	Renewal protocol for ISGlobal research project website hosting/domains			
	Date: Jan. 2019	Version: 1	Done by: SRI	Approved by: -

Renewal protocol for ISGlobal research project website hosting/domains

This document describes the internal protocol to follow for coordinated management between Researchers and the different administration departments involved in the **domain/hosting renewal process** of the different ISGlobal research project websites that are registered with the contracted domain register, DonDominio.

Once the initial registration period has ended, corresponding with the registration of a domain/hosting linked to the [creation of a new ISGlobal website](#), this contracted service must be renewed to guarantee continuity of use and ownership of the domain register, and to prevent any problems arising that may affect the operation of the research project website.

To begin the domain renewal procedure, first verify that it complies with current data protection legislation (EU Regulation 2016/679 and Law 3/2018) and information society and e-commerce legislation (Law 34/2002). If in doubt, contact the ISGlobal Data Protection Officer or Service of IT Resources (SRI).

A notification shall arrive from DonDominio to SRI and Communications, via e-mail (info@dondominio.com) stating there are 30 days until expiry of a domain/hosting linked to the ISGlobal research project website that must be renewed.


From that moment, the following steps must be taken:

1. **By SRI.** It must inform the project managers that renewal procedures must begin. Ideally, the *Main Researcher*, *Project Manager* and *portfolio advisor* should be informed via e-mail, indicating the termination date, and asking them if they wish to renew the domain/hosting or not, and for how many years.

2. **By the Project Manager or portfolio advisor:**

2.1. They must make the purchase order (via the [purchasing website](#) or by contacting the Purchasing Department) specifically indicating the years for renewal, the total amount and the Cost Centre (CeCo) where it shall be paid.

2.2. Once the order is processed and confirmed, the Purchasing Department sends this order to Accounting to pay DonDominio (the person in charge of credit card payments: Evelyn Pozo) as per the specifications indicated on the order.

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3. **By the administration:** The Accounting department is responsible for making credit card payments weekly, on Tuesdays and Fridays. The person designated by the department head must access DonDominio (with credentials provided by SRI) to renew and pay. At this point, if they have any doubts about any of the steps or if there is a technical problem during the renewal process, they may contact SRI at sri.tic@isglobal.org.

4. **By SRI:** Once payment is validated, DonDominio sends a confirmation e-mail with the corresponding invoice attached to SRI, and this shall be sent on to the Head of Controlling, the *Main Researcher*, and/or the *Project Manager* and/or the *portfolio advisor for the linked project*, to complete and confirm the whole renewal process.