

DSSA-WG

Launch

Meeting materials

Agenda

- **Roll call and SOI update (5 minutes)**
- Review DSSA charter (30 minutes)
- Introduce current-draft work plan (5 minutes)
- Operational details (5 minutes)
- Preparations for our next call (5 minutes)
- Any other business (AOB) (5 minutes)

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Charter: Background

- At their meetings during the ICANN Brussels meeting the At-Large Advisory Committee (ALAC), the Country Code Names Supporting Organization (ccNSO), the Generic Names Supporting Organization (GNSO), the Governmental Advisory Committee (GAC), and the Number Resource Organization (NROs) acknowledged **the need for a better understanding of the security and stability of the global domain name system (DNS)**. This is considered to be of **common interest** to the participating Supporting Organisations (SOs), Advisory Committees (ACs) and others, and should be preferably **undertaken in a collaborative effort**.
- To this end the ALAC, ccNSO, GNSO and NRO agreed to establish a Joint DNS Security and Stability Analysis Working Group (DSSA-WG), in accordance with each own rules and procedures and invite other AC's to liaise and engage with the DSSA-WG in a manner they consider to be appropriate.

Charter: Objectives and Goals

The objective of the DSSA-WG is to draw upon the collective expertise of the participating SOs and ACs, solicit expert input and advice and report to the respective participating SOs and ACs on:

- The actual level, frequency and severity of threats to the DNS;
- The current efforts and activities to mitigate these threats to the DNS; and
- The gaps (if any) in the current security response to DNS issues.

If considered feasible and appropriate, the DSSA-WG may identify and report on possible additional risk mitigation activities that it believes would assist in closing any gaps identified under item C above.

Each of the participating SOs and ACs has adopted this charter according to its own rules and procedures.

Charter: Scope of Activities

- The DSSA-WG should **limit its activities** to considering **issues at the root and top level domains** within the **framework of ICANN's coordinating role in managing Internet naming and numbering** as stated in its Mission and Bylaws.
- The DSSA-WG also should take into account and attempt to **coordinate with existing, ongoing and emerging research, studies and initiatives** with respect to the DSSA-WG objectives.
- Subject to the limitations above, the DSSA-WG should **do whatever it deems relevant and necessary to achieve its objectives**.

Charter: Scope of Activities

- The DSSA-WG shall take a proactive role in fostering participation and input from the relevant communities and expert groups and provide regular feedback and the opportunity to comment to the participating SOs and ACs and the ICANN community in general on its progress.
- All DSSA-WG members are encouraged to keep their respective groups updated and to solicit feedback and provide that feedback to the DSSA-WG.
- If issues become apparent to the DSSA-WG that are outside of its scope, the DSSA-WG Co-Chairs shall inform the Chairs of the participating SOs and ACs in a timely manner so that appropriate action or remediation can be taken.

Charter: Deliverables and timeframes

Work Plan

- As a first step the DSSA-WG shall **establish and adopt a work plan and associated schedule**. The Co-Chairs of the DSSA-WG shall inform the Chairs of the participating SOs and ACs accordingly. The Work Plan and schedule should **include times and methods for public consultation and reporting** to the participating SOs and ACs, including an **expected date for submission of a Final Report**. The tentative schedule included in Annex A, will be updated accordingly.

Reporting

- The Co-Chairs of the DSSA-WG shall **report regularly** to the participating SOs and ACs on the progress of the DSSA-WG and at an appropriate time produce a Final Report on its findings with respect to items 2.1 A, B and C above.

Final Report

- Following its submission each of the SOs and ACs shall **discuss** the Final Report and **may adopt the Final Report according to their own rules and procedures**. The Chairs of the SOs and ACs shall inform the Co-Chairs of the DSSA-WG accordingly within [one month, other term] after submission of the report.

