SSAC Operational Procedures Version 3.0

The Operational Procedures of the ICANN
Security and Stability Advisory Committee(SSAC)
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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 domain name registration data directory services). 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. In general, in providing its security advice, the SSAC specifically excludes consideration of other factors (e.g. financial, political, etc.). The SSAC has no official authority to regulate, enforce or adjudicate. Those functions belong to others, and the advice SSAC offers 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.[1] 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 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 domain name registration data directory services). 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. In general, in providing its security advice, the SSAC specifically excludes consideration of other factors (e.g. financial, political, etc.).

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 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.[2] The SSAC is composed of volunteer

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[1] See http://www.icann.org/general/bylaws.htm#XI.

[2] 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>.

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, provide statements of interest.[3] 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.

The SSAC appoints a non-voting liaison to the ICANN Board of Directors for a three-year term. 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 own 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 various circumstances that have arisen during its operation to date. It provides a useful guidance to new SSAC members. The SSAC will review these Operational Procedures each year to ensure they are current.

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."[4]

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.[5] 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.[6] 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

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[3]See http://www.icann.org/en/committees/security/.
[4]Third Annual Meeting of the Board Minutes, 15 November 2001 <http://www.icann.org/en/minutes/minutes-15nov01.htm>.
[5]Minutes of Regular Meeting, 14 March 2002 <http://www.icann.org/en/minutes/minutes-14mar02.htm>.
[6] Minutes of Special Meeting, 13 May 2002 < http://www.icann.org/en/minutes/minutes-13may02.htm>.

directly to the ICANN Board of Directors, the Committee is chartered is to undertake the following tasks:

1. 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.

2. 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.

3. 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.

4. To report periodically to the ICANN Board of Directors on its activities.

5. To make policy recommendations to the ICANN community and ICANN Board of Directors.[7]

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.[8] 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, may participate in the SSAC as an Invited Guest.

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[7] Security Committee Charter, 14 March 2002 <http://www.icann.org/en/committees/security/charter-15sep11-en.htm>.
[8] See <http://www.icann.org/en/committees/security/biographies-14oct11-en.htm>.

ICANN staff who currently support the SSAC are the Senior Security Technologist, the Senior Technical Analyst, the 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 Technical Analyst, the Technical Analyst, and the Director of SSAC Support. The Administrative Committee meets several times per month. 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 Work 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, posts the current activities of the SSAC Administrative Committee on the SSAC wiki and updates them after each SSAC Administrative Committee meeting.

2. SSAC Membership

The ICANN Board of Directors appoints the SSAC Chair and the members. The Board appoints the SSAC members to three-year terms with potential for renewal indefinitely. The SSAC submits membership recommendations 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 SSAC members and thus the ICANN Board must appoint them to the SSAC. Currently, the SSAC has incoming liaisons from the ICANN At-Large Advisory Committee (ALAC) and the Governmental Advisory Committee (GAC).

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 meetings, participating in work parties, participating on the mailing list, and contributing to and reviewing publications.

The SSAC Membership Committee manages the SSAC new member selection process and makes its recommendations to the SSAC. The Membership Committee also manages the annual review of the SSAC membership and makes recommendations for renewal to the SSAC to consider.

2.1 Membership Committee

The Membership Committee is comprised of the following members:

1. A Chair who also is the SSAC Vice Chair as a non-voting member;
2. The SSAC Chair as a non-voting member;
3. The SSAC Liaison to the ICANN Board of Directors as a non-voting member; and
4. Five volunteers from the SSAC as voting members.

The voting members of the Membership Committee serve for a period of one year beginning in January of each calendar year. Membership Committee members may renew their membership each year with no limit to renewals. The Membership Committee meets every other week via teleconference and at ICANN meetings as schedules allow. The Membership Committee provides to the SSAC quarterly reports of its activities that include the number of interviews it conducted, the number of candidates it recommended for membership, the number of new members the SSAC approved, and progress on the Annual Review Process. The Director, SSAC Support, provides staff support for the Membership Committee including scheduling calls and meetings, taking and distributing notes in a timely manner, and performing duties as described below.

