

# SSAC Operational Procedures Version 1.0



The Operational Procedures of the ICANN  
Security and Stability  
Advisory Committee  
(SSAC)  
15 November 2010

## **Preface**

These are the Operational Procedures of the Security and Stability Advisory Committee (SSAC). The SSAC advises the ICANN community and Board of Directors on matters relating to the security and integrity of the Internet's naming and address allocation systems. This includes operational matters (e.g., matters pertaining to the correct and reliable operation of the root name system), administrative matters (e.g., matters pertaining to address allocation and Internet number assignment), and registration matters (e.g., matters pertaining to registry and registrar services such as WHOIS). SSAC engages in ongoing threat assessment and risk analysis of the Internet naming and address allocation services to assess where the principal threats to stability and security lie, and advises the ICANN community accordingly. The SSAC has no official authority to regulate, enforce or adjudicate. Those functions belong to others, and the advice offered here should be evaluated on its merits.

These Operational Procedures are an attempt at documenting how the SSAC has carried out its own work and the accumulated rationale. These Operational Procedures are not a substitute for the SSAC Charter or any formal rules derived from the ICANN Bylaws.

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## 1. Who We Are and What We Do

The Security and Stability Advisory Committee (SSAC) is a semi-autonomous body of the Internet Corporation for Assigned Names and Number (ICANN) consisting of technical experts who review incidents, issues, and topics that are broadly related to the security and stability of the Internet's naming and address allocation systems. The SSAC is chartered as an Advisory Committee (AC) under the ICANN By-Laws, Article XI, Section 2.2.<sup>1</sup> The SSAC is one of several ICANN ACs, which together with the several Supporting Organizations (SOs) represent the stakeholders in ICANN's multi-stakeholder model of operation. See below for additional information on SSAC's formation and charter.

The SSAC produces Reports, Advisories, and Comments on a range of topics. Reports are longer, substantive documents, which usually take a few or several months to develop. Advisories are shorter documents produced more quickly to provide timely advice to the community. Comments are responses to reports or other documents prepared by others, i.e. ICANN staff, SOs, other ACs, or, perhaps, by other groups outside of ICANN.

The SSAC considers matters pertaining to the correct and reliable operation of the root name system, to address allocation and Internet number assignment, and to registry and registrar services such as WHOIS. The SSAC also tracks and assesses threats and risks to the Internet naming and address allocation services.

The SSAC generally prepares its publications for use by Internet security experts, the ICANN community, and the public. Most of the SSAC's work is for unrestricted distribution, but when circumstances require it (e.g. disclosure of sensitive information might interfere with a study or put a service or individual in jeopardy), access to may be restricted to SSAC members or the ICANN Board of Directors. The SSAC has no formal authority. Its effectiveness comes from the quality of the advice it provides and whether others accept and follow that advice.

See Appendix A for a brief history of SSAC and ICANN.

### 1.1 Relationship to ICANN

Article XI of the ICANN Bylaws established the SSAC.<sup>2</sup> The SSAC is composed of volunteer members. The members are recognized experts in the domain name, addressing, and/or security areas. All members provide independent advice and are expected to call attention to circumstances when the comments they offer are not their own. All members provide biographical information that is linked to the SSAC public web site and may, if they so choose,

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<sup>1</sup>See <http://www.icann.org/general/bylaws.htm#XI>.

<sup>2</sup> ARTICLE XI: ADVISORY COMMITTEES, Section 1. GENERAL, The Board may create one or more Advisory Committees in addition to those set forth in this Article. Advisory Committee membership may consist of Directors only, Directors and non-directors, or non-directors only, and may also include non-voting or alternate members. Advisory Committees shall have no legal authority to act for ICANN, but shall report their findings and recommendations to the Board. <<http://www.icann.org/en/general/bylaws.htm#XI>>

provide statements of interest.<sup>3</sup> SSAC members determine the content of documents. If members wish to object to a document or withdraw support from a document, these objections and withdrawals are included at the end of the document to which they apply.

Each year the SSAC appoints a non-voting liaison to the ICANN Board of Directors. The liaison attends Board meetings, participates fully in Board deliberations, and is bound by the same confidentiality and fiduciary responsibilities as voting Board members.

## 1.2 Purpose of This Document

This document describes SSAC's Operational Procedures. Article XI of the ICANN Bylaws establishes the Charter of the SSAC, but the SSAC develops its operational procedures. When it was established in 2002 the SSAC operated informally without documented procedures. In 2009, the SSAC decided to begin to document its operation to improve its procedures and enhance communication between the SSAC and other ICANN structures. This document describes the day-to-day operation of the SSAC and on the various circumstances that have arisen during its operation to date. The SSAC will review these Operational Procedures in January of each year to ensure they are current. In addition, in January and June of each year the SSAC will review Appendix C, which is the list of the inward and outward SSAC liaisons and ICANN community contacts.

## 1.3 Background

At its 15 November 2001 meeting, the ICANN Board of Directors approved Resolution 01.117, directing the ICANN President "to appoint a President's standing committee on the security and stability of the Internet's naming and address allocation systems. The President [was] directed to develop a proposed charter, with at least a focus on risk analysis and auditing thereof, in consultation with the President's standing committee, and to submit it to the ICANN Board of Directors for its approval."<sup>4</sup>

## 1.4 SSAC Charter

At its 14 March 2002 meeting, the ICANN Board of Directors approved the Charter of the ICANN Committee on Security and Stability.<sup>5</sup> On 13 May 2002, the ICANN Board of Directors approved Resolution 02.63 to establish the SSAC as an ICANN advisory committee Article VII, Section 3 of the ICANN Bylaws.<sup>6</sup> According to the SSAC Charter, the Committee on Security and Stability will advise the ICANN community and Board of Directors on matters relating to the security and integrity of the Internet's naming and address allocation systems. Reporting directly to the ICANN Board of Directors, the Committee is chartered is to undertake the following tasks:

1. To develop a security framework for Internet naming and address allocation services that

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<sup>3</sup>See <http://www.icann.org/en/committees/security/>.

<sup>4</sup>Third Annual Meeting of the Board Minutes, 15 November 2001 <<http://www.icann.org/en/minutes/minutes-15nov01.htm>>.

<sup>5</sup>Minutes of Regular Meeting, 14 March 2002 <<http://www.icann.org/en/minutes/minutes-14mar02.htm>>.

<sup>6</sup>Minutes of Special Meeting, 13 May 2002 <<http://www.icann.org/en/minutes/minutes-13may02.htm>>.

defines the key focus areas, and identifies where the responsibilities for each area lie. The committee will focus on the operational considerations of critical naming infrastructure.

2. To communicate on security matters with the Internet technical community and the operators and managers of critical DNS infrastructure services, to include the root name server operator community, the top-level domain registries and registrars, the operators of the reverse delegation trees such as in-addr.arpa and ip6.arpa, and others as events and developments dictate. The Committee will gather and articulate requirements to offer to those engaged in technical revision of the protocols related to DNS and address allocation and those engaged in operations planning.
3. To engage in ongoing threat assessment and risk analysis of the Internet naming and address allocation services to assess where the principal threats to stability and security lie, and to advise the ICANN community accordingly. The Committee will recommend any necessary audit activity to assess the current status of DNS and address allocation security in relation to identified risks and threats.
4. To communicate with those who have direct responsibility for Internet naming and address allocation security matters (IETF, RSSAC, RIRs, name registries, etc.), to ensure that its advice on security risks, issues, and priorities is properly synchronized with existing standardization, deployment, operational, and coordination activities. The Committee will monitor these activities and inform the ICANN community and ICANN Board of Directors on their progress, as appropriate.
5. To report periodically to the ICANN Board of Directors on its activities.
6. To make policy recommendations to the ICANN community and ICANN Board of Directors.<sup>7</sup>

## 1.5 Formal Structure

All SSAC members participate as equals in SSAC activities. Although the SSAC recognizes a small set of roles, these roles usually do not convey any special privileges or rights on SSAC members. SSAC members are asked to provide biographical information and may, if they wish, provide a statement of interest. These are linked to the SSAC web page.<sup>8</sup> See Appendix B for a list of current and past members.

The SSAC membership is comprised of the following roles: Chair, Vice-Chair, Liaison to the ICANN Board of Directors, SSAC members, SSAC outward and inward liaisons, SSAC member serving on the ICANN Nominating Committee, and Invited Guests. If and when applicable, the SSAC Chair, Vice-Chair, Liaisons and members may be asked to clarify whether their remarks represent SSAC or personal positions. The ICANN Board of Directors appoints the Chair and the SSAC members. The SSAC members appoint the SSAC Vice-Chair. An individual who has been invited by the SSAC to become a member, but who has not been appointed by the ICANN Board of Directors, participates in the SSAC as an Invited Guest.

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<sup>7</sup> Security Committee Charter, 14 March 2002 <<http://www.icann.org/en/committees/security/charter-14mar02.htm>>.

<sup>8</sup> See <<http://www.icann.org/en/committees/security/biographies-07jul10-en.htm>>.

ICANN staff who support the SSAC are the Senior Security Technologist, the Senior Technical Analyst, and the Director of SSAC Support. See Section 2.4 below for a description of each role.

### **1.5.1 SSAC Administrative Committee**

The SSAC has an Administrative Committee comprised of the Chair, Vice-Chair, the Liaison to the ICANN Board of Directors, the Senior Security Technologist, the Senior Technical Analyst, and the Director of SSAC Support. The Administrative Committee meets several times per month via teleconference and in-person meetings. It considers issues that may be of interest to the SSAC and prepares draft proposals for projects for consideration of the SSAC. The Administrative Committee may invite Working Party leaders and other SSAC members to participate in its meetings on occasion. In addition, any SSAC member may participate on the Administrative Committee. The Director, SSAC Support, will produce periodic brief reports for the SSAC Chair to send to the SSAC on the subjects discussed at the Administrative Committee meetings.

