

RSSAC Meeting Minutes

10 July 2014 | 16:00 UTC
icann.adobeconnect.com/rssac
Adigo Conference Bridge: 8365

A/J -- Brad Verd
B -- Absent
C -- Hank Kilmer
D -- Tripti Sinha
E -- Absent
F -- Jim Martin, Suzanne Woolf
G -- Kevin Wright
H -- Absent
I -- Lars-Johan Liman
K -- Daniel Karrenberg
L -- John Crain, Terry Manderson
M -- Jun Murai

Liaisons: Elise Gerich (IANA Functions Operator), Ashley Heineman (IANA Functions Administrator), Duane Wessels (Root Zone Maintainer)

Staff Support: Steve Sheng, Carlos Reyes, Julie Hedlund, Kathy Schnitt

Decisions / Approved Motions

- The RSSAC approved the meeting minutes from 16 June and 24 meeting minutes and requested staff to post them.
- The RSSAC passed the motion to provide guidance to the RSSAC representatives on the NTIA IANA Functions Stewardship Transition Coordination Group, pending some edits.
- Ashley is added to the RSSAC caucus pending her submission of SOI.
- The RSSAC approves the Membership Committee's appointment recommendations for the Caucus.
- The RSSAC adopts statement of work for RSSAC 001, pending Tripti's incorporation of Daniel's comments.
- The RSSAC adopts statement of work for RSSAC 002, pending Daniel's incorporation of Jim's proposed edits, and formatting changes.

- RSSAC members are requested to provide solid text proposals to the Operational Procedures by the end of Friday, July 11. On Monday, 14 July Julie Hedlund will compile these into "issues" that the RSSAC members will address during the face-to-face meeting in Toronto, after which the RSSAC will approve the document.

Action items

- Staff to remove the watermark in the draft minutes and published them on the RSSAC website.
- Daniel to incorporate Suzanne's proposed edits on the guidance to Coordination Group Representatives, and staff will published it on the RSSAC website.
- Liman and Daniel will regularly brief the RSSAC on the progress in the coordination group, and will flag anything that needs RSSAC input. RSSAC members are encouraged to provide input on those questions.
- Ashley to submit her SOI for caucus by close of business Friday 11 July.
- Staff to populate the RSSAC caucus mailing list with the approved members. Liman will send a welcome message to the caucus.
- Tripti will work with the membership committee to review the issues of caucus renewal and other membership related matters and provide an update at the next RSSAC meeting.
- Tripti will incorporate Daniel's proposed edits to RSSAC 001 statement of work. Liman will pass the RSSAC 001 statement of work to the RSSAC caucus.
- Daniel to incorporate Jim's edit on statement of work for RSSAC 002 and put it in a format similar to RSSAC 001 statement of work.
- Steve will identify a dinner venue for the RSSAC.
- Steve will take some informal notes for the RSSAC dinner discussions.

Call to Order

Lars-Johan Liman called the meeting to order at 14:05 UTC.

Roll Call

Lars-Johan Liman conducted the roll call.

House Keeping

Liman reviewed action Items from London F2F meetings, and noted that all were completed.

The RSSAC approved minutes from its June 16 and June 24 meeting and instructed staff to post them on the RSSAC website.

Guidance to Coordination Group Representatives

Daniel Karrenberg drafted a document to provide guidance to the RSSAC representatives on the NTIA IANA Functions Stewardship Transition Coordination Group (hereinafter referred as “Coordination Group”). Suzanne Woolf proposed some edits to the document, which Daniel considered as friendly amendments.

A motion was made by Daniel Karrenberg to adopt the document incorporating Suzanne’s edits (see Appendix A) as a guiding resolution to RSSAC representatives on the Coordination Group. The motion was seconded by Suzanne Woolf, and was carried unanimously.

The RSSAC further instructed staff to publish the document on the RSSAC website. Liman and Daniel, who are on the Coordination Group, will regularly brief the RSSAC on the progress in the coordination group, and flag anything that needs RSSAC input. RSSAC members are encouraged to provide input on those questions.

