

# Policy for the Retirement of ccTLDs

**DRAFT**

ccNSO

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## 1 Background

Request For Comment[2] (“RFC”) 1591[1] states:

*4. Rights to Names*

[...]

*2) Country Codes*

*The IANA is not in the business of deciding what is and what is not a country. The selection of the ISO 3166 list as a basis for country code top-level domain names was made with the knowledge that ISO has a procedure for determining which entities should be and should not be on that list.*

In 2014 the ccNSO through its Framework of Interpretation confirmed that RFC 1591 applies to ccTLDs.

The ISO 3166-1 list is dynamic and country codes are added and removed<sup>1</sup> on a regular basis. When a new country code is added a ccTLD can be added via the standard delegation process by the IANA Naming Functions Operator (PTI). However, as was identified in 2011 by the ccNSO Delegation and Redelegation Working Group, there is no formal policy available for the removal of a ccTLD from the root when a country code is removed from the ISO 3166-1 list of country names.

## 2 Policy Objective

The objective of the policy is to provide clear, and predictable guidance and to document a process that is orderly and reasonable from the time a country code is removed

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<sup>1</sup>ISO 3166-1, Section 3.4

26 from the ISO 3166-1 list of country names<sup>2</sup> up and to, but excluding, the removal of a  
27 ccTLD from the Root Zone<sup>3</sup>.

### 28 **3 Applicability of the policy**

29 This policy is applicable to all ccTLDs which are a member of the ccNSO and are  
30 managed by a [functional manager] and whose country code is removed from the ISO  
31 3166-1 list.

32 If a ccTLD's country code has been removed from the ISO 3166-1 list and it does not have  
33 a [functional manager] the policy for the retirement of a ccTLD is not applicable and  
34 PTI cannot transfer responsibility to a new manager according to its standard process.  
35 This set of circumstances would create a deadlock situation which would prevent PTI  
36 from ever removing the retiring ccTLD from the root. To avoid such a deadlock, and  
37 only under these specific conditions, this policy allows PTI to proceed with a transfer of  
38 responsibility for the retiring ccTLD to establish a [functional manager] for the ccTLD  
39 for the purpose of retiring the ccTLD. Such a transfer should follow the standard PTI  
40 process for such transfers where possible.

### 41 **4 Retirement Process**

#### 42 **4.1 Expectations**

43 It is the expectation that there will be cooperation between PTI and the Manager of the  
44 retiring ccTLD to ensure an orderly shutdown of the retiring ccTLD which takes  
45 into consideration the interests of its registrants and the stability and security of the  
46 DNS.

47 **Note:** Given the importance and exceptional nature of the ccTLD retirement process  
48 PTI, prior to sending a Notice of Retirement, should contact the ccTLD Manager and  
49 confirm who PTI should be dealing with regarding the retirement process. The person  
50 or role identified by the ccTLD manager to deal with the retirement process is referred  
51 to as the Manager in the remainder of this document.

#### 52 **4.2 Notice of Retirement**

53 Once PTI has been informed, and confirmed, that a country code has been removed  
54 from the ISO 3166-1 list and that PTI has also confirmed that the ccTLD has a functional  
55 manager, it shall promptly notify the Manager of the ccTLD that the ccTLD shall be

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<sup>2</sup>The procedures and process related to the removal of a country code are excluded, as this is determined by ISO.

<sup>3</sup>The removal of a (cc)TLD by PTI is excluded from the policy, as this is outside the remit of the policy scope of the ccNSO.

56 removed from the Root 5 years from the date of this notice (Notice of Retirement)  
57 unless a retirement plan which is mutually agreed to by the Manager and PTI stipulates  
58 otherwise and is in accordance with the retirement policy.

59 In conjunction with the Notice of Retirement PTI will inform the manager that it is  
60 expected, but not mandatory, to produce a mutually agreeable retirement plan for  
61 the ccTLD. PTI should include with the notice a document describing the Reasonable  
62 Requirements it expects of a retirement plan and that PTI will make itself available to  
63 the Manager to assist in the development of such a plan should the Manager request  
64 it.

- 65 • The Notice should also clearly state that:
  - 66 – If the Manager does not produce a mutually acceptable retirement plan  
67 within the prescribed time frame (described in the following sections) that  
68 the ccTLD will be removed from the root 5 years from the date the Notice of  
69 Retirement was sent by PTI to the manager of the retiring ccTLD
  - 70 – If the Manager intends on producing a retirement plan it should formally  
71 communicate this to PTI within 360 calendar days of PTI having sent the  
72 Notice of Retirement to the Manager of the retiring ccTLD.