## **2. SSAC Membership**

The ICANN Board of Directors appoints the SSAC Chair, the Vice-Chair, and the members. The SSAC selects members for consideration by the ICANN Board, as well as the SSAC Liaison to the Board, the SSAC Liaison to the ICANN Nominating Committee, and the SSAC Liaison to the Root Server Security Advisory Committee (RSSAC). In addition, the SSAC accepts Liaisons from the other ICANN ACs and SOs, although these Liaisons must be appointed to the SSAC by the ICANN Board of Directors. Currently, the SSAC has incoming liaisons from the ICANN At-Large Advisory Committee (ALAC) and the Governmental Advisory Committee (GAC). See Appendix C, SSAC Inward and Outward Liaisons and ICANN Community Contacts.

Members are encouraged to become familiar with the SSAC Operating Procedures. In addition, members are urged to participate in SSAC activities according to their technical expertise or interest, including attending meeting, participating on the mailing list, and contributing to and reviewing publications.

### **2.1 Member Selection**

The ICANN Board of Directors selects the SSAC Chair and the SSAC members select the Vice-Chair. Working cooperatively, the SSAC Chair, the Administrative Committee and SSAC members recruit, review, and select new members based on their technical expertise, experience, ability to contribute to the discussions, and availability. Once the SSAC selects a new member it submits the member's name for consideration and appointment by the ICANN Board of Directors at one of its regularly scheduled meetings.

#### **2.1.1 Selection Process**

The following is the selection process for SSAC members.

1. Anyone may suggest a prospective member of the SSAC.



2. The SSAC Chair, Vice-Chair, or Liaison to the ICANN Board of Directors meets with the prospective member either via telephone or in person.
3. The SSAC representative who meets with the prospective member provides a description of the meeting to the SSAC Administrative Committee at a scheduled meeting and provides a recommendation as to whether the candidate initially meets SSAC criteria for technical expertise. The SSAC Administrative Committee then forms a recommendation regarding whether the prospective member is deemed suitable for the SSAC.
4. If after the above-mentioned meeting the prospective member is deemed suitable thus far, the SSAC Chair requests the prospective member to submit biographical information, which the SSAC Chair submits to the SSAC members for consideration along with recommendations from the SSAC Administrative Committee. The SSAC members will have at least two weeks to respond to the request for consideration of whether the prospective member should be recommended to the ICANN Board of Directors for appointment as an SSAC member. If there are no objections the recommendation goes forward.
5. When a prospective member is approved or disapproved by the SSAC, the SSAC Chair will notify the prospective member.
6. When a prospective member is approved, the Director, SSAC Support, will prepare the following documents for consideration by the ICANN Board of Directors at its next feasible regularly scheduled meeting:
  - a. A cover letter from the SSAC Chair sent via the SSAC Liaison to the ICANN Board of Directors requesting Board consideration of the SSAC's recommendation, including the prospective member's biographical information; and
  - b. A Board Submission for the Board resolution to appoint the new member. (See Appendix D and E.)

Until the ICANN Board of Directors appoints the member candidate and prior to the beginning of the prospective member's term of membership on the SSAC he or she participates on the SSAC as an Invited Guest.

There is no limit on the number of SSAC members and new members that may be considered at any time. New members are appointed for a term of three years and are staggered in order of members' appointment dates. Terms begin on 01 January.

Individual members may resign at any time for any reason. The Chair, in consultation with the Administrative Committee and SSAC members, reviews the membership from time to time, taking into account how active the members have been. The Chair may ask a member who has not been active for a while whether he or she wishes to continue. If a member leaves the SSAC for any reason, the following procedure is initiated:

1. The Director, SSAC Support, drafts Board Submission for the Board of Directors to consider thanking the departing member and sends it to the Chair for review. See Appendix F for a sample Board Submission.

2. The SSAC Liaison to the ICANN Board of Directors sends the Board Submission to the Director, Board Support, and requests that a resolution to thank the SSAC members be placed on the agenda of the next feasible regularly scheduled Board meeting. The email request includes the beginning and ends dates of the member's term.
3. The SSAC Chair issues a thank you to the outgoing member on the SSAC list.
4. The ICANN Board of Directors considers the proposed resolution.

## **2.2 Protection of and Access to Information**

On occasion SSAC members may need to access certain technical data or information that is commercially valuable and not generally known in its industry of principal use (collectively referred to as "Proprietary Information") pursuant to SSAC's performance of its tasks. The following procedures provide guidance to SSAC members in the protection of, and access to, Proprietary Information.

### **2.2.1 Affirmation of Confidentiality and Non-Disclosure**

The SSAC may need to take measures protect Proprietary Information in order to perform its tasks. The following procedures are established to provide guidance to SSAC members in the protection of Proprietary Information:

1. SSAC members are expected to use reasonable care to hold in confidence and not disclose any Proprietary Information disclosed to them. Written information provided to SSAC members shall be considered Proprietary Information only if such information is clearly marked with an appropriate stamp or legend as Proprietary Information. Non-written information shall be considered Proprietary Information only if the discloser of such information informs the SSAC at the time of disclosure that the information being disclosed is of a proprietary nature. An SSAC member may not disclose Proprietary Information outside of the SSAC unless the member obtains explicit permission from the owner of the Proprietary Information. The Director of SSAC Support will maintain a list of all non-members who receive information in this exception circumstance.
2. SSAC members shall have no obligation of confidentiality with respect to information disclosed to them if:
  - a. such information is, at the time of disclosure, in the public domain or such information thereafter becomes a part of the public domain without a breach of this Affirmation; or
  - b. such information is known to the SSAC at the time it is disclosed to them; or
  - c. such information has independently developed by the SSAC; or
  - d. such information is received by the SSAC from a third party who had a lawful right to disclose such information to it; or
  - e. such information is allowed to be disclosed with the written approval of the disclosing party.

3. SSAC members may be requested to sign a non-disclosure agreement (NDA) in order to access information to perform a study, research, or other SSAC tasks. If they decline to sign any such agreement, they will also be declining participation in the task requiring the execution of the non-disclosure agreement.
4. A Formal Affirmation of Confidentiality and Non-Disclosure shall be provided to SSAC Members, ICANN Staff, and ICANN Board Members; (See Appendix G.)
5. No formal Non-Disclosure Agreement (NDA) is required for membership in SSAC.
6. A separate email distribution list may be established for a specific project or issue to only include SSAC members signing an NDA applicable to that specific project or issue.

## **2.3 SSAC Member Services**

### **2.3.1 Wiki Workspace**

ICANN provides services to support the SSAC and its members. In particular, ICANN provides and maintains a secure Wiki Workspace for the SSAC and the SSAC Administrative Committee. Access is controlled by an individually unique login and password. This access is terminated when a member leaves the SSAC. SSAC members should not distribute to non-members any information posted to the secure Wiki Workspace.

SSAC members may use the secure Wiki Workspace for reference or to post comments. The Director, SSAC Support, is responsible for keeping the material on the workspaces current, including posting meeting agendas and minutes, documents, and presentations.

### **2.3.2 SSAC Mailing List**

The SSAC is supported by a mailing list hosted by ICANN: [ssac@icann.org](mailto:ssac@icann.org). All SSAC members are subscribed to the mailing list. Whereas teleconferences and in-person meetings provide for focused and structured discussions of issues before the SSAC, the mailing list provides an open forum for any member to raise any issue of interest. Issues are proposed, discussed, and by consensus may be selected for addition to the SSAC agenda. The mailing list is used for SSAC announcements, distribution of publications especially during the draft phase, and summaries of SSAC meetings. ICANN maintains a permanent, confidential, archive of all messages distributed on the mailing list.

## **2.4 SSAC Member Roles**

In addition to the obligations of an SSAC member, some members may wish to take on the additional responsibilities of one of the roles defined below.

### **2.4.1 Chair**

The Chair of the SSAC is a volunteer position appointed by the ICANN Board of Directors at the recommendation of the SSAC. The Chair is responsible working with the SSAC Administrative Committee and SSAC members to suggest priorities, conducting all meetings and gatherings of the SSAC, and serving on the SSAC Administrative Committee. The Chair also represents the SSAC to the public.

## **2.4.2 Vice-Chair**

The Vice-Chair is a volunteer position selected by the SSAC members. The Vice-Chair substitutes for the Chair as needed and serves on the Administrative Committee of the SSAC.

## **2.4.3 SSAC Outward Liaisons**

There are three outward liaisons in the SSAC. These are 1) the SSAC Liaison to the ICANN Board of Directors; 2) the SSAC Liaison to the Root Server System Advisory Committee (RSSAC); and 3) the SSAC Liaison to the ICANN Nominating Committee. The SSAC may choose to appoint an outward liaison to other ICANN ACs and SOs if those ACs or SOs allow for liaison participation.

### **2.4.3.1 SSAC Liaison to the ICANN Board of Directors**

The ICANN Bylaws require the SSAC to nominate a representative to serve as a non-voting liaison to the ICANN Board of Directors, with responsibilities and obligations as defined by the Bylaws. See [ICANN Bylaws, Article VI, Section 9. \(Non-Voting Liaisons\)](#). SSAC members nominate the SSAC Liaison to the ICANN Board of Directors each year for a one-year term. The period of the appointment is from the conclusion of an ICANN Annual General Meeting to the conclusion of the following Annual General Meeting. The SSAC Liaison to the ICANN Board of Directors may step down at any time for any reason

The following are the duties of the SSAC Liaison to the ICANN Board of Directors:

1. Report regularly to the ICANN Board of Directors on the SSAC's activities;
2. Represent the SSAC at all ICANN Board of Directors' functions as required by the Board;
3. Deliver all SSAC work products to the ICANN Board of Directors;
4. Serve on the SSAC Administrative Committee; and
5. Provide a brief report to the SSAC summarizing the SSAC Liaison's activities at the beginning of July, prior to the start of the SSAC Liaison selection process to select the SSAC Liaison for the following year.

### **2.4.3.2 SSAC Liaison to the RSSAC**

The SSAC may choose to provide a Liaison to the RSSAC. The SSAC Liaison to the RSSAC serves for one year with the possibility of extension, subject to SSAC approval. The SSAC Liaison to the RSSAC may step down at any time for any reason.

