Root Zone KSK Operator Policy Management Authority Charter

Version 3.2

Root Zone KSK Operator Policy Management Authority

04 November 2020

Table of Contents

1 Introduction

Public Technical Identifiers (PTI) performs the Root Zone Key Signing Key (RZ KSK) Operator role pursuant to a contract from the Internet Corporation for Assigned Names and Numbers (ICANN).

The RZ KSK Operator Policy Management Authority (PMA) is a committee responsible for overseeing the lifecycle of all governing documents related to the RZ KSK Operator function, such as Domain Name System Security Extensions (DNSSEC) Practice Statement (DPS), security policies, and procedures. The PMA ensures that the RZ KSK Operator function is conducted according to these policies and will make changes to the policies or procedures as necessary. It is essential to keep track of all amendments made to the governing documents and archive the records to preserve the audit trail for the annual audit. This will also serve the purpose of proving the transparency of the process and showing that due diligence is performed effectively.

The key words "MUST", "MUST NOT", "REQUIRED", "SHALL", "SHALL NOT", "SHOULD", "SHOULD NOT", "RECOMMENDED", "MAY", and "OPTIONAL" in this document are to be interpreted as described in RFC 2119 (https://www.ietf.org/rfc/rfc2119.txt).

2 Objective and Scope

The objective of this charter is to outline the structure and activity of the PMA, and to make all PMA members aware of the significance of their roles and responsibilities.

The scope of the PMA is solely the RZ KSK Operator function.

3 Roles and Responsibilities

3.1 PMA Membership

3.1.1 Voting Members

Voting members include the PMA Chair and the following heads or their designated representative:

- PTI
- ICANN
    - Office of the Chief Information Officer (CIO)
    - Office of the Chief Technology Officer (CTO)
    - DNS Engineering
    - Internet Systems Security, Stability, and Resiliency
    - Global Domains and Strategy (GDS)
    - Legal
    - Global Stakeholder Engagement

3.1.2   Subject Matter Expert Members

RZ KSK PMA Subject Matter Expert (SME) Members are designated by the Voting Members and fulfill an advisory role in the PMA. SME Members do not have voting rights by default; however, Voting Members MAY delegate this authority by verbally announcing such delegation during a PMA meeting or by sending an email to the PMA alias. Refer to section 4.3 for details.

3.1.3   PMA Chair

The PMA Chair is responsible for facilitating and running the PMA meetings and handling all administrative responsibilities regarding the process, such as publishing policies, managing the repository, and preserving the audit trails. The PMA Chair is designated by the PMA and MUST be a person who does not represent other groups in their role in the PMA. The PMA can change the chair when appropriate.

3.2   PMA Responsibility Summary

The PMA MUST:
- Define the PMA charter (this document)
- Perform reviews of and amend policies
- Provide advisory guidance
- Manage PMA membership
- Provide solutions to other policy-related issues
- Review the annual audit report and plan the remedial actions

The PMA MUST NOT:
- Manage or write standards and procedures
- Make any financial decisions
- Discuss legal matters (this is solely the responsibility of the legal department)

3.3   PMA Responsibility Details
3.3.1   Document Amendment/Review

The primary responsibility of the PMA is to review the draft or proposed amendments of the documents that govern the KSK management. They make a decision on whether the documents should be approved or not. When the vote is called, by the sole decision of the PMA Chair, voting members MUST vote to approve, reject, or abstain. Refer to section 4.3 for details. Amendments are effective immediately upon publication, so the effective date of the policy will be the date of publication.

3.3.2   Advice

The PMA reviews matters under consideration presented by the stakeholders. The PMA Chair is responsible for determining whether the topic is suitable for PMA review.

Other compliance issues, audit discrepancies, or changes to processes that affect governing documents or have a potential to cause significant impact to the organization will also be discussed. It is the responsibility of the PMA to discuss and resolve such issues or provide any suggestions that will minimize adverse effects (if any).

The PMA also provides advice in emergency situations.

