**CCWG-Accountability Workstream 2: Sub-Group on SO/AC Accountability**
**SSAC Answers to Questions sent to SO/ACs**

**Questions** (please respond to all that are applicable to your AC/SO/subgroup)**:**

**References are from** SSAC Operational Procedures (OP) Version 5.0 dated 20 June 2016 (OP)

**Designated Community:**
What is your interpretation of the designated community for your AC/SO, as defined in the ICANN Bylaws and shown below?  For example, do you view your designated community more broadly or narrowly than the Bylaws definition?

The designated community as defined in ICANN bylaws:

> SSAC members are "appointed by ICANN board" to "advise the ICANN community and Board on matters relating to the security and integrity of the Internet's naming and address allocation systems."

**Answer:**
Relevant ICANN Bylaws Section 12.2 (b) adopted 27 May 2016.
The SSAC views its designated community specifically as defined in the ICANN bylaws, i.e., the SSAC designated community is comprised the individuals appointed by the Board to be SSAC members (See OP Section 1.5 Formal Structure).

> *"The SSAC membership is comprised of the following roles: Chair, Vice-Chair, SSAC members, SSAC outward and inward liaisons, and Invited Guests. If and when applicable, any member serving in a role may be asked to clarify whether their remarks represent SSAC or personal positions. The ICANN Board of Directors appoints the Chair and the SSAC members. The SSAC members appoint all other roles. See Section 2.8 below for a description of each role.*

> *An individual who has been invited by the SSAC to become a member, but who has not been appointed by the ICANN Board of Directors, may participate in the SSAC as an Invited Guest (see Section 2.8.6) at the discretion of the SSAC."*

**Accountability related policies and procedures:**
What are the published policies and procedures by which your AC/SO is accountable to the designated community that you serve?  Please include, as applicable:

> - Your policies and efforts in outreach to individuals and organizations in your designated community who do not yet participate in your AC/SO.

**Answer:**
Appointment of new SSAC members is undertaken in accordance with OP Section 2.3 New Member Selection. Other SSAC outreach is focused primarily outside the designated community and is focused on publicizing SSAC Reports both to the Board and within the broader ICANN community.  Additionally, individual SSAC members participate in many other technical fora such as the Internet Engineering Task Force (IETF), the Anti-Phishing Working Group (APWG), etc. and share any relevant SSAC work in those fora.

> - Your policies and procedures to determine whether individuals or organizations are eligible to participate in your meetings, discussions, working groups, elections, and approval of policies and positions.

**Answer:**
SSAC meetings, discussions and work groups are normally closed to other than SSAC members, SSAC Support Staff and selected members of ICANN Security and Technical Staff.

Occasionally, the SSAC will invite individuals with specific expertise to participate in discussions or on Work Parties if that expertise is lacking in SSAC members.

Election of SSAC members to various roles is undertaken in accordance with OP Section 2.8 SSAC Roles.  These roles include Chair, Vice-Chair, SSAC Liaison to the Board, SSAC Liaison to the RSSAC, and SSAC Liaison to the Nominating Committee. The same process is followed when appointing members to other roles such as SSAC members on Cross-Community Working Groups, SSAC members on the Customer Standing Committee, etc.

The SSAC does not develop policy as such, but does provide Advice in accordance with its Charter.  Approval of SSAC Documents (Reports, Advisories and Comments) is conducted in accordance with OP Section 3 SSAC Publication Procedures.

> - Transparency mechanisms for your AC/SO deliberations, decisions and elections. Please describe not only your disclosure practices, but also any efforts that you make to explain the meaning of released material, so that they are more effectively transparent to a wider range of stakeholders.

**Answer:**

The SSAC deliberations and decisions with regard to SSR topics is normally undertaken in closed forum (see OP Section 2.1.1 Confidentiality of Information, OP Section 2.6 Protection of and Access to Information and OP Appendix F Affirmation of Confidentiality and Non-Disclosure).  Not only does this permit the sharing of confidential information by SSAC members or by third parties, but it also allows SSAC members to vigorously debate security topics to come to a consensus view.  The SSAC is conscious that its reports must be clear and unambiguous, and a great deal of effort goes into making sure they minimize the risk of misinterpretation.

SSAC Elections are undertaken in accordance with OP Section 2.8.1.1.  Such Elections are not deemed confidential as such, but are conducted as internal processes with the results publicly announced when appropriate.

> - Does your AC/SO conduct internal reviews of your accountability related policies and procedures?

**Answer:**
SSAC members are accountable to the group for their performance.  All SSAC members are appointed by the ICANN Board for a 3-year term, and undergo an annual review process in the final (third) year of their term in accordance with OP Section 2.5 Annual Review Process. Additionally, SSAC members in the first and second years of their term are provided with an activity report from the SSAC Chair at the end of those years and any issues of concern are raised at that time.

> - Were these policies and procedures reviewed and/or updated over the past decade? If so, could you clarify if they were updated to respond to specific community requests/concerns?

**Answer:**
The SSAC OP is reviewed annually. The current Version 5.0 is dated 20 June 2016.  These reviews have resulted in several changes, such as to the New Member Selection and Annual Review processes undertaken in late 2015/early 2016, resulting in Version 5.0.

The SSAC has previously advised that it wishes to continue providing its input to the ICANN Community in a purely advisory capacity and does not wish to take on any role in exercising community powers.  Additionally, in the annual review of the OP the SSAC takes into consideration concerns, if any, raised by the community and ensures that the OP is not in conflict with the ICANN Bylaws with respect to the SSAC and its role.

**Mechanisms for challenging or appealing elections:**
- Does your AC/SO have mechanisms by which your members can challenge or appeal decisions and elections? Please include any links where these mechanisms can be consulted.

**Answer:**
Existing SSAC members can challenge the appointment of new members proposed by the Membership Committee in accordance with OP Section 2.3 New Member Selection.  Where an objection is raised, the matter is resolved by consensus of the whole SSAC.

SSAC members agree to the content of all SSAC Publications by consensus. SSAC members who have contributed to an SSAC Publication are listed in the document. If an SSAC member wishes to object to the work product or asks to withdraw from consideration of the work product for any reason, the member is offered an opportunity to provide a statement explaining their dissent or withdrawal (OP Section 2.1.2), and/or to be listed in the final document under the section for dissents or withdrawals.

Election of SSAC Office Bearers is undertaken in accordance with OP Section 2.8.1.1 Chair Election.  Other SSAC Officer Bearers defined in OP Section 1.5 are elected by the same procedure as the Chair. The election of SSAC members to other roles also follows this process. Provisions for challenges to election results are contained within the detailed process.

**Any unwritten policies related to accountability:**
- Does your AC/SO maintain unwritten policies that are relevant to this exercise? If so, please describe as specifically as you are able.

**Answer:**
The SSAC does not have any unwritten policies relevant to this exercise.