The following are the duties and requirements of the SSAC Liaison to the RSSAC:

- The SSAC Liaison should have some interest and knowledge of one or more of the areas that overlap SSAC and RSSAC, including DNSSEC deployment and root server scalability and stability;
- The RSSAC holds its meetings on the Sunday afternoon of the beginning of each IETF

meeting, so the SSAC Liaison should find it convenient to attend those meetings;

- The SSAC Liaison should have knowledge of and a positive attitude about the root server operators; and
- Provide a brief report summarizing the SSAC Liaison's activities at the beginning of July, prior to the start of the SSAC Liaison selection process to select the SSAC Liaison for the following year.

#### **2.4.3.3 SSAC Non-Voting Liaison to the ICANN Nominating Committee**

Under the ICANN By Laws, the SSAC is required to select a non-voting liaison to serve on the ICANN Nominating Committee. The SSAC member is expected to attend and participate in the semiannual face-to-face meetings of the ICANN Nominating Committee. In July of each year the SSAC Liaison to the ICANN Board of Directors receives an invitation from the Chair of the ICANN Nominating Committee for the SSAC to select a member to serve on the ICANN Nominating Committee for one year.

The following are the duties and requirements of the SSAC Liaison to the ICANN Nominating Committee:

- Attend all ICANN Nominating Committee meetings; and
- Provide a brief report summarizing the SSAC Liaison's activities at the beginning of July, prior to the start of the SSAC Liaison selection process to select the SSAC Liaison for the following year.

#### **2.4.3.4 Procedures for Selecting the SSAC Liaisons**

The following are the procedures for selecting the SSAC liaisons:

1. In mid-July the SSAC Chair sends an email notice to the SSAC members asking for nominations for the positions of SSAC liaison to the ICANN Board of Directors, the Nominating Committee, and the RSSAC. Members are asked to respond in two weeks.
2. After the two-week deadline, the Director of SSAC Support announces the candidates and, in the case of multiple candidates, initiates a poll using the online Doodle function. In the case of a poll, a one-week deadline is set for a response.
3. In the case of a tie, the SSAC Chair, in coordination with the members of the SSAC Administrative Committee, will institute a tie-breaking procedure using a random, auditable process. Such a process may include having three people independently choose a number without telling each other, taking the sum of the three numbers chosen, and using the remainder mod the number of tied candidates to select the winner.
4. Upon determination of the SSAC Liaison nominee, the SSAC Chair announces the nomination to the SSAC and informs via email the following people:
  - a. The ICANN Secretary for the SSAC Liaison to the ICANN Board of Directors. See Appendix H;
  - b. The Chair of the RSSAC for the SSAC Liaison to the RSSAC; and

- c. The Chair of the Nominating Committee for the SSAC Liaison to the Nominating Committee.

#### **2.4.4 SSAC Inward Liaisons**

Various ICANN SOs and ACs and related panels and entities (“groups”) have asked to send liaisons to the SSAC. Our posture has generally been to welcome the idea of inward liaisons, but to insist that an inward liaison also be a full-fledged member of the SSAC. These inward liaisons represent the community of their appointing group in a general sense, not as an authority speaking on their behalf. Inward liaisons provide information about the community and offer insight as needed to SSAC activities. Similarly, inward liaisons will learn about the SSAC and its activities by participation in SSAC and, within the constraints of confidentiality, may mention or comment on these activities to their appointing groups. Inward liaisons may be asked to facilitate the conveying of a message to or from those groups.

The groups with which the SSAC chooses to liaise are selected by the SSAC. Groups are selected based on an identified and stated need to maintain a cooperative relationship. An inward liaison to the SSAC participates as a full member of the SSAC. An inward liaison participates in the other group according to the mutual agreement of both groups when the liaison relationship is established. Unless otherwise established by the mutual agreement of the SSAC and the other group, inward liaisons are expected to affirm their commitment to the obligations of SSAC membership as previously specified.

SSAC may have inward liaisons from the following groups.

- [At Large Advisory Committee \(ALAC\)](#)
- [Government Advisory Council \(GAC\)](#)
- [IANA](#)
- [Internet Architecture Board \(IAB\)](#) The IAB calls this relationship a "Point of Contact."
- [Registry Services Technical Evaluation Panel \(RSTEP\)](#)
- [Root Server System Advisory Committee \(RSSAC\)](#)

#### **2.4.5 ICANN Staff Support**

ICANN provides staff support for the SSAC. The staff are employees of ICANN and report to ICANN.

##### **2.4.5.1 ICANN Technical Support Staff**

The Technical Support Staff are employed by ICANN. As ICANN employees, the Technical Support Staff may, in coordination with the ICANN CEO, be assigned tasks by the SSAC, particularly those that require technical coordination between the SSAC and ICANN. The Technical Support Staff also may participate in and support the activities of the Generic Names Supporting Organization (GNSO) and the Country Code Names Supporting Organization (CCNSO). The responsibilities of the Technical Support Staff with respect to the SSAC include the following:

- Drafting of publications on matters under consideration by the SSAC;
- Researching the status of the issues of concern before the committee, including the gathering of relevant material;
- Writing SSAC publications; and
- Other duties as assigned by the Chair in coordination with the ICANN CEO.

The Technical Support Staff participate in discussions and serve on the SSAC Administrative Committee.

#### **2.4.5.2 Director, SSAC Support**

The Director, SSAC Support is employed by ICANN. The Director, SSAC Support may be assigned tasks by ICANN, particularly in support of the policy development process of the GNSO. The responsibilities of the Director, SSAC Support, with respect to the SSAC, include the following.

- Managing the SSAC budget;
- Managing the SSAC work plans and activity reports;
- Managing the agenda and priorities of the Committee's activities;
- Preparing and posting minutes of all meetings;
- Preparing periodic reports of the SSAC Administrative Committee meetings for the SSAC Chair to send to the SSAC;
- Managing the logistics of all SSAC meetings and gatherings, including announcements, invitations to speakers, and developing programs;
- Managing the Chair's SSAC and DNSSEC meeting schedules at ICANN meetings;
- Preparing SSAC work products, arranging for submission to the ICANN Board of Directors and selected affected parties, including drafting the accompanying transmittal letters, publishing work products to the SSAC web site, and tracking work products after publication; and
- Other duties as assigned by the Chair in coordination with the ICANN CEO.

The Director, SSAC Support, participates in discussions and serves on the SSAC Administrative Committee.

## **2.4.6 Invited Guests**

The SSAC may choose by consensus to invite individuals to participate as full members when they have expertise or experience desired by the SSAC, e.g. during the development of a specific work product. Unless otherwise established by the mutual agreement of the SSAC and the invited guest, he or she is expected to affirm their commitment to the obligations of membership as previously specified. At the completion of the activity Invited Guests usually continue their participation and are submitted to the ICANN Board of Directors to be appointed as members of the SSAC subject to the member selection process above. SSAC member candidates whom the ICANN Board of Directors has not yet appointed to the SSAC, or whose terms have not yet commenced, also may serve as Invited Guests.

## **3. SSAC Publication Procedures**

The following is a description of the procedures for SSAC publications. Table 1 provides a general guide.

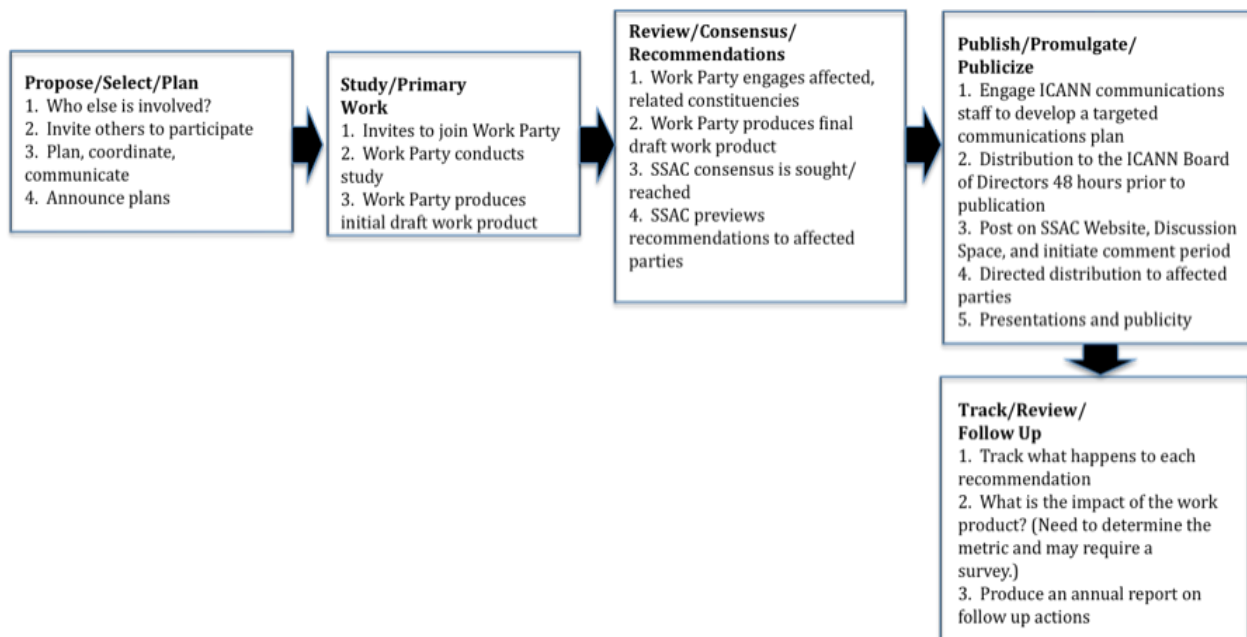
### **3.1 Proposing, Selecting, and Planning a Work Product**

The SSAC operates as a semi-autonomous body of technical experts producing timely and relevant documentation on topics for the Internet community. The ICANN Board of Directors may assign topics to the SSAC or requests to review issues may come from various sources. SSAC work products are published on the SSAC web site unless they are deemed to be confidential.

