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Source: The Internet Corporation for Assigned Names and Numbers (ICANN)

Title: Administering the Root: Delegations and Redelegations – Every country is unique

Country-Code Top-Level Domains, or ccTLDs, were initially delegated by Dr. Jon Postel (the remarkable Internet architect originally entrusted with responsibility for deployment of the Internet's domain name system) with the objective of enabling local Internet communities worldwide to develop their own locally-responsive and -accountable DNS services, and to encourage all parts of the world to 'get online'. Initially, from the mid-1980s to the mid-1990s, ccTLD registry responsibilities were typically delegated to Internet pioneers, often from the academic or research communities. In 1994, Dr. Postel published the basic policy and technical requirements for TLD delegations, redelegations, and operations in a document known as RFC 1591.[1] (See Annex A)

The RFC documents in the technical community hold an important role as reference and guiding of technical conduct on the Internet. Since the initial delegations of ccTLDs by Dr. Postel, and RFC 1591, the global Internet environment has changed vastly, resulting in something that no one anticipated nor expected. Developed through academic research, technological innovation and private sector entrepreneurship, the Internet today is still rooted in the consistent technical basis from which it grew and which is key to its rapid pace of development. Consistent with these changes, were also changes in the responsibilities initially carried out by Dr. Postel, including carrying out Dr. Postel's work on ccTLDs. One key reason behind the formation of ICANN was to institutionalize and document the framework for ccTLD delegations, consistent with the existing published policies. All requests for redelegation and other IANA matters come through ICANN. ICANN has the responsibility to neutrally investigate and assess requests on all matters relating to changes in the DNS root, including ccTLD delegations and redelegations; and to recommend to the U.S. Department of Commerce any actions to be taken.

In conducting this process, ICANN/IANA uses RFC 1591 as a basis, along with ICP-1[2] (See Annex B), and the ICANN Governmental Advisory Committee Principles for the Delegation and

[1] http://www.isi.edu/in-notes/rfc1591.txt

[2] http://www.icann.org/icp/icp-1.htm

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Administration of Country Code Top Level Domains (GAC Principles). [3] These documents provide the guiding basis for all requests for delegation and redelegation of ccTLDs, which in today's world and economic reliance on the Internet, have become not only important to local Internet communities, but also as a basis for local economies.

The process by which redelegations occur can be outlined in a few basic steps, all of which occur through careful work and consultations, to ensure that any redelegation occurs with the full support and involvement of the respective local Internet communities (including governments) and involves broad-based, community-oriented policymaking and administrative structures. These steps are documented on ICANN's website.[4] (See Annex C)

The original delegations were issued by Dr. Postel based on trust, placing responsibility ahead of any notion of ownership. In a developing and more complex Internet that is critical to economic, social, and political progress, today there is a need to establish frameworks of accountability in an institutionalized context. These frameworks help to advance stability and clarify responsibilities both at the local community level and for the overall global Internet. This includes the role and responsibilities of governments interested in partaking in the management and oversight of the respective ccTLD. It is important to note that different governments have different degrees of involvement in a ccTLD – ranging from managing it, to merely observing a non-governmental organization's management. Many ccTLDs are managed and operated from outside the country addressed by the ccTLD.

Redelegation requests are not simple. The many different arrangements and systems across over 240 countries present many unique challenges. ICANN classifies approximately 12 different categories of redelegation requests, each presenting or resulting from very different types of problems, challenges, and local situations. The number of these general categories may increase, but currently they can generally be outlined as follows:

1) Redelegation from an individual administrative contact to an organization that reflects community and government support. The initial administrative contact (delegee) agrees to the change, and the process is undertaken without any opposition.

2) Redelegation from an individual to such an organization, where the original administrative contact does *not* support the redelegation, but the local Internet community and the government does.

3) The ccTLD administrative contact has licensed out the running of the ccTLD to a third party outside the country (for reasons proper to them), but most often without the support of the local Internet community. The local Internet community and government seek to have the administration of the ccTLD returned back in country.

4) The ccTLD administrative contact licensed out the running of the ccTLD to a third party, usually outside the jurisdiction of the country, but now under circumstances where there is litigation involved, or some other hostile situation between the licensee, and other parties. There is an interest within the local Internet community (including government) to return the administration of the ccTLD in country, though positions at national level are unclear.