2.1.1 Membership Committee Selection

The Membership Committee is reconstituted each year. Members from the prior year are encourage to volunteer again, if eligible, in order to facilitate some continuity in the activities. The Director, SSAC Support, sends a message on the SSAC list asking for volunteers in December. If there are not enough volunteers, the SSAC Vice Chair may approach individuals and encourage them to volunteer. If there are more than five volunteers, an election is held with SSAC members voting for up to five preferred candidates. The Membership Committee begins its work in January of each year.

2.1.2 Membership Committee Quorum

As mentioned above, there are five SSAC members on the Membership Committee who are voting members. A quorum is four voting members. Votes are taken on whether or not to admit a member candidate to the SSAC. (See below.)

2.2. New Member Selection

The Membership Committee may consider and recommend to the SSAC new SSAC member candidates at any time during the calendar year. The Membership Committee evaluates these candidates individually, rather than collectively. The Membership Committee may learn of interested candidates in several ways: an SSAC member may recommend a candidate, a candidate may contact the Director, SSAC Support via the SSAC web site or contact an SSAC member directly, or a community member may make a recommendation to the SSAC. In every case, the following procedure applies. The Director, SSAC Support:

1. Contacts the interested candidates via email, thanking them for their interest and asking for a resume, curriculum vitae (CV), or biography and brief statement of interest describing why they are interested in becoming involved in the SSAC and what particular skills they would bring to the Committee;
2. Sends the statements of interest and resume/CV/biography to the Membership Committee;
3. Schedules a 30-minute interview for each candidate with the Membership Committee during the next meeting during which there is time available; and
4. Sends questions selected by the Committee to the candidates and asks for responses prior to the interview.

On the basis of the candidate's statement of interest, resume/CV/biography, responses to the questions, and interview the Membership Committee reviews the candidate against the current SSAC members' skills and as obtained in the latest member skills set survey. In particular, the Membership Committee seeks to determine the following:

1. Is the candidate sufficiently familiar with the SSAC and its work?
2. Can the candidate devote time to participation in the SSAC, including participating in regular meetings, work parties, and in the development of work products?
3. Does the candidate bring to the SSAC skills and experiences missing from the current SSAC membership?

In addition to comparing the candidate against the skills set survey, the Membership Committee compares the candidate against the secondary issues as follows:

a. Relationship to other organizations inside ICANN;
b. Relationship to other organizations outside ICANN; and
c. Geographic diversity.

The Membership Committee Chair will contact via email those candidates that the Membership Committee decides are not currently suitable for SSAC membership and thank them for their interest in the SSAC, but indicating that the Membership Committee is not recommending their addition to the SSAC at this time. It is important to note that the names of candidates who are not recommended for membership are not revealed to the SSAC. However, a candidate is not prevented from contacting SSAC members concerning the process. If a candidate appeals the decision, the SSAC Chair and Vice Chair shall address the appeal on a case-by-case basis. Candidates who have not been recommended for membership may not re-apply within the same 12-month period as their initial application.

For those candidates that the Membership Committee decides to recommend to the SSAC, the following procedures will apply:

1. The Director of SSAC Support will send a message to the SSAC on the list describing the Membership Committee's recommendation, including the statement of interest and resume/CV/biography, and asking for a decision in one week. The message should make it clear that if no objections are received the candidate will be considered as a member of the SSAC as an Invited Guest and the following steps will apply.

2. The Director, SSAC Support, will prepare the following documents for submission by the SSAC Board Liaison 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 for a term of three calendar years commencing on 01 January of the next full year (See Appendices B and C.)

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. The Director, SSAC Support shall add the Invited Guest to the SSAC email distribution list and to the SSAC wiki. Once the Board appoints the new SSAC member, the Director, SSAC Support shall add the member to the list of SSAC members on the web page.

For candidates that receive any objections from any SSAC member the Membership Committee Chair will notify the SSAC that the candidate has not been recommended for membership. Only one objection is sufficient to reject a candidate. This objection may be made on the SSAC list or privately to the Membership Committee Chair. The Membership Committee Chair then will contact the candidates and thank them for their interest in the SSAC, but indicate that the SSAC is not recommending their addition to the Committee at this time. If a candidate appeals the membership decision, the SSAC Chair and Vice Chair shall determine how to address the appeal on a case-by-case basis.