The Director, SSAC Support, maintains a log of requests or topics that have come before the Committee, either in email archives or in the notes from discussions at SSAC Administrative Committee meetings that are maintained on the Wiki Workspace. The Director, SSAC Support, will endeavor to maintain a high degree of accuracy with respect to the tracking of substantive issues. The Director, SSAC Support, will include in the notes from the meetings of the SSAC Administrative Committee any requests of topics or issues for the SSAC to consider. Those topics that are not addressed in a meeting may be recorded in discussions on the SSAC list.



**Table 1 Publication Procedures**



### 3.1.1 Request from the ICANN Board of Directors or Other ICANN Advisory Committees or Supporting Organizations

The ICANN Board of Directors, ACs and SOs may request that the SSAC review a topic of interest to it. These requests may be in the form of an informal request from a Board, AC, or SO member to the SSAC Chair, or may be in the form of a formal motion or resolution approved by the Board, AC, or SO. The SSAC Chair is responsible for presenting these requests to the SSAC and ensuring their timely completion. The Director, SSAC Support, shall maintain all correspondence relating to these requests on the SSAC Wiki Workspaces and shall publish all formal responses from the SSAC on the public SSAC web site.

### 3.1.2 Requests from ICANN Staff

The ICANN Staff may request that the SSAC review issues of interest to the Staff. These requests are submitted to the Director, SSAC Support, or to the Senior Security Technologist, who forwards the request to the SSAC Administrative Committee for consideration. The SSAC Administrative Committee considers whether the request warrants a formal or informal response from the SSAC or whether an SSAC Support staff response is appropriate. Discussions of these requests and decisions concerning how to handle them will be captured in the notes on the SSAC Wiki Workspace and reported to the SSAC. If the request warrants a response from the SSAC, the SSAC Chair is responsible for presenting the request to the SSAC and ensuring its timely completion. The Director, SSAC Support, shall maintain all correspondence relating to these requests on the SSAC Wiki Workspace and shall publish all formal responses from the SSAC on the public SSAC web site.

### **3.1.3 Self Tasking**

Any SSAC member may propose an issue for review by the SSAC. The issue, its description, and the reason why it is appropriate for SSAC to review are posted to the SSAC mailing list for discussion. Since the mailing list is open to all SSAC members, there is no formal acknowledgment or response to an issue suggestion. However, the discussion of the request and the response are published on the SSAC Wiki Workspace.

## **3.2 Study and Primary Work**

### **3.2.1 Establishing a Work Party**

Once the SSAC has agreed to study a selected topic or issue, the SSAC Administrative Committee invites SSAC members to participate in a Work Party to study the topic or issue. All SSAC members are welcome to participate in any Work Party although members with particular skills and experience related to the issue are particularly encouraged to participate. The SSAC members participating in the Work Party establish its purpose and goals, select its leader, and establish the milestones and schedule. An SSAC Staff Support member provides support to the Work Party, assists the members in the development of documentation, and provides regular updates to the SSAC Administrative Committee and the SSAC. The Work Party membership may evolve and will cease its work when the issue it is formed to address is completed.

### **3.2.2 Developing an Initial Draft Work Product**

The Work Party will develop, via teleconference and on the list, an initial draft of a work product. SSAC Support Staff may assist in this process by producing a Concept Paper (without recommendations or findings) for the Work Party to consider. This may involve conducting research and consulting with experts outside of ICANN. The Work Party also may consult with members of the ICANN community affected by the issue under study. (See 3.2.3 below.) In the course of its study, the Work Party may need to access sensitive or proprietary information in order to do its work. The following rules apply to the access of information:

- SSAC may request information from ICANN, an ICANN SO or AC, an ICANN community member, or any party who may have information relevant to an SSAC work product; and
- If access to information is denied, a note that access was denied will be included in the applicable report or other work product.

For access to ICANN information and systems:<sup>9</sup>

- SSAC will seek access to structural and operational plans, implementations, and operational experience as needed; and
- Requests will be forwarded to the ICANN CEO and may be referred to the ICANN Board of Directors for disposition.

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<sup>9</sup> In accordance with ICANN's documentary information and disclosure policy. See <<http://www.icann.org/en/transparency/didp-en.htm>>.

For information and systems of entities outside of ICANN:

- The Work Party will make its request in the form of a letter to the SSAC Chair; and
- The SSAC Chair will make a determination whether to make such formal requests when asked to do so by a Work Party leader.
- SSAC will seek access to structural and operational plans, implementations, and operational experience as needed;
- Requests will be forwarded to the appropriate point of contact;
- SSAC will not disclose our sources unless they give permission;
- SSAC members are prepared to enter into NDAs as requested in order to access information;

It is important to note that if the Work Party determines that specific entities must be named in a work product in order to enhance the findings and recommendations, the work product will only include names where there are supporting facts. Moreover, for each naming instance the work product will include a persistent URL and a recognized source.

The Work Party will meet via teleconference, face-to-face, or conduct discussions on the list until the framework for an initial draft work product is produced. At this point, the Work Party leader may decide to author the initial draft work product or may ask if another member of the Work Party wishes to assume the task. Once this role is defined, the work product author will produce an initial draft work product, with assistance from SSAC Staff Support as appropriate. The Work Party members will review the initial draft work product and suggest edits as necessary. When the Work Party agrees that the initial draft work product is complete, it will circulate it to the SSAC for consideration and comment. Once the SSAC has commented on the initial draft work product, the document author will incorporate the changes and send the revised initial draft work product to the SSAC for consideration and approval.

### **3.2.3 Preliminary Review**

Once the SSAC has approved an initial draft work product, the next step is to engage affected parties in the ICANN community in a preliminary review. For example, if the preliminary findings and recommendations in the initial draft work product could affect registrars, then the Work Party may engage the Registrar Stakeholder Group. Similarly, if the findings or recommendations in the initial draft work product could affect root server operators, the Work Party may engage the Root Server System Advisory Committee (RSSAC). The following are guidelines for engaging the ICANN community in a preliminary review of the initial draft work product.

1. In consultation with the SSAC, the Work Party determines which parties in the ICANN community could be affected by the findings and recommendations in the initial draft work product;
2. The Work Party leader alerts the SSAC Chair concerning which parties could be affected;

3. The Work Party leader sends the initial draft work product to the chairs of the affected ICANN organizations (i.e. the Chair of the Registrar Stakeholder Group and the Chair of the RSSAC) to circulate to their members and asks for a response in four weeks;
4. During this period, the Work Party leader, in coordination with the SSAC Administrative Committee, may decide that it is beneficial to post the draft work product for a period of public comment to solicit input from the community;
5. After two weeks, the Work Party leader sends a reminder to the Chairs of the affected parties requesting the response in two weeks;
6. If no response is received after four weeks, the Director, SSAC Support sends a message asking whether a response is forthcoming and grants one additional week for a response, if needed;
7. The work product author incorporates the responses, assisted by SSAC Support staff as appropriate, into the initial draft work product and circulates the revised document to the Work Party for review; and
8. The Work Party discusses the revisions either on the list or in a meeting and suggests further revisions, if necessary, for the work product author to incorporate into a final draft work product.

### **3.3 Preliminary Review, Developing Final Drafts, and Previewing Recommendations**

#### **3.3.1 Developing Final Drafts**

The next step is for the work product author, assisted by SSAC Support Staff as appropriate, to circulate the final draft work product to the SSAC for review, discussion, and development of a final draft document. The following are guidelines for developing a final draft work product:

1. The work product author circulates the final draft work product to SSAC members via the SSAC list;
2. The work product author collects and reviews comments from SSAC members, assisted by SSAC Support Staff as appropriate, and either accommodates them directly or starts a discussion thread to resolve the comment;
3. When the work product author has considered and accommodated all SSAC comments, the work product author re-circulates the work product to the SSAC via the list;
4. SSAC members who do not wish to review a work product are encouraged to advise the work product author to assist in determining the final draft work product;
5. If a final draft work product cannot be developed, work on the product is halted and the Director, SSAC Support, creates a note on the SSAC and SSAC Administrative Committee Wiki Workspace indicating that the document has been abandoned;
6. If a final draft work product is developed, the work product author incorporates the final comments and provides the final work product to the Director, SSAC Support, for formatting and numbering; and

7. If an SSAC member wishes to object to the work product or asks to withdraw from consideration of the work product for any reason, the work product author will ask if the member wishes to provide a statement explaining their objection or withdrawal, or to be listed in the final document under the section for objections or withdrawals.

### **3.3.2 Review by ICANN Legal Staff**

Once SSAC consensus has been reached and a work product is finalized, the SSAC Chair sends the document to ICANN Legal Staff for review. The work product author reviews any suggested edits that may be received from ICANN Legal Staff and reviews them with the Committee to determine the appropriate disposition.

### **3.3.3 Previewing Recommendations**

Work Party or interested SSAC members discuss and propose recommendations. These may be previewed to the affected ICANN parties. The following are guidelines for sending the final work product to the affected ICANN parties:

1. The work product author determines which parties in the ICANN community could be affected by the findings and recommendations in the final work product;
2. The work product author alerts the SSAC Chair concerning which parties could be affected;
3. The SSAC Chair sends a message with the final work product to the chairs of the affected ICANN organizations to alert them to the fact that the SSAC will shortly publish the document and requests a response in two weeks;
4. The SSAC Chair also may decide that it is beneficial to post the draft work product for a period of public comment to solicit input from the community;
5. The work product author addresses any questions or concerns, if any, from the affected parties and consults with them to determine whether these require changes to the final work product; and
6. If the SSAC determines that the questions or concerns of the affected parties may require changes to the final work product, the work product author incorporates the changes, with assistance from SSAC Support Staff as appropriate.

## **3.4 Publication, Promulgation, and Publicizing**

The Director, SSAC Support is responsible for the production of all SSAC publications. This is to ensure that the publication has followed the SSAC process (i.e. it has been reviewed by the SSAC and is appropriately archived) and is consistent with the quality of publications produced by the SSAC. The Director, SSAC Support manages the list of indices and document version numbers. A work product is assigned an index when SSAC consensus has been reached and the SSAC agrees to publish the work product.

