

Design Team A.	Customer Standing Committee
Draft Transition Proposal Reference	III.A.1.3 – Administration / oversight of Statement of Work (SOW)
Summary Description	This design team will develop proposed language for inclusion in the draft proposal relating to section III.A.1.3 – Administration / oversight of statement of work.
Detailed description	<p>NTIA currently provides and ensures the administration and day-to-day oversight of the statement of work. It was agreed that these functions will have to be replaced following the transition.</p> <p>Building on the 1 December Draft Transition Proposal (section 3.4.2.1) and taking into account the work undertaken by RFP3 in particular the functional analysis of the CSC, the design team is expected to describe the:</p> <ol style="list-style-type: none"> a) Role and responsibilities of the CSC in relation to the administration and oversight of the statement of work; b) Identify and list IANA reports that are currently provided to the NTIA or provided as a result of the IANA Contract and specify and list those that are expected to be provided by the IANA Functions Operator post-transition; c) Specify an instruction for CSC, describing a process how, post transition, the CSC will review these reports, and d) Specify an instruction for CSC, describing a process how, post transition, the reporting requirements will be reviewed. e) Specify an instruction for CSC, describing remedial action in the event of poor performance of IANA against specified SLAs. f) Specify an instruction for CSC, of what is not mandated or out of scope. g) Consider whether it would be appropriate for the CSC to be an initial point of escalation for TLD operators who are experiencing IANA performance issues. h) Consider whether the CSC would also be responsible for the ‘authorisation’ role currently performed by the NTIA for root zone changes related to delegations; and the more frequent WHOIS database changes. i) Consider the extent to which the CSC could engage with IANA on emerging issues, that is those issues that are currently unforeseen, that impact registry operators and IANA services. j) Composition of the CSC taking into account the agreed role and responsibilities of the CSC by the Design Team. <p>The Design Team will work on the assumption that the status quo should be maintained as much as possible throughout the transition, while a process / mechanism should be put in place</p>

	<p>that will allow for review and possible changes to the reporting requirements based on that review after the transition on an ongoing basis.</p> <p>Following the completion of these specific tasks, the DT may continue if directed by the CWG Co-Chairs (in the same, or in a slightly modified composition) to organizational structure, confidentiality and possible conflict of interest concerns.</p>
Proposed Membership	<ul style="list-style-type: none"> • At a minimum two gTLD registry representatives with operational knowledge of IANA Functions and current reporting requirements • At a minimum two ccTLD registry representatives with operational knowledge of IANA Functions and current reporting requirements • One IANA staff member (current or former) • One non-direct customer representative with operational knowledge of IANA Functions and current reporting requirements • One liaison from NTIA to verify NTIA's current responsibilities
Proposed by / Lead	Donna Austin / Staffan Jonson
Status	Proposed
Determination by CWG Chairs	