2.3 Departing Members

Individual members may resign at any time for any reason. In the case of a departing member, the following procedure applies:

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

2.4 Annual Review Process

The Membership Committee conducts an annual review process for those members whose terms expire at the end of the calendar year. The following process applies:

1. In January of each year the Director, SSAC Support, sends the summary of the SSAC skills survey to the SSAC and the Membership Committee.

2. In January of each year the Director, SSAC Support, sends to the SSAC the list of members whose terms expire at the end of the calendar year and establishes the deadline of 31 May for completion of the skills set survey and bio review for those members. At least one reminder will be sent at least one month prior to the deadline to those members who have not yet completed the skills set survey and bio review. Additional reminders may be sent at the discretion of the Membership Committee.

3. On 01 June of each year the Director, SSAC Support, sends the list to the Membership Committee of the members whose terms expire at the end of the calendar year and indicates which of those members have not taken the skills survey or reviewed their bios. The Membership Committee may decide not to renew membership for a member who is up for review and does not complete the skills survey or review his or her bio by the deadline.

4. The Membership Committee determines whether each member has been active, e.g., that the member has done one or more of the following during the past 18 months:

   a. Chaired a work party;

   b. Actively participated in one or more work parties;

   c. Reviewed at least one third of all published documents;

   d. Participated in several mailing list discussions; and

   e. Attended and participated in (including remotely) at least two ICANN meetings and any SSAC workshop meetings.

5. Based on the review of the member's activity, the Membership Committee will rate the member as either active or not active.

6. The Membership Committee reviews the skill sets currently present in the SSAC and notes where there is low, average, and high coverage and then compares the skills of those members whose terms expire against the current skills coverage.

7. The Membership Committee identifies the secondary issues relating to each member as follows:

   a. Relationship to other organizations inside ICANN;

   b. Relationship to other organizations outside ICANN; and

   c. Geography.

After analyzing the activity status of each member whose term expires, the review against the skills sets, and the secondary issues, the Membership Committee provisionally decides to recommend the member for reappointment or not.

If the member is not selected for reappointment, the SSAC Chair arranges a private discussion with that member and asks whether he or she wishes to continue as a member of the SSAC. The Chair will emphasize that continued membership is contingent on increased activity and asks for a commitment from the member to increase their engagement.

The SSAC Chair reports back to the Membership Committee if the member wishes to continue and the commitment that was made. The Membership Committee considers this new information and makes a final decision whether or not to recommend the reappointment of the member. For those members who are not reappointed, the SSAC Chair contacts them and informs them that their terms will expire at the end of the calendar year and that they will not be reappointed.

For those members that the Membership Committee decides to recommend for reappointment to the SSAC, the following procedures will apply:

1. The Director of SSAC Support will send a message to the SSAC listing those members that the Membership Committee is recommending for reappointment and asking for a decision in one week. The message should make it clear that if no objections are received the SSAC will proceed to submit to the Board the request for the reappointment of the members. Objections submitted to the Membership Committee will be reviewed by the Committee, which will decide using its usual processes whether or not to change its recommendation. Objections submitted to the SSAC (as an email message to the mailing list) should be discussed by the SSAC. The Chair of the Membership Committee will monitor he discussion who will seek to identify and declare the consensus of the SSAC discussion.

2. The Director, SSAC Support, will prepare the following documents for consideration by the ICANN Board of Directors at its meeting during ICANN's Annual General 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 for reappointments; and

   b. A Board Submission for the Board resolution to reappoint the members for a term of three years commencing on 01 January of the next year and ending on 31 December of the third year following the start.

2.4.1 Annual Review Process Schedule

The SSAC must submit its recommendations for consideration at the Board meeting at the AGM, the dates for which vary each year. This drives the schedule as follows:

1. On 01 June of each year the Director, SSAC Support, initiates the Annual review process;
2. 6 weeks prior to the Board meeting at the AGM the Director, SSAC Support, submits the recommendations for SSAC review;
3. 4 weeks prior to the Board meeting at the AGM the SSAC Liaison to the Board submits the reappointments to the Director, Board Support, for inclusion on the Board Consent agenda for the AGM; and
4. 3 weeks prior to the Board meeting at the AGM the SSAC Liaison to the Board submits the Board Submission and cover letter to the Director, Board Support.