Charter: Membership

- Membership in the DSSA-WG is [open to members of the participating ICANN SOs and ACs](#). Each of the participating SOs and ACs shall [appoint](#) members to the DSSA-WG in accordance with [their own rules and procedures](#). There shall be a [minimum of one representative](#) from each participating SO and AC.
- Non-participating ICANN AC's are invited to [appoint one or more liaisons](#) according to their own rules and procedures.
- The [Chairs](#) of the participating SOs and ACs, or their alternates, shall be [ex-officio members](#) of the DSSA-WG.
- The ALAC, ccNSO, and the GNSO [shall each select a Co-Chair](#) for the DSSA-WG. The Co-Chairs shall have [primary leadership responsibilities](#) for the DSSA-WG. The Co-Chairs are [encouraged to collaborate with one another and with ICANN staff support personnel in leading](#) the DSSA-WG.
- The DSSA-WG shall [also approach the technical and security communities, other DNS experts and CERTS to seek their participation in the activities the WG](#). The Co-Chairs of the DSSA-WG, after consulting the DSSA-WG members, [may invite or appoint members of these groups to the membership](#) of the DSSA-WG.
- All DSSA-WG participants are expected to be able to:
 - Demonstrate [knowledge or expertise of aspects of the objectives](#) of the DSSA-WG; and
 - Commit to [actively participate in the activities of the working group on an ongoing and long-term basis](#).
- Participants and liaisons will be [listed on the working group's webpage](#).

Charter: Confidential information

- Sub-working groups of the DSSA-WG may need to [access sensitive or proprietary information](#) in order for the DSSA-WG to do its work. Thus, [measures may need to be established](#) to access and protect confidential or proprietary information. The following procedures are [an exception to the standards for transparency and accountability](#) and [only apply](#) in cases where members of the aforementioned sub-working groups of the DSSA-WG need to access and to protect confidential information:
 - [In certain cases](#) under this exception, in order to ensure access to and protection of confidential or proprietary information, sub-working groups' members of the DSSA-WG will be asked to [sign a Formal Affirmation of Confidentiality and Non-Disclosure](#) (See Annex B). In addition, the sub-working groups' members of the DSSA-WG may be required to sign a Non-Disclosure Agreement (NDA) [for a specific project or issue](#).
 - [No formal Non-Disclosure Agreement \(NDA\) is required for membership in the DSSA-WG](#); and
 - [A separate email distribution list that is not publicly accessible may be established](#) only to include the sub-working groups' members who have signed a Non-Disclosure Agreement applicable to that specific project or issue.

Charter: Rules of engagement

- The Co-Chairs, in consultation with participating SOs and ACs, are empowered to restrict the participation of someone who seriously disrupts the DSSA-WG. Any such restriction shall be reviewed by the participating SOs and ACs. Generally, the participant should first be warned privately, and then warned publicly before such a restriction is put into place. In extreme circumstances, this requirement may be bypassed. This restriction is subject to the right of appeal as outlined below.

Charter: Methodology for making decisions

In considering its work plan and reports the DSSA-WG shall seek to act by consensus. If a minority opposes a consensus position, that minority position shall be incorporated in the related report. The consensus view of the DSSA-WG members and minority views, if any, shall be conveyed to the participating SO's/AC's according to the following procedures.

The Co-Chairs shall be responsible for designating each position as having one of the following designations:

- Full consensus – a position where no minority disagrees;
- Consensus - a position where a small minority disagrees but most agree;
- No consensus but strong support for a specific position / recommendation but significant opposition; and
- Divergence – no strong support for a specific position / recommendation

In the case of consensus, no consensus or divergence, the DSSA-WG Co-Chairs should encourage the submission of minority viewpoint(s).

Based upon the DSSA-WG's needs and/or the Co-Chairs' direction, DSSA-WG participants may request that their names are not associated explicitly with any view/position.

If a participating SO or AC wishes to deviate from the standard methodology for making decisions or empower the DSSA-WG to use its own decision-making methodology it should be affirmatively stated in the DSSA-WG Charter.

Charter: Methodology for making decisions (continued)

Consensus calls should always make best efforts to **involve the entire DSSA-WG**. It is the role of the Co-Chairs to **designate which level of consensus is reached** and **announce this designation** to the DSSA-WG. Member(s) of the DSSA-WG should be able to **challenge the designation of the Co-Chairs as part of the DSSA-WG discussion**. However, if disagreement persists, members of the DSSA-WG may use the process described below to challenge the designation.

