Contractual Compliance Update



Wednesday, 17 July 2013





Agenda Topics

- Brief Update
 - Audit Program Update
 - Operational Accomplishments
 - Compliance Initiatives
 - Compliance Metrics

• Q&A



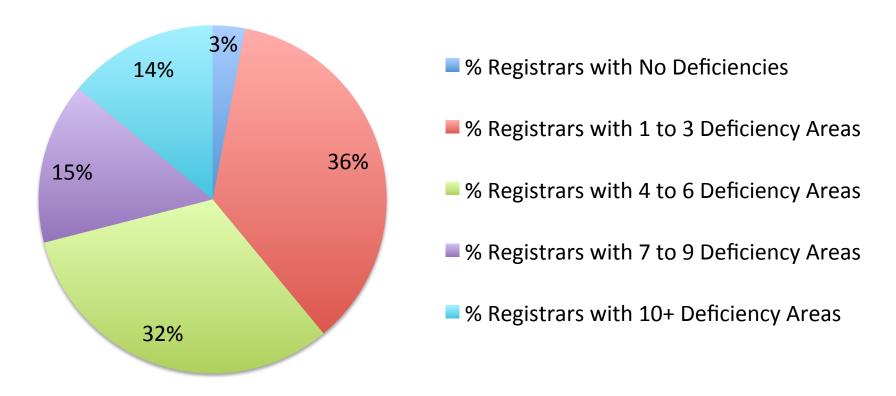
Year-1 Audit Program Completed

- Launched 13 November 2012
- ➤ One third (1/3) of the Registrars and Registries randomly selected and audited.
- ➤ Over **99**% of all Registrars collaborated with, or immediately remediated their findings if any were noted.
- ➤ Registries are under no explicit obligation to participate; many did in a collaborative effort to remedy any observations discovered.
- ➤ Published Year-One Audit Program Report at http://www.icann.org/en/resources/compliance/reports



Year-1 Audit Program Results

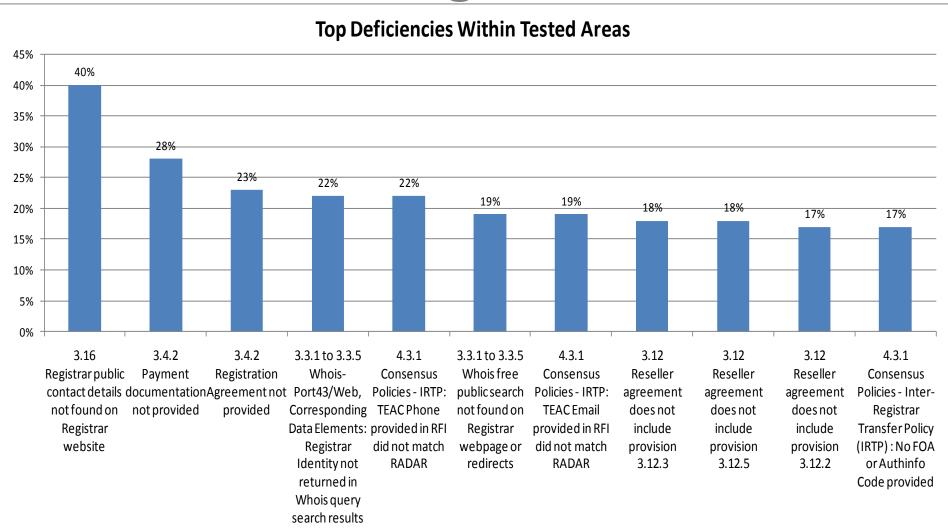
Registrars with Potential Deficiencies



The chart above provides an **overview** of the percentage of Registrars with potential deficiencies prior to remediation. Many of these issues were <u>fully</u> <u>remediated after collaboration</u> with the Registrar.



Year-1 Audit Program Results





5 I C A N N 4 7

Year-2 Audit Plan Scope and Dates

- > Random Sample of remaining Registrars/Registries
- ➤ New gTLD Registries with 6 months of historical information
- **≻**Timeline
 - ➤ Planning & Organizing Phase mid August November 2013;
 - ➤ Pre-Audit Notice: Late October mid November 2013
- ➤ Follow Compliance Process (1-2-3 Prevention Phases then Enforcement)



Operational Accomplishments

By ICANN 47 - July 2013

- ✓ Migrated complaints from Internic to ICANN.ORG
- ✓ Full automation of compliance process
- ✓ Added Pulse Survey in complaint closure email
- ✓ Added multiple complaint submission
- ✓ Added three registry complaint types
- ✓ Launched Pilot Bulk Complaint submission