2.5 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 the SSAC's performance of its tasks. The following procedures provide guidance to SSAC members in the protection of, and access to, Proprietary Information.

2.5.1 Affirmation of Confidentiality and Non-Disclosure

The SSAC may need to take measures to 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. Such verbal disclosure should be explicitly noted in any documented record of the meeting to ensure that members not in attendance are aware that the information is proprietary. 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 of Confidentiality and Non-Disclosure (see paragraph 4 below); 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 E.)

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.

2.6 SSAC Member Services

2.6.1 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.

2.6.2 SSAC Mailing Lists

The SSAC is supported by mailing lists hosted by ICANN.   The main list is ssac@icann.org, to which all SSAC members are subscribed. Whereas teleconferences and in-person meetings provide for focused and structured discussions of issues before the SSAC, the SSAC 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 SSAC mailing list is used for SSAC announcements, distribution of publications especially during the draft phase, and summaries of SSAC meetings.

Mailing lists are also created for Committees and Work Parties whose work is expected to extend for a period of at least a year. For example, the members of the Membership Committee are subscribed to the list at: ssac-membership-comm@icann.org. In addition, mailing lists may be established for special projects requiring control of Proprietary Information as described in 2.5 above.

ICANN maintains a permanent, confidential, archive of all messages distributed on the mailing lists. ICANN technical staff and the Director, SSAC Support, maintain the lists. Although SSAC members do not have direct access to the lists, they may request that the Director, SSAC Support, may make changes on their behalf. In addition, they may ask the Director, SSAC Support, to provide information from the archives. The request must contain the following information:

1. Date range the information was posted to the list; and
2. Key words and names associated with the posting(s).

The Director, SSAC Support, may ask for additional information if that which is included in the request is insufficient to identify the posting(s).

2.7 SSAC Officers

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

2.7.1 Chair

The Chair of the SSAC is a volunteer position elected by the SSAC members and appointed by the ICANN Board of Directors at the recommendation of the SSAC. The Chair is responsible for 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. The Chair is elected to a three-year term of office that is renewable indefinitely.

2.7.1.1 Chair Election

The SSAC Chair election is held in January of the year following the end of the three-year term. The process begins during the first week of January as follows:

1. The Director, SSAC Support sends a message to the SSAC list requesting nominations. The current Chair may volunteer to serve another term.

2. If there is more than one candidate who receives nominations or who volunteers, the Director, SSAC Support shall initiate a poll, notify the SSAC that the poll has commenced, and allow one week for the polling to complete.

3. If there is a tie, a runoff poll will be conducted between the tied candidates. If the tie remains after the runoff poll is conducted the Director, SSAC Support, will call a special teleconference within one week during which the two candidates will have the opportunity to discuss their qualifications with SSAC members. Following the teleconference, polls will be conducted until there is a clear winner.

4. Upon selection of the Chair, the Director, SSAC Support notifies the SSAC of the result and prepares the Board Submission for the Board Liaison to send to the Board for consideration of the appointment of the Chair, but only when the person in the office of Chair has changed from the previous year since the Board appointment has no term limit.

2.7.2 Vice-Chair

The Vice-Chair is a volunteer position selected by the SSAC members. The Vice-Chair substitutes for the Chair, as needed, serves on the Administrative Committee of the SSAC, and serves as the Chair of the Membership Committee. The Vice Chair is elected to a three-year term of office that is renewable indefinitely. It does not require appointment by the ICANN Board of Directors.

2.7.2.1 Vice Chair Election

The SSAC Vice Chair election is held in January of the year following the end of the three-year term. The process begins during the first week of January as follows:

1. The Director, SSAC Support sends a message to the SSAC list requesting nominations. The current Vice Chair may volunteer to serve another term.

2. If there is more than one candidate who receives nominations or who volunteers, the Director, SSAC Support shall initiate a poll, notify the SSAC that the poll has commenced, and allow one week for the polling to complete.

3. If there is a tie, a runoff poll will be conducted between the tied candidates. If the tie remains after the runoff poll is conducted the Director, SSAC Support, will call a special teleconference within one week during which the two candidates will have the opportunity to discuss their qualifications with SSAC members. Following the teleconference, polls will be conducted until there is a clear winner.

