SSAC Operational Procedures Version 13.0



The Operational Procedures of the ICANN Security and Stability Advisory Committee
19 November 2026

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 but is not limited to operational matters (e.g., matters pertaining to the correct and reliable operation of the root name system), technical administration 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). 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. In general, in providing its security advice, the SSAC specifically excludes consideration of non-technical factors (e.g. financial, political, etc.). The SSAC has no authority to regulate, enforce, or adjudicate. Those functions belong to others, and the advice the SSAC offers should be evaluated on its merits.

These Operational Procedures document how the SSAC has carried out its own work and the accumulated rationale. They supplement the SSAC role as defined in Section 12.2 (b) of the ICANN Bylaws. If there are conflicts between this document and the ICANN Bylaws, then the ICANN Bylaws shall prevail.

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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 created as an Advisory Committee under the ICANN By-Laws, Article 12, Section 12.2(b).[1] The SSAC is one of several ICANN Advisory Committees, which together with the several Supporting Organizations represent the stakeholders in ICANN's multi-stakeholder model of operation. See below for additional information on the SSAC's formation and role.

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, but is not limited to, operational matters (e.g., matters pertaining to the correct and reliable operation of the root name system), technical administration 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). 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. In general, in providing its security advice, the SSAC specifically excludes consideration of non-technical factors (e.g. financial, political, etc.).

The SSAC produces reports, correspondence, and comments on a range of topics. Reports are focused on providing information, recommendations, and advice on technical Security, Stability, and Reliability (SSR) issues to the ICANN Board, the ICANN community, and/or the broader internet community. At times, reports may have specific recommendations for other ICANN Supporting Organizations and Advisory Committees. Reports may be of any length, depending on the topic, and will be published in the SACnnn series. Correspondence comprises letters, comments, and other documents on administrative, community, and other non-SSR issues. Correspondence may also be of any length, may contain recommendations, and will be published in the SSACyyyy-nn series. Comments are prepared in response to explicit questions posed to or requests made to the SSAC, or as a response to ICANN's public comment forum. Comments may be of any length, may contain recommendations, and will be published in either the report series (SACnnn), for SSR topics, or in the correspondence series (SSACyyyy-nn), for administrative, community, and other non-SSR topics.

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., when disclosure of sensitive information might interfere with a study or put a service or individual in jeopardy), access may be restricted to SSAC members, relevant ICANN Organization staff, and/or the ICANN Board. The SSAC has no authority to regulate, enforce, or adjudicate. 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 the SSAC within ICANN.

[1] See https://www.icann.org/en/system/files/files/adopted-bylaws-27may16-en.pdf

1.1 Relationship to ICANN

Article 12 of the ICANN Bylaws established the SSAC.[2] The SSAC is composed of volunteer members who are recognized experts in the domain name, addressing, and/or security areas. All SSAC members and the SSAC Chair are appointed by the ICANN Board on recommendations of the SSAC. 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 provide a disclosure of interest statement.[3]

The SSAC appoints a non-voting liaison to the ICANN Board for a three-year term. The liaison attends Board meetings, participates fully in Board deliberations, and is bound by the same responsibilities as voting Board members as outlined in the Board of Directors' Code of Conduct, including loyalty, care, and confidentiality[4]. See Section 2.8.3.1 for details.

1.2 Purpose of this Document

This document describes the SSAC's Operational Procedures. Article 12 of the ICANN Bylaws establishes the role 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 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 useful guidance to new and existing SSAC members alike. The SSAC will review these Operational Procedures each year to ensure they are current. Changes to these procedures can be proposed by any SSAC member and are generally drafted by the SSAC Administrative Committee. Changes will be circulated to all SSAC members for review and comment prior to amendment of these procedures. In some circumstances, it may be appropriate for a proposed new or amended procedure to be put into practice for a trial period before the Operational Procedures are formally updated to ensure feasibility and accuracy. Once changes have been finalized, these updated Operational Procedures will be posted on the public SSAC website.

1.3 Background

At its 15 November 2001 meeting, the ICANN Board 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

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[2] ARTICLE 12: ADVISORY COMMITTEES, Section 1. GENERAL, The Board may create one or more "Advisory Committees" in addition to those set forth in this Article 12. 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. See: https://www.icann.org/en/system/files/files/adopted-bylaws-27may16-en.pdf.

[3] See https://www.icann.org/groups/ssac

[4] See https://www.icann.org/resources/pages/code-of-conduct-2012-05-15-en

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 for its approval."[5]

1.4 SSAC Role

At its 14 March 2002 meeting, the ICANN Board approved the Charter[6] of the ICANN Committee on Security and Stability.[7] On 13 May 2002, the ICANN Board approved Resolution 02.63[8] to establish the SSAC as an ICANN advisory committee under what is now Article 12, Section 12.2(b) of the ICANN Bylaws.

As stated in the ICANN Bylaws, the SSAC has the following responsibilities:

A. 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 SSAC shall 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.

B. 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 SSAC shall recommend any necessary audit activity to assess the current status of DNS and address allocation security in relation to identified risks and threats.

C. To communicate with those who have direct responsibility for Internet naming and address allocation security matters (IETF, RSSAC (as defined in Section 12.2(c)(i)), 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 SSAC shall monitor these activities and inform the ICANN community and ICANN Board on their progress, as appropriate.

D. To report periodically to the ICANN Board on its activities.

E. To make policy recommendations to the ICANN community and ICANN Board.[9]

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

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[5] See Third Annual Meeting of the Board Minutes, 15 November 2001 at http://www.icann.org/en/minutes/minutes-15nov01.htm

[6] The SSAC was established with a charter, the terms of which were subsequently incorporated as a role when the Security and Stability Advisory Committee was established by the 15 Dec 2002 Bylaws

[7] See Minutes of Regular Meeting, 14 March 2002 at http://www.icann.org/en/minutes/minutes-14mar02.htm

[8] See Minutes of Special Meeting, 13 May 2002 at http://www.icann.org/en/minutes/minutes-13may02.htm

[9] BYLAWS FOR INTERNET CORPORATION FOR ASSIGNED NAMES AND NUMBERS | A California Nonprofit Public-Benefit Corporation, as amended 28 November 2019. See: https://www.icann.org/resources/pages/governance/bylaws-en

members. SSAC members are asked to provide both biographical information and a disclosure of interest. These are linked to the SSAC web page.[10]

The SSAC membership comprises the following roles: Chair, Vice Chairs, SSAC members, and SSAC outward and inward liaisons. Invited Guests and ICANN Technical Liaison Staff also participate in the SSAC as described below. If and when applicable, any member, Invited Guest or ICANN Technical Liaison Staff may be asked to clarify whether their remarks represent the SSAC, the ICANN Organization, or personal positions. The ICANN Board appoints the Chair and the SSAC members based on recommendations of the SSAC. The SSAC members appoint all other roles. See Section 2.8 below for a description of each role.

An individual who has been invited by the SSAC to become a member, but who has not been appointed by the ICANN Board, may participate in the SSAC as an Invited Guest (see Section 2.8.6) at the discretion of the SSAC.

ICANN assigns staff to be the SSAC Support Staff to assist the SSAC in its administration and the production of its work products. ICANN also may assign a Research Fellow to support the SSAC. In addition, ICANN staff members with areas of technical expertise relevant to SSAC activities may request or be invited to participate on the SSAC as ICANN Technical Liaison Staff. The ICANN staff that are approved to participate on the SSAC are not considered SSAC members and their participation must be reviewed by the Membership Committee each year.

1.5.1 SSAC Administrative Committee

The SSAC has an Administrative Committee comprising the SSAC Chair, all elected Vice Chairs, the SSAC Board Liaison, and the SSAC Support Staff. The Administrative Committee meets several times per month. It considers issues that may be of interest to the SSAC and oversees all tasks undertaken by the SSAC throughout their entire lifecycle. The Administrative Committee may request Work Party chairs and other SSAC members to participate in its meetings as needed. Any SSAC member may participate in Administrative Committee meetings. The SSAC Support Staff post the current activities of the SSAC Administrative Committee on the SSAC wiki and update the wiki after each SSAC Administrative Committee meeting.

The Administrative Committee coordinates and oversees SSAC activities, develops proposals for the SSAC to consider, and supports implementation of SSAC decisions. Its work does not displace decisions reserved to the full SSAC.

1.5.2 SSAC Leadership Contingency Procedure

Routine substitution. When the SSAC Chair is unavailable for a particular meeting, engagement, or function, the Chair may ask any available Vice Chair to substitute. If the Chair cannot make the request, the available Vice Chairs may agree on a substitute. SSAC Support Staff will notify the SSAC of the substitution as appropriate.

Designation of an Acting Chair. Following each annual Vice Chair election, the SSAC Chair and elected Vice Chairs will recommend one of the elected Vice Chairs to be the designated Acting Chair for an extended absence or incapacity of the SSAC Chair. SSAC Support Staff will circulate the proposed designation to all SSAC members for a seven-calendar-day objection period. Any objection must state its grounds. If no objection is received, the designation takes

[10] See https://www.icann.org/resources/pages/ssac-biographies-2020-10-23-en

effect at the close of the period. If an objection is received, the designation is not automatically effective and the Chair will address the objection in accordance with Section 1.6. A proposed designation of a different individual will be circulated for a new objection period. The designation may be changed as circumstances warrant using the same procedure.

Extended Chair absence. When the Chair is unable to fulfill the duties of the office for an extended period, the designated Acting Chair will carry out those duties temporarily until the Chair resumes them. If the designated Acting Chair is unwilling or unable to serve, the available Vice Chairs will select an interim substitute and promptly notify the SSAC. The Chair and Vice Chairs, or the available Vice Chairs if the Chair is unable to participate, will then recommend a replacement designation through the objection procedure above. An interim substitute may act while that procedure is completed.

Permanent Chair vacancy. If the Chair position becomes permanently vacant, the designated Acting Chair, or an interim substitute selected as described above, will serve temporarily until the ICANN Board appoints a new Chair. Within two weeks of the permanent vacancy, the Acting Chair, or the SSAC Board Liaison if no Acting Chair is available, will initiate a Chair election in accordance with Section 2.8.1.1, with the support of SSAC Support Staff. If a Vice Chair is elected and appointed as Chair, that Vice Chair position becomes vacant and will be addressed as described below.

Vice Chair absence or vacancy. If a Vice Chair is temporarily unavailable, the Chair and remaining Vice Chairs will redistribute that Vice Chair's responsibilities until the member can resume them. If the unavailable Vice Chair is the Membership Committee Chair, an available Vice Chair may be named as temporary Membership Committee Chair for necessary functions; a replacement for an extended absence or permanent vacancy must be designated under Section 2.2.1. When a Vice Chair position is permanently vacant, the Chair may propose that the SSAC fill the vacancy by election under Section 2.8.2.1 for the remainder of the calendar-year term. Otherwise, the position may remain vacant until the next annual election.

Chair and all Vice Chairs unavailable. If the Chair and all Vice Chairs are concurrently unavailable, the SSAC Board Liaison will, with the support of SSAC Support Staff, call for a volunteer to serve temporarily as Chair and, if necessary, one or more volunteers to fulfill Vice Chair responsibilities. If there is more than one volunteer for a temporary role, the Board Liaison will conduct an expedited election, taking account of the urgency of the circumstances. If the Chair position becomes permanently vacant and no incumbent is available to initiate the election, the Board Liaison will initiate a Chair election under Section 2.8.1.1 within two weeks of the vacancy being determined. Vice Chair vacancies will be addressed under Section 2.8.2.1 when feasible.

1.6 SSAC Decision Making and Consensus

SSAC consensus is defined as a general agreement after all issues have been openly discussed and all objections have been addressed.