Work product authors create and develop work products in a popular word processing program, selected by the author. An essential requirement of the program is the ability to create portable document format (PDF) documents to ensure that all SSAC members can access the document regardless of their computing platforms. The original word processing program format is often included because it facilitates recording comments that can be more easily returned to the author(s) or editor(s). When there are no further changes to a final work product and it is ready to be published, the Director, SSAC Support will convert the document to PDF.

The Director, SSAC Support may produce an executive summary, depending on the length of the work product, which is available separately from the published work product when posted on the SSAC web site. The executive summary should include an abstract of the work and in particular, should highlight major findings and recommendations. The Director, SSAC Support will ask the Senior Security Technologist to review the executive summary prior to publication. The following is the procedure for submitting an SSAC work product for publication:

1. The Director, SSAC Support sends the final work product to the Director, Policy Communications/Information Services to alert him to the fact that publication is imminent and requests the development of a communication plan;
2. The Director, SSAC Support, produces a draft Submission Cover Letter and sends it to the SSAC Chair and SSAC Liaison for review; (See example in Appendix I.)
3. The SSAC Liaison to the ICANN Board of Directors formally submits an SSAC publication via email along with the Submission Cover Letter to the ICANN Board of Directors 48 hours prior to publication;
4. After 48 hours, the Director, SSAC Support sends the document along with the executive summary (if there is one) in PDF to the ICANN Web Administrator with a request for posting to the SSAC web site and to the SSAC Discussion Space;
5. The SSAC Chair sends a letter along with the final work product to the affected ICANN parties notifying them that the work product has been published;
6. The Director, SSAC Support consults with the SSAC Administrative Committee to determine whether the document should be translated and into what languages;
7. The Director, SSAC Support sends the PDF to the Translation Department requesting translation according to ICANN internal policy and procedures;
8. The Director, SSAC Support sends the link to the published work product to the Director, Policy Communications/Information Services and asks him to initiate the communications plan; and
9. The Director, SSAC Support, works with the SSAC Administrative Committee to schedule subsequent presentations or directed distributions.

### **3.5 Tracking, Review, and Follow-Up**

A goal of the SSAC is to ensure that its work products result in specific actions whenever possible. In order to measure progress towards this goal, the SSAC will track any effects of each recommendation. Tracking may include a determination of a metric or series of metrics and may require a survey. The SSAC will report progress towards its goals in an annual report. The

Director, SSAC Support will maintain document tracking system to track the progress of all SSAC work products. The document tracking system will contain the elements listed in Appendix J.

The SSAC also may organize public sessions to present and discuss the document. These may be coordinated with ICANN meetings or as teleconferences or webinars with the ICANN community.

### **3.5.1 Work Product Numbering**

All public SSAC work products are assigned a unique number from a monotonically increasing sequence. This number always appears on the cover or title page of the published work product. All confidential SSAC publications are assigned a unique number from a monotonically increasing sequence that is distinct from the sequence used for public work products. This number is used for internal tracking and never appears on the publication itself. A publication's number does not change during its lifetime.

A version number is also specified for each publication and it always appears on the cover or title page of a publication. This number starts at "1" the first time a publication is released to the public, in the case of a public publication, or to the requester, in the case of a private publication. It is incremented each time the document is revised and released.<sup>10</sup>

## **3.6 Types of Publications**

The SSAC produces the following types of publications.

### **3.6.1 Reports**

Reports analyze and provide detailed reviews of an issue. The issue is thoroughly researched and described with relevant references available for further study. When a report is published depending on its length and complexity it may include an executive summary that is suitable for broad community understanding. The main body of the document includes detail suitable for someone who works regularly within the context of the issue. In certain circumstances, background material, case studies, and the results of data analysis are included in the body of the work. Findings and recommendations are organized according to the communities to which they are most applicable. Additional data and complementary informational material may be appended to the document as Appendices.

### **3.6.2 Comments**

Comments are prepared in response to explicit questions posed to or requests made to the SSAC, e.g. when the ICANN Board of Directors asks the SSAC for an opinion. Comments may be brief or long, depending on the extent to which the SSAC studies a matter. In some cases, a comment may take the form of a cover letter and an accompanying "marked up" document, which may be delivered via email or using any other means acceptable to both the requester and the SSAC.

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<sup>10</sup>The publication of certain SSAC documents antedates the version number requirement. SSAC documents that do not have a version number should be assumed to be version 1.0.

### **3.6.3 Advisories**

Advisories often are published in response to a security event or incident, where timely notification to the community is a priority concern. Advisories typically range in length from relatively short (two pages) to medium (six to eight pages), although there is no limit. They are focused, narrowly scoped, and serve to present an issue, describe conclusions or findings based on the facts, and may present recommendations regarding the issue. The recommendations range from topics for future study or work, requests to parties of an issue to change their behavior, or advice to parties of an issue on how to avoid its negative consequences. The SSAC may also use an advisory to alert the community to an issue in a timely fashion and to announce that a more detailed and thorough review of the issue will be forthcoming.

### **3.6.4 Comments to the ICANN Public Forum**

The SSAC may decide to post a brief comment in response to a notice posted in ICANN's Public Comment forum. The following are the procedures for consideration and production of an SSAC posting to the ICANN Public Comment forum:

1. The Director, SSAC Support and the Senior Security Technologist review upcoming items to be posted on ICANN Public Comment forum to determine whether they relate to the SSAC's current or previous activities;
2. For those items that relate to the SSAC's activities, the Senior Security Technologist and/or Senior Technology Analyst produce a recommendation concerning a possible draft comment for the SSAC to consider;
3. The SSAC considers the draft comment, determines that it is relevant for consideration by the SSAC, and if so proposes revisions to the recommendation (if necessary);
4. The Director, SSAC Support sends the final draft comment to the SSAC for consideration requesting response in one week and incorporates changes, as necessary; and
5. If the SSAC agrees to post the comment, the Director, SSAC Support, posts the response to the ICANN Public Comment forum; if not, the action is terminated and the Director, SSAC Support, indicates the status in the tracking spreadsheet and in the notes of the SSAC Administrative Committee Wiki Workspaces.

## **4. SSAC Work Plan and Activity Reporting**

The SSAC produces a series of public and private reports detailing its planned and completed activities. The Director, SSAC Support, produces the reports according to the annual schedule. (See Appendix K.) The following is a description of the reports. For examples of report formats, see the SSAC Work Plan web page at:

<http://www.icann.org/en/committees/security/ssac-workplan.htm>. The Director, SSAC Support, drafts the reports for review by the SSAC Administrative Committee and the SSAC, and publishes them according to the procedures described in Section 3 above. In addition, public reports on SSAC activities planned for ICANN meetings will be published at least two weeks prior to the meetings so that they may be printed and included in the meeting attendees' registration materials.



## **4.1 Public Annual and Semi-Annual Work Plan Reports**

These are public reports on the SSAC annual work plan of activities and progress. These appear in the first and third quarters of each year. The report that appears in the first quarter of the year describes the work plan for the year and the work completed in the previous year. The report that appears in the third quarter describes the work plan for the year, including any revisions, and the work completed to date.

## **4.2 Public Reports of SSAC Activities at ICANN Meetings**

The SSAC produces a public report on the SSAC activities at ICANN meetings prior to each ICANN meeting. The reports are divided into two sections: SSAC meetings and SSAC-related meetings. The SSAC meetings section describes the planned SSAC meetings scheduled at the upcoming ICANN meetings. The second section, SSAC-related meetings, describes all other meetings that are related to SSAC activities or to the security and stability of the Internet.

## **4.3 Public Reports of Outcomes from SSAC Open and Closed Meetings Held at ICANN Meetings**

These are private internal SSAC reports describing the main points of discussion and outcomes from the SSAC public and private meetings held at ICANN meetings. These are divided into three sections. The first section, SSAC meeting summaries, provides a summary of the discussions at the SSAC public and private meetings. The second section, SSAC actions, describes the actions resulting from those meetings. The third section, revised 20XX work plan, describes the work plan as revised to include actions resulting from the meetings.

## **5. SSAC Meetings**

The SSAC hosts both private and public meetings. Private meetings are used to conduct the work of the SSAC while public meetings are used both to present the work of the SSAC and to engage the community.

There are three types of private meetings: Administrative Committee meetings, SSAC closed meetings (both at ICANN meetings, other venues, and via teleconference), and Work Party meetings. The Administrative Committee meets several times per month to manage the work of the SSAC. Work Parties, which are comprised of a subset of the SSAC membership, meet as needed to progress a document on behalf of the full committee. The SSAC meets to review work products and discuss its proposed, planned, and in-progress activities. Unless a meeting is held at an ICANN meeting or at an SSAC Retreat, except in the case of the Administrative Committee, all meetings are held via teleconference. In-person meetings also generally have teleconference access.

The SSAC hosts both regular public meetings and special public meetings on an as needed basis. Its regular public meeting (SSAC Open Meeting) is held during the week of each ICANN meeting and serves both to present the work of SSAC to the community and to provide a means for the community to interact with SSAC. Special public meetings are topic based and are conducted on an as needed basis. SSAC may elect to hold multiple public meetings when the SSAC is studying a topic of particular interest over a long period of time.

## 5.1 Administrative Committee Meetings

The members of the Administrative Committee meet several times per month via teleconference or in person. Work Party leaders and SSAC members may be invited to attend the Administrative Committee meetings. Any SSAC member may participate on the Administrative Committee. The purpose of the Administrative Committee meetings is as follows.

- To review the status of all SSAC works-in-progress;
- Suggest topics for SSAC consideration for SSAC meetings;
- Plan for SSAC open and closed meetings at ICANN meetings; and
- To consider other business as may come before the SSAC.

The Director, SSAC Support manages these meetings as follows:

1. At least 48 hours prior to each meeting sends an email to the Administrative Committee with a draft agenda and the teleconference information;
2. Takes notes during the meeting and posts them to the Administrative Committee's Wiki Workspace;
3. After each meeting sends an email to the Administrative Committee listing the action items from the meeting;
4. After each meeting sends a draft meeting report to the SSAC Chair and Administrative Committee to review and after incorporating any changes sends the report to the SSAC; and
5. Maintains the iCalendar of Administrative Committee meetings at <http://www.elistx.com/ics-src/SSAC-exec.ics>.