3.3.3   Repository Management and Document Archive

The contents of the public repository are managed by the PMA Chair. The PMA Chair MUST update it according to the result of PMA activities and post the changes and publication to the repository for public review, when appropriate.

When the latest version of a document is posted in the repository, superseded or withdrawn versions of that document MUST be archived for the period specified as the retention period in the audit and accountability policy document to enable an audit trail.

4   Activities
4.1   PMA Meetings

PMA meetings MUST be called by the PMA Chair every time there is an outstanding agenda. Any member of the PMA MAY request a PMA meeting by sending a request to the PMA Chair. The PMA Chair MUST determine whether or not to hold a meeting. All PMA meetings MUST be chaired by the PMA Chair.

The PMA MUST meet at least once a year to review the documentation and confirm that there were no major or minor changes that should have been brought up during the year. Meetings MAY be held in person and/or through audio or video conference bridges.

The PMA Chair MUST send out the agenda and other supplemental information needed to make decisions prior to the meeting to the members. The meeting minutes taken by the PMA serve the purpose as an audit trail and MUST be archived.

4.2   Mailing List

Policy-related matters MAY be discussed over the PMA mailing list. The decision whether a matter will be handled by a call or email will be made by the PMA Chair. Mailing list emails serve as an audit trail and MUST be archived.

As the mailing list is open to the public (for posting only), entities other than the PMA members MAY freely post their opinions and questions to the list. PMA members MAY also post agendas directly to the mailing list; however, replies to the opinions/questions SHOULD come from the PMA Chair. The PMA Chair is responsible for determining whether the posted topic should be discussed in the PMA. Naturally, informal, internal discussions between PMA members need not occur on this list.

4.3   Voting Rules

A decision will be made if there is a clear consensus of approval from voting members when a call for vote is made. A single rejection forces the PMA to go into further discussion.

If the voting is called in a face-to-face meeting and/or in a conference call, the Voting Member can vote by expressing their decision verbally. Voting Members MAY delegate their vote to their assigned SME Members. This delegation can be expressed verbally; however, each delegation is only valid for a given PMA meeting unless specified otherwise. If the PMA Chair initiated a call for vote in the PMA mailing list, an email with the decision is REQUIRED to confirm the vote.

5   Repository

The DPS and other relevant documentation is published in the RZ KSK Operator's public repository on the IANA website at https://www.iana.org/dnssec. Repositories are updated by authorized designees as requested by the PMA Chair.

The information in the repository includes but is not limited to:
- The current version of the DPS for the RZ KSK Operator and other relevant documentation
- Announcement of changes
- Point of contact information

6   Point of Contact

The point of contact below is for Relying Parties, PMA members, and other stakeholders. The PMA Chair is responsible for all communication.

RZ KSK Policy Management Authority
Public Technical Identifiers
12025 Waterfront Drive, Suite 300
Los Angeles, CA 90094
USA
+1 (310) 823-9358 (voice)
+1 (310) 823-8649 (fax)
root-ksk-pma@iana.org

Appendix A: Acronyms

CIO	Chief Information Officer
CTO	Chief Technology Officer
DNS	Domain Name System
DNSSEC	Domain Name System Security Extensions
DPS	DNSSEC Practice Statement
GDD	Global Domains Division
ICANN	Internet Corporation for Assigned Names and Numbers
KMF	Key Management Facility
KSK	Key Signing Key
PMA	Root Zone KSK Operator Policy Management Authority
PTI	Public Technical Identifiers
RFC	Request for Comments
RZ	Root Zone
SME	Subject Matter Expert