In this context, "addressed" means accommodated or dismissed with reason, where the reason might only be internal to SSAC. In all situations, the authority for calling consensus lies with the SSAC Chair.

There are several types of decisions requiring consensus that are made in conducting SSAC Work:

- Elections and Appointments
- Consensus in SSAC Publications
- Informal Decisions
- Formal Decisions

1.6.1 Elections and Appointments

Procedures for electing or appointing the SSAC Chair, Vice Chairs, Outward Liaisons and representatives and Inward Liaisons are described in Section 2.8.

Procedures for appointing members of the SSAC Membership Committee are described in Sections 2.2.

Procedures for appointing new SSAC members and reappointing existing SSAC members are described in Sections 2.3 and 2.5 respectively.

1.6.2 Consensus in SSAC Publications

The procedure for achieving consensus in developing and finalizing work products is described in Sections 3.2.3, 3.2.4, 3.2.5 and 3.3.1. Members who wish to withdraw are able to do so as described in Sections 2.1.4, 3.2.3, 3.2.4, 3.2.5 and 3.3.1.

1.6.3 Informal Decisions

Most decisions within the SSAC are reached informally by circulating proposals and calling for comments, suggestions and objections. In the case of such informal decisions, the outcome for or against the decision is determined by the SSAC Chair after taking into account all input. Examples of such decisions are proposals to amend Operating Procedures, or determining the SSAC view on a governance matter for which the Chair is providing feedback.

1.6.4 Formal Decisions

In some situations, the SSAC Chair may decide that a formal decision on a proposal is warranted. A formal decision will usually be reached by conducting a vote. Examples of when a formal decision is pursued are voting to determine the next Work Party topic to be undertaken or where there are diverse views among SSAC members on a topic under discussion.

2. SSAC Membership

The ICANN Board appoints the SSAC Chair and its 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. In addition, the SSAC accepts inward Liaisons from the other ICANN Advisory Committees and Supporting Organizations, although these Liaisons must apply and be approved as SSAC members according to the process described in this document, including abiding by the operational procedures described in this document.

Members are encouraged to become familiar with the SSAC Operational Procedures. Members are expected 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.

2.1 Member Participation

The ICANN Board appoints members of the SSAC as individuals, not as representatives of their respective organizations. It is further a responsibility of SSAC members to speak and express themselves in a way that represents the best solution based on the values and goals of the SSAC as described in the role of the SSAC.

SSAC members are expected to participate in SSAC work (within reason for a volunteer organization) by attending SSAC meetings, including the annual SSAC Workshop, sharing their knowledge and expertise in discussions, contributing to work parties, and volunteering for liaison or representational positions. The participation of each SSAC member is recorded by SSAC Support Staff in their Engagement Report. This is updated annually and shared privately with each member by the SSAC Chair.

2.1.1 SSAC Core Principles

The SSAC has developed a set of Core Principles to which all SSAC members are expected to commit. These are published on the SSAC public web site[11] and are as follows:

Within the context of the SSAC's role as defined in Article 12, Section 12.2(b) of the ICANN Bylaws, the SSAC commits to the following principles:

1. SSAC provides advice to the ICANN Board and the broader internet community on Security Stability and Resiliency (SSR) topics based on evidence, facts, analysis, and considered opinion informed by experience and expertise.
2. SSAC provides comments on ICANN Community issues that have the potential to impact the way in which the SSAC is structured and operates.
3. SSAC participates in ICANN Community activities that are relevant to its SSR role or to the way in which the SSAC is structured and operates.
4. SSAC members participate in the SSAC as individuals, not as representatives of their employers or other organizations, and as equals.
5. SSAC members, when they participate in and beyond the ICANN Community, make it clear whether their statements are their own personal views, the views of their employer, or the agreed views of the SSAC when discussing issues relevant to the SSAC.
6. SSAC members follow the ICANN Expected Standards of Behavior and interact with each other and with other members of the ICANN Community with respect, honesty and open-mindedness.[12] They are sensitive to all cultures and receptive to new and alternative ideas.

[11] At time of publication the website had not yet been updated to include the Core Principles.

[12] See https://www.icann.org/en/system/files/files/expected-standards-02sep16-en.pdf

7. SSAC members work together collaboratively and diligently to deliver SSAC work that is clear, effective, well-timed and relevant to the ICANN Community.
8. SSAC work clearly speaks to its intended audience, is mindful of their interests, is cognizant of the political environment, and expresses advice and recommendations in a convincing way.

2.1.2 Disclosure of Interests

The ICANN Conflict of Interest Policy,[13] is specifically for ICANN Officers, Directors, Board Liaisons, and Key ICANN Employees and it is not appropriate to apply this to SSAC members. Rather, the primary responsibility for SSAC members is not to eliminate conflicts or exclude people from discussions, but to disclose interests and be transparent about relationships that might be perceived as influencing the SSAC member's expressed point of view. Advocating for specific interests or positions is acceptable, as long those interests have been disclosed.

The views expressed by a member will of course be influenced by the views of whatever other organizations the member has interactions with, just as the views of those organizations will be influenced by the views of the member.

The opportunity to express a view that is sometimes different from that of a member's employer is based on a combination of at least the facts that members participate as individuals and that SSAC deliberations are confidential (unless special circumstances are arranged in advance).

All SSAC members submit an annual Disclosure of Interest (DOI) Statement in accordance with Appendix B. It is the obligations of individual members to keep their DOI up to date and to inform SSAC members of changes to their DOI either by email or verbally during a meeting. In addition, SSAC members must ensure that they highlight any relevant interests as part of any discussions and if verbal during a meeting, such disclosures should be documented in the record of the meeting. All SSAC reports must include a link to the SSAC web page where the DOIs current at the time of publication are publicly posted.

2.1.3 Confidentiality of Deliberations

SSAC deliberations are confidential unless explicitly made public. SSAC members frequently share information of a sensitive nature in the knowledge that SSAC requires its members to respect confidentiality. The sensitivity may be security related or proprietary in nature. If a member believes he or she has a responsibility of greater care, then that member is obligated to report that to the SSAC as soon as it is known to exist. Members may directly ask the individual who brought information to the SSAC whether that information can be shared outside of the SSAC, either with attribution or under Chatham House Rule. In all cases, before the information is shared, explicit approval must be requested and received. In addition, any member may ask if any other SSAC member is complying with the confidentiality of deliberations. Because of this practice of sharing sensitive information, it is inappropriate for the majority of SSAC meetings, calls and mailing lists to be open. SSAC Public Meetings are held at most ICANN meetings.

[13] See https://www.icann.org/resources/pages/governance/coi-en

2.1.4 Withdrawals

SSAC members are expected to withdraw if they believe they have a responsibility of greater care that conflicts with their ability to act as an individual or maintain confidentiality. A member who cannot respect the principles regarding confidentiality and membership is expected to withdraw. The withdrawal may be from a specific work item or from the SSAC as a whole. Withdrawals from a specific work item are understood to be an ordinary occurrence. Withdrawing from the SSAC as a whole is a very extreme action, as each individual member of the SSAC is needed based on his or her skills and other attributes as identified by the Membership Committee and approved by the Committee as a whole.

Any member at any time who is not part of the consensus position of an SSAC work product may withdraw for any reason. The reason for the withdrawal is not specified in the work product and is not required to be discussed.

2.1.5 Principles for SSAC Members that Participate in ICANN Meetings

SSAC members who participate in ICANN meetings (whether in person or remotely) are expected to participate in their role as members of the SSAC, explaining the SSAC and participating actively in discussions related to the role of the SSAC. This specifically includes SSAC scheduled meetings, both internal to the SSAC (often private meetings) and meetings with other entities (often public meetings) in the ICANN Community.

The SSAC Chair is available for inquiries on the importance of participation. SSAC members who can not participate at specific meetings are encouraged to report this fact to the SSAC Support Staff.

Participation at an ICANN meeting implies costs, both explicit and implicit, e.g., direct travel expenses and an individual's time. It is understandable that whoever makes the investment that enables the participation of the SSAC member at an ICANN meeting should expect something in return.

Specifically if an individual receives funding travel support from ICANN this implies a greater responsibility to participate in and be active at the SSAC scheduled meetings, or meetings where the individual is a representative of, or appointed by, the SSAC.

To summarize: SSAC members who participate in ICANN meetings, and specifically those who receive travel support from ICANN, are expected to:

- Attend SSAC private and public meetings;
- Attend meetings in the community with discussions related to the SSAC's role, and current or planned SSAC activities;
- If applicable, attend meetings by groups to which they are appointed by the SSAC;
- Identify and follow emerging trends and conversations on key topics related to the SSAC's role, and current or planned SSAC activities; and
- Provide a summary of their activities either verbally during the SSAC wrap-up meeting, or in writing on the SSAC mailing list within two weeks of the ICANN meeting. This content will be gathered by SSAC Support Staff and contributed to any post-meeting reporting.

Where the number of funded travel slots available to the SSAC is less than the number of SSAC members seeking travel funding, the SSAC Chair will automatically receive funding. If one or more elected Vice Chairs seek travel funding, one funded travel slot will be reserved for a Vice Chair. The SSAC Administrative Committee will determine which Vice Chair receives the reserved slot. Remaining SSAC members will be chosen using a publicly verifiable random selection process as defined in RFC 3797. The selection process will be implemented by SSAC Support Staff.

2.2 Membership Committee

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. Recommendations that are approved by the SSAC are submitted to the ICANN Board for their consideration.

The Membership Committee is comprised of the following members:

1. A Membership Committee Chair, designated from among the elected SSAC Vice Chairs under Section 2.2.1, as a non-voting member;
2. The SSAC Chair as a non-voting member;
3. The SSAC Board Liaison as a non-voting member; and
4. Five volunteers from the SSAC who are not subject to the current year's annual review process, as voting members. If there are more than 5 volunteers a poll will be held to elect the 5 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, except that no member may serve as a voting member during any year in which they are subject to the annual review process. The Membership Committee meets via web conference and at ICANN meetings as schedules allow and when there is work to be done.

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. SSAC Support Staff provide support for the Membership Committee including scheduling calls and meetings, taking and distributing notes in a timely manner, and performing other duties as appropriate.

2.2.1 Membership Committee Selection

Following each annual Vice Chair election, the SSAC Chair and elected Vice Chairs will recommend one elected Vice Chair to serve as non-voting Membership Committee Chair. In making the recommendation, they will consider relevant experience, availability, expressed willingness, and continuity of Membership Committee work.

SSAC Support Staff will announce the proposed Membership Committee Chair to the full SSAC and allow seven calendar days for objections, with grounds stated. If no objection is received, the

designation takes effect at the close of the period. If an objection is received, the designation does not take effect automatically; the SSAC Chair will address the objection under Section 1.6. A different proposed designee will be circulated for a new objection period. The designation must be settled and announced before Support Staff issue the call for volunteers for the Membership Committee's voting members.

The Membership Committee is reconstituted each year. Members from the prior year are encouraged to volunteer again, if eligible, in order to facilitate some continuity in the activities. After the Membership Committee Chair designation is settled and announced, SSAC Support Staff send a message to the SSAC list asking for volunteers at the beginning of each new term. If there are not enough volunteers, the Membership Committee Chair may approach individuals and encourage them to volunteer. If there are more than five volunteers, a poll is conducted with SSAC members indicating their support for up to five preferred candidates. The Membership Committee begins its work as soon as its voting members have been selected.

If a voting member of the Membership Committee departs for any reason during their term a replacement must be elected from the SSAC using the usual process for electing members to the Membership Committee. The Membership Committee may continue its work while the vacancy is being filled except that it may not conduct any vote until the vacancy is filled, even if quorum can be achieved.