## 5.2 SSAC Internal Meetings

SSAC meetings are closed to the public (except for Open Meetings held at ICANN meetings) but open to all SSAC members. The SSAC meets periodically via teleconference with a supporting Jabber chat room when an issue or issues are identified for discussion. In-person meetings are scheduled when a reasonable number of SSAC members are present at other meeting venues. The purpose of these meetings is to discuss in detail issues before the SSAC and through consensus determine an appropriate action and publication of that action. SSAC teleconference information is confidential and is maintained and distributed by the Director, SSAC Support.

The Director, SSAC Support manages these meetings as follows:

1. At least one week prior to each meeting sends an email to the SSAC with a draft agenda

and the teleconference information;

2. Takes notes during the meeting in the SSAC Jabber room and posts them to the SSAC's Wiki Workspaces;
3. Produces a formal private SSAC document detailing the meeting attendees, action items, and notes from the SSAC Jabber room;
4. After each meeting sends an email to SSAC listing the action items from the meeting and attaching the meeting notes as described in number 3 above; and
5. Maintains the iCalendar of Administrative Committee meetings at <http://www.elistx.com/ics-src/SSAC-exec.ics>

### **5.3 SSAC Open Meetings at ICANN Meetings**

The SSAC produces publications in part for the broad Internet community. In support of this community the SSAC holds public meetings for two principal purposes;

- To report to the community on its activities and other significant issues; and
- To receive from the community questions, comments, and suggestions.

These meetings are held as an integral part of the regular ICANN meetings and supported by real-time transcription and streaming of the audio. The following is the procedure for planning SSAC Open meetings:

1. Three months before the next ICANN meeting the Administrative Committee will begin to plan the agenda;
2. The agenda may consist of reports on ongoing SSAC activities, including presentations from SSAC members and others from the ICANN community;
3. Two months before the next ICANN meeting the Administrative Committee will circulate the draft agenda to the SSAC and request comments;
4. One month before the next ICANN meeting the Director, SSAC Support will begin to gather any presentations;
5. Fifteen days prior to the start of an ICANN meeting the Director, SSAC Support, will post the agenda of the SSAC open meeting;
6. Two weeks before the next ICANN meeting the Director, SSAC Support will circulate the agenda, presentations, and logistical information to SSAC members, and will submit the presentations to the ICANN Web Administration staff for posting on the ICANN meeting web site;
7. One week prior to the ICANN meeting the Director, SSAC Support will load all presentations onto a laptop computer and will send a meeting reminder to SSAC members;
8. During the SSAC Open Meeting the Director, SSAC Support will run the meeting, including running through the slides, managing the teleconference, and generally ensuring that all runs smoothly; and

9. At the end of the ICANN meeting sends a draft report of all SSAC meetings and activities taking place during the ICANN meeting to the Administrative Committee to review and after incorporating changes sends the report to the SSAC.

## 5.4 SSAC Retreat

The SSAC held its first in-person outside of an ICANN or IETF meeting in October 2009. The event was scheduled over one and a half days (beginning with a dinner the evening before the first meeting day). During the meeting there was consensus that such “retreat” meetings were useful, but no agreement on how often they should be scheduled and whether they should coincide with an ICANN meeting. Future SSAC retreats will be scheduled after the following procedure to consult with SSAC members:

- The Director, SASC Support will send a survey to SSAC members with the following questions and requesting a response in two weeks:
  1. What is your preference for dates (include a series of dates derived in consultation with the SSAC Administrative Committee)?
  2. What topics are essential for discussion?
  3. What is your preference for duration? 1) 1.5 days; 2) 2 days; 3) 3 days?
  4. Please provide any comments that may be useful.

After receiving the response from the SSAC members, the SSAC Administrative Committee will invite SSAC members to form an SSAC Retreat Work Party, which will:

1. Develop a draft program;
2. Present the draft program to the SSAC members for consideration, requesting a response in two weeks; and
3. Incorporate SSAC comments into the program;
4. Finalizes the program; and
5. Invites speakers to provide presentations.

The following are the procedures for the Director, SSAC Support, to plan the retreat:

1. Consult with ICANN Meetings Department staff on venue an off-site dinner locations;
2. Inspect venues (if local);
3. Negotiate contracts with assistance from ICANN Meetings Department staff and ensure that pricing is within the SSAC budget;
4. Obtain contract approval from ICANN Legal staff and Finance officers;
5. Work with venue personnel to determine menus, accommodations, room reservations, and audio visual equipment;
6. Obtain presentations;
7. Provide SSAC members with the necessary forms for collecting receipts and filing expense reports;

8. Compile a list of attendees and ensures that all SSAC members have indicated whether or not they can attend;
9. Run the meeting, including managing all logistics, presentations, and related activities;
10. Send a thank you to all attendees and request expense reimbursement forms with receipts after the meeting;
11. Post transcripts and presentations on the SSAC wiki within one week of the meeting;
12. Submit reimbursement forms and receipts to ICANN Accounting and ensure payments are received;
13. Summarize the main points of the discussions within two weeks of the meeting for review and approval of the Administrative Committee;
14. Send to the SSAC the main points of the discussion and a request for feedback on areas for improvement; and
15. Provide a compilation of expenses to ICANN Finance.

## **5.6 Special Meetings**

From time-to-time the SSAC may choose to sponsor a special meeting to serve a specific purpose or to support the discussion of a particular issue. These meetings are held as needed, and announced and reported accordingly.

For example, prior to the publication of SAC006, *Redirection in the COM and NET Domains*, the SSAC sponsored two public meetings. The issue on the table was getting a great deal of public attention and it was necessary to create a forum in which the various opinions and relevant circumstances could be heard and discussed.

## APPENDIX A: SSAC HISTORY

[This is excerpted from [SAC039 SSAC Review of SSAC](#).]

SSAC was activated in early 2002. It was formed in the aftermath of 9/11, a period when every organization asked itself what it should be doing about security. ICANN held a symposium on security in Marina del Rey in November 2001. The report from that symposium is reprinted as SAC 002.<sup>11</sup> The decision to form SSAC apparently followed that meeting. In short order, members were recruited, a charter drafted and the Committee was started. I was recruited to chair the Committee after its members had been recruited, and we began organized discussions in early 2002.

Our first discussions centered on DNS configuration issues, e.g. how many DNS operations were broken and to what degree? We also began discussion of DNSSEC.

Our early discussions were ad hoc, and we lacked any formal support. After a while, I asked ICANN to support an executive director and I recruited Jim Galvin. By mid 2003 we were holding regular calls and eking out reports. In September 2003, VeriSign released its SiteFinder service. SSAC quickly was actively involved in discussions and meetings, with two public meetings in October 2003 that included multiple presentations and full transcripts. However, preparation of a formal report exceeded our capacity for several months. We eventually got support to hire a writer, Amy Friedlander, and produced SAC 006,<sup>12</sup> “Redirection in the COM and NET Domains,” 9 July 2004.

Taking a lesson from that experience, we created the position of “SSAC Fellow” and recruited Dave Piscitello to be a paid staff person to write technical reports on behalf of the Committee. The original plan was to bring in a senior person for a year or so, more or less along the lines of the fellowships sponsored by the IEEE<sup>13</sup> and other organizations to bring technically qualified people to work in various parts of the U.S. government for a year or so. Dave worked out spectacularly well, and we dispensed with the idea of forcing a rotation every year. (Indeed, the term “Fellow” turns out to be ambiguous, as it is also used in a much different senses, including ICANN Fellows who are provided travel support for participation in ICANN meetings.<sup>14</sup>)

Since then, our production of documents has increased measurably. From our inception through 2005 we had produced seven reports. In 2006, we produced eight reports, more than doubling our lifetime total. We produced another eight in 2007 and a full dozen in 2008.

When SSAC was first in operation, we had conference calls once a week. Participation was variable. Some members participated regularly; others only rarely. After a while, I started to

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<sup>11</sup> <http://www.icann.org/en/committees/security/sac002.htm>

<sup>12</sup> <http://www.icann.org/committees/security/ssac-report-09jul04.pdf>

<sup>13</sup> <http://www.ieeeusa.org/policy/GOVFEL/state.asp>

<sup>14</sup> <http://www.icann.org/en/fellowships/>

have weekly calls with Jim, Dave and Ray Plzak who had volunteered to become vice chair, and we used these calls to organize and pursue the agenda for the Committee. Our weekly calls with the whole Committee became a bit intermittent, and we revised our schedule to have monthly calls as needed, with each call focused on a specific topic and planned in advance.

The level of participation has continued to be a concern. Dave's yeoman efforts preparing reports has perhaps engendered a relaxed posture from much of the rest of the Committee. In principle, our Reports, Comments and Advisories reflect the consensus of the Committee. In practice, only a small fraction of the Committee is actively involved in each effort. One of the questions for us to consider is whether this is a problem, a positive feature, or just an incidental fact. From my point of view, it's necessary to get others to take leadership roles in our projects and we started forming small working teams, each with a designated leader and named participants. As I write this, I have to say we don't have enough data know whether this will work. More on this below.

Another piece of our history relates to DNSSEC. In our early days, we spent much of time discussing and promoting DNSSEC. Bruce Tonkin took me aside during the Tunis meeting in October 2003 and pointed out that our DNSSEC efforts were underpowered. He suggested there needed to be separate funding and put on its own track. I began exploring that possibility, and, rather fortuitously, the newly formed cyber security program within the recently formed U.S. Department of Homeland Security included DNSSEC as part of its initial portfolio. At the same time, the Swedish registry, .SE, pushed forward with its very substantial effort to support DNSSEC, and multiple other implementation efforts took place, particularly at NLnet Labs and Internet Systems Consortium. Within the ICANN arena, we initiated a separate track of DNSSEC "workshops" – these were really "sessions" or "symposia" – at each ICANN meeting which provided a forum for publicizing progress, bringing people together who were working on DNSSEC, and raising awareness across the ICANN community. The DNSSEC effort involves too many people and too many organizations for SSAC to take sole credit for the progress to date, but I think our efforts have helped the cause.