4. Upon selection of the Vice Chair, the Director, SSAC Support notifies the SSAC of the result.

2.7.3 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 agree.

2.7.3.1 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 for a three-year term. However, the Liaison serves on the Board for a one-year term. The period of the appointment is from the conclusion of an ICANN AGM to the conclusion of the following AGM. Thus, the SSAC must provide to the Board each year its Liaison during that officer's three-year SSAC term. 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:

• Report regularly to the ICANN Board of Directors on the SSAC's activities;

• Represent the SSAC at all ICANN Board of Directors' functions as required by the Board;

• Deliver all SSAC work products to the ICANN Board of Directors;

• Serve on the SSAC Administrative Committee

- Provide brief reports to the SSAC Members on relevant issues considered by the Board, as Board confidentiality permits; and

- 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.

2.7.3.2 SSAC Liaison to the RSSAC

The SSAC may choose to provide a Liaison to the RSSAC. The SSAC Liaison to the RSSAC serves for a three-year term 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;

- Provide brief reports to the SSAC Members on relevant issues considered by the RSSAC, as RSSAC confidentiality permits; 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.

2.7.3.3 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. ICANN's Nominating Committee invites Statements of Interest and candidate recommendations from the Internet community for key leadership positions to fulfill ICANN's technical and policy coordination role. 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.

2.7.3.4 Procedures for Selecting the SSAC Liaisons

The following are the procedures for selecting the SSAC liaisons:

1. On 01 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. Self-nominations are accepted.

2. After the two-week deadline, the Director of SSAC Support announces the candidates and asks if there are any further nominations with a deadline of one week for responses.

3. After the deadline expires, if there are multiple candidates, the Director, SSAC Support initiates a poll. In the case of a poll, a one-week deadline is set for a response.

4. If there is a tie a runoff poll will be conducted between the tied candidates. If the tie remains after the runoff poll is conducted the Director, SSAC Support, will call a special teleconference within one week during which the two candidates will have the opportunity to discuss their qualifications with SSAC members. Following the teleconference, polls will be conducted until there is a clear winner.

5. At the conclusion of the polling process, the SSAC Chair announces to the SSAC the results noting that if there are no objections in one week the nominees will be announced to each of their respective organizations. Objections submitted to the SSAC Chair will be reviewed by the Chair, who will determine the appropriate response to the objection. Objections submitted to the SSAC (as an email message to the mailing list) should be discussed by the SSAC. The discussion will be monitored by the SSAC Chair who will seek to identify and declare the consensus of the SSAC discussion.

6. After one week the SSAC Chair informs via email the following people:

    a. The ICANN Secretary for the SSAC Liaison to the ICANN Board of Directors. See Appendix F;

    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.

2.7.4 SSAC Inward Liaisons

Various ICANN SOs and ACs and related panels and entities ("groups") have asked to send liaisons to the SSAC. The SSAC has generally welcomed the idea of inward liaisons, but it has insisted 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 and context 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 communication with those groups.

The groups with which the SSAC chooses to liaise are selected by the SSAC. Groups are selected based on an identified 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)](#)

2.7.5 ICANN Staff Support

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

2.7.5.1 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 activites of the Generic Names Supporting Organization (GNSO) and the Country Code Names Supporting Organzation (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; 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.

2.7.5.2 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 requests;

- 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.

2.7.6 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 the membership of the Invited Guests ends. Invited Guests may submit a request to be considered for membership in SSAC.