5) The government demands immediate take over of the ccTLD management, though there has never been any problems with the administration of the ccTLD, both procedurally or technically.

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[3] http://www.icann.org/committees/gac/gac-cctldprinciples-23feb00.htm. See also submission by the ICANN Governmental Advisory Committee regarding the GAC Principles.

[4] http://www.iana.org/cctld/redelegation-overview-19jun02.htm.

6) Both the technical or administrative contact cease – or seek to cease immediately – administrating the ccTLD. However, no appropriate local organization exists to take over the function, and it is necessary to find a third party 'caretaker'.

7) A ccTLD's operation has been frozen for some reason (political or technical), and efforts are undertaken by the local Internet community to unfreeze it and rebuild its operations.

8) The ccTLD administrator wants clear documentation of a stable situation and framework of accountability for outlining the respective roles and responsibilities for managing the ccTLD, including documentation to verify role of managing it.

9) There is an individual or arbitrary request to redelegate the administration of a ccTLD, and the request has no support from the local Internet community (including government), or when an individual has "hijacked" the ccTLD.

10) The ccTLD manager decides to sells out to another, with no consideration by or consultation with the local Internet community, including the government.

11) The government wants to transfer from in-country manager to out-of-country manager, for reasons proper to them, but where such a move may or may not have the support of the local Internet community.

12) There is a request for the redelegation of the administration of the ccTLD (such as non-performance), but the government has no interest to be involved.

Additionally, there are numerous ccTLD management models, often reflective of the national situation. Every country and territory is obviously unique, with its own particular institutions, populations, interests, culture, history, connectivity, stakeholder interests, form of government, public policy objectives, and so forth.[5] Accordingly, the exact contours of each such framework of accountability will vary in certain respects, subject to the fundamental global policies designed to ensure global interoperability and operational stability of the Internet's DNS.[6] Each request for delegation or redelegation is processed by ICANN with sensitivity to its unique situation, following the policies documented in RFC 1591 and ICP-1, and in accordance with the GAC Principles.

ICANN seeks, when requested, to assist the local Internet community, including governments, to develop local solutions that broadly reflect local wishes, and to nurture the evolution of local organizations that are open, transparent, and accountable to the local Internet community – and to the global Internet community where matters of global policy are concerned. In many circumstances, this may take patience and time for the local Internet community, and governments, to work through the many issues involved.

Some Useful Links:

General ccTLD resource materials:

http://www.icann.org/cctlds/

ccTLD information, including IANA reports:

http://www.iana.org/cctld/cctld.htm

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[5] See for example, the IANA reports for the redelegation of the .au ccTLD, .jp ccTLD, .sd ccTLD, .ke ccTLD, .mw ccTLD, .la ccTLD, and .bi ccTLD. These reports can be found at: http://www.iana.org/cctld/cctld.htm#IANAReports.

[6] For frameworks see http://www.icann.org/cctlds/.

Annex A

Network Working Group J. Postel
Request for Comments: 1591 ISI
Category: Informational March 1994

Domain Name System Structure and Delegation

Status of this Memo

This memo provides information for the Internet community. This memo does not specify an Internet standard of any kind. Distribution of this memo is unlimited.

1. Introduction

This memo provides some information on the structure of the names in the Domain Name System (DNS), specifically the top-level domain names; and on the administration of domains. The Internet Assigned Numbers Authority (IANA) is the overall authority for the IP Addresses, the Domain Names, and many other parameters, used in the Internet. The day-to-day responsibility for the assignment of IP Addresses, Autonomous System Numbers, and most top and second level Domain Names are handled by the Internet Registry (IR) and regional registries.

2. The Top Level Structure of the Domain Names

In the Domain Name System (DNS) naming of computers there is a hierarchy of names. The root of system is unnamed. There are a set of what are called "top-level domain names" (TLDs). These are the generic TLDs (EDU, COM, NET, ORG, GOV, MIL, and INT), and the two letter country codes from ISO-3166. It is extremely unlikely that any other TLDs will be created.

Under each TLD may be created a hierarchy of names. Generally, under the generic TLDs the structure is very flat. That is, many organizations are registered directly under the TLD, and any further structure is up to the individual organizations.

