

# SSAC Improvements Implementation Plan



SSAC Improvements Implementation Plan  
Security and Stability  
Advisory Committee  
(SSAC)  
FINAL 18 March 2011

## **Preface**

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

## 1. Executive Summary

This implementation plan outlines the approach developed jointly by the SSAC Support staff and the ICANN Board's Structural Improvements Committee (SIC) to implement the 33 recommendations outlined in the January 2010 Final report of the ICANN Board SSAC Review Working Group <http://www.icann.org/en/reviews/ssac/ssac-review-wg-final-report-29jan10-en.pdf>. This Plan conforms to all guidance contained in the ICANN Board's Resolution 2010.06.25.05 that the SIC will, in coordination with staff, provide the Board with final implementation plans to conform with the measures recommended by the SIC to address the conclusions and recommendations in the final report of the Board Security and Stability Advisory Committee review Working Group. Specifically the Plan has been developed jointly by the SSAC support staff and the SIC, in consultation with ICANN's legal staff, and contains an implementation timeline. According to this timeline, all elements of the plan were completed as of 18 March 2011.

## 2. Introduction

This implementation plan outlines the approach developed jointly by the SSAC Support staff and the ICANN Board's Structural Improvements Committee (SIC) to implement the 33 recommendations outlined in the January 2010 Final report of the ICANN Board SSAC Review Working Group <http://www.icann.org/en/reviews/ssac/ssac-review-wg-final-report-29jan10-en.pdf>.

In developing this Plan, the SSAC Support Staff consulted with ICANN's legal staff and incorporated its advice fully regarding the implications in a number of areas, including:

- Compliance with guidance from the ICANN Board; and
- Proposed ICANN Bylaws changes.

The Improvements Status section of this Plan provides a timeline. As of 18 March 2011 all elements of the plan were completed.

## 3. Board Guidance

Guidance from ICANN's Board regarding this plan is contained within the Board's Resolution, which states:

**“Resolved** (2010.06.25.05), the SIC will, in coordination with staff, provide the Board with final implementation plans to conform with the measures recommended by the SIC to address the conclusions and recommendations in the final reports of the Board review Working Group, Nominating Committee review finalization Working Group and Security and Stability Advisory Committee review Working Group.”

This Plan conforms to all guidance offered in this resolution. Specifically, the Plan has been developed jointly by SIC and the SSAC Support staff and conforms with the measures recommended by the SSAC to address the conclusions and recommendations in the final report of the SSAC review Working Group. Furthermore, the Plan contains an implementation timeline consisting of target completion dates for each of the Final Report's recommendations, as well as for the individual tasks into which these recommendations have been divided.

#### **4. Bylaws Changes**

The SIC, in coordination with the ICANN Legal Department, identified minor changes to the ICANN Bylaws required by the SSAC improvements. All proposed Bylaws changes occurred within Article XI of the Bylaws (Advisory Committees), Section 2 (Specific Advisory Committees), Number 2 (Security and Stability Advisory Committee).

#### **5. Improvements Status and Completion**

The following table provides a timeline with the completion date for each recommendation.

## Improvements Status

Recommendation	Action Required	Budget Implications	Estimated Completion	Status
1. ICANN maintain an advisory body comprised of outside experts on the security and stability of the Internet’s unique identifier systems.	None	None	Not applicable	No action required.
2. SSAC maintain its fundamental identity as an Advisory Board chartered by and reporting to the Board of Directors.	None	None	Not applicable	No action required.
3. As SSAC and RSSAC are designed for different purposes, we do not recommend the combination of these bodies.	None	None	Not applicable	No action required.
4. SSAC members should not be required to sign confidentiality or duty of loyalty agreements with ICANN.	None	None	Not applicable	No action required.
5. The SSAC Charter should be amended to exclude dealings with confidential or proprietary information absent specific guidance from the Board. In the case of its disclosure this information has to be treated under the terms set/to be set by the owners of the information; this could imply the signing of project-specific confidentiality agreements or other measures considered appropriate by the information owners. In the case of requests to ICANN the CEO, and if necessary the Board, should decide on the access to confidential or proprietary information, considering the reasons for the request, and the possibility to set and enforce specific terms of access. Any recurrence of this process should be properly documented.	Staff to incorporate into the SSAC Operational Procedures. The SIC to consider the procedure. The SIC to assess the effectiveness of the rule.	None	November 2010	Completed 15 November 2010: Incorporated into the <a href="#">SSAC Operational Procedures</a> in Section 2.2.1 Affirmation of Confidentiality and Non-Disclosure.