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.
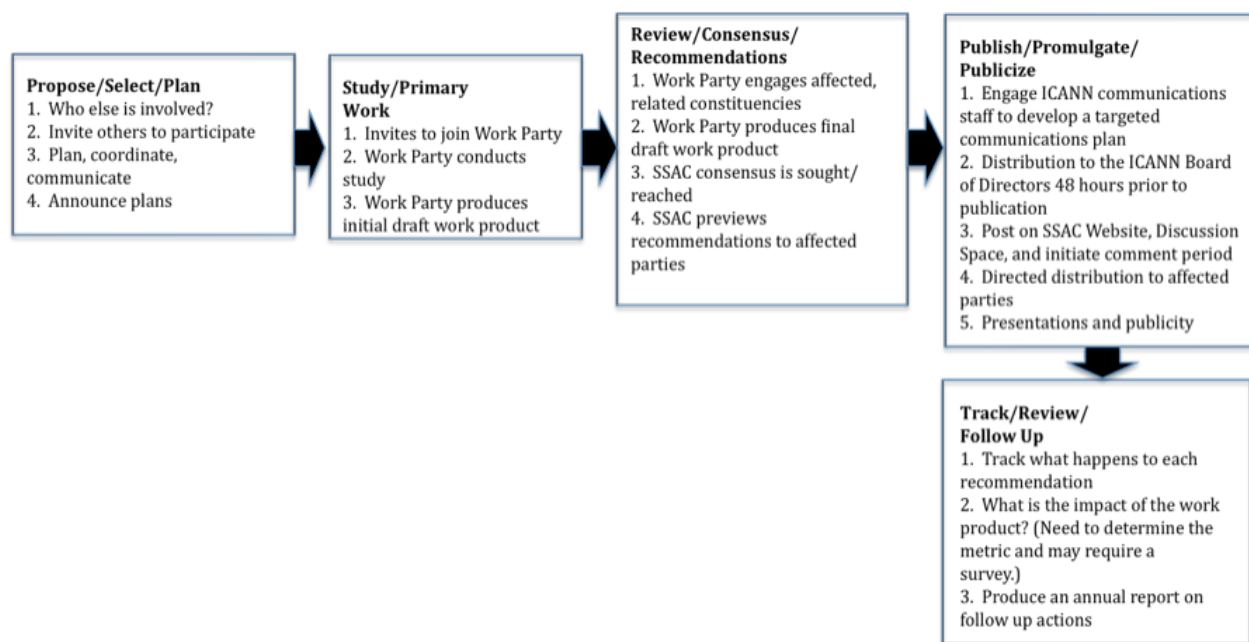
3. SSAC Publication Procedures

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, tracks 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

Propose/Select/Plan
1. Who else is involved?
2. Invite others to participate
3. Plan, coordinate, communicate
4. Announce plans

Study/Primary Work
1. Invites to join Work Party
2. Work Party conducts study
3. Work Party produces initial draft work product

Review/Consensus/Recommendations
1. Work Party engages affected, related constituencies
2. Work Party produces final draft work product
3. SSAC consensus is sought/reached
4. SSAC previews recommendations to affected parties

Publish/Promulgate/Publicize
1. Engage ICANN communications staff to develop a targeted communications plan
2. Distribution to the ICANN Board of Directors 48 hours prior to publication
3. Post on SSAC Website, Discussion Space, and initiate comment period
4. Directed distribution to affected parties
5. Presentations and publicity

Track/Review/Follow Up
1. Track what happens to each recommendation
2. What is the impact of the work product? (Need to determine the metric and may require a survey.)
3. Produce an annual report on follow up actions

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 Work Party Leader Obligations

Work Party leaders are expected to further the work of the group by managing regular meetings, assigning tasks, participating in the development of the work product, and providing monthly reports on progress to the SSAC Administrative Committee. Work Party leaders should seek advice from the SSAC Administrative Committee if the work is languishing either through lack of volunteer participation, lack of staff support, or for any other reason. If a Work Party leader cannot fulfill the duties outlined above, the SSAC Administrative Committee may decide to ask a Work Party leader to step down and ask another SSAC member to accept the position.

3.2.3 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:

- The 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:[9]

- The 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.

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 its 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

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

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.

3.2.4 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 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 revised draft work product.

3.3 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 revised 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 revised 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 final draft 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 may send 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

The Work Party or other interested SSAC members may recommend previewing proposed recommendations to 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 and seek the concurrence of the work product author. The following is the procedure for submitting an SSAC work product for publication:

1. 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.)

2. 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;

3. 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;

4. 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;

5. The Director, SSAC Support consults with the SSAC Administrative Committee to determine whether the document should be translated and into what languages;

6. The Director, SSAC Support sends the PDF to the Translation Department requesting translation according to ICANN internal policy and procedures;

7. 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

8. 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 include a survey at the end of each work product. The SSAC will report progress towards its goals in an annual report and the Director, SSAC Support shall track any specific outcomes that are identified in a chart on the SSAC web page. 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. Once a work product has been published, either publicly or confidentially, it is referred to as a publication. 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.[10]

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[10]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 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.