Registrar Data Escrow Compliance check Proactive Exercise

<u>Objective</u>: To ensure that the data being loaded into Iron Mountain is useable and represents the appropriate Registrant Information

Scope:

- ALL Registrars depositing with Iron Mountain
- The most recent deposit
- Compliance with Data Escrow Specifications

Process:

- Conducted an automated and manual review
- Reported results to ICANN Contractual Compliance
- Followed up with each Registrar to ensure proper formatting and RDE issues are corrected

Asia Pacific Outreach Activities Summary

- ✓ Registration Agreements Registrars incorporated missing mandatory provisions from the RAA
- ✓ Documentation and records to identify gaps and flaws in record keeping and data retention.
- ✓ Conducted 2 general outreach sessions on Whois Inaccuracies, IRTP, Domain Renewal, and overall Compliance process
- ✓ Conducted other outreach calls in native language regarding IRTP, Whois Inaccuracies, UDRP, Domain Renewal, data escrow, and keeping up-to-date contact information.



Bulk Whois Inaccuracy Complaints

- > 3-month pilot started 10 July 2013
- 3 users
 - Security industry (KnujOn and Support Intelligence, Inc.)
 - Brand protection industry (MarkMonitor Inc.)
- ➤ Limited to 100 complaints per week/user
- > Bulk complaints processed same as single complaint
- Review by Compliance to ensure ticket quality
- Abuse of bulk process will result in suspension/ revocation of bulk & single ticket Whois access
- > ICANN to assess with all parties after pilot

Link to appendix: **TERMS OF USE**



Bulk Whois Inaccuracy Differences

Old Bulk	New Bulk
Separate system	Integrated within consolidated system
2 Automatic Notices	Within Compliance process and review
Data file validation at submission only	 Additional validation at ticket creation Data file validation Active domain status Non-duplicate complaint check (45 days) Valid gTLD
Outside of ticket process	Bulk tickets within same process and queue as single submission Whois inaccuracy complaints (bulk tag for identification and metrics)
No review of ticket quality	 Rejection of invalid tickets Periodic review/audit of tickets Outreach to submitters to improve ticket quality
No Terms of Use	Mandatory Terms of Use
No abuse penalties	Abuse penalties include suspension and revocation of access
Unlimited ticket submission	 Gradual rollout Limited to 100 submissions per user per week to ensure quality and scalability Submission limit will be revisited based upon performance and impact to contracted parties and ICANN
One user	Access application, training & agreeing to Terms of Use. Limited number of users.





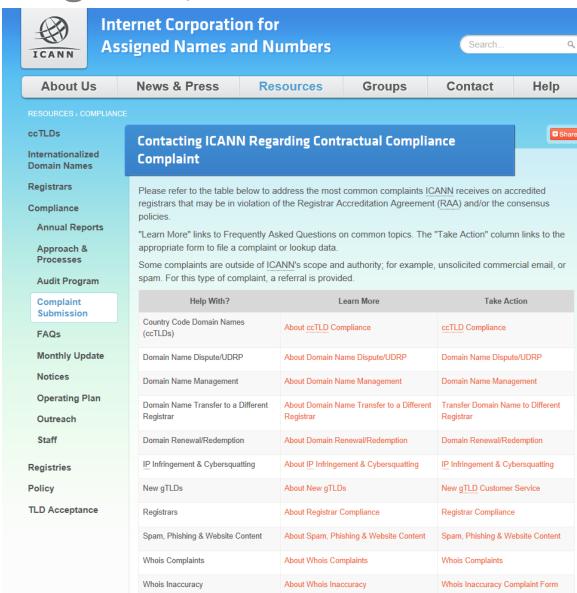
Complaint Management System



Please refer to slides 37 - 42 for demo screen shots.

New Complaint Navigation, FAQ & Form

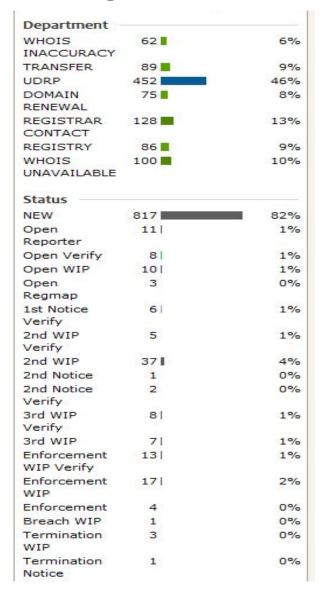
- Replaced complaint forms on Internic.net and redirected to new ICANN.ORG Complaint Submission landing page
- Three column page categorized to group similar FAQs or go directly to complaint form
- Added new navigation and updated 47 FAQs
- URL is
 http://www.icann.org/
 en/resources/
 compliance/complaints





N

Compliance System Home Page



- Displays the number of tickets by complaint type and by complaint status
- From the Home Page selection of the Status or Complaint type directs the staff user to a view of the actual tickets.