2.2.2 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 for all actions of the Membership Committee. In general, the Membership Committee seeks unanimity in all of its decisions.

2.2.3 Membership Committee Operation

The decisions of the Membership Committee are determined by conducting a vote with the voting members. The following process applies whenever a vote is conducted.

1. The vote will be conducted via email and will be open for two business days. The results of the vote will be recorded in a summary message sent to the Membership Committee mailing list.
2. A valid vote cast must be either "yes", "object", or "abstain".
3. If there are any objections the grounds for the objections will be recorded.
4. Abstentions will not count as "no" votes, i.e., they will count as a valid vote with no positive or negative value.
5. At least a quorum of votes must have been cast at the close of the vote for the vote to be valid. The vote will be repeated until at least a quorum of votes has been cast.
6. The greatest number of "yes" votes will decide the vote in favor of the question.
7. If the voting results in a tie, the SSAC Chair shall cast the deciding vote. This provision shall not apply if no affirmative votes have been cast.

8. Voting details other than the outcome will not be disclosed outside of the Membership Committee.

Operational matters not otherwise specified in this document are decided by the Membership Committee according to this voting process.

2.3. New Member Selection

The Membership Committee is guided in its selection of new members by the outcomes of the SSAC annual process to review SSR threats and update its planned future work, from which a determination of skills needs will be derived. The Committee will be further guided by consideration of desired diversity attributes as advised by the SSAC Administrative Committee after consultation with all SSAC members. The SSAC conducts ongoing outreach activities and encourages new member applications to be submitted during the period October to April. Applications will be considered as a batch in the period April to June, thereby enabling the Membership Committee to make better informed recommendations about new members with similar skills and attributes, and to take into consideration the outcome of the Annual Review process. Nevertheless, an application for SSAC Membership can be submitted at any time throughout the year, and in some circumstances, the Membership Committee may decide to process that application individually rather than hold it for collective assessment.

The Membership Committee may learn of interested candidates in several ways: an SSAC member may recommend a candidate, a candidate may contact the SSAC Support Staff via the SSAC web site, or a community member may make a recommendation to the SSAC. In every case, the following procedure will apply:

1. Prospective candidates are required to make a self-nomination. When a recommendation comes from a third party, the nomination is recorded and the nominator is directed to encourage the prospective candidate to express their interest directly.
2. SSAC Support Staff contact interested candidates and collect information requested by the Membership Committee to support its decision process. The candidate will have at most two weeks to provide the following information:
    a. Resume, curriculum vitae (CV), or biography;
    b. A brief statement of interest describing why they are interested in joining the SSAC and what skills they would bring to the committee;
    c. A completed skills survey as provided;
    d. A disclosure of interest (see Appendix B);
    e. Links to presentations, publications and other information that can be used to evaluate the work produced by the candidate; and
    f. Other information as requested by the Membership Committee.

    If the information is not provided in a timely manner, consideration of the candidate will be discontinued without prejudice.
3. SSAC Support Staff provide the package of information to the Membership Committee to review and determine if the candidate should be interviewed or rejected.

4. If an interview is requested, SSAC Support Staff arrange for an interview between the candidate and the Membership Committee at a mutually convenient time.

On the basis of the candidate's information and interview the Membership Committee reviews the candidate against the current SSAC members' skills, identified SSAC skills gaps, and the skills of any other membership applicants. In particular, the Membership Committee seeks to answer the following primary questions:

1. Is the candidate sufficiently familiar with the SSAC and its work?
2. Can the candidate devote time to participate 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 needed within the SSAC?

In addition to the primary questions, the Membership Committee compares the candidate against secondary issues as follows:

- Relationship to other organizations inside ICANN;
- Relationship to other organizations outside ICANN; and
- Geographic, gender, and other diversity.

The Membership Committee Chair will inform via email those candidates that the Membership Committee decides are not currently suitable for SSAC membership. It is important to note that the names of candidates who are not recommended for membership are not disclosed outside of the Membership Committee. However, a candidate is not prevented from contacting SSAC members concerning the process. If a candidate appeals the decision, the SSAC Chair and Membership Committee Chair shall determine how to address the appeal on a case-by-case basis; the decision of the SSAC Chair and Membership Committee Chair shall be final. Candidates who have not been recommended for membership may not re-apply for at least 12 months after the date of submission of their initial application.

For those candidates whom the Membership Committee decides to recommend for membership to the SSAC, the following procedure will apply:

1. The Membership Committee Chair will send a message to the SSAC list with the Membership Committee's recommendation, including all of the supporting information, and allow at least one week for any SSAC member to respond with an objection, which must include the grounds for the objection. The message will make it clear that if no objections are received on the SSAC list the candidate will be considered as a member of the SSAC as an Invited Guest, subject to review by the ICANN Board. If during that period an objection is received, the procedure is interrupted at this point and the alternative procedure described below is followed.
2. The Membership Committee Chair will send an email message to the candidate welcoming them as an Invited Guest.
3. SSAC Support Staff will confirm the candidate's preferred email address for SSAC participation.

4. Upon receiving confirmation of the candidate's email address it will be added to the SSAC list by SSAC Support Staff, who shall also send a message to the SSAC list welcoming the new subscriber.
5. SSAC Support Staff will add the Invited Guest to the SSAC wiki.
6. SSAC Support Staff will prepare the following documents for submission by the SSAC Board Liaison for consideration by the ICANN Board at its next feasible regularly scheduled meeting:
    a. A cover letter from the SSAC Chair sent via the SSAC Board Liaison requesting Board consideration of the SSAC's recommendation, including the prospective member's biographical information and disclosure of interest (See Appendix C); and
    b. A Submission for the Board resolution to appoint the new member for a term commencing immediately and ending on 31 December of the second year following the start if the submission is dated on or before 30 June, or ending on 31 December of the third year following the start if the submission is dated after 30 June. (See format at Appendix D.)

Until the ICANN Board 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. If the Board appoints the new SSAC member, SSAC Support Staff shall add the member to the list of SSAC members on the web page and will post the biographical information with the disclosure of interest on the SSAC member biographical page.

For candidates that receive any objection from any SSAC member, the following procedure will apply:

1. The SSAC Chair shall moderate a review of the Membership Committee recommendation among the SSAC Membership.
2. The Membership Committee Chair is permitted to share with the SSAC the relevant substance of the Membership Committee's deliberations without attribution.
3. The SSAC Chair shall have the responsibility to identify and declare the SSAC consensus position of the review of the Membership Committee's recommendation.
4. The SSAC consensus position shall be final.

If the ICANN Board rejects a candidate the Membership Committee will consider the objections and seek to resolve them. If a resolution is not forthcoming the candidate's Invited Guest status shall be revoked.

The Membership Committee Chair will inform via email those candidates that the SSAC decides are not currently suitable for SSAC membership. If a candidate appeals the decision, the SSAC Chair and Membership Committee Chair shall determine how to address the appeal on a case-by-case basis; the decision of the SSAC Chair and Membership Committee Chair shall be final. Candidates who have not been recommended for membership may not re-apply for at least 12 months after the date of submission of their initial application.

2.4 Departing Members

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

1. The departing member should advise the SSAC Chair of their decision after which they may, at their own discretion, send a notification of their resignation to the SSAC mailing list. If appropriate, any member of the SSAC Administrative Committee may send the announcement.
2. SSAC Support Staff remove the departing member from all SSAC lists and remove access to all SSAC member only materials and services as appropriate.
3. SSAC Support Staff will prepare the following documents for submission by the SSAC Board Liaison for consideration by the ICANN Board at its next feasible regularly scheduled meeting:
    a. A cover letter from the SSAC Chair sent via the SSAC Board Liaison requesting the Board to consider thanking the departing member (See Appendix C); and
    b. A Board Submission for the Board resolution to thank the departing member for their service. The request includes the beginning and end dates of the departing member's tenure on the SSAC (See Appendix E).

2.5 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. The first action for the current year's Membership Committee is to set a schedule for the annual review process and review the requirements to be completed by each SSAC member subject to the annual review process.
2. SSAC Support Staff publish the schedule to the SSAC list along with the requirements set forth by the Membership Committee.
3. SSAC Support Staff track the completion of the requirements and provide a summary to the Membership Committee as soon after the deadline set in the schedule as is practical. The Membership Committee may decide not to review the membership of an SSAC member who does not complete the requirements by the deadline.
4. The Membership Committee reviews the level of participation and the completion of the requested tasks of each member subject to the annual review process.
5. Based on its review the Membership Committee decides whether or not to recommend the renewal of a member's membership.

Members who are scheduled for Annual Review but who do not wish to seek a further three year term, may indicate accordingly to SSAC Support Staff and they will not be included in the review process. Members who are currently being reviewed and who seek a further three year term are expected to complete at least the following requirements:

- Complete a skills survey as provided by SSAC Support Staff.
- Review and update, if necessary, biographical information on the SSAC web site.

- Review and update, if necessary, their disclosure of interest statement on the SSAC web site.

The Membership Committee will consider as much information as is reasonably available in its review of a member's level of participation. The following primary criteria will be included in the information reviewed:

- Attendance at SSAC meetings and workshops (as provided by SSAC Support Staff using a tracking tool and recorded in the member's Engagement Report);
- Participation and roles in work parties (chair, contributor, and reviewer, as tracked by SSAC Support Staff and recorded in the member's Engagement Report);
- Contributions to and reviews of SSAC work products;
- Engagement on SSAC mailing lists (main list, work party lists, and other task-based lists);
- Comments from work party chairs in which members have participated during or are participating in their current term; and
- Comparison of the skill survey results with the summary of SSAC skills; and
- Contribution as an appointed SSAC representative in liaison roles (e.g., to the ICANN Nominating Committee, the RSSAC) or as a representative of the SSAC in other ICANN activities (e.g., Cross-Community Working Groups, Review Teams, Policy Development Processes) (as tracked by SSAC Support Staff and recorded in the member's Engagement Report).

The Membership Committee should not conclude that the level of participation of a member has not been as expected unless there is clear information to support this conclusion. The lack of information supporting a member's level of participation should not be used to conclude that a member has not been participating.

The Membership Committee will consider special and secondary criteria that are important to evaluating participation or represent characteristics that are important to SSAC. These criteria include at least the following:

- Life events;
- Job considerations;
- Geography;
- Gender; and
- Other diversity considerations.

The decision of whether or not to extend a term of membership to a member is shared by the SSAC Chair with the respective member.

For those members the Membership Committee decides to recommend for membership renewal to the SSAC, the following procedure will apply:

1. The Membership Committee Chair will send a message to the SSAC listing those members that the Membership Committee is recommending for membership renewal, allowing at least one week for any SSAC member, including the member to whom the

recommendation applies, to respond with an objection regarding one or more of the recommendations, which must include the grounds for each objection. The message will make it clear that all recommended members without any objection on the SSAC list would be considered as a member of the SSAC, subject to review by the ICANN Board.

2. SSAC Support Staff will prepare the following documents for consideration by the ICANN Board at its meeting during ICANN's Annual General Meeting (AGM):
    a. A cover letter from the SSAC Chair sent via the SSAC Board Liaison requesting Board consideration of the SSAC's recommendation for membership renewal (See Appendix C); 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 (See Appendix D).

