regarding the use of subdomains and root-directories under fao.org

4.1. *www.fao.org* is the central entry point to all FAO information on the Internet. *WWW* is the preferred subdomain under fao.org. Within this subdomain, root-directories will be defined, using a naming convention that is clear, concise and meaningful for users accessing FAO information. Examples of root-directories include: *www.fao.org/news* and *www.fao.org/forestry*.

4.2. While the use of root-directories under *www.fao.org* is preferred, it is possible to request the use of subdomains other than www. This could be for either technical, communication/marketing or partnership reasons. These subdomains could be accompanied by the activation of a "redirect", using root-directory names as indicated in the previous section. This would ensure that *www.fao.org* is maintained as a central entry point to the FAO information. For example: the use of *faostat.fao.org* could be accompanied by the implementation of the redirect *www.fao.org/faostat*, such that the latter can be used on all printed media.

5.   Procedures regarding the activation of new root-directories

5.1. The Director or Head of Office or, in case of field projects, the Director of the lead Technical Unit, responsible for the activity requiring the root-directory and after consultation with the Departmental ITO or equivalent writes by email to the Director, OEK, requesting the activation of the chosen root-directory name.

5.2. In case of doubt that the name chosen would have any legal implications, OEK will consult with LEG.

6.   Procedures regarding the activation of new subdomains

6.1. The Director or Head of Office or, in case of field projects, the Director of the lead Technical Unit, responsible for the activity requiring the subdomain writes by email to the Director, OEK, explaining the business case for the subdomain. In the case of technological reasons, the request may be initiated by AFI and, in any case, should first be discussed with AFI.

6.2. After consultation with the Director of AFI, and when the request is in line with the considerations above, OEK can approve the request and indicate whether a redirect is required, or provide alternative recommendations. In case of doubt that the name chosen would have any legal implications, OEK will consult with LEG.

6.3. After approval, OEK will ensure that a redirect, as indicated in section 4.2, is activated. In case of disagreement, the matter can be referred to the WAICENT Committee, through the WAG.

Glossary:

Country Code

Typically a two-letter domain name extension, such as .mz or .de, that corresponds to a country, territory or geographic location (e.g. www.fao.org.mz where *mz* is the country code for Mozambique where the host computer resides).

Directory

A directory is, in general, an approach to organizing information:

1) On the World Wide Web, a directory is a subject guide, typically organized by major topics and subtopics. The best-known directory is the one at Yahoo (http://www.yahoo.com). Many other sites now use a Yahoo-like directory including major portal sites.

2) In computer file systems, a directory is a named group of related files that are separated by the naming convention from other groups of files.

3) In computer networks, a directory is a collection of users, user passwords, and, usually, information about what network resources the users can access.

DNS (Domain Name System – or Service)

Short for Domain Name System (or Service), an Internet service that translates domain names into Internet Protocol (IP) addresses. Because domain names are alphabetic, they are easier to remember. The Internet however, is really based on IP addresses. Every time a domain name is used, a DNS service must translate the name into the corresponding IP address. For example, the domain name www.example.com might translate to 198.105.232.4.

The DNS system is, in fact, its own network. If one DNS server doesn't know how to translate a particular domain name, it asks another one, and so on, until the correct IP address is returned.

Domain

A group of computers and devices on a network that are administered as a unit with common rules and procedures. Within the Internet, domains are defined by the IP address. All devices sharing a common part of the IP address are said to be in the same domain. A given domain name refers to a unique IP address and machine.

Domain name

A domain name locates an organization or other entity on the Internet. For example, the domain name www.fao.org locates an Internet address for "fao.org" at Internet point 193.43.36.103 and a particular host server named "www". The "org" part of the domain name reflects the purpose of the organization or entity (in this example, "organization") and is called the top-level domain name. The "fao" part of the domain name defines the organization or entity and together with the top-level is called the second-level domain name. The second-level domain name maps to and can be thought of as the "readable" version of the Internet address.

A third level can be defined to identify a particular host server at the Internet address. In our example, "www" is the name of the server that handles Internet requests. (A second server might be called "www2"). A third level of domain name is not required. For example, the fully-qualified domain name could have been "fao.org" and the server assumed.

Subdomain levels can also be defined, within domain names. For example, coin.fao.org, pires.fao.org, faolex.fao.org, faostat.fao.org.

Internet

The Internet is a global network connecting millions of computers.

Unlike online services, which are centrally controlled, the Internet is decentralized by design. Each Internet computer, called a host, is independent. Its operators can choose which Internet services to use and which local services to make available to the global Internet community. Remarkably, this anarchy by design works exceedingly well.

The Internet is not synonymous with World Wide Web.

Information that travels over the Internet does so via a variety of languages known as protocols.

The World Wide Web, or simply Web, is a way of accessing information over the medium of the Internet. It is an information-sharing model that is built on top of the Internet. The Web uses the HyperText Transfer Protocol (HTTP), one of the many languages spoken over the Internet, to transmit data. Web services, which use HTTP to allow applications to communicate in order to exchange business logic, use the Web to share information. The Web also utilizes browsers, such as Internet Explorer or Netscape, to access Web documents called Web pages that are linked to each other via hyperlinks. Web documents also contain graphics, sounds, text and video.

The Web is just one of the ways that information can be disseminated over the Internet. The Internet, not the Web, is also used for e-mail, which relies on the Simple Mail Transfer Protocol (SMTP), Usenet news groups, instant messaging and file transfer using the File Transfer Protocol (FTP). So the Web is just a portion of the Internet, albeit a large portion, but the two terms are not synonymous and should not be confused.

Redirect

On a Web site, redirection is a technique for moving visitors to a Web page different from the address entered. This can be used when an address has been changed and visitors are familiar with, and have entered the old address, or in the case of FAO, when one wants to maintain a certain address image on publications and printed brochures.

Root directory

In a computer file system that is organized as a hierarchy or tree, the root directory is the directory that includes all other directories (e.g. www.fao.org/news, where /news is the root directory).

Only a few special users of a shared operating system will be given the authority to access all file directories and files under the root directory.

Subdomain

In DNS hierarchy, a subdomain is a domain that is part of a larger domain name. DNS hierarchy consists of the root-level domain at the top, underneath which are the top-level domains, followed by second-level domains and finally subdomains. For example, in the domain name money.cnn.com, "money" is a subdomain of the larger second-level domain "cnn.com".