In the country TLDs, there is a wide variation in the structure, in some countries the structure is very flat, in others there is

substantial structural organization. In some country domains the second levels are generic categories (such as, AC, CO, GO, and RE), in others they are based on political geography, and in still others, organization names are listed directly under the country code. The organization for the US country domain is described in RFC 1480 [1].

Each of the generic TLDs was created for a general category of organizations. The country code domains (for example, FR, NL, KR, US) are each organized by an administrator for that country. These administrators may further delegate the management of portions of the naming tree. These administrators are performing a public service on behalf of the Internet community. Descriptions of the generic domains and the US country domain follow.

Of these generic domains, five are international in nature, and two are restricted to use by entities in the United States.

World Wide Generic Domains:

COM - This domain is intended for commercial entities, that is companies. This domain has grown very large and there is concern about the administrative load and system performance if the current growth pattern is continued. Consideration is being taken to subdivide the COM domain and only allow future commercial registrations in the subdomains.

EDU - This domain was originally intended for all educational institutions. Many Universities, colleges, schools, educational service organizations, and educational consortia have registered here. More recently a decision has been taken to limit further registrations to 4 year colleges and universities. Schools and 2-year colleges will be registered in the country domains (see US Domain, especially K12 and CC, below).

NET - This domain is intended to hold only the computers of network providers, that is the NIC and NOC computers, the administrative computers, and the network node computers. The customers of the network provider would have domain names of their own (not in the NET TLD).

ORG - This domain is intended as the miscellaneous TLD for organizations that didn't fit anywhere else. Some non-

government organizations may fit here.

INT - This domain is for organizations established by international treaties, or international databases.

United States Only Generic Domains:

GOV - This domain was originally intended for any kind of government office or agency. More recently a decision was taken to register only agencies of the US Federal government in this domain. State and local agencies are registered in the country domains (see US Domain, below).

MIL - This domain is used by the US military.

Example country code Domain:

US - As an example of a country domain, the US domain provides for the registration of all kinds of entities in the United States on the basis of political geography, that is, a hierarchy of <entity-name>.<locality>.<state-code>.US. For example, "IBM.Armonk.NY.US". In addition, branches of the US domain are provided within each state for schools (K12), community colleges (CC), technical schools (TEC), state government agencies (STATE), councils of governments (COG),libraries (LIB), museums (MUS), and several other generic types of entities (see RFC 1480 for details [1]).

To find a contact for a TLD use the "whois" program to access the database on the host rs.internic.net. Append "-dom" to the name of TLD you are interested in. For example:

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whois -h rs.internic.net us-dom
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or

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whois -h rs.internic.net edu-dom
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3. The Administration of Delegated Domains

The Internet Assigned Numbers Authority (IANA) is responsible for the overall coordination and management of the Domain Name System (DNS), and especially the delegation of portions of the name space called top-level domains. Most of these top-level domains are two-letter country codes taken from the ISO standard 3166.

A central Internet Registry (IR) has been selected and designated to handled the bulk of the day-to-day administration of the Domain Name System. Applications for new top-level domains (for example, country code domains) are handled by the IR with consultation with the IANA. The central IR is INTERNIC.NET. Second level domains in COM, EDU, ORG, NET, and GOV are registered by the Internet Registry at the InterNIC. The second level domains in the MIL are registered by the DDN registry at NIC.DDN.MIL. Second level names in INT are registered by the PVM at ISI.EDU.

While all requests for new top-level domains must be sent to the Internic (at hostmaster@internic.net), the regional registries are often enlisted to assist in the administration of the DNS, especially in solving problems with a country administration. Currently, the RIPE NCC is the regional registry for Europe and the APNIC is the regional registry for the Asia-Pacific region, while the INTERNIC administers the North America region, and all the as yet undelegated regions.

The contact mailboxes for these regional registries are:

INTERNIC	hostmaster@internic.net
APNIC	hostmaster@apnic.net
RIPE NCC	ncc@ripe.net

The policy concerns involved when a new top-level domain is established are described in the following. Also mentioned are concerns raised when it is necessary to change the delegation of an established domain from one party to another.

A new top-level domain is usually created and its management delegated to a "designated manager" all at once.

Most of these same concerns are relevant when a sub-domain is delegated and in general the principles described here apply recursively to all delegations of the Internet DNS name space.

The major concern in selecting a designated manager for a domain is that it be able to carry out the necessary responsibilities, and have the ability to do a equitable, just, honest, and competent job.