For those members the Membership Committee decides not to recommend for membership renewal, the following procedure will apply:

1. The decision will be referred to the SSAC Chair who will discuss the decision with the member. The concerns of the Membership Committee will be explained and the member will be asked if they would prefer to decline seeking reappointment to the SSAC.
2. The member may ask for a review of the decision with the Membership Committee. The review meeting will be conducted as follows:
    a. The review meeting will be conducted via web conference at a mutually convenient time.
    b. The SSAC Chair, the Membership Committee Chair, the SSAC Board Liaison, and at least a quorum of voting membership committee members must be present during the review meeting with the member.
    c. The Membership Committee will deliberate privately after the review meeting and conduct another vote, using the same process described above.
3. If the Membership Committee revises its decision to recommend membership renewal, then the procedure described above shall apply.
4. If the Membership Committee does not change its decision and decides not to recommend membership renewal, the decision will be referred to the SSAC Chair who will discuss the decision with the member. The member will be informed that they may object to the decision when it is reported to the SSAC.
5. The Membership Committee Chair will send a message to the SSAC listing those members that the Membership Committee is not recommending for membership renewal, allowing at least one week for any SSAC member, including the member to whom the recommendation applies, to respond with an objection regarding one or more of the recommendations, which must include the grounds for each objection. The message will make it clear that if no objection is received then the member's term of membership will end on the last day of the current calendar year.

For those members for whom an objection is received from any SSAC member regarding any decision of the Membership Committee, the following procedure will apply:

1. If the objection is against a recommendation of non-renewal by the Membership Committee, the affected member must agree to a review of the Membership Committee decision by the SSAC. If the affected member does not agree to the review, the decision of the Membership Committee shall be final.
2. If the objection is against a recommendation of renewal by the Membership Committee, the review by the SSAC must proceed.
3. The SSAC Chair shall moderate a review of the Membership Committee decision among the SSAC Membership.
4. The Membership Committee Chair is permitted to share with the SSAC the relevant substance of the Membership Committee's deliberations without attribution.
5. The SSAC Chair shall have the responsibility to identify and declare the SSAC consensus position of the review of the Membership Committee's decision.
6. The SSAC consensus position shall be final.

2.5.1 Annual Review Process Schedule

The SSAC seeks to submit its recommendations for consideration by the Board at its Annual General Meeting (AGM), the date of which varies each year. In addition, the SSAC seeks to submit the results of the annual review process to the SSAC at its annual SSAC Workshop.

As of the date of this publication, ICANN's AGM is typically held around the month of October and the annual SSAC Workshop is held around the month of September. This suggests that the annual review process needs to complete by the end of August each year. The following schedule is provided as a guiding template for the Membership Committee to use to set its actual schedule each year, but this timeline should be regarded as flexible and may be adapted to changes in circumstances.

Activities and Approximate Timeline:

January:

1. SSAC Support Staff call for volunteers to join the Membership Committee; a poll is conducted if there are more than five volunteers.

February-March:

1. SSAC Support Staff compile a summary of member engagement for all members based on attendance records, work party participation, participation in document production, and any liaison or representative roles held.
2. SSAC Support Staff conduct an anonymous survey of members up for annual review. All SSAC members may respond to the following three questions for each member up for annual review.
    a. How have you worked with this person in the SSAC?
    b. Describe the person's interaction and participation in the SSAC.
    c. How do you believe this person will contribute to the continued success of the SSAC?

3. SSAC Support Staff prepare a member engagement report for all SSAC members. The member engagement report consists of the summary of member engagement and, for those members up for annual review, the anonymous survey results.

April:

1. The SSAC Chair shares with each member his or her individual engagement report.
2. SSAC Support Staff share the member engagement report for members up for annual review with the Membership Committee.

May-June:

1. The Membership Committee will conduct its annual review of members.
2. The Membership Committee will vote on the question of whether or not to offer another term of membership to each member up for annual review. The vote will be conducted as described above.
3. The Membership Committee will advise its recommendations to the SSAC Chair.

July:

1. The decision of whether or not to extend a term of membership to a member is shared by the SSAC Chair with the respective member.
2. The member may ask for a review of the decision with the Membership Committee. The review meeting will be conducted as described above.

August:

1. The Membership Committee communicates the results of the annual review to the SSAC.

December:

1. The Membership Committee reviews ICANN Technical Liaison Staff that are currently participating on the SSAC.

2.6 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.

2.6.1 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, including Invited Guests, 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. SSAC Support Staff will maintain a list of all non-members who receive information in this exceptional circumstance.

2. SSAC members shall have no obligation of confidentiality arising from their membership in the SSAC with respect to information disclosed to them if such information is:
   a. at the time of disclosure, already known to the SSAC member;
   b. 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
   c. known to the SSAC at the time it is disclosed to them; or
   d. independently developed by the SSAC; or
   e. received by the SSAC from a third party who had a lawful right to disclose such information to it; or
   f. 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 specific study, research, or other SSAC task. If they decline to sign such an agreement, they will also be declining participation in the task requiring the execution of the non-disclosure agreement. Declining to sign an NDA is understood to be an ordinary occurrence.
4. A Formal Affirmation of Confidentiality and Non-Disclosure may be required of SSAC Members if requested by the disclosing party. (See Appendix F.)
5. No formal NDA is required for membership in the SSAC.
6. A separate email distribution list may be established for a specific project or issue which includes only SSAC members who have signed an NDA applicable to that specific project or issue.

2.7 SSAC Member Services

ICANN provides services to support the SSAC, its members, and the production of its work products.

2.7.1 Wiki Workspace

ICANN provides and maintains a 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 wiki workspace.

SSAC members may use the wiki workspace for reference or to post comments. SSAC Support Staff are responsible for keeping the material on the workspaces current, including posting meeting agendas and minutes, documents, and presentations.

2.7.2 SSAC Mailing Lists

The SSAC is supported by mailing lists hosted by ICANN. The main list is the SSAC list (ssac@icann.org), to which all SSAC members, SSAC Support Staff, ICANN Technical Liaison Staff and candidate members who have been approved by the SSAC but are waiting for approval by the ICANN Board are subscribed. Whereas web conferences and in-person meetings provide for focused and structured discussions of issues before the SSAC, the SSAC mailing list provides a forum for anyone who is subscribed to raise any issue of interest. Issues are proposed, discussed, and by consensus may be selected for addition to the SSAC agenda. The SSAC list is the default mailing list and is used for SSAC announcements, distribution of publications especially during the draft phase, summaries of SSAC meetings and most SSAC discussions.

There exists a second mailing list, SSAC-only (ssac-only@icann.org), to which all SSAC members, SSAC Support Staff and candidate members who have been approved by the SSAC as described above are subscribed. ICANN Technical Liaison Staff are not subscribed. This mailing list will be used for a limited number of SSAC communications. Any member can initiate or switch a discussion to the SSAC-only mailing list for any reason. Preferably, the SSAC-only list should be used only for situations where there is a perceived or potential conflict of interest issue or sensitivity on a particular topic. Examples of situations where there may be a real or perceived conflict of interest or sensitivity are:

- The SSAC is commenting on work that ICANN Technical Liaison Staff have drafted or participated.
- Any membership related discussion (e.g., membership committee recommendation of ICANN Technical Liaison Staff).
- Where an SSAC member identifies the potential conflict and the Admin Committee confirms after due consideration that, in their view, a conflict does exist.

General discussion on an ICANN initiative would normally not be deemed to constitute a conflict of interest for ICANN Technical Liaison Staff.

The Admin Committee is responsible for resolving any general issues that may arise with the practice of including ICANN Technical Liaison Staff in the SSAC and any specific issues that may arise with an individual member of ICANN Technical Liaison Staff. If need be, the Admin Committee will escalate the issue to an appropriate member of the ICANN Executive.

Additional mailing lists may be created for Committees and Work Parties as needed. Mailing lists may be established for special projects requiring control of Proprietary Information as described in 2.6 above.

ICANN maintains a permanent confidential archive of all messages distributed on SSAC mailing lists. ICANN information technology staff and SSAC Support Staff maintain the lists and the archive. Although SSAC members do not have direct access to the lists or the archives, they may request that SSAC Support Staff make changes on their behalf. In addition, they may ask the SSAC Support Staff 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).

SSAC Support Staff may ask for additional information if that which is included in the request is insufficient to identify the requested posting(s). At all times any confidentiality requirements associated with the information will be respected and enforced at the discretion of SSAC Support Staff in consultation with the SSAC Chair. This may result in the request for information being denied.

2.8 SSAC Roles

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

2.8.1 Chair

The Chair of the SSAC is a volunteer position filled by an SSAC member, elected by the SSAC members, and appointed by the ICANN Board at the recommendation of the SSAC. The Chair is responsible for working with other members of the SSAC Administrative Committee and SSAC members to suggest priorities, conduct all meetings and gatherings of the SSAC, and conduct meetings of the SSAC Administrative Committee. The Chair also represents the SSAC to the public. The Chair is elected to a three-year term of office and can serve for two consecutive three-year terms. More than two consecutive terms are allowed, but should be considered exceptional. Having the same person return as Chair after a relatively short break should similarly be considered exceptional. Terms are not required to align with the elected member's membership term. The Chair cannot simultaneously serve as an SSAC Vice Chair or as the SSAC Board Liaison.

2.8.1.1 Chair Election

The SSAC seeks to submit its recommendation for consideration by the Board at its Annual General Meeting (AGM), the date of which varies each year.

The term of the SSAC Chair shall begin on the first day of the next year following the election and shall end on the last day of the year two-years hence. If an election is being held because the Chair is no longer able to complete the term, regardless of the reason for the vacancy, the term shall begin immediately upon selection by the SSAC and appointment by the Board and shall end on the last day of the year three-years hence, i.e., the length of the term shall be three years plus the remainder of the calendar year in which the term begins.

As of the date of this publication, ICANN's AGM is typically held around the end of the month of October. This suggests that the Chair election needs to complete by the end of September in the year the election is being held. The following schedule is provided as a guiding template for the SSAC Administrative Committee to use to set the actual schedule for an election when it is needed. The commencement date for this timeline can be adjusted as required taking into consideration factors such as the timing of the annual Vice Chair election under Section 2.8.2.1.

Activities and Approximate Timeline:

<u>10 weeks before the AGM:</u>

SSAC Support Staff send a message to the SSAC list beginning a two-week nomination period and requesting nominations to be sent to the SSAC list. To accept the nomination the candidate must provide a written statement of interest. The current Chair may volunteer to serve another term. Self-nominations are permitted.

8 weeks before the AGM:

SSAC Support Staff send the final slate of candidates to the SSAC list beginning a one-week period during which SSAC members may ask questions of the candidates.

7 weeks before the AGM:

If there is more than one candidate, SSAC Support Staff shall initiate a poll and allow one-week for the poll to complete, announcing the results to the SSAC immediately after the poll closes. The greatest number of votes in favor of a particular candidate shall select that candidate as the Chair.

If there are more than two candidates and there is a tie between two or more candidates for the greatest number of votes, the candidate(s) with the lesser number of votes will be eliminated and a new vote will be conducted to resolve the tie. If, after eliminating all candidates with a lesser number of votes by conducting one or more further votes, there remains a tie between two or more candidates, the tie shall be addressed using a publicly verifiable random selection process as defined in RFC 3797. The random selection process will be implemented by SSAC Support Staff.

If there is only one candidate, the candidate is selected by acclamation.

6 weeks before the AGM:

SSAC Support Staff shall open a one-week period during which any SSAC member may challenge the results of the poll.

5 weeks before the AGM:

If necessary, one-week is provided for resolving any challenge to the results of the poll that may arise. The SSAC Admin Committee, excluding any candidate, will decide the outcome of a challenge, seeking the consensus of the SSAC should that be appropriate.

4 weeks before the AGM:

SSAC Support Staff prepare the Board Submission for the Board Liaison to send to the Board for consideration of the appointment of the Chair.

If the election encounters any issues and fails to complete in a timely manner, the current Chair shall remain in office until the issues can be resolved. Election issues that are not discussed in this document shall be resolved according to a consensus of the SSAC. SSAC Support Staff shall seek a volunteer or appoint a member from the SSAC who is not running for office to serve as the leader of all election issue discussions; the first choice for the volunteer shall be the current Chair if they are not running for office.