Looking at our history from a different dimension, it's useful to see what topics we have dealt with and where they fit into the larger picture. We have designated our documents as Reports, Advisories and Comments. Reports are our primary output, usually representing a few to several months of effort. Advisories are much shorter term efforts intended to give advice quickly. We're not organized to do this very well, so we don't have very many. Comments are responses to other documents, often but not exclusively ICANN planning documents. I went through our 38 documents to date, including three for 2009, one of which is not yet published but which is far enough along to include,<sup>15</sup> and I assigned each to a "Topic." These assignments are my own and not necessarily the same as anyone else's, and they're definitely not official. Nonetheless, they give a useful picture of where we've spent our time and attention. Of our 38 documents, eight address various issues of registration abuse and five more are focused on whois issues. The next highest topics are Redirection and DNSSEC, with four and three documents respectively. We also have three documents focused on IPv6 and root, and another two focused on just IPv6. The

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<sup>15</sup>SSAC 037 will be a report on IDN and Whois. For categorization purposes, I put it under the IDN topic, though it also applies to Whois.

rest are spread thinly across other topics.

When we started, I had guessed we would be focused primarily on core DNS operational issues, e.g. configurations, lame delegations, deployment of DNSSEC. Instead, registration issues, e.g. hijacking, unintended consequences of released registration, whois listings, etc., have been our most common focus. Even though we gave extraordinary attention to the redirection issue (SiteFinder) in 2003, only occasionally did it reappear, and we have issued only four documents in total on this topic.



**APPENDIX B: SSAC CURRENT AND PAST MEMBERS**

<b>ICANN Board Meeting</b>	<b>ICANN Board Action</b>
15 November 2001	Resolution 01.117: Establishing the SSAC
14 March 2002	Resolution 02.24: Appointing Dr. Stephen Crocker as SSAC Chair and approving the SSAC Charter
17 May 2002	Resolutions 02.63, 02.64, 02.65: Appointments – Alain Aina (Consultant), Jaap Akkerhuis (SIDN), Doug Barton (Yahoo!), Steve Bellovin (AT&T), Rob Blokzijl (RIPE), David Conrad (Nominum), Daniel Karrenberg (RIPE-NCC), Mark Kosters (VeriSign), Allison Mankin (ISI), Ram Mohan (Afilias), Russ Mundy (Network Associates Laboratories), Jun Murai (Keio University), Frederico Neves (registro.br), Ray Plzak (ARIN), Doron Shikmoni (ForeScout, ISOC-IL), Ken Silva (VeriSign), Bruce Tonkin (Melbourne IT), Paul Vixie (ISC), and Rick Wesson (Alice's Registry).
05 December 2004	Resolution 04.109: Service acknowledgments – Steve Bellovin, Rob Blokzijl, David Conrad, Jun Murai, Ken Silva and Rick Wesson.
	Resolution 04.110: Appointments – k c claffy, Rodney Joffe, Jon Peterson, Mike St. Johns, and Suzanne Woolf.
02 November 2007	Resolution 07.96: Service acknowledgments – Allison Mankin and Jon Peterson.
	Resolution 07.97: Appointments – Jeff Bedser, Patrik Fältström, Danny McPherson, Rajasekhar Ramaraj, Shinta Sato, Mark Seiden, and Rick Wesson.
26 June 2009	Resolution 2009.06.26.16: Appointments – Harald Alvestrand, Roy Arends, Steve Conte, Robert Guerra, Duncan Hart, Jeremy Hitchcock, Warren Kumari, Matt Larson, Douglas Maughan, Christophe Reverd, John Schnizlein, Dan Simon, Stefano Trumpy, Patrick Vande Walle, Richard Wilhelm
	Resolution 2009.06.26.17: Service acknowledgment – Mike St. Johns.
09 December 2009	Resolution 2009.12.09.03: Service acknowledgment – Rajasekhar Ramaraj.
25 June 2010	Resolution 2010.06.25.13: Appointments – James Galvin, Sarmad Hussein. Xiaodong Lee, Vanda Scartezini; Service acknowledgments – Steve Conte and Robert Guerra.
28 October 2010	Resolution 2010.10.28.04: Appointment - Merike Kaeo; Resolution 2010.10.28.05: Service acknowledgement – Dan Simon

**Current Members of the SSAC and Proposed Initial Membership Terms**

**Initial Term Length One Year -- 1 January 2011-31 December 2011:**

Harald Alvestrand  
KC Claffy  
Steve Crocker  
Rodney Joffe  
Mark Kusters  
Russ Mundy  
Ray Plzak  
Christophe Reverd  
Mark Seiden  
Bruce Tonkin  
Stefano Trumpy  
Patrick Vande Walle  
Paul Vixie

**Initial Term Length Two Years — 1 January 2011-31 December 2012**

Alain Aina  
Jaap Akkerhuis  
Patrik Fältström  
James Galvin  
Douglas Maughan  
Ram Mohan  
Frederico Neves  
John Schnizlein  
Doron Shikmoni  
Rick Wesson  
Richard Wilhelm  
Suzanne Woolf

**Initial Term Length Three Years — 1 January 2011-31 December 2013**

Roy Arends  
Jeffrey Bedser  
Duncan Hart  
Jeremy Hitchcock  
Sarmad Hussain  
Merike Kao  
Warren Kumari  
Matt Larson  
Xiaodong Lee  
Danny McPherson  
Shinta Sato  
Vanda Scartezini  
Dan Simon

## APPENDIX C: SSAC INWARD AND OUTWARD LIAISONS AND ICANN COMMUNITY CONTACTS

As part of figuring out how to make contact with the various parts of ICANN, we have taken the somewhat pragmatic view that the most effective path to reach another group is sometimes through its chair, sometimes through its secretariat, and sometimes through the inward or outward liaison, so we decided to build a matrix that includes all of these, as seen from the SSAC perspective. We estimate it needs to be updated at least twice a year to keep it reasonably accurate. “NA” means the position cannot exist. “—“ means the position is not currently filled but could, in principle, exist.

	Board	GNSO	CCNSO	ASO	GAC	ALAC	RSSAC	NomCom	IETF
<b>Chairs &amp; Vice Chairs</b>	<ul style="list-style-type: none"> <li>Peter Dengate Thrush</li> <li>Dennis Jennings</li> </ul>	<ul style="list-style-type: none"> <li>Chuck Gomes</li> <li>Stephane Van Gelder, Olga Cavalli</li> </ul>	Christopher Disspain	Adiel Akplogan, Chair NRO Executive Council	<ul style="list-style-type: none"> <li>Heather Dryden</li> <li>Jayantha Fernando, Manal Ismail, Bertrand de La Chapelle</li> </ul>	Cheryl Langdon-Orr	<ul style="list-style-type: none"> <li>Jun Murai</li> <li>Matt Larson</li> </ul>	<ul style="list-style-type: none"> <li>Wolfgang Kleinwaechter</li> <li>Hartmut Richard Glaser</li> </ul>	<ul style="list-style-type: none"> <li>Russ Housley (IETF)</li> <li>Olaf Kolkman (IAB)</li> </ul>
<b>Secretariat</b>	Diane Schroeder	Glen de Saint Géry	Gabriella Schittek	—	Massimiliano Minisci	Heidi Ulrich	—	Tricia Drakes (Advisor)	Michelle Cotton
<b>Inward Liaison</b>	NA	—	—	—	Stefano Trumpy	Patrick Vande Walle	—	NA	Olaf Kolkman, IAB Point of Contact <sup>16</sup>
<b>Outward Liaison</b>	Ram Mohan	—	—	—	—	—	Russ Mundy	Vanda Scartezini	NA
<b>Board</b>	NA	<ul style="list-style-type: none"> <li>Bruce Tonkin</li> <li>Rita Rodin Johnston</li> </ul>	<ul style="list-style-type: none"> <li>Peter Dengate Thrush</li> <li>Mike Silber</li> </ul>	<ul style="list-style-type: none"> <li>Kuo-Wei Wu</li> <li>Ray Plzak</li> </ul>	Heather Dryden	Vanda Scartezini	Suzanne Woolf	<ul style="list-style-type: none"> <li>Harald Tveit Alvestrand</li> <li>Steve Crocker</li> <li>Dennis Jennings</li> <li>Gonzalo Navarro</li> <li>Rajasekhar Ramaraj</li> <li>Katim Touray</li> <li>George Sadowsky</li> <li>Jean-Jacques Subrenat</li> </ul>	<ul style="list-style-type: none"> <li>Thomas Narten</li> <li>Jonne Soininen<sup>17</sup></li> </ul>

<sup>16</sup> The IAB reserves the term “liaison” for specific purposes and prefers to use the term “Point of Contact” for their relationship with SSAC.

<sup>17</sup> This position is really Liaison from the combination of the ITU, W3C and ETSI. This is included in this cell in the table because there’s no other place and it’s helpful to have the complete set of Board members.

## APPENDIX D: SSAC NEW MEMBER BOARD SUBMISSION COVER LETTER



[insert date]

To: ICANN Board  
From: SSAC Chair  
Via: SSAC Liaison to the ICANN Board

We hereby respectfully request your consideration of [insert name] for appointment to the Security and Stability Advisory Committee with a term beginning on [insert]. Accordingly, attached is a draft Board Submission for this appointment.

For your reference, also attached is a brief biography for [insert name].

We welcome your comments and questions concerning this request. Thank you for your consideration.

Steve Crocker  
Chair, ICANN Security and Stability Advisory Committee

[insert attachment: biographical information]

## **APPENDIX E: ICANN BOARD SUBMISSION FORM FOR SSAC APPOINTMENT**

**ICANN BOARD SUBMISSION NO. [To be assigned by Secretary]**

**TITLE:**       **Appointment of [insert name] to the Security & Stability Advisory Committee**

**PROPOSED ACTION:**     **For Approval**

**EXECUTIVE SUMMARY:**

The Chair of the Security and Stability Advisory Committee respectfully requests the appointment of [insert name] as a new Committee member.

**COMMITTEE RECOMMENDATION:**

The Committee desires the appointment of [insert name] to the Security and Stability Advisory Committee with a term beginning on [insert].

