

Rules of Engagement - Root Server System Advisory Committee (RSSAC) and RSSAC Caucus

RSSAC: The RSSAC consists of root server operators, root zone managers and liaisons from other bodies (such as the IAB and SSAC).

RSSAC Caucus: A sophisticated body of motivated subject matter experts on all aspects of Domain Name System (DNS) from operations to security. The RSSAC members are also RSSAC Caucus members.

For a successful collaborative relationship between the RSSAC and RSSAC Caucus, the following rules of engagement provide the mechanics of a framework for collaboration:

- **Point of Contact:** The point of contact for communication between the RSSAC and RSSAC caucus are the co-chairs of the RSSAC. Either or both co-chairs may be contacted.
- The modality of collaboration is online. In addition, there will be regular opportunities for in-person meetings, such as meetings at the IETF meetings.

Rule 1. From time to time, the RSSAC will come across problems that will require technical scrutiny and research from RSSAC Caucus experts. The RSSAC will, during such time, call upon members of the RSSAC Caucus to form a work party to conduct research on the problem and produce the results in the form of a document. The following steps define the mechanics of such an engagement:

- The RSSAC defines and publishes a statement of work (SOW). The SOW contains a problem statement and scope of work with a desired final outcome to be a document produced by a given date to be submitted to the RSSAC for action.
- The RSSAC will request one or more RSSAC Caucus members to lead the production of the document. A document and work party leader(s) will be identified.
- Document leaders will actively involve other RSSAC Caucus members, and specifically any RSSAC Caucus members that volunteer to be on the work party.
- Document leaders will report work progress to the RSSAC at regular intervals and upon specific request.
- If the RSSAC considers progress insufficient, it may appoint new document leaders or take other action to move the work forward.
- When document leaders declare the document ready, it is submitted to the RSSAC for ratification of completion. It is expected that the work party will arrive at rough consensus within the Caucus before a document is submitted to the RSSAC. Dissenting opinions, if any, from the RSSAC Caucus should be expressed in the document. The RSSAC, after review of the document, may ask the RSSAC Caucus to do further specific work on a document.
- RSSAC Caucus members may submit personal opinions about documents to the RSSAC at any time, specifically once the document has been submitted to the RSSAC for action.
- Ratified documents will appropriately list the contributing RSSAC Caucus members and the RSSAC will publish the document.

Rule II. Members of the RSSAC Caucus, either as individuals or as groups or as a collective, may identify problems that require technical scrutiny and research. In such a situation, the following mechanics of engagement apply:

- The RSSAC Caucus member(s) may submit a problem statement to the RSSAC co-chairs defining the problem, possible outcomes of the problem and a recommendation on next steps for further work.
- The RSSAC chairs, after consultation with the RSSAC, will acknowledge receipt of the problem statement to the writer(s) with possible next steps. If problem statements are identified as candidates that require further scrutiny and research, Rule I described above will apply. If they do not require further work, this outcome will be communicated back to the member(s) submitting the problem statement.
- The RSSAC chairs will keep a catalog of problem statements and will bring them forward to the RSSAC for discussion at appropriate times.

Rule III. In-person meetings are a forum for collaborative dialogue and discussion. The following mechanics of engagement apply:

- During in-person meetings, the RSSAC co-chairs will arrange for leaders of completed and ratified documents to present the technical outcomes of the work with recommendations, if any.
- If recommendations from ratified documents have been enacted, the RSSAC co-chairs will share the status of the outcomes of the enacted recommendations.
- The RSSAC co-chairs will arrange for on-going work party leaders to give appropriate updates on on-going work.
- The RSSAC co-chairs will share the catalog of problem statements with their status.