2.8.2 Vice Chairs

The SSAC may elect one or more Vice Chairs. Vice Chairs are volunteer positions filled by SSAC members elected by the SSAC membership. Every elected Vice Chair serves on the SSAC

Administrative Committee. A Vice Chair may not simultaneously serve as the SSAC Chair or SSAC Board Liaison.

By 30 September each year, the SSAC Chair will propose the number of Vice Chair positions and the anticipated areas of responsibility for the following calendar year, based on the expected needs of the SSAC. SSAC Support Staff will circulate the proposal for at least seven calendar days for comment and objection. If no objection is received, the proposal stands. If objections are received, the Chair will address them under Section 1.6 before the number of positions is settled. The nomination call may proceed once the number of positions has been settled.

Vice Chairs serve one-year terms from 1 January through 31 December, unless elected to fill a vacancy for the remainder of a term. A Vice Chair may stand for re-election for additional one-year terms without a limit on the number of consecutive terms.

After the election, the Chair and elected Vice Chairs will allocate operational portfolios among the Vice Chairs by agreement, considering the Statements of Interest, preferences, expertise, willingness, availability, and workload of each Vice Chair. If agreement cannot be reached, the matter will be referred to the SSAC under Section 1.6. The allocations and any subsequent changes will be reported to the SSAC. Operational portfolios do not confer an order of precedence among Vice Chairs or, by themselves, designate a successor to the Chair. Any Vice Chair may substitute for the Chair as needed under Section 1.5.2.

One elected Vice Chair will be designated as the non-voting Chair of the Membership Committee under Section 2.2.1. One elected Vice Chair will be designated to serve as Acting Chair in the circumstances described in Section 1.5.2. These designations are distinct from the allocation of operational portfolios.

2.8.2.1 Vice Chair Election

The SSAC will hold a Vice Chair election each year for the positions settled under Section 2.8.2. SSAC Support Staff will set and announce the schedule for nominations, candidate questions, polling if needed, and challenges, with the goal of completing the election before the next calendar-year term begins. The ICANN Board is not notified of the Vice Chair election outcome.

Vice Chairs are elected collectively, not to a specific portfolio or role. SSAC Support Staff will open a nomination period of at least two weeks. Any SSAC member may nominate another SSAC member or self-nominate. To accept a nomination, a candidate must submit a written Statement of Interest addressing relevant experience, expected availability, and any preferences among the announced portfolios and defined roles. Acceptance of a nomination confirms the candidate's willingness to take on any announced portfolio and to serve in either of the two defined roles (Membership Committee Chair and designated Acting Chair).

After nominations close, SSAC Support Staff will circulate the final slate of candidates and allow one week for SSAC members to ask questions of the candidates.

If the number of candidates is less than or equal to the number of positions to be filled, the candidates will be selected by acclamation. Unfilled positions remain vacant unless the SSAC subsequently elects to fill them. If the number of candidates exceeds the available positions, SSAC Support Staff will open a secure poll for one week. Each SSAC member may vote for up to the number of positions to be filled. The candidates receiving the greatest numbers of votes will be selected for the available positions.

If a tie affects the last available position or positions, SSAC Support Staff will conduct a further one-week poll among the tied candidates. If a tie remains, it will be resolved by the publicly verifiable random selection process described in RFC 3797.

SSAC Support Staff will announce the results and open a one-week period during which an SSAC member may challenge the result, including a selection by acclamation. The SSAC Administrative Committee, excluding any election candidate, will resolve any challenge, seeking the consensus of the SSAC where appropriate. Any Vice Chair elected to fill a mid-term vacancy will serve only for the remainder of that calendar-year term. Election issues not addressed in this section will be resolved by SSAC consensus under Section 1.6.

2.8.3 SSAC Outward Liaisons

There are three outward liaisons in the SSAC. These are 1) the SSAC Liaison to the ICANN Board; 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 elect an outward liaison to other ICANN Advisory Committees and Supporting Organizations, at the discretion of a majority of SSAC members and with the agreement of the receiving Advisory Committee or Supporting Organization. Unless otherwise specified and agreed to by the SSAC, all outward liaisons are required to be SSAC members. Additionally, the SSAC is frequently asked to provide one or more representatives to participate in a range of committees and working groups.

Prior to the appointment or reappointment of an SSAC outward liaison or other SSAC representative, the SSAC Administrative Committee should undertake an informal review of the benefits and outcomes of participation in each role and recommend to the SSAC whether that role should continue to be filled.

2.8.3.1 SSAC Liaison to the ICANN Board

The ICANN Bylaws require that SSAC nominate a representative to serve as a non-voting liaison to the ICANN Board, with responsibilities and obligations as defined by the Bylaws.[14] As per the ICANN Bylaws, "Each Liaison shall serve terms that begin at the conclusion of each annual meeting. At least one month before the commencement of each annual meeting, each body entitled to appoint a Liaison shall give the Secretary written notice of its appointment" and "Each Liaison may be reappointed, and shall remain in that position until a successor has been appointed or until the Liaison resigns or is removed in accordance with these Bylaws." The SSAC will elect its Liaison once every three years, with the elected Liaison serving three consecutive one-year Board terms. An SSAC member can serve as the SSAC Board Liaison for no more than two consecutive three-year terms of office.

The SSAC Board Liaison cannot simultaneously serve as the SSAC Chair or as an SSAC Vice Chair.

The following are the duties and responsibilities of the SSAC Board Liaison:

- Report regularly to the ICANN Board on the SSAC's activities.
- Represent the SSAC at all ICANN Board functions as required by the Board.

[14] See ICANN Bylaws, Article 7, Section 7.9 (Non-Voting Liaisons)

- Deliver all SSAC work products to the ICANN Board and track and report on Board actions taken in response to those.
- Serve on the SSAC Administrative Committee.
- Provide reports to the SSAC members on relevant issues considered by the Board, as Board confidentiality permits.
- Adhere to the ICANN Bylaws and any requirements, obligations, and responsibilities that may be set by the Board.
- Engage in all ICANN Board activities that are consistent with ICANN's Security Stability and Resiliency (SSR) function.
- Engage in all other ICANN Board activities that may have a significant impact on the work of the SSAC including but not limited to: strategy, finance, Supporting Organization / Advisory Committee (SO/AC) structure and management, Board processes and policies, and oversight of reviews.
- In conjunction with the SSAC Administrative Committee, periodically (at least biannually) track and review open recommendations to the Board and their resulting implementation tasks.
- Provide the SSAC membership with status updates (at least biannually) regarding progress of SSAC recommendations to the Board.

The following are the basic requirements of the SSAC Board Liaison:

- *From the SSAC:* Possess the skills, attributes and ability to meet the SSAC requirements of a Board Liaison.
- *From ICANN:* Be able to travel 6 times/year for face-to-face meetings; devote roughly 30 calendar days a year to ICANN; and keep up with email threads (time commitment varies) but a daily scan and response is required.

2.8.3.2 SSAC Liaison to the RSSAC

SSAC Members may choose to elect a Liaison to the RSSAC for a three-year term that may be renewed indefinitely.

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

- The SSAC Liaison should have some interest in and knowledge of one or more of the areas in which the interests of the SSAC and the RSSAC overlap, including DNSSEC deployment and root server scalability and stability.
- The SSAC Liaison should be able to attend all meetings and functions of the RSSAC as required by the RSSAC.
- Provide brief reports to the SSAC Members on relevant issues considered by the RSSAC, as RSSAC confidentiality permits.

2.8.3.3 SSAC Liaison to the ICANN Nominating Committee

Under the ICANN Bylaws, the SSAC is required to elect a liaison to serve on the ICANN Nominating Committee. ICANN's Nominating Committee invites Statements of Interest (SOIs)

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 face-to-face meetings of the ICANN Nominating Committee. When required, the SSAC Chair receives an invitation from the Chair of the ICANN Nominating Committee for the SSAC to elect one of its members to serve a term on the ICANN Nominating Committee.

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

- Attend all ICANN Nominating Committee meetings and functions.
- Provide brief reports to the SSAC members on relevant issues considered by the Nominating Committee, as Nominating Committee confidentiality permits.

2.8.3.4 SSAC Outward Liaison Election

The election of an outward liaison or representative is conducted according to the same procedure and schedule as the Chair election with the following changes:

- The election is not required to be conducted simultaneously with the Chair election nor is the term of the outward liaison required to align with the term of the Chair.
- The ICANN Board is not notified of the election, except in the case of the SSAC Board Liaison.
- The Chair of the SSAC notifies the receiving organization of the elected outward liaison according to a procedure specified by them.
- The start or end of the appointment may be dictated by the requirements of the receiving organization or the task.
- When not dictated by the requirements of the receiving organization or the task, the appointment of an outward liaison or representative will be for a three-year term. While there is no limitation on the number of terms that can be served, the preference is that an incumbent should serve no more than two consecutive terms.

2.8.4 SSAC Inward Liaisons

Various ICANN Supporting Organizations and Advisory Committees and related panels and entities ("groups") have asked to send liaisons to the SSAC. The SSAC generally welcomes inward liaisons but requires that an inward liaison 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 the 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.

2.8.5 SSAC Support Staff

ICANN provides Support Staff for the SSAC. The staff are employees of ICANN and report to ICANN. SSAC members who have concerns or questions about the SSAC Support Staff should bring them to the attention of the SSAC Chair for resolution.

2.8.5.1 Responsibilities

The responsibilities of the SSAC Support Staff with respect to the SSAC include the following:

- Participation in SSAC discussions;
- 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;
- 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 and Vice Chairs' meeting schedules at ICANN meetings;
- Preparing SSAC work products, arranging for submission to the ICANN Board 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.

The SSAC Support Staff serve on the SSAC Administrative Committee.

2.8.5.2 Acknowledging Staff in SSAC Publications

The SSAC wishes to properly acknowledge the staff's contribution to the SSAC publication the following way:

- *Editor:* The staff member has supported the work party discussions and served as the main editor of the document.
- *Contributing Author:* The staff member has contributed to writing substantial sections of the report at the request of the work party.

- *Contributing Researcher:* The staff member has contributed to and performed substantial research at the request of the work party.

In cases where a staff member serves multiple roles, these are added together. The lead support staff of the work should propose an acknowledgement he/she believes is appropriate, and the work party chair(s) need to agree. In case of no work party the SSAC Chair needs to agree.

2.8.6 Invited Guests

The SSAC may choose by consensus to invite individuals to participate in one or more SSAC activities 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 participation as previously specified in Section 2.1. Invited Guests are required to submit a Disclosure of Interest statement in accordance with Appendix B before their participation commences. These statements will be published on the public SSAC web site. At the completion of the activity or at the discretion of the SSAC Chair, the participation of the Invited Guest ends. Invited Guests may submit a request to be considered for membership in the SSAC at any time.

SSAC member candidates whom the ICANN Board has not yet appointed to the SSAC, or whose terms have not yet commenced, may serve as Invited Guests.

Invited Guests, including those yet to be appointed as SSAC members by the ICANN Board, do not participate in the following SSAC activities:

- Any leadership position, including the nomination and election processes for leadership positions;
- Any liaison position, formal or informal, including any representation of the SSAC in any external group and the nomination and election processes for liaison positions;
- Inclusion in the determination of consensus on SSAC work products except for those to which they have been expressly invited; or
- Eligibility for SSAC funding to attend ICANN Meetings.

The SSAC Chair, in consultation with the SSAC, may determine on a case-by-case basis if an Invited Guest should be eligible for SSAC funding to attend the SSAC Annual Workshop.