Caucus Appointments

Tripti from the membership committee briefed the RSSAC of the membership committee’s recommendations for the appointment of the initial RSSAC caucus.

Liman and the RSSAC thanked the membership committee’s excellent work. There were some discussions about whether liaisons would be part of the caucus, and the position the RSSAC took was that all RSSAC liaisons should be included in the caucus and should submit their statements of interest.

Tripti moved a motion to approve the membership committee’s recommendations:

RSSAC 2014.07.10.01: The RSSAC approves the Membership Committee's appointment recommendations (see Appendix B) for the Caucus.

The motion was seconded by Suzanne Woolf, and carried unanimously. Staff was instructed to update the RSSAC website.

There were some discussions about membership related issues about the caucus (e.g. renewal). Tripti will work with the membership committee to review the issues of caucus renewal and other membership related matters and provide an update at the next RSSAC meeting.

RSSAC 001 and 002 Scoping Document

At the last meeting in London, several RSSAC members were asked to write a scoping document on RSSAC 001 and RSSAC002 for the caucus.

Tripti has drafted the scoping document on RSSAC 001. Daniel has drafted the scoping document on RSSAC 002.

The RSSAC discussed these documents and proposed some edits, it also made clear that these were draft statement of work for the caucus. Once the work party is formed and the leader is appointed from the caucus, work party leaders should be given the opportunity to review and propose edits to the scoping document for RSSAC's final approval.

Tripti motioned to adopt the statement of work on RSSAC 001, pending the acceptance of proposed edits from Daniel. The motion was carried unanimously. See Appendix C for the approved document.

Daniel motioned to adopt the statement of work on RSSAC 002, pending the acceptance of Jim's proposed edits and formatting changes. The motion was carried unanimously. See Appendix D for the approved document.

Next Meetings

The next RSSAC meeting is at IETF 90 on 20 July 2014. Caucus members are invited to join as guests. (Note: This is not a formal caucus meeting).

Liman will propose an agenda for the meeting. One of the agenda items should be to discuss with the caucus members present. There should also be discussions about RSSAC 001 and 002 scoping document, the procedures document, as well as a report on the Coordination Group.

Operational Procedures Document Discussion

Liman thanked Julie for the excellent work on the procedures document and noted the additional comments in the last minutes.

RSSAC members are requested to provide solid text proposals to the Operational Procedures by the end of Friday, July 11. On Monday, 14 July Julie Hedlund will compile these into "issues" that the RSSAC members will address during the face-to-face meeting in Toronto, after which the RSSAC will approve the document.

Any Other Business

Appointment of RSSAC liaisons to the ICANN NomCom and ICANN Board would be deferred to the next meeting.

Adjournment

Lars-Johan Liman adjourned the meeting at 17:29 UTC, and the RSSAC concluded its meeting without objection.

Appendix A: Guidance Resolution to RSSAC representatives on the Coordination Group.

The RSSAC gives the following guidance requested by its representatives in the "NTIA IANA Functions' Stewardship Transition Coordination Group":

The primary objective is to produce a plan that is accepted as widely as practical, maintains IANA functionality and does not reduce the security and stability of the Internet.

This plan should, as much as possible, be produced in a bottom-up fashion, based within the groups most closely involved in each of the IANA functions as users or partners.

Secondary objectives include:

- Practical oversight for IANA maintenance of root name server data
- Operational continuity of IANA
- Practicality of all oversight arrangements

RSSAC wishes to avoid any perception that it is trying to influence the content of the DNS root zone. DNS Root name server operators are publishers but not editors of the zone content.

While RSSAC would like to see a result as soon as practical, it is not an objective to achieve this in the shortest possible time; particularly not at the expense of the primary objective of the widest practical support.