SSAC Improvements Implementation Plan

Recommendation	Action Required	Budget Implications	Estimated Completion	Status
<p>6. The SSAC Charter be amended to exclude involvement with or review of internal ICANN operations except as specifically directed by the Board. In the interest of ICANN, SSAC is entitled to signal to the ICANN Board and management whenever it considers that there are potential threats to the security and stability of the Internet caused by ICANN’s internal operations, including IANA, should report to the Board annually and after each security and stability incident on the measure adopted to face threats to the security and stability of the Internet that may be caused by its internal operations. The Board will decide on the partial or full disclosure of these reports to SSAC, as appropriate.</p>	<p>Board to decide on case-by-case basis. No action required unless requested by the SIC.</p>	<p>None</p>	<p>Not applicable</p>	<p>No action required.</p>
<p>7. Correct the perception of SSAC “independence” through improvements in formality, transparency, and increased Board interaction without limiting SSAC members’ freedom of expression (specific recommendations in multiple locations). The WG considers that no specific measure need to be adopted to address this remark, as other recommendations deal already with the same topic.</p>	<p>None</p>	<p>None</p>	<p>Not applicable</p>	<p>No action required.</p>
<p>8. SSAC Charter be amended to add a requirement that the SSAC Chair and the SSAC Board Liaison are not the same individual. The WG agrees with the comments made by SSAC, and does not consider that the SSAC Charter requires amendment in the sense suggested by reviewers.</p>	<p>None</p>	<p>None</p>	<p>Not applicable</p>	<p>No action required.</p>
<p>9. ICANN reimburse travel expenses for the SSAC Chair to ICANN meetings when appropriate. The WG agrees with the recommendation of the external reviewers.</p>	<p>No action required unless requested by the SIC.</p>	<p>None</p>	<p>Not applicable</p>	<p>No action required.</p>

SSAC Improvements Implementation Plan

Recommendation	Action Required	Budget Implications	Estimated Completion	Status
10. ICANN Board study the issue of paying a stipend or honorarium to SSAC Leadership and members.	Staff to present detailed plans. SIC to endorse. Board to adopt.	To be determined	Not applicable	No action required.
11. Reviewers' Recommendation: The SSAC Charter be amended to specifically include non-technical risks to security and stability as within scope. WG determination: The SSAC has already demonstrated being able to analyze technical consequences of non-technical decisions. WG determination: The WG considers that the SSAC Charter does not need to be amended in the sense suggested by reviewers.	None	None	Not applicable	No action required.
12. SSAC maintain focus on developing and sharing knowledge and understanding of new and evolving risks; SSAC should specifically avoid tactical involvement in response or mitigation activities. WG determination: No specific actions are needed.	None	None	Not applicable	No action required.
13. SSAC comment: The detailed advice does not actually impinge on SSAC's goal of objectivity as long as it is limited to (1) avoid blindsiding individuals, (2) recognition that there is no requirement for anyone to follow SSAC's advice, (3) SSAC's guidance may conflict with contractual obligations, and (4) SSAC must continue to conduct itself with the highest level of professionalism and integrity. WG determination: The WG agrees with the comment formulated by SSAC, and considers that no action is required.	None	None	Not applicable	No action required.
14. SSAC comment: The current charter adequately indicates that SSAC's mission is strategic rather than operational. WG determination: The WG agrees with the comment formulated by SSAC, and considers that no action is required.	None	None	Not applicable	No action required.