2.8.7 ICANN Technical Liaison Staff

The SSAC may choose by consensus to invite individuals employed by ICANN to participate in SSAC activities, e.g., work parties and discussions. In general, these individuals have specific knowledge and technical expertise relevant to SSAC work and may provide important perspectives by virtue of their positions within the ICANN Organization. The role of the ICANN Technical Liaison Staff is to:

- Participate in SSAC discussions by offering information and insight while refraining from any attempt to influence a specific SSAC Recommendation;
- Where appropriate, provide information from the ICANN Organization on matters under consideration by the SSAC; and

- Where appropriate, provide updates to the SSAC on activities being undertaken by the ICANN Organization related to security and stability topics. Such individuals are not considered to be SSAC members but their participation is reviewed by the Membership Committee on an annual basis to determine whether continued participation is recommended.

3. SSAC Publication Procedures

In its publications, the SSAC speaks with one voice. SSAC work products stand on their own merits and represent the agreement and full support of the SSAC.

The following is a description of the procedures for SSAC publications.

3.1 Proposing, Selecting, and Planning a Work Product

The SSAC operates as a semi-autonomous body of technical experts who aim to produce timely and relevant documentation on topics of relevance for the Internet community. In 2019, the SSAC undertook a detailed environmental scan to identify SSR threats. The risk analysis flowing from the environmental scan will provide a prioritized list of topics for future SSAC work. In subsequent years, the SSAC will undertake at its annual Workshop a lightweight annual review of the environmental scan and risk analysis geared towards adjusting work priorities and identifying any new emerging SSR threats. A more substantial review will be undertaken triennially, or as demonstrated or required by changes in the environment that could accelerate this process.

The ICANN Board may assign topics to the SSAC and 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.

SSAC Support Staff track requests or topics that have come before the SSAC, either in email archives or in the notes from discussions at SSAC Administrative Committee meetings that are maintained on the wiki workspace. SSAC Support Staff will endeavor to maintain a high degree of accuracy with respect to the tracking of substantive issues. SSAC Support Staff 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.

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

The ICANN Board, Advisory Committees (ACs), and Supporting Organizations (SOs) may request that the SSAC review a specific topic or issue. 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 that they receive a timely response. SSAC Support Staff shall maintain all correspondence relating to these requests on the SSAC wiki workspaces and shall publish all formal responses from the SSAC as documents on the public SSAC web site.

3.1.2 Requests from ICANN Staff

ICANN staff may request that the SSAC review issues of interest to them. These requests are submitted to SSAC Support Staff or to the ICANN Organization's Chief Technology Officer (CTO), 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. SSAC Support Staff shall maintain all correspondence relating to these requests on the SSAC wiki workspace and shall publish all formal responses from the SSAC as documents 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 the SSAC to review it are posted to the SSAC mailing list for discussion. Since the mailing list is open to all SSAC members, there is no formal acknowledgement 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

In general, substantial SSAC work will be undertaken through the establishment of a work party following the process described in Sections 3.2 to 3.4. However, there are some situations where a work product may be developed by a small group of SSAC members (not a formal work party), by a single SSAC member, or by SSAC Support Staff. In such circumstances, the overall process described below in Section 3.2.3 will still apply, with some exceptions made for purely administrative work products.

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 in one of the following roles: as either a chair/co-chair, contributor, reviewer, or observer:

- Chair/Co-Chair: plan and manage the work party's meetings, assign tasks, participate in the development of the work product, and provide progress reports to the SSAC Administrative Committee
- Contributor: Author a significant portion of the content of the report, or undertake a significant portion of the research underlying the report
- Reviewer: Generate ideas to improve the content of the report or amendments to improve its clarity and expression
- Observer: Receive WP emails for the purpose of staying abreast of progress or learning more about the WP topic, review the WP draft report as part of the full SSAC review

All SSAC members are welcome to participate in any work party. 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 in the form of a charter, select one or more members to act as chair/co-chair, establish the milestones and schedule, and consider whether it is appropriate to propose any additional individuals to participate as invited guests in accordance with Section 2.8.6. An SSAC Support Staff 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. Staff also will establish a wiki for the work party where the charter along with the latest documents and minutes, including attendance, are posted. Contributors and reviewers are expected to attend work party meetings, but observers are not. 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 Chair Obligations

Work party chairs are expected to further the work of the group by managing the work party's meetings, assigning tasks, participating in the development of the work product, and providing monthly reports on progress to the SSAC Administrative Committee. When a work party is created, the SSAC Chair delegates the authority to declare consensus to the work party chair. Once the work party chair determines consensus has been achieved, the work party chair returns the final authority and consensus call to the SSAC Chair.

Work party chairs should seek advice from the SSAC Administrative Committee if the work is languishing through lack of volunteer participation, lack of staff support, or for any other reason. As noted in Section 2 above, work party chairs may also be asked by the Membership Committee to provide information concerning a member's level of participation as part of the Annual Review process. If a work party chair cannot fulfill the duties outlined above, the SSAC Administrative Committee may decide to ask a work party chair 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 web conference 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 may also consult with members of the ICANN community affected by the issue under study. This may be done during the development of the initial work product by any means deemed appropriate by the work party chair in consultation of the SSAC Chair, or by including relevant experts in the work party as invited guests. 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 access to information:

- The SSAC may request information from the ICANN Organization, an ICANN SO or an 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 may be included in the applicable report or other work product.

For access to ICANN information and systems:[15]

- The work party chair will seek access to structural and operational plans, implementations, and operational experience as needed; and
- Requests will be forwarded to the ICANN Chief Executive Officer (CEO) or the relevant ICANN Senior Vice-President and may be referred to the ICANN Board for disposition.

For access to information and systems of entities outside of ICANN:

- The work party chair will consult with the SSAC Chair who will decide whether it is appropriate to make such formal requests;
- The SSAC Chair will seek access to structural and operational plans, implementations, and operational experience as needed;
- Requests will be forwarded to the appropriate point of contact;
- The SSAC will not disclose its sources unless they give permission; and
- SSAC members may be required to enter into NDAs 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 web conference or face-to-face, and/or conduct discussions on the list, until the framework for an initial draft work product is produced. At this point, the work party chair may decide to author the initial draft work product, may ask if another member of the work party wishes to assume the task, or may allocate drafting tasks to a number of work party contributors. Once these roles are defined, the work product author(s) will produce an initial draft work product, with assistance from SSAC Staff Support as appropriate.

SSAC work products may contain two types of contents: (1) discussion/exposition and (2) recommendations. In the discussion/exposition section, a topic is explained and a range of differing views is presented with accompanying commentary. Where the work party has one agreed perspective, it may be appropriate to make a recommendation. Recommendations are to be based on supporting evidence and/or expert opinion.

If the draft work product is longer than about five pages, it should also include a high-level summary that outlines the topic or issue in easily understandable terms and lists, if applicable, the key findings and recommendations.

The work party members will review the initial draft work product and suggest inputs and edits as necessary. When the work party is considering the inputs of the work party members during its deliberations, all inputs must be considered and addressed as far as possible in one iteration. In this context, addressed means incorporated or dismissed with reason. Inputs can be incorporated to the discussion section and recommendation(s) made if appropriate. If agreement cannot be reached on issues, the discussion section should present multiple perspectives and evaluate those perspectives, but should not make any recommendations as the work party does

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

not have the consensus to voice a single perspective with a resulting recommendation. After all the inputs are considered and addressed, the work party chair will call for consensus on the initial draft work product.

If an individual work party member is not satisfied with the work party chair's consensus call, they can accept the call nonetheless, or withdraw from the work product for any unspecified reason and be listed on the document in the Withdrawals section. The reason for withdrawals is not specified in the document and is not required to be discussed.

When the work party reaches consensus, as determined by the work party chair, the initial draft work product is considered complete and ready for review by the full SSAC.

If a work party member has a procedural issue with the work party chair's consensus call, they can appeal directly to the SSAC Chair, who will make a final decision on the matter.

3.2.4 SSAC Review of Initial Draft Work Product

SSAC Support Staff will circulate the initial draft work product to the full SSAC for consideration and request submission of comments. In general, a one week initial review period would be appropriate, but for long and complex work products, this may be increased to two weeks to allow sufficient time for careful review. It is especially important that the SSAC Board Liaison reviews and provides feedback on the initial draft work product at this time to ensure that the Liaison understands the recommendations intended for the Board and is prepared to accurately represent the work product to the Board.

In the SSAC initial review process, SSAC members who have not participated in the work party have the opportunity to provide input or raise questions or objections to draft documents. If there are questions or objections that have not been considered by the work party, these members must either join and actively engage with the work party to ensure that their input, question or objection is understood and considered, or accept the adjudication of the issue by the work party without further comment. All inputs must be considered and addressed by the work party (including any additional new members resulting from the review) as far as possible in one iteration, after which the work party chair will call for consensus on the revised draft work product.

If an individual work party member does not support the revised draft work product (discussion and/or recommendation), they can accept the call nonetheless, or withdraw for any unspecified reason and be listed on the document in the Withdrawals section. The reason for withdrawals is not specified in the document and is not required to be discussed.

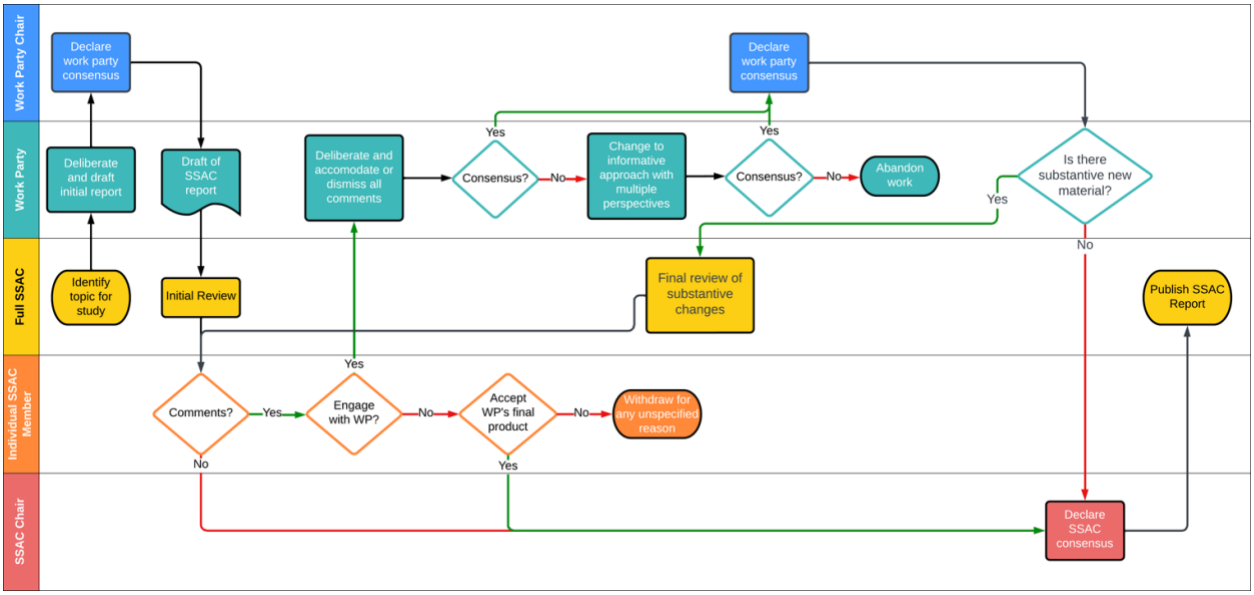
If there are no changes to the initial draft work product arising from comments by SSAC members during the review period, the work product can be considered to be the final draft work product and the final review described in Section 3.2.5 is not required.