Appendix B: Membership Committee's Recommendations for the Initial RSSAC
Caucus

| | | |
|--------------------|----------------------|-----------------------|
| Joe Abley | Howard Kash* | Kaveh Ranjbar |
| Alejandro Acosta | Akira Kato | Karl Reuss |
| Mehmet Akcin | Hank Kilmer | Shinta Sato |
| Jaap Akkerhuis | Warren Kumari | Yuji Sekiya |
| Marc Blanchet* | Matt Larson | Arturo Servin |
| John Bond | Dave Lawrence | Sofia Silva Berenguer |
| Jim Cassell* | Lars-Johan Liman* | Tripti Sinha* |
| Jason Castonguay | Peter Losher | Brad Verd* |
| Bruce Crabill | Terry Manderson | Paul Vixie* |
| John Crain* | Bill Manning* | Zheng Wang |
| Brian Dickson | Jim Martin* | Wang Wei |
| Elise Gerich* | Robert Martin-Legène | Duane Wessels* |
| Ashley Heineman* | George Michelson | Suzanne Woolf* |
| Hiro Hotta | Daniel Migault | Kevin Wright |
| Shumon Huque | Russ Mundy* | Romeo Zwart |
| Kevin Jones* | Jun Murai* | |
| Daniel Karrenberg* | Colin Petrie | * = RSSAC Member |

Appendix C: DRAFT Statement of Work and Scope for RSSAC 001

Work Assignment

Prior to the recent RSSAC restructuring, a draft document [<https://www.icann.org/en/system/files/files/rssac-001-draft-02may13-en.pdf>] was developed. This draft has been refined through iterative reviews. The RSSAC requests [NN] to lead the production of a final draft of this document with adherence to RSSAC caucus procedures.

Scope

The scope of this work is to clearly delineate elements of service expectations of root server operators in support of resilient root services. Note: In this work assignment, specification of Internet Protocols is considered out of scope because this work is done by the IETF.

Deliverable

The final draft of the "Service Expectation of Root Servers" document, numbered Draft-RSSAC-001.

Date of Delivery

Final draft submitted to the RSSAC no later than November 24th, 2014. Submission prior to the deadline is welcome.

Guidelines

The RSSAC requests [NN] to report progress on this work to RSSAC as appropriate. In the event that the deadline will not be realized, [NN] should inform RSSAC immediately and provide details of the work that cannot be completed by the deadline.

Significant work has gone into the current draft of the document. RSSAC expects that a moderate amount of work should finalize the draft. Should the document need more work to become acceptable, the RSSAC should be informed and the corresponding work completed to bring the draft to finality.

Background

The following considerations went into selecting the deadline:

- a well-developed draft already exists
- additional time is necessary to establish a caucus work pattern
- the work be completed prior to end-of-year holiday seasons celebrated in many regions

Appendix D: DRAFT Statement of Work and Scope for RSSAC 002

Work Assignment

The RSSAC wishes to make a recommendation on "Measurements of the Root Server System".

A draft document [<https://www.icann.org/en/system/files/files/rssac-002-draft-23sep13-en.pdf>] has already been developed before the RSSAC restructuring by Peter Koch with the help of Terry Manderson. This draft has already been refined through significant review.

The RSSAC requests NN to lead production of a final draft according to RSSAC caucus procedures.

Scope

The scope of this work is to define a common set of observables, a uniform method for observation, and a format for publishing observations.

Deliverable

The final draft of the "Measurements of the Root Server System", numbered Draft-RSSAC-002.

Date of Delivery

Final draft submitted to the RSSAC no later than November 24th 2014. Submission prior to the deadline is welcome.

Guidelines

The RSSAC requests [NN] to report progress on this work to RSSAC as appropriate. In the event that the deadline will not be realized, [NN] should inform RSSAC immediately and provide details of the work that cannot be completed by the deadline.

Significant work has gone into the current draft of the document. RSSAC expects that a moderate amount of work should finalize the draft. Should the document need more work to become acceptable, the RSSAC should be informed and the corresponding work completed to bring the draft to finality.

Background

The following considerations went into selecting the deadline:

- A well-developed draft already exists.
- Additional time is necessary to establish a caucus work pattern.
- The work be completed prior to end-of-year holiday seasons celebrated in many regions.