

Design Team N.	Periodic Review of IANA Functions
<b>Draft Transition Proposal Reference</b>	III.A.1.4
<b>Summary Description</b>	<p>Regardless of the model selected for post- transition oversight of the IANA Function, the IANA Naming Functions will have to be reviewed on a regular basis. Reviews should include the overall services provided by the IANA Functions Operator, with respect to the naming functions, as well as a review of the IANA Statement of Work (SOW).</p> <p>The review requirement brings on several additional requirements related to the IANA SOW:</p> <ul style="list-style-type: none"> <li>● What period (duration) should be covered by the first SOW post-transition?</li> <li>● What should be the standard period for reviewing SOWs post transition?</li> <li>● What should be the process for reviewing or amending SOWS (including approval by the community and acceptance by ICANN)?</li> </ul> <p>Review current periodic reports required by existing IANA Contract and make recommendations regarding retaining, revising or discarding same.</p> <p>Additional issues to be covered includes defining other aspects of the naming related IANA functions that would</p>

	benefit from regular review, but may not be explicitly referenced in the IANA Statement of Work
<b>Detailed description</b>	<p>Considerations that need to be included in the considerations of the SOW review length include:</p> <ul style="list-style-type: none"><li>● what is a sufficient length to avoid the thrash of constant SOW review?</li><li>● what would be so long as to create too much of a status quo assumption?</li></ul> <p>Considerations on the standard period for a SOW review include:</p> <ul style="list-style-type: none"><li>● Is the SOW reviewed at intermediate stages or just on reconsideration of the SOW</li><li>● Is a regular period, like yearly, necessary? If so, what is the periodicity?</li></ul> <p>What other reviews need to be carried out in the overall review of the IANA naming functions?</p> <ul style="list-style-type: none"><li>● What is the scope of periodic reviews?</li><li>● What additional services or parameters should be regularly reviewed that may not be explicitly referenced in the SOW?</li><li>● Where are these services or parameters defined?</li><li>● How often should these reviews take place?</li><li>● By what process should these reviews be carried out and changes be made to these parameters and services?</li></ul> <p>Consideration on process for all reviews and renewal include:</p> <ul style="list-style-type: none"><li>● Who are the relevant stakeholders?</li></ul>

	<ul style="list-style-type: none"><li>● What body should coordinate reviews?<ul style="list-style-type: none"><li>○ How should it be composed?</li><li>○ How should it be structured?</li><li>○ What is the scope of its responsibility for leading the review?</li></ul></li><li>● What sort of process structure is warranted?</li><li>● Should all elements covered under a periodic review follow the same process, structure, and timeline?</li><li>● What are the goals of periodic reviews?</li><li>● How is the wider community involved in such a review?</li></ul> <p>Periodic [Operational] Review of IANA Functions</p> <p>Identify, assess and determine whether to include or exclude existing periodic review mechanisms and reports from the current NTIA-ICANN contract. These include:</p> <ul style="list-style-type: none"><li>● annual program review (contract C.4.1)</li><li>● annual site visit (contract C.4.1)</li><li>● review of various reports<ul style="list-style-type: none"><li>○ The Performance Standards Metric Reports (C.4.4)</li><li>○ annual customer service survey consistent with the performance standards for name services (C.4.5)</li></ul></li><li>● review of audit reports<ul style="list-style-type: none"><li>○ security process (C.5.1)</li><li>○ RZM data audit (C.5.2)</li><li>○ Annual External audit (C.5.3)</li></ul></li><li>● Conflict of Interest review<ul style="list-style-type: none"><li>○ COI Policy (C.6.1)</li></ul></li></ul>
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	<ul style="list-style-type: none"><li>○ Conflict Of Interest Enforcement and Compliance Report (C.2.4)</li><li>○</li></ul>
<b>Proposed Membership</b>	
<b>Proposed by / Lead</b>	provisional volunteer - Avri Doria
<b>Status</b>	<b>Step 0</b>
<b>Determination by CWG Chairs</b>	<b>Priority 1 (Provisional)</b>

Note: these need to be coordinated with the other design teams that may have indicated not only the reviews to be done, but the intervals in which they are to be done.

Ref	Review Type	Frequency	Responsible	Dependency	Notes
	Statement Of Work (SOW)		CSC		
	Review monthly performance report	Monthly	CSC		
	Site visit	Annual		DT-C	Questions whether this is needed?
	Review CSC report on SOW report		Community Function		
	Program review	Annual	Community function		
	Review performance metrics		CSC		
	Review customer survey report		CSC		
	Review security		CSC		

	process report				
	Review RZM audit report		CSC RZOs		
	Review annual audit report		CSC		
	Review COI requirements		Community Function		
	Review COI Enforcement audit report		Community Function		

## Comments from mtg

- Need to check SSAC 69 i.e. DT E
- and need to be guided by the Registries' guidance document
- good that we are checking the output of the other DTs