1) The key requirement is that for each domain there be a designated

manager for supervising that domain's name space. In the case of top-level domains that are country codes this means that there is a manager that supervises the domain names and operates the domain name system in that country.

The manager must, of course, be on the Internet. There must be Internet Protocol (IP) connectivity to the nameservers and email connectivity to the management and staff of the manager.

There must be an administrative contact and a technical contact for each domain. For top-level domains that are country codes at least the administrative contact must reside in the country involved.

2) These designated authorities are trustees for the delegated domain, and have a duty to serve the community.

The designated manager is the trustee of the top-level domain for both the nation, in the case of a country code, and the global Internet community.

Concerns about "rights" and "ownership" of domains are inappropriate. It is appropriate to be concerned about "responsibilities" and "service" to the community.

3) The designated manager must be equitable to all groups in the domain that request domain names.

This means that the same rules are applied to all requests, all requests must be processed in a non-discriminatory fashion, and academic and commercial (and other) users are treated on an equal basis. No bias shall be shown regarding requests that may come from customers of some other business related to the manager -- e.g., no preferential service for customers of a particular data network provider. There can be no requirement that a particular mail system (or other application), protocol, or product be used.

There are no requirements on subdomains of top-level domains beyond the requirements on higher-level domains themselves. That is, the requirements in this memo are applied recursively. In particular, all subdomains shall be allowed to operate their own domain name servers, providing in them whatever information the subdomain manager sees fit (as long as it is true and correct).

4) Significantly interested parties in the domain should agree that the designated manager is the appropriate party.

   The IANA tries to have any contending parties reach agreement among themselves, and generally takes no action to change things unless all the contending parties agree; only in cases where the designated manager has substantially mis-behaved would the IANA step in.

   However, it is also appropriate for interested parties to have some voice in selecting the designated manager.

   There are two cases where the IANA and the central IR may establish a new top-level domain and delegate only a portion of it: (1) there are contending parties that cannot agree, or (2) the applying party may not be able to represent or serve the whole country. The later case sometimes arises when a party outside a country is trying to be helpful in getting networking started in a country -- this is sometimes called a "proxy" DNS service.

   The Internet DNS Names Review Board (IDNB), a committee established by the IANA, will act as a review panel for cases in which the parties can not reach agreement among themselves. The IDNB's decisions will be binding.

5) The designated manager must do a satisfactory job of operating the DNS service for the domain.

   That is, the actual management of the assigning of domain names, delegating subdomains and operating nameservers must be done with technical competence. This includes keeping the central IR (in the case of top-level domains) or other higher-level domain manager advised of the status of the domain, responding to requests in a timely manner, and operating the database with accuracy, robustness, and resilience.

   There must be a primary and a secondary nameserver that have IP connectivity to the Internet and can be easily checked for operational status and database accuracy by the IR and the IANA.

   In cases when there are persistent problems with the proper operation of a domain, the delegation may be revoked, and possibly

delegated to another designated manager.

6) For any transfer of the designated manager trusteeship from one organization to another, the higher-level domain manager (the IANA in the case of top-level domains) must receive communications from both the old organization and the new organization that assure the IANA that the transfer in mutually agreed, and that the new organization understands its responsibilities.

It is also very helpful for the IANA to receive communications from other parties that may be concerned or affected by the transfer.

4. Rights to Names

1) Names and Trademarks

In case of a dispute between domain name registrants as to the rights to a particular name, the registration authority shall have no role or responsibility other than to provide the contact information to both parties.

The registration of a domain name does not have any Trademark status. It is up to the requestor to be sure he is not violating anyone else's Trademark.

2) Country Codes

The IANA is not in the business of deciding what is and what is not a country.

The selection of the ISO 3166 list as a basis for country code top-level domain names was made with the knowledge that ISO has a procedure for determining which entities should be and should not be on that list.

5. Security Considerations

Security issues are not discussed in this memo.

6. Acknowledgements

Many people have made comments on draft version of these descriptions

and procedures. Steve Goldstein and John Klensin have been particularly helpful.

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7. References

[1] Cooper, A., and J. Postel, "The US Domain", RFC 1480, USC/Information Sciences Institute, June 1993.

[2] Reynolds, J., and J. Postel, "Assigned Numbers", STD 2, RFC 1340, USC/Information Sciences Institute, July 1992.