3.6.3 Advisories

Advisories are often 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 public reports detailing its planned and completed activities. 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.

4.1 Public Work Plan Reports

These are public reports on the SSAC annual work plan of activities and progress. 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 subsequent reports describe the work plan for the year, including any revisions, and the work completed to date including reports on activities at ICANN meetings.

4.2 Private Reports of Outcomes from SSAC 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 include a summary of the main points and outcomes from each meeting.

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 Workshop, 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 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 and updates the chart of open activities;

4. 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 public meetings held at ICANN meetings) but open to all SSAC members. The SSAC meets periodically via teleconference with a supporting Adobe Connect 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 Adobe Connect chat 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;

4. After each meeting sends an email to the SSAC including 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 Public 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 public 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 the Director, SSAC Support 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 Workshop

The SSAC held its first in-person Workshop 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 workshops are essential to planning the production of SSAC's work products. The workshops have been scheduled annually since the first meeting.

To schedule the workshop, in January of each year the Director, SSAC Support will send a doodle poll to SSAC members with a range of possible dates asking for each member's availability.

After receiving the response from the SSAC members and setting the date for the workshop, the SSAC Administrative Committee will invite SSAC members to form an SSAC Workshop Planning 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;

3. Incorporate SSAC comments into the program;

4. Finalize the program; and

5. Invite speakers to provide presentations.

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

1. Consult with ICANN Meetings Department staff on venue and 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 ensure 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 thank yous 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, may be face-to-face or by teleconference or webinar, and are 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.

As a further example, after release of SAC054, *Domain Name Registration Data Model*, a webinar was scheduled at the request of the ALAC or the SSAC Vice Chair to provide an information briefing to and accept feedback from the At-Large Community.

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.[11] 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,[12] "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[13] 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.[14])

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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[11] http://www.icann.org/en/committees/security/sac002.htm

[12] http://www.icann.org/committees/security/ssac-report-09jul04.pdf

[13] http://www.ieeeusa.org/policy/GOVFEL/state.asp

[14] 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,[15] 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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[15]SAC 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 NEW MEMBER BOARD SUBMISSION COVER LETTER

[insert date]

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

The purpose of this letter is to bring you up-to-date on proposed changes to the membership of the Security and Stability Advisory Committee (SSAC) and to provide an explanation for the attached requests for Board actions. These changes are the result of the annual membership evaluation process instituted by the SSAC and completed by the SSAC Membership Committee in [insert date].

The SSAC Membership Committee considers new member candidates and makes its recommendations to the SSAC. It also evaluates SSAC members whose terms are ending with the calendar year. The Membership Committee is comprised of the SSAC Chair, the SSAC Vice Chair, the SSAC Board Liaison, and other SSAC member volunteers. This year the Membership Committee evaluated the following members whose terms are ending 31 December 20XX: [insert names]. The SSAC agreed to the Membership Committee's recommendation to reappoint all of the members listed above. Thus, the SSAC respectfully requests that the ICANN Board should reappoint the above-mentioned members to three-year terms

Also, on [insert date] [insert name] resigned from the SSAC. [insert name] was appointed to the SSAC on [insert date]. The SSAC requests that the Board joins the Committee in extending its thanks to [insert name] for [insert his or her] service to the SSAC and the Community.

In addition, the SSAC has agreed with the Membership Committee's recommendation to appoint two new members: [insert names]. The SSAC notes that [insert text about specific expertise of each new member]. Thus, the SSAC Membership Committee respectfully requests that the Board appoint [insert names] to the SSAC. Attached are their bios and statements of interest for your reference.

The SSAC welcomes comments from the Board concerning these requests.