If **any** participant(s) in the DSSA-WG **disagree with the designation** given to a position by the Co-Chairs or any other consensus call, they may follow these steps sequentially:

1. **Send email** to the Co-Chairs, copying the DSSA-WG email list **explaining why the decision is believed to be in error**.
2. **If the Co-Chairs still disagree with the complainants, the Co-Chairs shall forward the appeal to the SO and AC liaison(s)**. The Co-Chairs must **explain their reasoning** in the response to the complainants and in the submission to the liaison. If the SO and AC liaison(s) supports the Co-Chairs' position, **the liaison(s) shall provide their response to the complainants**. The liaison(s) **must explain their reasoning** in the response. If the SO and AC liaison(s) disagree(s) with the Co-Chairs, the liaison(s) shall **forward the appeal to the participating SO and ACs**. Should the complainants disagree with the liaison(s) support of the Co-Chairs' determination, the **complainants may appeal to the Chairs of the SO or AC or their designated representatives**. If the SO or AC agrees with the complainants' position, the SO or AC **should recommend remedial action** to the Co-Chairs.
3. **In the event of any appeal, the SO or AC liaison(s) shall attach a statement of the appeal to the DSSA-WG report. This statement should include all of the documentation from all steps in the appeals process and should include a statement from the participating SOs and ACs.**

Charter: Methodology for making decisions (continued)

- 3.6.2 Appeal Process
- Any DSSA-WG member that believes that his/her contributions are being **systematically ignored or discounted** or **wants to appeal a decision** of the DSSA-WG or the participating SO or AC should **first discuss the circumstances with the DSSA-WG Co-Chairs**. In the event that the matter cannot be resolved satisfactorily, the DSSA-WG member **should request an opportunity to discuss the situation with the Chairs of the SOs or ACs or their designated representatives**.
- In addition, if any member of the DSSA-WG is of the opinion that **someone is not performing their role** according to the criteria outlined in section 4.1 of this document, **the same appeals process may be invoked**.

Charter: Omissions and Closure

4. Omission In or Unreasonable Impact of Charter

- In the event this charter **does not provide guidance** and/or the impact of the charter is **unreasonable for conducting the business of the DSSA-WG**, the Co-Chairs of the DSSA-WG shall **decide if they think charter needs to be modified**.
- In the event it is decided that the charter needs to be modified to address the omission or unreasonable impact, the **Co-Chairs may propose to modify the charter**. A modification shall only be effective **after adoption of the adjusted charter by the participating SOs and ACs in accordance with their own rules and procedures**.

5. Closure and Working Group Self-Assessment

- The DSSA-WG shall be **dissolved upon receipt of the notification of the Chairs of the SOs and ACs** as foreseen in section 2.4 above or as directed jointly by the participating SOs and ACs.

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Draft work plan

- Our current draft is included in Appendix 1
- Leader-group has focused on:
 - Building trust and understanding
 - Mission statement
 - Confidential information gathering
 - Approach to the work
- We'll pick up the conversation about the work plan on our next call

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Operational stuff

- Mailing lists
 - dssa@icann.org -- all members can post, archived, visible to the world
 - ops-dssa@icann.org -- leader-group can post, archived, visible to the world, includes links to MP3's of leader-group calls
- Web page
 - <https://community.icann.org/x/4AB5>
- Status reports
 - Weekly – currently posted to ops-dssa mailing list

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Action items for the next call

- Post a brief introduction to the list
 - A little about yourself
 - Highlight special interests, skills, background you want to contribute to the group
- Review the charter and work plan, post comments to the list
- Note that many of us are working in a second language, so strive for clear language and short posts. 😊

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Annex 1

Draft Work Plan

Mission statement

Determine the security, stability and resiliency level of the global domain name system (DNS) from a TLD perspective.

Definitions (from the FY 2012 SSR plan, Part A):

- **Security** – the capacity to protect and prevent misuse of Internet name and numbering systems.
- **Stability** – the capacity to ensure that the system operates as expected, and that users of the unique identifier systems have confidence that the system operates as expected.
- **Resiliency** – the capacity of the unique identifier systems to effectively respond to, react to and recover from malicious attacks and other disruptive activity.