[3] Mockapetris, P., "Domain Names - Concepts and Facilities", STD 13, RFC 1034, USC/Information Sciences Institute, November 1987.

[4] Mockapetris, P., "Domain Names - Implementation and Specification", STD 13, RFC 1035, USC/Information Sciences Institute, November 1987.

[6] Partridge, C., "Mail Routing and the Domain System", STD 14, RFC 974, CSNET CIC BBN, January 1986.

[7] Braden, R., Editor, "Requirements for Internet Hosts -- Application and Support", STD 3, RFC 1123, Internet Engineering Task Force, October 1989.

Annex B

ICP-1: Internet Domain Name System Structure and Delegation (ccTLD Administration and Delegation)

IMPORTANT NOTICE. The following Internet Coordination Policy is being posted for the information of the Internet community. It contains a statement of the current policies being followed by the Internet Assigned Numbers Authority (IANA) in administering delegations of Top Level Domain Names of the Internet Domain Names System (DNS). At a future date, the ICANN Board may consider changes to these policies and will, at such time, notice proposed changes for public comment in accordance with the ICANN Bylaws.

Comments on this document are welcome and should be directed to comments@icann.org.

INTERNET CORPORATION FOR ASSIGNED NAMES AND NUMBERS
INTERNET ASSIGNED NUMBERS AUTHORITY
Internet Domain Name System Structure and Delegation (ccTLD Administration and Delegation)
(May 1999)

Abstract

This document is a summary of current practices of the Internet Assigned Numbers Authority (IANA) in administering RFC 1591, which includes the guidance contained in ccTLD News Memo #1 dated October 23, 1997. It DOES NOT reflect any changes in policy affecting the administration of DNS delegations. It is intended to serve as the basis for possible future discussions of policy in this area. Changes in ICANN/IANA policy will be made following public notice and comment in accordance with the ICANN Bylaws.

Introduction

The IANA is the overall authority for day-to-day administration of the Internet Domain Name System (DNS). IANA staff carry out administrative responsibilities for the assignment of IP Addresses, Autonomous System Numbers, Top Level Domains (TLDs), and other unique parameters of the DNS and its protocols. This document provides general information on IANA policy for administering the DNS. Instructions on procedures to be followed in requesting TLD delegations or changes are available on the website at iana.org.

Top Level Structure of the DNS

The DNS structure contains a hierarchy of names. The root, or highest level, of the system is unnamed. Top Level Domains (TLDs) are divided into classes based on rules that have evolved over time. Most TLDs have been delegated to individual country managers, whose codes are assigned from a table known as ISO-3166-1, which is maintained by an agency of the United Nations. These are called country-code Top Level Domains, or ccTLDs. In addition, there are a limited number of "generic" Top Level Domains (gTLDs), which do not have a geographic or country designation. Responsibility for adoption of procedures and policies for the assignment of Second Level Domain Names (SLDs), and lower level hierarchies of names, has been delegated to TLD managers, subject to the policy guidance contained in this document. Country code domains are each organized by a manager for that country. These managers are performing a public service on behalf of the Internet community. A list of current TLD assignments and names of the delegated managers can be accessed at http://www.iana.org/cctld/cctld.htm.

The Management of Delegated Domains

As part of its responsibility for the overall coordination and management of the DNS, the IANA receives and processes all requests for new TLDs and for changes to existing TLDs. The following policies are applicable to management of TLDs. In general, the principles described here apply recursively to all delegations of the Internet DNS name space.

(a) Delegation of a New Top Level Domain. Delegation of a new top level domain requires the completion of a number of procedures, including the identification of a TLD manager with the requisite skills and authority to operate the TLD appropriately. The desires of the government of a country with regard to delegation of a ccTLD are taken very seriously. The IANA will make them a major consideration in any TLD delegation/transfer discussions. Significantly interested parties in the domain should agree that the proposed TLD manager is the appropriate party. The key requirement is that for each domain there be a designated manager for supervising that domain's name space. In the case of ccTLDs, this means that there is a manager that supervises the domain names and operates the domain name system in that country. There must be Internet Protocol (IP) connectivity to the nameservers and electronic mail connectivity to the entire management, staff, and contacts of the manager. There must be an administrative contact and a technical contact for each domain. The administrative contact must reside in the country involved for ccTLDs. The IANA may choose to make partial delegations of a TLD when circumstances, such as those in a developing country, so dictate. It may also authorize a "proxy" DNS service outside of a developing country as a temporary form of assistance to the creation of Internet connectivity in new areas. [N.B. The IANA continues to receive inquiries about delegation of new gTLDs. This is a significant policy issue on which ICANN will conduct a careful study and review based on the established decision making procedures. Information about this study will be disseminated on the website at icann.org.]