3.2.5 SSAC Final Review of Revised Draft Work Product

The next step is for the SSAC Support Staff 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 SSAC Support Staff circulates the revised draft work product to SSAC members via the SSAC list for a final review of at least 48 hours, that could be extended depending on the amount of substantive change;
2. In this final review process, SSAC members who have not participated in the work party have the opportunity to comment on the substantive changes that have been made as a result of the initial review or any prior final review. Issues unrelated to the changes are not to be raised;
3. When the work party has considered and accommodated all additional SSAC comments, the work party chair calls for consensus and the support staff provides the final draft work product to the SSAC via the list;
4. If consensus cannot be achieved on a final draft work product, work on the product is halted and the SSAC Support Staff creates a note on the SSAC and SSAC Administrative Committee wiki workspaces indicating that the document has been abandoned;
5. If SSAC consensus is achieved on a final draft work product, it is passed to SSAC Support Staff for formatting and numbering;
6. If an individual SSAC member does not support the final draft work product (discussion and/or recommendation), they can withdraw for any unspecified reason and be listed on the document in the Withdrawals section. The reason for withdrawals is not specified in the document and is not required to be discussed.
7. Any SSAC member can speak on the topic in an individual capacity outside of SSAC at any time.

A diagram depicting of the publication procedure is shown below:



3.3 Finalizing Documents and Previewing Recommendations

3.3.1 Finalizing Documents

Once the final document is agreed, SSAC Support Staff will review it for correct formatting and numbering, complete the post-publication questionnaire and assist the work party to develop talking points for approval by the SSAC Admin Committee, including the SSAC Board Liaison, to support the discussion of the document after it is published.

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 party reviews any suggested edits that may be received from ICANN Legal Staff and provides them to the SSAC 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 party determines which parties in the ICANN community could be affected by the findings and recommendations in the final work product;
2. The work party chair alerts the SSAC Chair concerning which parties could be affected;
3. The SSAC Chair sends a message with the final work product to the leaders of the affected ICANN parties to alert them to the fact that the SSAC will shortly publish the document and requests a response within 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 party chair addresses 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 party chair or members incorporate the changes, with assistance from SSAC Support Staff as appropriate.

3.4 Publication, Promulgation, and Publicizing

SSAC Support Staff are responsible for the production of all SSAC publications. This is to ensure that the publication has followed the SSAC process and is consistent with the quality of publications produced by the SSAC. SSAC Support Staff manage the document numbers and document version numbers. A work product is assigned a document number 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. 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, SSAC Support Staff will convert the document to PDF.

SSAC Support Staff or the work party itself may produce an executive summary, depending on the length of the work product. For work products that are more than about five pages long, the executive summary should include an abstract of the work and, in particular, should highlight all findings and recommendations. SSAC Support Staff will ask the work party to review the executive summary and seek its concurrence prior to publication. The following is the procedure for submitting an SSAC work product for publication:

1. SSAC Support Staff produce a draft submission cover letter and send it to the SSAC Chair, SSAC Board Liaison and SSAC Administrative Committee for review; (See example in Appendix I.)
2. The SSAC Board Liaison formally submits an SSAC publication via email along with the Submission Cover Letter to the ICANN Board 48 hours prior to publication;
3. After 48 hours, SSAC Support Staff 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;
4. If necessary, SSAC Support Staff submits the publication to the relevant ICANN public comment proceeding. If required to meet the deadline of the proceeding, this step may come before the previous step;
5. The SSAC Chair sends a letter along with the final work product to the affected ICANN parties notifying them that the work product has been published;
6. SSAC Support Staff consults with the SSAC Administrative Committee to determine whether the document should be translated and if so, into what languages;
7. If translation is necessary, SSAC Support Staff sends the PDF to the translation department requesting translation according to ICANN internal policy and procedures; and
8. SSAC Support Staff works with the SSAC Administrative Committee to schedule subsequent presentations, directed distributions, or work with the ICANN communications staff to further disseminate the publication.

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. For work products that contain recommendations for the ICANN Board, the SSAC Board Liaison may be able to provide advice on potential Board response timing to inform SSAC expectations. The SSAC Board Liaison should work with the ICANN Board and ICANN Staff to ensure that the Action Request Register (ARR) adequately captures the information required to understand the status of advice for the work product from when it is given through implementation. 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 SSAC Support Staff shall track any specific outcomes that are identified in a chart on the SSAC wiki. The SSAC may also organize public sessions to present and discuss the document. These may be coordinated with ICANN meetings or be held as web conferences with the ICANN community.

The SSAC Board Liaison, in conjunction with the SSAC Support Staff and SSAC Admin Committee, will actively review (at least twice each year) the implementation state of all advice to the ICANN Board, ensuring that all action items are listed in the ARR in accordance with the Board Resolution. For any aspects of action items that cannot be resolved by communication with the ICANN Organization, the SSAC Board Liaison will follow-up with the ICANN Board when advice has not yet been addressed or when progress is unclear. The SSAC Board Liaison will further provide the SSAC membership with status updates (at least biannually) regarding progress of SSAC recommendations to the Board.

3.5.1 Work Product Numbering

All public SSAC work products are assigned a unique number in one of three document series. SSAC work products on topics related to the security and integrity of the internet's naming and address allocation systems will be assigned a sequential number with the format SACnnn[16]. SSAC work products that are letters, comments, or other correspondence on administrative, community, and other non-SSR issues will be assigned a sequential number in a different series, which is also based on calendar year (SSACyyyy-nn). These numbers always appear on the cover or title page of the published work product.

All confidential SSAC publications are assigned a unique number in a third series, with the format SSAC(CONF)yyyy-nn that is distinct from the sequence used for public work products. Such publications will have their confidentiality and releasability clearly stated on the publication itself, will be delivered only to the recipient(s) indicated on the publication, and will be filed in such a way that they are only accessible to those who are authorized to view them, e.g., filed on an SSAC wiki page with restricted access controls.

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 may also be specified for each publication and, if assigned, will appear 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 by 1 each time the document is revised and released. A publication without a version number can be assumed to be version 1. For minor revisions that provide clarification or supplementary information but do not change the text of formal findings or recommendations, the SSAC may publish the additional information as an Addendum to be posted with the original publication. This approach makes it easier for the reader to identify the new information. The document will be titled "Addendum to SACnnn".

[16] Prior to the introduction of the correspondence series of work products on 1 January 2018 as described in SSAC2018-1, all numbered SSAC publications were released as SAC001 to SAC100. Some correspondence was released in this series, while other correspondence was released without a formal document reference.

3.6 Types of Publications

3.6.1 Reports

Reports are focused on technical aspects of Security Stability and Reliability (SSR) issues. They can range from a deep analysis or detailed review of an issue to a short discussion on a more specific and narrowly scoped topic. They may investigate emerging or long-term issues or could be published in response to a security event or incident, where timely notification to the community is a priority concern. They may be informational, without any findings or recommendations, or they could contain specific recommendations for the ICANN Board or community, and, if appropriate, be organized according to the groups to which they are most applicable. Specific recommendations for the ICANN Board will be captured in the Board Action Request Register (ARR) and tracked through implementation. The main body of the document should include sufficient detail for the issue to be understood, with supplementary material or references in footnotes or appendices. For reports that are more than about five pages long, an executive summary should be included providing an abstract of the work and highlighting all findings and recommendations.

SSAC reports will be assigned a number in the SACnnn series.

3.6.2 Correspondence

Correspondence comprises those documents that are on topics of an administrative, governance, or community-related nature and are normally signed by the SSAC Chair. They may take the form of a letter or a response submitted to a public comment forum.[17] They may present recommendations regarding the issue. Some correspondence of a purely routine nature, normally released by the Chair, will not go through the full process described in Sections 3.2 to 3.4. Examples include notifications to ICANN staff of nominations to committees and messages advising the Board of people who are recommended to be appointed/reappointed as SSAC members. Other types of correspondence may follow an expedited process of review by SSAC members to meet required deadlines.

SSAC correspondence will be assigned a number in the SSACyyyy-nn series.

3.6.3 Comments

Comments are prepared in response to explicit questions posed to or requests made to the SSAC, e.g., when the ICANN Board asks the SSAC for an opinion. Comments may also be submitted as a response to ICANN's public comment forum. Comments may be brief or long, depending on the issue and the extent to which the SSAC studies it. In some cases, a comment may take the form of a cover letter and an accompanying "marked up" document, which may be submitted to the ICANN public comment forum, delivered via email, or delivered using any other means acceptable to both the requester and the SSAC. Irrespective of the method of delivery, a comment will be assigned a document number in either the report series (SACnnn) for SSR topics, or the correspondence series (SSACyyyy-nn) for administrative, community, and other non-SSR topics.

[17] Prior to 1 January 2018, such documents were issued either as a letter or email without an identifying reference number or as a publication in the SACnnn series of documents.

3.6.4 Confidential Publications

Confidential publications may be required when certain information may not be released publicly. This could be because of a security concern or because the SSAC is respecting another party's confidentiality. The confidentiality may be permanent or may be time limited, such that the information may be released at a later time. Confidential SSAC publications, whether they be reports, correspondence, or comments, are assigned a number in the SSAC(CONF)yyyy-nn series.

4. SSAC Work Plan and Activity Reporting

The SSAC produces public reports detailing its planned and completed activities that it presents at ICANN meetings. SSAC Support Staff draft the reports, usually in the form of a slide presentation, for review by the SSAC Administrative Committee and the SSAC.

The SSAC also produces 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 (for example at ICANN meetings, at other venues, and via web conference), and work party meetings. The Administrative Committee meets several times per month to manage the work of the SSAC and its work parties. The SSAC meets to review work products and discuss its proposed, planned, and in-progress activities. SSAC meetings may be held either face-to-face or via web conference. Face to face meetings are held at all ICANN meetings and at the SSAC annual workshop, all of which have remote access for those unable to attend. In the case of the Administrative Committee, additional face-to-face meetings are held to progress SSAC work. Special circumstances, such as presence at a conference or work on a specific project, may also offer the opportunity for additional face-to-face meetings of SSAC members.

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 the SSAC to the community and to provide a means for the community to interact with the SSAC. Special public meetings are topic based and are conducted on an as needed basis. The SSAC may elect to hold multiple public meetings when the SSAC is studying a topic of particular interest over a long period of time.

All SSAC meetings at ICANN public meetings are by default open to the community to observe, unless the SSAC deems a need for closed sessions. Public participation in meetings may be invited on a case-by-case basis as appropriate.

5.1 Administrative Committee Meetings

The members of the Administrative Committee meet several times per month via web conference or in person. Work party chairs and SSAC members may be invited to attend the Administrative Committee meetings to assist the Administrative Committee as needed. Any SSAC member may attend any Administrative Committee meeting except when circumstances may require the Administrative Committee to restrict attendance, at its sole discretion. The purpose of the Administrative Committee meetings is 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;
- Plan for the annual SSAC workshop; and
- Consider other business as may come before the SSAC.

SSAC Support Staff manage these meetings as follows:

1. At least 48 hours prior to each meeting send an email to the Administrative Committee with a draft agenda and the web conference information;
2. Take notes during the meeting and post them to the Administrative Committee's wiki workspace;
3. After each meeting send an email to the Administrative Committee listing the action items from the meeting and update the chart of open activities;
4. Maintain the calendar of SSAC and Administrative Committee meetings.

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 web conference with a supporting remote access tool 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 web conference information is confidential and is maintained and distributed by SSAC Support Staff. To help develop the program for internal meetings at ICANN meetings or the SSAC annual workshop, SSAC Support Staff may call for volunteers to form an SSAC Meeting Planning Work Party.