**PROPOSED RESOLUTION:**

Whereas, the SSAC does review its membership and make adjustments from time to time.

It is resolved (20XX.xx.xx.xx) that the Board appoints [insert name] to the Security and Stability Advisory Committee (SSAC), for a three-year term commencing on [insert date].

Submitted by:                   [insert name of SSAC Liaison to the Board]

Position:                        Liaison to the ICANN Board from the Security & Stability Advisory Committee

Date Noted:                     [insert date submitted]

Email and Phone Number       [insert Board liaison email and phone number]

## **APPENDIX F: ICANN BOARD SUBMISSION FORM TO THANK DEPARTING SSAC MEMBER**

**ICANN BOARD SUBMISSION NO.** [To be assigned by Secretary]

**TITLE:** Thank You from Security & Stability Advisory Committee to [insert name of SSAC member]

**PROPOSED ACTION:** For Approval

### **EXECUTIVE SUMMARY:**

On [insert appointment date], the ICANN Board approved the appointment of [insert name of SSAC member] to the Security & Stability Advisory Committee. On [insert resignation date], [insert name of member] stepped down as a member of the Advisory Committee.

### **COMMITTEE RECOMMENDATION:**

The Committee wishes to formally thank [insert name of member] for his work while a member of the Security & Stability Advisory Committee.

### **PROPOSED RESOLUTION:**

Whereas, [insert name of member] was appointed to the ICANN Security and Stability Advisory Committee on [insert appointment date],

Whereas, ICANN wishes to acknowledge and thank [insert name of member] for his service to the community by membership on the Security and Stability Advisory Committee.

It is resolved (2009.xx.xx.xx), that [insert name of member] has earned the deep appreciation of the Board for his service to ICANN by his membership on the SSAC, and that the Board wishes [insert name of member] well in all future endeavours.

Submitted by: [insert name of SSAC Liaison to the Board]

Position: Liaison to the ICANN Board from the Security & Stability Advisory Committee

Date Noted: [insert date submitted]

Email and Phone Number [insert Board liaison email and phone number]

## APPENDIX G: AFFIRMATION OF CONFIDENTIALITY AND NON-DISCLOSURE

### ICANN Security and Stability Advisory Committee (SSAC) Affirmation of Confidentiality and Non-Disclosure

I, \_\_\_\_\_, a member of the ICANN Security and Stability Advisory Committee (SSAC), affirm my intention to conform to the following:

2. As a member of the SSAC, I may be provided certain technical data or information that is commercially valuable and not generally known in its industry of principal use (collectively referred to as “Proprietary Information”) pursuant to the SSAC’s performance of its tasks. I will use reasonable care to hold in confidence and not disclose any Proprietary Information disclosed to me. Written information provided to me as a member of the SSAC shall be considered Proprietary Information only if such information is clearly marked with an appropriate stamp or legend as Proprietary Information. Non-written information shall be considered Proprietary Information only if the discloser of such information informs the SSAC at the time of disclosure that the information being disclosed is of a proprietary nature.
3. I shall have no obligation of confidentiality with respect to information disclosed to me if:
  - a. such information is, at the time of disclosure, in the public domain or such information thereafter becomes a part of the public domain without a breach of this Affirmation; or
  - b. such information is known to the SSAC at the time it is disclosed to me; or
  - c. such information has independently developed by the SSAC; or
  - d. such information is received by the SSAC from a third party who had a lawful right to disclose such information to it; or
  - e. such information is allowed to be disclosed with the written approval of the disclosing party.
4. I understand that I may be requested to sign a non-disclosure agreement in order to access information to perform a study, research, or other SSAC tasks. I understand that if I decline to sign any such agreement, I will also be declining participation in the task requiring the execution of the non-disclosure agreement.” My obligations under this Affirmation shall expire one (1) year after I am no longer a member of SSAC.

Signature of SSAC member: \_\_\_\_\_

Name of SSAC member: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

## APPENDIX H: SSAC NOTIFICATION OF SSAC LIAISON TO THE BOARD OF DIRECTORS



DATE

To: Secretary at ICANN  
From: SSAC Chair

ICANN Bylaws Article XI, Section 2 provides for the Security and Stability Advisory Committee to appoint a non-voting liaison to the ICANN Board of Directors. The ICANN Bylaws Article VI, Section 9, Paragraph 2 also provides that the body entitled to appoint a non-voting liaison shall give the Secretary of ICANN written notice of its appointment at least one month before the commencement of the annual meeting.

Notice is hereby given to the Secretary that the Security and Stability Advisory Committee appointed INSERT NAME as its non-voting liaison to ICANN Board to a term that begins at the conclusion of the 2010 annual meeting.

Steve Crocker  
Chair, ICANN Security and Stability Advisory Committee



## APPENDIX I: SSAC PUBLICATION SUBMISSION COVER LETTER



[insert date]

To: ICANN Board  
From: SSAC Chair  
Via: SSAC Liaison to the ICANN Board

We hereby forward to you an [insert name of publication]

[insert brief description of document]

[insert summary of document]

In accordance with our usual practice, 48 hours after this document is sent to the Board, ICANN Staff will post the report to the SSAC web site and to the SSAC Discussion Space.

SSAC welcomes comments from the Board concerning this [insert form of document, i.e. Report, Advisory, Comment, etc.] and thanks the Board for its consideration of this important document.

Steve Crocker  
Chair, ICANN Security and Stability Advisory Committee

## **APPENDIX J: SSAC DOCUMENT TRACKING SYSTEM SPREADSHEET ELEMENTS**

1. Date Initiated
2. Project Description/Plan
3. Work Party Invite
4. Work Party Members
5. Initial Proposal for Discussion
6. Schedule of Calls
7. Draft Implementation Plan/Schedule
8. Study Initiated
9. Initial Draft Work Product Completed
10. Sent to SSAC for Review
11. SSAC Consensus Reach
12. Report Previewed to Affected Parties
13. Final Edits if Necessary
14. Assign SAC Number
15. Engage ICANN Communications
16. Transmittal to Board
17. Communicate Recommendations
18. Post on SSAC Website
19. Translations (if any)
20. Initiate Presentations and Publicity
21. Follow Up on Recommendations
22. Determine Impact of Work Product
23. Develop Metrics
24. Conduct Survey
25. Annual Impact Report

## APPENDIX K: SSAC ACTIVITY SCHEDULE 2010

Activity	January	February	March	April	May	June	July	August	September	October	November	December
<b>Activity Reports</b>	SSAC Public Report	SSAC Public Report Pre-ICANN Meeting 22 Feb		SSAC Private ICANN Mtg After Action		SSAC Public Report Pre-ICANN Meeting 07	SSAC Private ICANN Mtg After Action Report		SSAC Public Report		SSAC Public Report Pre-ICANN Meeting 22 November	SSAC Private ICANN Mtg After Action Report
<b>ICANN Meetings</b>			ICANN Meeting 7-12 March in Nairobi			ICANN Meeting 20-25 Jun in Brussels						ICANN Meeting 5-10 Dec
<b>Board Meetings (subject to change)</b>		Board Meeting 04 Feb	Board Meeting 12 Mar	Board Meeting 23 Apr	Board Retreat 21-22 May	Board Meeting 25 June		Board Meeting 13 Aug	Board Retreat 24-25 Sep		Board Meeting 29 Oct	Board Meeting 10 Dec
<b>SSAC Exec Meetings</b>	06 (F2F), 13, 20, 27	03 (F2F), 10, 17, 24	05, 12 (ICANN Mtg), 26	07 (F2F), 16, 23, 30	05 (F2F), 12, 19, 26	04, 08 (F2F), (ICANN Mtg)	08 (F2F), 14, 21, 28	12 (F2F), 11, 18, 25	09 (F2F), 08, 15, 22, 29	14 (F2F), 13, 20, 27	11 (F2F), 10, 17, 24	03, 08 (ICANN Mtg), 22, 29
<b>SSAC Retreat</b>						Set retreat date	Establish Work Party	Draft program	Final program, invite speakers	Hold retreat: 20-22 Oct	Publish transcripts	
<b>SSAC Meetings (<i>Italic=tentative</i>)</b>		02, 12, 26	09 (open), 09 (closed), 22			11, 17, 21 (open), 21 (closed)	28-Jul	TBD	TBD	Retreat: 20-22 Oct	TBD	06 (open), 06 (closed)
<b>SSAC Board, NomCom, and RSSAC Liaison Selection</b>							Liaison Selection begins 15 Jul	Liaison Selection Complete 15 Aug			RSSAC Liaison begins work: IETF meeting 7-12 Nov	NomCom and Board Liaisons begin work: ICAN AGM 5-10 Dec
<b>Budget Process</b>	Provide final input to ICANN on SSAC activities	Meet with ICANN finance staff and BFC chair	Finalize any changes to input		Review final ICANN budget and provide	Board approves ICANN budget	Establish work party to develop FY12 budget	Draft budget	Budget to SSAC for comment	Budget discussed at retreat	Meet with ICANN finance staff and BFC Chair	Complete SSAC Budget
<b>IETF Meetings</b>			21-26 Mar Anaheim, California (SSAC F2F)			25-30 Jun Netherlands (SSAC F2F)					7-10 Nov Beijing, China (SSAC F2F)	

## **APPENDIX L: SSAC WEB SITE, WIKI PAGE, AND CALENDAR**

All SSAC work products are posted on the SSAC website. The official web site for the SSAC is public, hosted by ICANN, and found at the following URL:

<http://www.icann.org/committees/security/>. The web site is the SSAC's public face to the community it serves. The web site provides a description of the SSAC, the list of members, and links to the SSAC Charter, its publications and presentations, a discussion space, and a reading list. The Director, SSAC Support, maintains the SSAC web site.

In addition, SSAC members have access to a private wiki collaboration tool to which meeting notes and presentations are posted. A calendar tool also is provided to track meetings.

## **APPENDIX M: SSAC LOGO**

The SSAC logo was developed in coordination with ICANN and has been reviewed by the ICANN Legal Department. It should not be redesigned without first consulting with the ICANN Legal Department and the ICANN Marketing and Communications Department.