(b) TLD Manager Responsibility. TLD managers are trustees for the delegated domain, and have a duty to serve the community. The designated manager is the trustee of the TLD for both the nation, in the case of ccTLDs, and the global Internet community. Concerns about "rights" and "ownership" of domains are inappropriate. It

is appropriate, however, to be concerned about "responsibilities" and "service" to the community.

(c) Fair Treatment. The designated manager must be equitable and fair to all groups in the domain that request domain names. Specifically, the same rules must be applied to all requests and they must be processed in a non-discriminatory fashion. The policies and procedures for the use of each TLD must be available for public inspection. Generally these are posted on web pages or made available for file transfer. While variations in policies and procedures from country to country are expected due to local customs and cultural values, they must be documented and available to interested parties. Requests from for-profit and non-profit companies and organizations are to be treated on an equal basis. No bias shall be shown regarding requests that may come from customers of some other business related to the TLD manager. For example, no preferential service for customers of a particular data network provider. There can be no stipulation that a particular application, protocol, or product be used.

(d) Operational Capability. The TLD manager must do a satisfactory job of operating the DNS service for the domain. Duties such as the assignment of domain names, delegation of subdomains and operation of nameservers must be done with technical competence. This includes keeping the IANA or other higher-level domain manager advised of the status of the domain, responding to requests in a timely manner, and operating the database with accuracy, robustness, and resilience. Because of its responsibilities for the DNS, the IANA must be granted access to all TLD zones on a continuing basis. There must be a primary and a secondary nameserver that have IP connectivity to the Internet and can be easily checked via access to zones for operational status and database accuracy by the IANA.

(e) Transfers and Disputes over Delegations. For transfer of TLD management from one organization to another, the higher-level domain manager (the IANA in the case of TLDs), must receive communications from both the old organization and the new organization that assure the IANA that the transfer is mutually agreed, and that the proposed new manager understands its responsibilities. It is also very helpful for the IANA to receive communications from other parties that may be concerned or affected by the transfer. In the event of a conflict over designation of a TLD manager, the IANA tries to have conflicting parties reach agreement among themselves and generally takes no action unless all contending parties agree. On a few occasions, the parties involved in proposed delegations or transfers have not been able to reach an agreement and the IANA has been required to resolve the matter. This is usually a long drawn out process, leaving at least one party unhappy, so it is far better when the parties can reach an agreement among themselves. It is appropriate for interested parties to have a voice in the selection of the designated manager.

(f) Revocation of TLD Delegation. In cases where there is misconduct, or violation of the policies set forth in this document and RFC 1591, or persistent, recurring problems with the proper operation of a domain, the IANA reserves the right to revoke and to redelegate a Top Level Domain to another manager.

(g) Subdelegations of Top Level Domains. There are no requirements for management of subdomains of TLDs, including subdelegations, beyond the

requirements for TLDs stated in this document and RFC 1591. In particular, all subdomains shall be allowed to operate their own domain nameservers, providing in them whatever information the subdomain manager sees fit, as long as it is true and correct.

(h) Rights to Domain Names. The IANA has no special requirement for policies to be followed by TLD managers in connection with disputes over rights to domain names other than those stated generally in this document and RFC 1591. Please note, however, that use of a particular domain name may be subject to applicable laws, including those concerning trademarks and other types of intellectual property.

(i) Uses of ISO 3166-1 Table. The IANA is not in the business of deciding what is and what is not a country. The selection of the ISO-3166-1 list as a basis for country code top-level domain names was made with the knowledge that ISO has a procedure for determining which entities should be and should not be on that list. For more information about the ISO 3166 Maintenance Agency, please see the following webpage: http://www.iso.org/iso/en/prods-services/iso3166ma/index.html.

(j) Maintenance Procedure for Root Zone File. The primary root zone file is currently located on the A root server, which is operated by Network Solutions, Inc.(NSI), under a cooperative agreement with the U.S. Government. Changes to the root zone file are made by NSI according to procedures established under Amendment 11 of that cooperative agreement.