SSAC Support Staff manage these meetings as follows:

1. At least one week prior to each meeting send an email to the SSAC with a draft agenda and the web conference information;
2. Takes note during the meeting in the chat room and post them to the SSAC's wiki workspaces;
3. Produce a formal private SSAC document detailing the meeting attendees, action items, and notes;

4. Meeting notes for SSAC internal meetings are to be published on the SSAC web sites following review and approval by the SSAC at its next meeting. These notes may include the date and location of the meeting, a list of attendees, and a list of the topics discussed. During the review, any SSAC member may request that a nominated section of the notes be redacted in the publicly published version.
5. After each meeting send an email to the SSAC including the meeting notes as described in (3) and (4); and
6. Maintain the calendar of SSAC and Administrative Committee meetings.

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. All SSAC meetings at ICANN public meetings are by default open to the community to observe, unless the SSAC deems a need for closed sessions. Public participation in meetings may be invited on a case-by-case basis as appropriate. The meetings are supported by real-time transcription (when resources allow) and audio/video streaming. The following is the procedure for planning SSAC open meetings:

1. At least three weeks before the next ICANN meeting the Administrative Committee will plan the agenda. The agenda may consist of reports on ongoing SSAC activities, including presentations from SSAC members;
2. Two weeks before the next ICANN meeting the Administrative Committee will circulate the draft agenda to the SSAC and request comments;
3. One week before the next ICANN meeting SSAC Support Staff will:
    a. Begin to gather any presentations;
    b. Post the agenda of the SSAC public meetings; and
    c. 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;
4. During the SSAC open meetings SSAC Support Staff will run the meeting, including running through the slides, managing remote access, and generally ensuring that all runs smoothly; and
5. At the end of the ICANN meeting SSAC Support Staff send 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, send the report to the SSAC.

5.4 SSAC Workshop

To schedule the SSAC annual workshop, in January of each year SSAC Support Staff 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 within two weeks;
3. Incorporate SSAC comments into the program;
4. Finalize the program; and
5. Invite speakers to provide presentations.

The following is the procedure for SSAC Support Staff 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. Request expense reimbursement forms from the SSAC members in attendance 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 one month 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's finance department.

5.5 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 web conference, 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 At-Large Advisory Committee (ALAC) and 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 and reprinted here in the voice of Steve Crocker, who was selected as the first chair of the SSAC. Additional information has been added at the end of the excerpt.]

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.[18] 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,[19] "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[20] 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.[21])

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 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.

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[18] See https://www.icann.org/en/groups/ssac/documents/sac-002-en.htm

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

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

[21] See http://www.icann.org/en/fellowships/

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,[22] 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 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.

[22] 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.

Additional Information

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.

APPENDIX B: SSAC MEMBER DISCLOSURE OF INTERESTS

Definitions

Disclosure of Interests: A written statement made by an SSAC member that provides a declaration of personal, financial, business, or other relationships that might be perceived as influencing the SSAC member's expressed point of view on any matters within the scope of the SSAC.

Material Relationship: A material relationship is a substantial or potentially consequential interest that is generally, but not always, financial in nature.

Business Transaction: Any business or financial relationship, including, but not limited to, contracts relating to a sale, lease, license or performance of services. Business Transactions do not include those conducted in the ordinary course of business and on terms generally available to the public.

Timeliness

Every SSAC member is required to provide a new or updated Disclosure of Interests (DOI) to SSAC Support Staff not less frequently than once a year, or whenever there is a material change, disclosing any relevant interests that might be perceived as influencing the member's expressed point view on any matters within the scope of the SSAC.

At the beginning of each year SSAC Support Staff will send a notice to the SSAC list asking all members to ensure that their DOIs are up-to-date at the same time as members are asked to ensure that their bios are up-to-date. Members are expected to either confirm the currency of their DOI or to provide an updated DOI each calendar year, with responses to be provided no later than 2 weeks from the request.

DOIs will be posted along with SSAC member bios on the SSAC web page, and will therefore be public documents.

Content

SSAC members shall complete all sections of the DOI form as specified below:

1. Please identify your current employer(s) and position(s).
2. Please identify the type(s) of work performed at #1 above.
3. Please identify any board or committee positions that you hold that might be perceived as influencing your expressed point of view, irrespective of whether they are voluntary.
4. Please list any financial or other material relationship beyond de minimus stock ownership that you, your employer, or an immediate family member/significant other has with ICANN or with any individual, company, or other entity that to your knowledge has a current or planned financial or other material relationship with ICANN.
5. Please list any business transactions that you, your employer, or an immediate family member/significant other has had with ICANN within the last 5 years.
6. Is your participation as an SSAC member the subject of any arrangements or agreements between you and any other group, constituency, or person(s)? Please answer "yes" or

"no." If the answer is "yes," please describe the arrangements or agreements and the name of the group, constituency, or person(s).

Failure to Comply

The Chair may suspend the participation of an SSAC member who fails to provide a DOI as required by this policy until the DOI is provided. If the failure to comply pertains to the Chair, the designated Acting Chair (see Section 1.5.2) shall execute this process.

APPENDIX C: SSAC BOARD SUBMISSION COVER LETTER FOR APPOINTMENT/REAPPOINTMENT

The SSAC submits two types of cover letters to the ICANN Board proposing the appointment of SSAC members:

- Letter to propose the appointment of one or more new SSAC members for a three year term; and
- Letter to propose the reappointment of one or more existing SSAC members for a further three year term, and to thank departing SSAC members.

The templates for these covering letters are below.

APPENDIX C-1: SSAC NEW MEMBER BOARD SUBMISSION COVER LETTER

[insert date]

Subject: SSACyyyy-nn: Request to Appoint [insert name/s] to the SSAC

To: ICANN Board

Via: The SSAC Liaison to the ICANN Board

The purpose of this letter is to propose changes to the membership of the Security and Stability Advisory Committee (SSAC) and to provide an explanation for the attached requests for Board action. This change is the result of ongoing new membership evaluations conducted by the SSAC Membership Committee and approved by the SSAC.

The SSAC Membership Committee considers new member candidates and makes its recommendations to the SSAC. The Membership Committee comprises the SSAC Chair, the Membership Committee Chair (an SSAC Vice Chair), the SSAC Board Liaison, and other SSAC member volunteers. The SSAC has agreed with the Membership Committee's recommendation to appoint [insert name/s] as an SSAC member.

[Insert paragraph/s giving details of the skills and experience of the nominee/s.]

The SSAC believes [insert name/s] would be a significant contributing member/s of the SSAC.

The SSAC Membership Committee respectfully requests that the Board appoint [insert name/s] to the SSAC for a term beginning immediately upon approval of the Board and ending on [insert date].

The SSAC welcomes comments from the Board concerning these requests.

[insert name]

SSAC Chair

[insert attachment: biographical information]

APPENDIX C-2: SSAC CONTINUING MEMBER BOARD SUBMISSION COVER LETTER

[insert date]

Subject: SSACyyyy-nn: Request to Reappoint [insert names] to the SSAC and to Thank [insert names] for their Service to the SSAC

To: ICANN Board

Via: The SSAC Liaison to the ICANN Board

The purpose of this letter is to propose 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 comprises the SSAC Chair, the Membership Committee Chair (an 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.

The SSAC welcomes comments from the Board concerning these requests.

[insert name],

SSAC Chair

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

The SSAC submits two types of Board Submissions to the ICANN Board proposing the appointment of SSAC members:

- Submission to propose the appointment of one or more new SSAC Members for a three year term; and
- Submission to propose the reappointment of one or more existing SSAC Members for a further three year term.

The templates for these Board Submissions are below.

APPENDIX D-1: SSAC BOARD SUBMISSION FOR NEW MEMBER/S

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

TITLE: Appointment of [name/s] to the Security and Stability Advisory Committee

PROPOSED ACTION: Resolution For Consent Agenda

EXECUTIVE SUMMARY:

The Chair of the Security and Stability Advisory Committee (SSAC) respectfully requests the appointment of [name/s] as new Committee member/s.

COMMITTEE RECOMMENDATION:

The Committee desires the appointment of [insert name/s] to the SSAC.

PROPOSED RESOLUTION:

Whereas, the Security and Stability Advisory Committee (SSAC) reviews its membership and makes adjustments from time-to-time.

Whereas, the SSAC Membership Committee, on behalf of the SSAC, requests that the Board appoint [insert name/s] to the SSAC for a term beginning immediately upon approval of the Board and ending on 31 December 20XX.

Resolved (20XX.xx.xx.xx), the Board appoints [insert name/s] to the SSAC for a term beginning immediately upon approval of the Board and ending on 31 December 20XX.

PROPOSED RATIONALE:

The SSAC is a diverse group of individuals whose expertise in specific subject matters enables the SSAC to fulfil its role 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 naming and address allocation systems.

The SSAC's continued operation as a competent body is dependent on the accumulation of talented subject matter experts who have consented to volunteer their time and energies to the execution of the SSAC mission.

[Insert paragraph/s giving details of the skills and experience of the nominee/s.]

The SSAC believes [insert name/s] would be a significant contributing member/s of the SSAC.

This resolution is an organizational administrative function for which no public comment is required. The appointment of SSAC members is in the public interest and in furtherance of ICANN's mission as it contributes to the commitment of the ICANN to strengthen the security, stability, and resiliency of the DNS.

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-2: SSAC BOARD SUBMISSION FOR CONTINUING MEMBERS

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

TITLE: SSAC Member Reappointments

PROPOSED ACTION: For Board Consent Agenda

EXECUTIVE SUMMARY:

In accordance with the ICANN Bylaws Section 12.2 (b) (ii), Security and Stability Advisory Committee (SSAC) membership appointments shall be for a term of three years, renewable indefinitely by the Board at the recommendation of the SSAC Chair, with the terms staggered to allow for the terms of one-third of the SSAC members to expire at the end of every year. 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 12, Section 2, Subsection b 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 February [insert year] the SSAC Membership Committee initiated an annual review of SSAC members whose terms are ending 31 December [insert year] and submitted to the SSAC its recommendations for reappointments.

Whereas, on [insert date], the SSAC members approved the reappointments.

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

Resolved (20XX.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 fulfill its role 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 fulfill its role and execute 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 E: 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 (20XX.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 F: 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:

1. 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.
2. 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.
3. 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 the SSAC.

Signature of SSAC member:_____

Name of SSAC member: _____

Date: _____ Place: _____

APPENDIX G: SSAC NOTIFICATION OF SSAC LIAISON TO THE BOARD OF DIRECTORS

DATE

Subject: SSACyyyy-nn: Notice of Appointment of [insert name] as SSAC Liaison to the ICANN Board

To: [insert name] Secretary of ICANN

From: [insert name], SSAC Chair

ICANN Bylaws Article 12, Section 2.2, Paragraph (b) provides for the Security and Stability Advisory Committee to appoint a liaison to the ICANN Board of Directors. The ICANN Bylaws Article 7, Section 7.9, Paragraph (b) also provides that the body entitled to appoint a 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 liaison to ICANN Board to a term that begins at the conclusion of the annual meeting on [date].

[insert name]

Chair, ICANN Security and Stability Advisory Committee

APPENDIX H: SSAC PUBLICATION SUBMISSION COVER LETTER

[insert date]

To: ICANN Board

From: SSAC Chair

Via: SSAC Liaison to the ICANN Board

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

[insert brief description of document]

[insert summary of document]

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

The 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.

[insert name]

Chair, ICANN Security and Stability Advisory Committee

APPENDIX I: 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: https://www.icann.org/groups/ssac

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 role and publications. SSAC Support Staff maintain 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 J: 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. A key consideration, according to ICANN general counsel, is that the ICANN logo must not touch the SSAC added wording.

