[BRIEFING #1: SOC2 and CCOP Review &](#briefing1) Audits – signed NDA required to attend

**AUDIENCE**: Fred, Tomslin, Andreas & James

[BRIEFING #2: Root Zone Management Review without SOC2 AND Computing Systems without SOC2](#briefing2)

**AUDIENCE**: Fred, Peter, Rick & James

[BRIEFING #3: SECURITY (SOC2 Meeting must commence before this) & Transition Plan](#briefing3)

**AUDIENCE:** Fred & Rick, maybe Suzanna

[BRIEFING #4: .int](#briefing4)

**AUDIENCE**: Tomslin, Peter, James

# BRIEFING #1: SOC2 and CCOP Review & Audits

**AUDIENCE**: Fred, Tomslin, Andreas & James (not an open briefing: only those who sign the IFR NDA may attend)

**CONTRACT SECTIONS:**

• IANA Naming Functions Contract Article V, Section 5.2 (b) Continuity of Operations

• IANA Naming Functions Contract Article VII, Section 7.1 (b): Audits

**TO BE ADDRESSED**:

• Continuity of Operations – go over the CCOP

• Audits – go over SOC 2 and SOC3

**SUGGESTED REFERENCE MATERIAL FOR ADVANCE READING/WATCHING:**

[**www.iana.org/performance/root-audit**](http://www.iana.org/performance/root-audit)

**ZOOM RECORDING: IANA SERVICES OVERVIEW by Kim Davies,** Audits 13mins

<https://community.icann.org/display/ifr/Webinar%3A+IANA+Overview+for+IFRT+-+24+January+2020+@17%3A00+UTC>

# BRIEFING #2: Root Zone Management Review without SOC2 AND Computing Systems without SOC2

**AUDIENCE**: Fred, Peter, Rick & James

**CONTRACT SECTIONS:**

• IANA Naming Functions Contract Annex A, 1: Root Zone Management

• IANA Naming Functions Contract Article XI, Sections 11.1: Computing Systems, Notification Systems, Data

• IANA Naming Functions Contract Article IV, Section 4.6: User Instructions

• IANA Naming Functions Contract Article V, Section 5.2 (a): Continuity of Operations

• GAC 2005 ccTLD Principles: <https://gac.icann.org/contentMigrated/gac-principles-and-guidelines-for-the-delegation-and-administration-of-country-code-top-level-domains-role-of-government-or-public-authority>

• RFC 1591 as interpreted by the FOI: <https://tools.ietf.org/html/rfc1591>

**TO BE ADDRESSED**:

• Root Zone Management: DNSSEC deployment; 24/7 operations; carry out the process of receiving and processing root zone files in accordance to vetted procedures; automated root zone management system; maintain, update, and make publicly accessible a Root Zone registration database. apply existing policies in processing requests related to the Delegation, Revocation and Transfer of ccTLDs

• Computing Systems, Notification Systems, Data: PTI will operate a secure system for authenticated communications to Contractor’s customers when carrying out the IANA Naming Function; a notification system to TLD operators. Must be secure, reliable, etc, etc.

• User Instructions – show and tell on iana.org

• Continuity of Operations – mention network redundancy, etc. – can tie into the CCOP discussion (which was for team members under NDA)

**SUGGESTED REFERENCE MATERIAL FOR ADVANCE READING/WATCHING:**

• Slides from these 2 webinars address the topic already:

- **ZOOM RECORDING: IANA SERVICES OVERVIEW by Kim Davies,** ROOT ZONE MANAGEMENT: 40mins in

<https://community.icann.org/display/ifr/Webinar%3A+IANA+Overview+for+IFRT+-+24+January+2020+@17%3A00+UTC>

- **ZOOM RECORDING:** [PTI FY21 - FY24 Strategic Plan webinar](https://icann.zoom.us/rec/play/7pUuJe-sqzk3G4DBsASDVvR6W9W9Kfqs0ykd-KFcnU-2U3AFMFr0ZuFBNuVfCHlhqY88Tlio0WeNEuXf?continueMode=true), Service Delivery is discussed 18min in

<https://icann.zoom.us/rec/play/7pUuJe-sqzk3G4DBsASDVvR6W9W9Kfqs0ykd-KFcnU-2U3AFMFr0ZuFBNuVfCHlhqY88Tlio0WeNEuXf?continueMode=true>

• Demo all IANA systems live, such as RAMS

• show the user instructions for using systems on iana.org

• show how the notification system is kept up-to-date with TLD operators information so they can be contacted in emergencies

# BRIEFING #3: SECURITY (SOC2 Meeting must commence before this) & Transition Plan

**AUDIENCE: Fred & Rick, maybe Suzanna**

**CONTRACT SECTIONS:**

• IANA Naming Functions Contract Article XI, Sections 11.4; Security Plan, Director of Security

• IANA Naming Functions Contract Article IX, Section 9.3 (a), (b), (c): Transition Plan

**TO BE ADDRESSED**:

• Security Plan, Director of Security – WE SHOULD DISCUSS IN ADVANCE

• Transition Plan – While this is non-public, the contract allows the CSC to review, so I think this is a non-public document that is not confidential and therefor doesn’t require a NDA. Suzanne is tentative for handling this one, but if she doesn’t show, maybe we can get Fred/Rick to handle it.

**SUGGESTED REFERENCE MATERIAL FOR ADVANCE READING/WATCHING:**

• **ZOOM RECORDING:** [PTI FY21 - FY24 Strategic Plan webinar](https://icann.zoom.us/rec/play/7pUuJe-sqzk3G4DBsASDVvR6W9W9Kfqs0ykd-KFcnU-2U3AFMFr0ZuFBNuVfCHlhqY88Tlio0WeNEuXf?continueMode=true), Security is discussed 14min in

<https://icann.zoom.us/rec/play/7pUuJe-sqzk3G4DBsASDVvR6W9W9Kfqs0ykd-KFcnU-2U3AFMFr0ZuFBNuVfCHlhqY88Tlio0WeNEuXf?continueMode=true>

• CSC Interview will touch on Transition Plan

# BRIEFING #4: .int

**AUDIENCE**: Tomslin, Peter, James

**PTI MUST ADHERE TO:**

• IANA Naming Functions Contract Article IV, Section 4.3 & 4.8

**TO BE ADDRESSED**: While the contract only declares that PTI must manage .int, the team seems to want to push further to verify that .int customers are treated in the same manage as other registrants with other providers; there has even been a suggestion about surveying .int on customer service

**SUGGESTED REFERENCE MATERIAL FOR ADVANCE READING/WATCHING:**

• The team is aware of the few valid registrations taking place over the last few years. But, since this keeps coming up I wonder if they understand that no other interaction takes place between PTI and the customer? Does the team think other interactions would be taking place? We need to understand what the team is looking for.

# OTHER SECTIONS:

CSC INTERVIEW SHOULD HANDLE:

Article IV, Section 4.4: Performance of IANA Naming Function

Annex A, 2 (a): Service Levels

Article IV, Section 4.3 (d): Scope of the IANA Naming Function

Article VI, Section 6.1 (a): TRANSPARENCY – Kristian, but it is just checking reports posted