Note: This example contains test data.



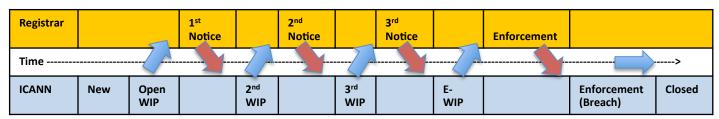
N

N

Complaint status as it moves through the system

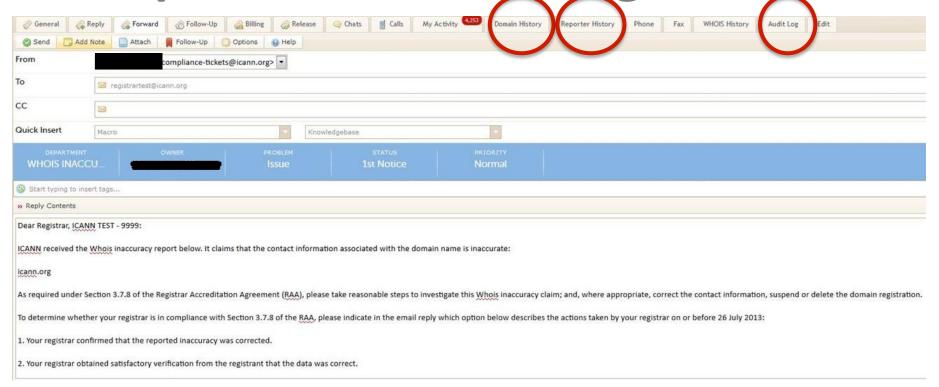


- Navigation bar for complaint type and/or status queue
- Consistent workflow
- Queues are used for outbound notices/inquiries to Registrars/ Registries
- Work in Process (WIP) queues are used for ICANN processing steps





Example of Notice To Registrar



- Domain History & Reporter tabs: complaint historical data
- Audit tab: history of all key communications with recipient
- Consistent subject line on all notices
- Template library allows for consistent communications based on complaint type
- All templates are auto-populated which allows for consistent and efficient processing

... What next?

- Email notice sent by the system, which <u>require a reply</u> back from the registrar/registry
- The response should be:
 - Total email size with attachments should not be greater than
 4MB
 - Preferred file formats .pdf,.doc(x), .txt
 - Reply directly to the email w/formal responses
 - Do not edit subject line
 - Other than replying to a ticket, please do not send emails directly to <u>compliance-tickets@icann.org</u>
- Complaint is either Closed or forwarded for Enforcement review
- Email closing the complaint is sent to the Reporter and the Registrar/Registry.

Pulse survey in closure notice email

Reporter Survey Questions:

- ☐ How easy was it to submit a complaint?
- ☐ How clear were the instructions?
- ☐ Was your complaint resolved?
- ☐ Overall, how do you rate the complaint submission experience?
- ☐ May we contact you for further clarification as needed?

Registrar/Registry Survey Questions:

- ☐ Did the complaint have the appropriate information for processing?
- ☐ How clear were the instructions?
- ☐ How responsive was ICANN to your questions?
- ☐ Overall, how do you rate the complaint experience?



Contractual Compliance Initiatives



Compliance Initiatives

- ☐ Implement Expired Registration Recovery Policy, effective 31 August 2013
- Implement 2013 RAA in phases; effective upon registrar signing and 1 January 2014
- Define and rollout <u>new Registry</u> related functions and complaint types
- □ Define and Implement Consumer Trust and Consumer Choice metrics



ICANN CONSENSUS POLICIES Expired Registration Recovery Policy (ERRP)

