Secure Email Communication for ccTLD Incident Response (SECIR)

ccNSO Working Group
Draft Charter
Jul 21, 2014

Background

At its meeting on June 25, 2014, the ccNSO Council adopted the Final Report of the Contact Repository Implementation (CRI) Working Group. The Working Group's main recommendation was "to set up a small working group, which members are trusted by the community, to work on the details to develop and implement a secure mailing list" [1].

The CRI Working Group's report also outlined the results of a community-wide survey, which showed that a vast majority of the community members (81%) considered a contact repository for global incident response purposes to have an added value. However, only a small majority (51%) expressed their willingness to pay for its development and operational costs. The CRI Working Group therefore further recommended to "Start very simple with a secure mailing list" and "Iteratively expand based on user experience, and review the funding model per iteration" [1].

Adhering to the Working Group's recommendations and the Council decision, this document charters a new Working Group called "Secure Email Communication for ccTLD Incident Response" (SECIR) with objectives and scope as outlined below.

Objectives

The main objective of the SECIR working group is to implement version 1.0 of the ccTLD Contact Repository, which consist of a secure mailing list that enables ccTLD operators to (1) obtain each other's contact details and (2) exchange rudimentary incident messages. An important requirement is that the SECIR mailing list is able to work with (future) similar lists of regional ccTLD organizations, such as CENTR and LACTLD.

Another goal of the Working Group is to actively highlight and promote the added value of the SECIR mailing list to invite as many ccTLD operators as possible to join the list. To accomplish this, the Working Group will reach out to the ccTLD community to (1) inform them about the progress and (finally) setup of the mailing list and (2) to encourage them to join the SECIR email list, for instance by running webinars and through other tools for information sharing.

While the SECIR working group is part of the ccNSO, the SECIR mailing list explicitly targets the wider ccTLD community, including non-ccNSO members.

Deliverables
The working group has four deliverables, all of which will become publicly available:
- D1: an operational mailing list hosted by a neutral party such as ISOC, ICANN or the Secure Domain Foundation
- D2: a procedure for subscribing and unsubscribing ccTLD operators to and from the SECIR list
- D3: an instruction manual for (1) ccTLD operators on how to use the list in a secure way and (2) for the administrator on how to manage the list
- D4: the Final Report of the working group, which includes an overview of the work carried out, outreach results, and a service roadmap

Scope
The scope of activities of the Working Group is limited to the output outlined above and to the types of incidents considered by the CRI working group [1]. Examples of such incidents are targeted attacks on a registry and natural disasters that cause DNS outages in a certain region. The Working Group will furthermore take into account the recommendations made by the CRI Working Group in its final report.

The Working Group Chair will inform the Chair of the ccNSO in a timely manner if topics emerge that are outside the scope of the SECIR working group so that appropriate action or remediation can be taken to address such scoping issues.

Timing
It is foreseen that a working version of the SECIR mailing list (version 1.0 of the global Contact Repository) will be set up by Q4 2014.

Members and Support
Chair: The Working Group will nominate its Chair during its first meeting, which will then be confirmed by the ccNSO Council.

Membership: In order to ensure a dynamic work progress, the working group will have at most six participants.

Prospective Working Group members need to:
- Represent their ccTLD (does not need to be a ccNSO member) and need to be authorized to do so;
- Have a technical background and security expertise;
- Commit to actively participate in the activities of the working group:
    - Devote at least 8 hours per month towards the work of the group;
    - Attend bi-weekly telephone conferences;
    - Actively contribute to deliverables and online discussions

Members of the working group will be appointed by the ccNSO Council, taking into account the background of the applicants, and the (geographic) diversity of the ccTLD community.

The Working Group might send out a call for additional members for its outreach activities, which will start around the time the mailing list comes online.

Support: ICANN will provide adequate staff support to the SECIR Working Group.

Review of Charter and Activities of the Working Group
A review of this charter will be done when considered necessary.

Reporting on Progress
The Chair of the Working Group will regularly report on the status and planning to the ccNSO Council. The working group will inform the ccTLD community on its progress through a Progress Report, and/or other means if deemed appropriate by the WG.

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 group, the Chair of the Working Group, after consulting the members of the WG, may ask the ccNSO Council for a review of the Working Group Charter, or an alternative course of action.

Closure
Once the Working Group has finalized its work, the Working Group Chair shall deliver a Final Report to the ccNSO Council (deliverable D4), summarizing the work, conclusion and recommendations of the Working Group.

When the Council has approved the report, the Working Group will be closed.

References
1. Final Report ccNSO Contact Repository Implementation Working Group, June 2014, http://ccnso.icann.org/node/45566