Organization

AC and SO
Councils

- Act as “customer’ and formal connection to ICANN
- Provide resources and support
- Resolve disputes if the WG can’t

WG
members
and
experts

- Develop work products and deliverables
- Represent constituencies
- Identify issues
- Conduct analyses
- Work toward consensus positions

Co-chairs

- Act as Program Management Steering Committee
- Structure and manage the work
- Monitor progress
- Take action when circumstances change or disputes arise
- Facilitate finding consensus positions

Support
staff

- Provide advice and counsel
- Facilitate work group operation
- Assist with developing deliverables

Approach

Excluded/
rejected

Included/
accepted

Under discussion/
no-consensus

Identify threats

X

✓

?

Analyze threats

X

✓

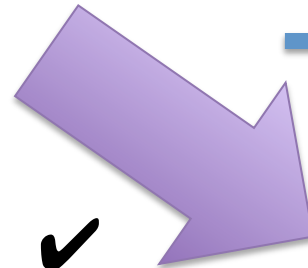
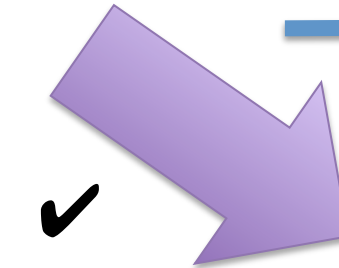
?

Solicit comments
and develop report

X

✓

?



Work plan – overview

Task	Deliverable	Elapsed time
Launch		
Address readiness issues		
Identify threats		
Analyze threats		
Prepare, solicit comments on, revise and publish report		
Celebrate		

Work plan – Launch

Task	Deliverable	Elapsed time
Draft DSSA-WG Charter	Charter	Complete
Establish WG membership and co-chairs	WG members	Complete
Establish and adopt a work plan	Work plan & schedule	2-4 weeks
Assess and address readiness issues resulting from cross-SO/AC effort	Readiness-assessment and actions	
Establish ongoing progress and status reporting mechanisms		
Determine criteria and mechanisms for segregating sensitive information		
Establish tools and infrastructure (scheduling, mailing list, wiki pages, conferencing, etc.)		
Prepare for and conduct kickoff meeting		
Develop preliminary criteria to determine the level of security, stability and resiliency of the DNS (from a TLD perspective) at a given point in time		

Readiness Assessment Questions

Question	Answer	Action
Is there a shared perception of the benefits and need-for-change?		
Do we have commitment from our respective AC's and SO's		
Is good-quality data available?		
Do we have the people and resources we need?		
Have we done this kind of thing before, or is this a new process that we should understand before starting?		
Do we have the project management processes and resources we need?		

Work plan – Identify Threats

Task	Deliverable	Elapsed time
Identify and form work-teams (WTs) to develop lists of threats	WTs, including “confidential” WTs	
Develop WT lists of threats (including definitions)		
Solicit lists/definitions of threats from other experts and interested parties		
Develop preliminary list of identified threats		
Determine which identified threats are in scope, identify and resolve scope issues		
Determine whether given threats fall under the “secure/confidential” umbrella		
Test threat-list and scope-statements for consensus and revise as needed		
Determine priority of identified threats		

Work plan – Analyze Threats

Task	Deliverable	Elapsed time
Identify and form working teams (WTs) to analyze threats	WTs, including “confidential” WTs	
Determine level, frequency and severity of threats		
Describe current efforts/activities to mitigate threats		
Identify gaps in current security responses to DNS issues		
Revise (and apply) criteria to assess the current level of security, stability and resiliency of the DNS		
Identify possible additional risk mitigation activities to close gaps (if feasible and appropriate)		
Test analyses for consensus and revise as needed		

Work plan – Report

Task	Deliverable	Elapsed time
Prepare and publish initial report		
Publicize results, encourage/obtain public comment		
Review public comments and determine what changes should be made to the report		
Revise and publish final report		