Appendix B: PMA Decision Process
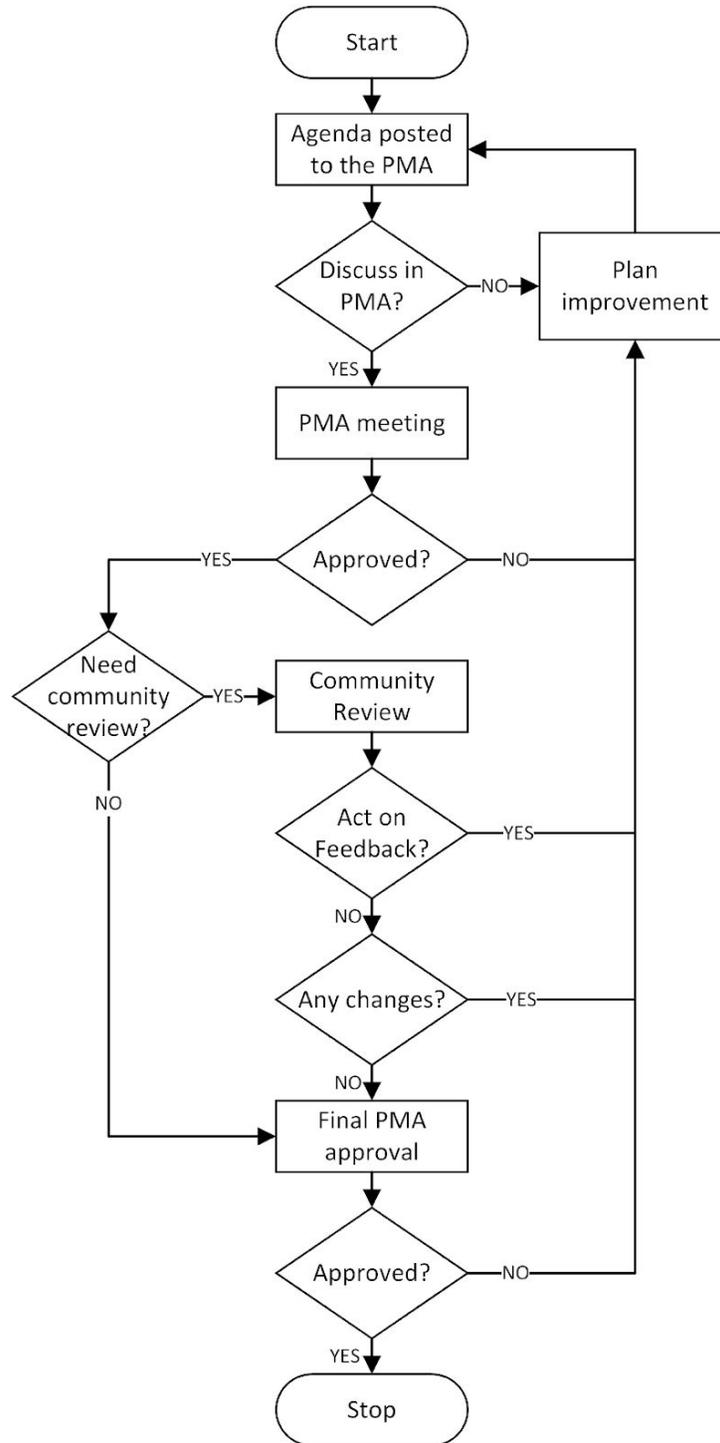
Appendix C: Change Log

Revision 3 - 04 October 2018

- Converted the document to use the latest Word template.
- Made minor editorial, formatting, and style changes.
- Made all cross-references hyperlinks.
- Adopted the RFC "MUST", "SHOULD", etc. convention throughout each document. Added a paragraph to Section 1 that explains the RFC wording convention.
- Added an acronym list.
- Cover: Changed the version from 2.3 to 3.0.
- Section 2: Added an Objective and Scope section.
- Section 3: Developed a Roles and Responsibilities section based on existing material.

Revision 3.1 - 28 October 2019

- Annual review: Update version information and dates.
- Made minor editorial, formatting, and style changes.
- Updated Appendix A to reflect only the acronyms present in the document.

Revision 3.2 - 04 November 2020

- Annual review: Update version information and dates.
- Overall: Uniformly specified "Practices Manager" as "PMA Chair".
- Section 3.1.1: Updated department name from GDD to GDS.