Patrik Fältström, SSAC Chair
[insert attachment: biographical information]

APPENDIX C: ICANN BOARD SUBMISSION FORM FOR SSAC APPOINTMENT/REAPPOINTMENTS

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

TITLE: **SSAC Member Appointments**

PROPOSED ACTION: **For Board Consent Agenda**

EXECUTIVE SUMMARY:

One of the recommendations arising out of the organizational review of the Security and Stability Advisory Committee (SSAC) is for SSAC membership appointments to be for a term of three years renewable by the Board at the recommendation of the SSAC Chair indefinitely, and that the terms be staggered to allow for the terms of one-third of the SSAC members to expire at the end of every year.   On [insert date] the ICANN Board approved Bylaws revisions that create three-year terms for SSAC members and assigned initial one-, two-, and three-year terms to all SSAC members. Each year the SSAC Membership Committee evaluates those members whose terms are ending in the calendar year, in this case 31 December 20XX. The Membership Committee submitted its recommendations for member reappointments to the SSAC, which approved the reappointments of the following SSAC members: [insert names].

SSAC RECOMMENDATION:

The Committee recommends the Board reappoint the SSAC members as identified in the proposed resolution.

PROPOSED RESOLUTIONS:

Whereas, Article XI, Section 2, Subsection 2 of the Bylaws governs the Security and Stability Advisory Committee (SSAC).

Whereas, the Board, at Resolution 2010.08.05.07 approved Bylaws revisions that create three-year terms for SSAC members, require staggering of terms, and obligate the SSAC chair to recommend the reappointment of all current SSAC members to full or partial terms to implement the Bylaws revisions.

Whereas, the Board, at Resolution 2010.08.05.08 appointed SSAC members to terms of one, two, and three years beginning on 01 January 2011 and ending on 31 December 2011, 31 December 2012, and 31 December 2013.

Whereas, in July 2011 the SSAC Membership Committee initiated an annual review of SSAC members whose terms are ending 31 December 2011 and submitted to the SSAC its recommendations for reappointments.

Whereas, on 07 September 2011, the SSAC members voted to approve the reappointments.

Whereas, the SSAC recommends that the Board reappoint the following SSAC members to three-year terms: [insert names].

Resolved (2010.XX.XX.XX) the Board accepts the recommendation of the SSAC and reappoints the following SSAC members to three-year terms beginning 01 January 20XX and ending 31 December 20XX: [insert names].

PROPOSED RATIONALE:

The SSAC is a diverse group of individuals whose expertise in specific subject matters enables the SSAC to fulfil its charter and execute its mission. Since its inception, the SSAC has invited individuals with deep knowledge and experience in technical and security areas that are critical to the security and stability of the Internet's domain name system. The above-mentioned individuals provide the SSAC with the expertise and experience required for the Committee to fulfil its charter and executive its mission.

Submitted by:	[insert name of Board Liaison]
Position:	Liaison to the ICANN Board from the Security and Stability Advisory Committee
Date Noted:	[insert date]
Email:	[insert email address of Board Liaison]

APPENDIX D: ICANN BOARD SUBMISSION FORM TO THANK DEPARTING SSAC MEMBER

TITLE: **Thank You from Security and Stability Advisory Committee to [insert name]**

PROPOSED ACTION: **For Consent Agenda**

EXECUTIVE SUMMARY:

On [insert date] the ICANN Board approved the appointment of [insert name] to the Security and Stability Advisory Committee (SSAC). On [insert date] [insert name] resigned from the SSAC.

COMMITTEE RECOMMENDATION:

The Committee wishes to formally thank [insert name] for his work while a member of the SSAC.

PROPOSED RESOLUTION:

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

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

Resolved (2011.xx.xx.xx), that [insert name] has earned the deep appreciation of the Board for his service to ICANN by his membership on the Security and Stability Advisory Committee, and that the Board wishes [insert name] well in all future endeavours.

PROPOSED RATIONALE:

It is the practice of the SSAC to seek Board recognition of the service of Committee members upon their departure.

Submitted by: [insert name of Board Liaison]

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

Date Noted: [insert date]

Email: [insert email address of Board Liaison]

APPENDIX E: 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 F: 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.

Patrik Fältström

Chair, ICANN Security and Stability Advisory Committee

APPENDIX G: SSAC PUBLICATION SUBMISSION COVER LETTER

SSAC
ICANN Security and Stability Advisory Committee

[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.

Patrik Fältström
Chair, ICANN Security and Stability Advisory Committee

APPENDIX H: 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 I: 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.