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| Design Team L.                      | IANA Functions - Transition Plan Actions  |
| Draft Transition Proposal Reference | III.A.1.1.1   |
| Summary Description                 | <p>The purpose of Design Team L is to examine existing transition planning documents available within ICANN and IANA and assess their ability to be operationalised and included within the work of the CWG. If documents are found to lack sufficient details DT-L will provide additional details around the core concepts that exist to allow the option of separability of the IANA functions to be examined by the CWG.</p>  |
| Detailed description                | <p><b>Design Team L will work in three phases:</b></p> <p>Phase 1: Acquire and examine existing documentation relating to transition/succession planning of the IANA functions within ICANN. A critique of the suitability of these documents for purpose will be compiled identifying possible weaknesses or areas of concern. These documents will include but are not limited to:</p> <ul style="list-style-type: none"> <li>● IANA Function Contract Section C.7.3 Plan</li> <li>● Root Zone KSK Operator Function Termination Plan</li> <li>● Contingency and Continuity of Operations Plan</li> </ul> <p>Phase 2: Using the documentation examined in Phase 1 as a base, design a detailed and functional transition plan that the team feels will meet the requirements of the ICG as specified in Section III of the RFP: “Description of operational requirements to achieve continuity of service and possible new service integration throughout the transition”</p> <p>Phase 3: Deliver an initial plan back to the CWG and work iteratively on any comments received and any risks or concerns identified until broad consensus has been reached as to the suitability of the new transition plan. At that point the DT may be disbanded.</p> <p><b>Deliverables:</b><br/>A peer reviewed and complete transition planning document examining the following areas:</p> |

1. Documentation published on IANA.org
2. IANA Functions registry data
3. Root Zone Automation System
4. Historical Data relating to IANA requests
5. Secure Notification System
6. Root KSK Transition Process
7. IANA Staff Knowledge Transition
8. Management of Transition Process

These areas of examination are broadly based on the areas identified in the current IANA functions contract and have been referenced in C.7.3 currently.

**Timeline:**

Phase 1 will be dependant on receiving the documents from ICANN as they will all likely be subject to the DIDP process. Phase 1 and 2 will run concurrently as documents are received.

Phase 2 will be broken down further into specific bodies of work relating to the various areas of the IANA functions. The work on each of these areas will be reported back on a weekly basis to the CWG on one (Or more as required) of the standing CWG calls.

Note that CWG and DT-L are competent for the naming aspects of the transition. The numbering and protocol areas of the IANA functions have already been addressed by the corresponding stakeholders. (RIR's, IETF). DT-L will not be addressing aspects other than naming.

Phase 3 will be iterative depending on the volume of comments received and/or risks identified and cannot be estimated at this time however it will be planned taking into account the overall timeline of the CWG when refining the transition plan.

**Working Methods:**

The team will work primarily from the DT-L Mailing List located at <https://mm.icann.org/mailman/listinfo/dt4>. The team may request the use of the Adobe Connect conferencing system to facilitate discussion, this may

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|                             | <p>particularly be required prior to presenting work to the CWG and during the inclusion of comments in Phase 3.</p> <p>If the members of the DT encounter an issue that requires legal input or analysis a set of questions will be prepared for the Client Committee and will be delivered by the DT Lead to a designated representative of the Client Committee,-It should be noted due to the technical nature of the DT it will not be expected that extensive legal issues will be encountered.</p> |
| Proposed Membership         | <p>Current membership:</p> <ul style="list-style-type: none"> <li>● James Gannon</li> <li>● Guru Acharya</li> <li>● Matthew Shears</li> <li>● Christopher Wilkinson</li> <li>● Jaap Akkerhuis</li> <li>● Allan MacGillivray</li> </ul> <p>Members of DT-L will have experience in transition planning and/or expertise in one of the functional or related areas that the transition plan will examine.</p>   |
| Proposed by / Lead          | James Gannon (lead)   |
| Status                      | Step 1  |
| Determination by CWG Chairs | Priority 1 (Provisional)  |