Annex C

ccTLD Redelegation Step-by-Step Overview

In response to requests from many parts of the Internet community, especially from developing countries, ICANN is posting the following high-level step-by-step overview of the redelegation process.

This is a high-level overview of the steps involved in redelegation of a country-code top-level domain (ccTLD). Each ccTLD and each country present situations that are unique. Therefore, the circumstances of each redelegation request, including its urgency and degree to which the request is accepted by all affected parties, may affect the exact procedures; that is, rarely are two redelegation situations exactly the same. Complications could arise, particularly with Steps 3 and 4 depending upon each particular situation and the degree to which the request conforms to existing policy. The purpose of these procedures is to ensure that redelegations occur according to existing global policies.

This overview, however, gives the basic steps that should be expected in any redelegation. Please check back regularly for updated information.

Step 1. The entity seeking redelegation sends to IANA Root Management <root-mgmt@iana.org> the template and other information described in Attachment A.

Step 2. The IANA reviews materials and tests template data:

After sending the confirmation and providing a transaction number, the IANA reviews the redelegation request and materials provided under Attachment A and takes appropriate verification steps. Note that reviewing relevant materials can take time, depending on each individual case. In cases involving nameserver changes, the IANA will test all nameservers to ensure they are properly configured according to the relevant technical documents.

Step 3. The IANA requests confirmation of the redelegation from existing contacts:

The IANA will request confirmation of the redelegation from the existing administrative and technical contacts. Assuming such confirmation, the redelegation process will proceed. If confirmation is not received for any reason, further consultation will be necessary that could prolong the redelegation until a satisfactory resolution is reached.

ICANN's experience suggests that each situation presents unique problems and challenges. ICANN can assist countries and ccTLDs in addressing these challenges.

Step 4. All parties involved negotiate and consummate appropriate ccTLD - ICANN agreements:

Following the above steps, a framework of accountability must be documented. Ordinarily this takes a format such as the model ccTLD Sponsorship Agreement (Triangular Situation) or model Memorandum of Understanding (Legacy Situation). Technical and administrative contacts designated by new delegee confirm their agreement to serve in those roles.

Step 5. The IANA issues a report to the U.S. Department of Commerce and Implements changes once approved:

Once all above steps are completed, an IANA report is prepared and submitted to the US Department of Commerce. Once approval is received from the U.S. Department of Commerce, the requested changes that define the redelegation will be implemented.

Step 6. The new delegee verifies changes:

After receiving IANA's notification that the changes were made, it is recommended that the new delegee verify independently that the changes were made correctly. IANA Root Management <root-mgmt@iana.org> should be notified of any problems detected, quoting the transaction number.

Attachment A

The redelegation process begins with the transmittal of certain information to IANA/ICANN. The necessary information consists of the following:

a) Template:

The completed template, found at <http://www.iana.org/cctld/cctld-template.txt> is sent to IANA Root Management <root-mgmt@iana.org>. The e-mail format must be plain text. Please do not use HTML or RTF format.

b) Documentation showing that the redelegation serves the interests of the Local Internet Community:

Documentation describing the basis for the redelegation, and why it is consistent with the interests of the local Internet community. This should include demonstration of local support, as well as a summary of the intended operation of the domain name.

c) Documentation regarding the skills of the organization:

Documentation establishing that the organization to which the redelegation is sought has the appropriate technical and other skills to operate a TLD registry.

d) Legal company documents:

Legal documentation demonstrating the legal authenticity, status, and character of the proposed organization.

e) Government contact:

If not included in the other materials, please provide documentation indicating that the appropriate Government official(s) has been informed about the upcoming redelegation.

Notes:
1. These materials can be sent as pdf-files (200 dpi, black and white), by postal services, or by both.
2. The process will be simplified if materials are submitted in the English language. Unfortunately, due to the enormous numbers of languages throughout the world in which respective ccTLDs operate, the IANA does not have the resources or ability to ensure professional translations of the relevant documents. Please contact IANA Root Management <root-mgmt@iana.org> if there are any questions.
3. Subsequent to receiving the documentation, the contacts and the requestor will receive a confirmation of receipt with a transaction number. This transaction number should be used for all future communications about the transaction.
(19 June 2002)