- Effective Date: 31 August 2013
- Purpose
 - Establish minimum communication requirements for registrars
 - Make renewal and redemption of registrations uniformly available
 - Align registrant expectations with registrar practices
- Link:

http://www.icann.org/en/resources/registrars/consensus-policies/errp



ERRP Changes Summary

		
EDDP Requirement	New ERRP Requirement	
Registrar must publish fee charged for recovery of names during RGP on website	 Registrar must publish renewal fees, post expiration renewal fees different), and redemption/restore fees on website; Must provide a link to fees in registration agreement; and Fees must be displayed on resellers' websites. 	
Registrar must send 2 renewal notices prior to domain name expiration	Registrar must provide two notices of domain name expiration: 1 month prior to expiration; and 1 week prior to expiration If the name is not renewed by the registrant or deleted by the registrar within 5 days after expiration, registrar must send an additional	
No Renewal Process Requirements	 Upon expiration until the time the registrar deletes the domain name, registrant is permitted by the registrar to renew the expired registration. Registrars may delete registrations any time after exp. Required DNS Resolution Interruption Period established in the ERRP. 	
No Required Redemption Grace Period	 Registries must offer a RGP of 30 days following the deletion of a registration, during which time the deleted registration may be restored; and During RGP, registry must disable DNS resolution and prohibit transfers. Registries must permit registrants to redeem deleted registrations 	

during RGP.

2013 RAA Effective Dates

Effective Upon Registrar Signing

- Must enter into agreements with resellers (Section 3.12)
- Registration Data Directory Service Specification (Whois formatting)
- Must provide specific information to ICANN and publish on website:
 - 1. Correspondence address for the Registrar
 - 2. If the location or address of registrar's principal place of business is different from the correspondence address, provide details including address, phone number, fax number and email address
 - 3. Officer(s) full name, contact information, and position
 - 4. Name of the ultimate parent entity of the registrar, if applicable
- ➤ Must provide notice to ICANN in 7 days of bankruptcy, convictions and security breaches (Section 3.20)
- Additional Reasons for Suspension and Termination (Sections 5.5 and 5.7)
- CEO Certification Due 20 January 2014 (Section 3.15)



2013 RAA Effective Dates

Effective 1 January 2014

- Abuse Contact Requirements (Section 3.18)
- Description of Customer Service Handling Process (Section 3.7.11)
- Registrars and Resellers must provide a link to Registrant Benefits and Responsibilities (Sections 3.7.10 and 3.12.7)
- Whois Accuracy Program Specification
- Data Retention Specification
- Additional Registrar Operation Specification (DNNSEC, IDNs and IPV6)
- Section 2.2 of the Registration Data Directory Service Specification RE: Whois Service Level Agreement
- Registrars and Resellers must comply with the Proxy and Privacy Registration Program established by ICANN (Sections 3.12.4 and 3.14)





New gTLD Readiness Update



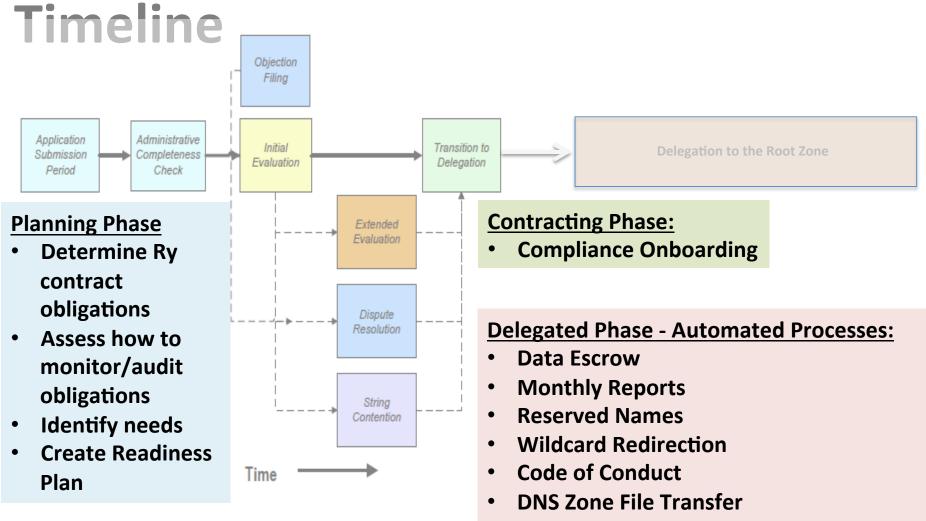
New gTLD Compliance Readiness Plan

Operational Readiness

- ✓ Dedicated resources
- ✓ Reviewed and assessed operational needs and changes
- ✓ Developed and implementing readiness plan
- Enhance the complaint system to accept IDN & new complaint types
- Prepare standard complaints communication templates
- ✓ Designed an audit strategy
- ➤ Design new gTLD metrics
- Plan Outreach activities

<u>Note:</u> Approach is based on proactive, automated monitoring and leveraging ICANN-wide tools