SSAC Improvements Implementation Plan

Recommendation	Action Required	Budget Implications	Estimated Completion	Status
15. WG determination: The WG agrees on the need for SSAC to setup a lightweight planning process.	SSAC to develop a lightweight planning process. Staff to incorporate into the SSAC Operational Procedures. The SIC to consider the procedure. The SIC to assess the effectiveness of the rule.	None	November 2010	Completed 15 November 2010: Planning is incorporated into the <a href="#">SSAC Operational Procedures</a> in Section 4 SSAC Work Plan and Activity Reporting.
16. SSAC keep and publish meeting minutes on the SSAC web site in a timely fashion.	SSAC to keep and publish meeting minutes in a timely fashion. Staff to incorporate into the SSAC Operational Procedures. The SIC to consider the procedure. The SIC to assess the effectiveness of the rule.	None	November 2010	Completed 15 November 2010: Meeting minutes is incorporated into the <a href="#">SSAC Operational Procedures</a> in Section 5 SSAC Meetings.
17. SSAC should endeavor to keep their web site current to include work in progress and work planned for the future.	SSAC to keep their web page current to include work in progress and work planned for the future.	None	February 2010	Completed February 2010: SSAC Work Plans are posted to the <a href="#">SSAC Web page</a> .
18. The first item in the current charter (...) should be removed.	Board Resolution (2010.28.10.11) directs that the proposed Bylaws amendment should be posted for public comment for a period of no less than 30 days. Posted from 03 November to 02 December. Final Board determination on 18 March 2011. Removal approved.	None	March 2011	Completed 18 March 2011: Board Resolution <a href="#">2011.03.18.06</a>



SSAC Improvements Implementation Plan

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19. SSAC should endeavor to find the best experts globally without regard for geographic proximity. SSAC membership should not be subject to artificial geographic quotas.	None	None	No applicable	No action required.
20. SSAC membership appointments be for a term of three years, renewable by the Board at the recommendation of the SSAC Chair indefinitely.	Change the ICANN Bylaws to include membership appointments for a term of three years, renewable by the Board at the recommendation of the SSAC Chair indefinitely.	None	05 August 2010	Completed 05 August 2010: Board Resolutions <a href="#">2010.08.05.07</a> and <a href="#">2010.08.05.08</a>
21. Do not impose a limit on the number of terms an SSAC member may serve.	Change the ICANN Bylaws to include language that states that SSAC membership is renewable by the Board at the recommendation of the SSAC Chair indefinitely.	None	05 August 2010	Completed 05 August 2010: Board Resolutions <a href="#">2010.08.05.07</a> and <a href="#">2010.08.05.08</a>
22. Stagger SSAC member terms such that roughly 1/3 of the terms are up for renewal each year.	Change the ICANN Bylaws to include language that states that SSAC member terms shall be staggered such that roughly 1/3 of the terms are up for renewal each year.	None	05 August 2010	Completed 05 August 2010: Board Resolutions <a href="#">2010.08.05.07</a> and <a href="#">2010.08.05.08</a>
23. The WG considers that all [SSAC] Liaisons should be appointed for a three-year term, with the possibility to serve for a maximum of three consecutive terms.	No action required unless requested by the SIC.	None	Not applicable	No action required
24. The WG agrees that protective measures should be put in place to remove disruptive or underperforming AC Members or Chair.	Board Resolution (2010.28.10.11) directs that the proposed Bylaws amendment should be posted for public comment for a period of no less than 30 days. Posted from 03 November to 02 December. Final Board determination on 10 December.	None	March 2011	Completed 18 March 2011: Board Resolution <a href="#">2011.03.18.06</a>