### 73 4.3 Time span for retirement

- 74 • PTI cannot require that a retiring ccTLD be removed from the root less than 5  
75 years from the time PTI has sent a Notice of Retirement to the retiring ccTLD  
76 Manager.
- 77 • PTI must remove a retiring ccTLD from the Root no later than 10 years after  
78 having sent a Notice of Retirement to the ccTLD manager.
  - 79 – If according to PTI the retirement of the ccTLD within the 10 year limit would  
80 pose a threat to the security and stability of the DNS PTI can request an  
81 extension to the 10 year limit from the ICANN Board.
- 82 • If the Manager wishes to extend the initial 5 year retirement period it  
83 should formally request this from PTI in its Retirement Plan. The request for the  
84 extension should clearly state the length of the extension requested  
85 (maximum 5 additional years), the reasons for requesting an extension  
86 and PTI can simplify analysis which supports the reasons for making  
87 the request. The Reasonable Requirements document that PTI will have  
88 included from with the Notice of Retirement will describe the factors  
89 it will consider when evaluating a request for an extension to the  
90 initial 5 year period. If an extension request to the initial 5 year period  
91 is made by the Manager, of the retiring ccTLD PTI should provide a definitive  
92 response to the Manager with:

- 93           – Thin 60 days of the request being received by PTI. The response by PTI, if  
94           positive, should state the extension that has been granted. If from  
95           the response is negative, PTI should include a detailed reasoning for the  
96           refusal based on the Reasonable Requirements document.
- 97           • A Retirement Plan that is mutually agreed to between the Manager of the retiring  
98           ccTLD:
  - 99           – and PTI shall not withhold agreement of any date for the retirement/oval  
100           of the ccTLD (removal from the Root) if up no later than 10 years from  
101           the PTI date when sent the Notice of Retirement to the Manager. For further  
102           clarity this includes periods of less than 5 years from the time  
103           PTI validly sends the Notice of Retirement to the Manager of the  
104           retiring ccTLD.
  - 105           – I.

#### 106 4.4 Retirement Plan

- 107           • If the Manager intends on producing a retirement plan it should formally com-  
108           municate this to PTI within 30 calendar days of PTI having sent the Notice of  
109           Retirement to the Manager of the Retiring ccTLD..
- 110           • A retirement plan should, as a minimum, include commitments to the following:
  - 111           – Date the ccTLD will stop accepting new registrations
  - 112           – Date the ccTLD will stop accepting the renewal of existing registrations
  - 113           – Date the ccTLD will stop accepting the transfer of registrations
  - 114           – Date the ccTLD will be removed from the Root Zone.
  - 115           – Details of the communications plan to advise the registrants of retirement of  
116           the ccTLD.
- 117           • A mutually agreeable retirement plan must be produced within 12 months of PTI  
118           having sent the Notice of Retirement to the Manager of the Retiring ccTLD. PTI at  
119           its discretion can extend the 12 month limit to a maximum 24 months total. If  
120           PTI grants such an extension it will promptly notify the Manager of this.
- 121           • If the Manager of the retiring ccTLD and PTI cannot achieve a mutually agreeable  
122           retirement plan within 12 months, or up to a maximum of 24 months if PTI has  
123           granted an extension, of PTI having sent the Notice of Retirement to the Manager  
124           of the Retiring ccTLD then PTI should advise the Manager of the retiring ccTLD  
125           that the ccTLD will be removed from the root 5 years from PTI having sent the  
126           Notice of Retirement to the Manager of the retiring ccTLD.

127 **4.5 Exception conditions**

- 128 • Manager becomes non-functional after a retirement agreement is accepted – The  
129 PTI can the same procedure outlined in the Requirements to transfer the ccTLD  
130 to a new manager.
- 131 – Manager breaches the Retirement Agreement – The PTI should work with  
132 the Manager with the objective of re-instating the Retirement agreement.  
133 If this is not possible the PTI can advise it will return to the initial 5 year  
134 retirement period.
- 135 – IDN ccTLD's

136 **5 ISO3166-1 Exceptionally Reserved entries**

- 137 • [Applicability to non-ccNSO members](#)

138 **6 Oversight**

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139 **References**

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