SSAC Improvements Implementation Plan

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25. The WG considers that-if and when applicable-when making statements SSAC members should clarify whether they refer to their personal view or to positions expressed in SSAC documents.	Staff to incorporate into the SSAC Operational Procedures. The SIC to consider the procedure. The SIC to assess the effectiveness of the rule.	None	November 2010	Completed 15 November 2010: Incorporated into the <a href="#">SSAC Operational Procedures</a> in Section 1.1 Relationship to ICANN.
26. The WG agrees with the recommendation issued by reviewers and remarks that the position of SSAC was formulated in response to the initial draft version of reviewers’ report, which contained an excessively formal approach to document decision-making and documentation processes. The final version of reviewers’ report formulates proposals that appear consistent with the culture of SSAC.	Chair selects and enforces the regular use of transparent decision-making and a documentation strategy adequate to SSAC culture. Staff to incorporate into the SSAC Operational Procedures. The SIC to consider the procedure. The SIC to assess the effectiveness of the rule.	None	November 2010	Completed 15 November 2010: Incorporated into the <a href="#">SSAC Operational Procedures</a> in Section 3 SSAC Publication Procedures and Section 4 SSAC Work Plan and Activity Reporting.
27. The SSAC formally approve and release all work products pursuant to the chose decision making and documentation strategy.	Chair selects and enforces the regular use of transparent decision-making and a documentation strategy adequate to SSAC culture. Staff to incorporate into the SSAC Operational Procedures. The SIC to consider the procedure. The SIC to assess the effectiveness of the rule.	None	November 2010	Completed 15 November 2010: Incorporated into the <a href="#">SSAC Operational Procedures</a> in Section 3 SSAC Publication Procedures and Section 4 SSAC Work Plan and Activity Reporting.

SSAC Improvements Implementation Plan

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28. SSAC formally and visibly adopt a suitable default confidentiality policy. Other policies are used as necessary by mutual agreement.	SSAC to develop a confidentiality policy. Staff to incorporate into the SSAC Operational Procedures. The SIC to consider the procedure. The SIC to assess the effectiveness of the rule.	None	November 2010	Completed 15 November 2010: Incorporated into the <a href="#">SSAC Operational Procedures</a> in Section 2.2.1 Affirmation of Confidentiality and Non-Disclosure.
29. The WG recommends that SSAC produces a lightweight, yearly report of activities to the Board; the report should be published as appropriate.	SSAC produce a report of activities to the Board and for publication.	None	February 2010	Completed February 2010: <a href="#">SSAC Work Plans</a> are posted to the SSAC Web page.
30. WG recommends SSAC to properly document the disclosing by its members of potential situations of conflict of interest, whenever a specific circumstance calls for this.	SSAC to develop a conflicts of interest policy. Staff to incorporate into the SSAC Operational Procedures. The SIC to consider the procedure. The SIC to assess the effectiveness of the rule.	None	November 2010	Completed 15 November 2010: Incorporated into the <a href="#">SSAC Operational Procedures</a> in Section 1.1 Relationship to ICANN.
31. Each SSAC work product shall include a “Dissents” section. Any SSAC member wishing to dissent shall do so here by name or anonymously. If there are no dissents, the verbiage “No Dissents” shall appear.	SSAC publications include an “Objections or Withdrawals” section.	None	October 2009	Completed October 2009: Also incorporated into the <a href="#">SSAC Operational Procedures</a> in Section 3 SSAC Publication Procedures.

SSAC Improvements Implementation Plan

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<p>32. Each SSAC work product shall include a “Recusals” section. The name of any SSAC member who recused him or herself during any part of the preparation and discussion of the specific work product shall appear here. If the individual wishes to remain anonymous, the term “X Recusals” shall appear in this section, where X is the number of anonymous recusals. If there are no recusals, the verbiage “No Recusals” shall appear. WG determination: Agreement; the use of the term ‘Abstentions” is suggested to substitute the term “Recusals”.</p>	<p>SSAC publications include an “Objections or Withdrawals” section.</p>	<p>None</p>	<p>October 2009</p>	<p>Completed October 2009: Also incorporated into the <a href="#">SSAC Operational Procedures</a> in Section 3 SSAC Publication Procedures.</p>
<p>33. SSAC develop and post a conflicts of interest policy based on the ICANN Board policy.</p>	<p>SSAC to develop a conflicts of interest policy. Staff to incorporate into the SSAC Operational Procedures. The SIC to consider the procedure. The SIC to assess the effectiveness of the rule.</p>	<p>None</p>	<p>November 2010</p>	<p>Completed 15 November 2010: Incorporated into the <a href="#">SSAC Operational Procedures</a> in Section 1.1 Relationship to ICANN.</p>