New gTLD Readiness Based on AGB





C A N N

List of new gTLD Complaints

New gTLD Complaints:

- 1.Reserved Names
- 2. Abuse Contact Data
- 3. Registry Operator Code of Conduct
- 4. Sunrise Period
- **6.Dispute Resolution Process**
 - Public Interest Commitments,
 - Registry Restriction Dispute,
 - Uniform Rapid System,
 - Trademark Post Delegation Dispute
- 7. Code of Conduct

Internal, Monitoring-driven Complaints:

- 1. Data Escrow
- 2. Monthly Reports
- 3. Reserved Names
- 4. Wildcard Redirection Prohibition
- 5. Service Level Agreement
- 6. DNS Zone File to EBERO
- 7. Code of Conduct

NOTE: Complaints will follow compliance model





Contractual Compliance Metrics



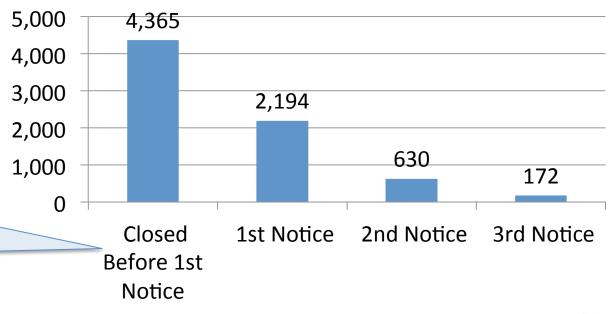
Year to date metrics provided on slides 46 - 54

Contractual Compliance Complaints per Notification Cycle

Apr 2013 - June 2013

Closure Rate 55%

Complaint Summary	Apr – Jun Total Complaints Processed	Apr – Jun Total New Complaints Received	Apr – Jun Complaints Closed	Complaints Remaining Open After June 30
	10,098	7,110	5,534	1,082



Ν

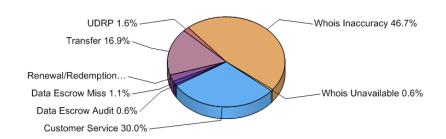
N

43% complaints closed before sending to Registrar



Compliance Operations Scorecard

Complaint Count of June 2013



REGISTRAR TAT

	Avg TAT 1st	Avg TAT	Avg TAT 3rd
	Notice	2nd Notice	Notice
June 2013	11.2	12.1	5.3

	CC STAFF TAT			
	Avg TAT Open-1st Notice	Avg TAT 2nd WIP	Avg TAT 3rd WIP	Avg TAT Received- Closed
June 2013	1.4	2.9	5.9	7.7

Complaint Count

Compliance - Ju	YTD	
Customer Service	568	4,368
Data Escrow Audit	11	23
Data Escrow Miss	21	44
Renewal/Redemption	46	382
Transfer	320	2,353
UDRP	31	330
Whois Inaccuracy	884	7,550
Whois Unavailable	11	58
Total	1,892	15,108
Breach	3	47
Non-Renewal	N/A	N/A
Suspended	N/A	N/A
Terminated	1	7
Total	4	54

Closure Rates

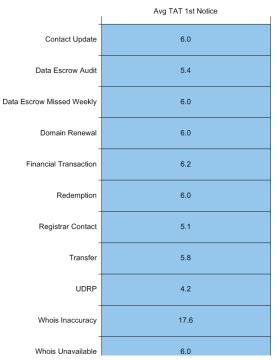
CIOSAICIN	uccs ——
May 2013	June 2013
3,548	2,417
2,475	1,892
642	244
1,834	1,335
E4 40 0/	FF 00 0/
51.69 %	55.23 %
56.57 %	55.71 %
42.78 %	48.28 %
4.57 %	3.81 %
1.21 %	1.78 %
0.06 %	0.00 %
18.09 %	10.10 %
	3,548 2,475 642 1,834 51.69 % 56.57 % 42.78 % 4.57 % 1.21 % 0.06 %



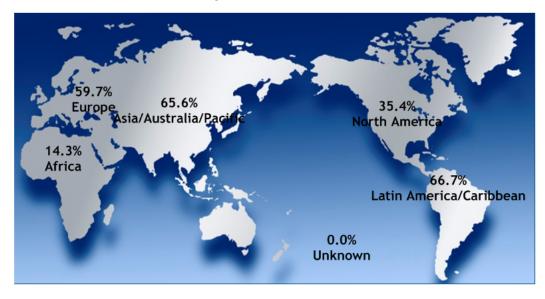
N

Compliance Operations Scorecard (2)

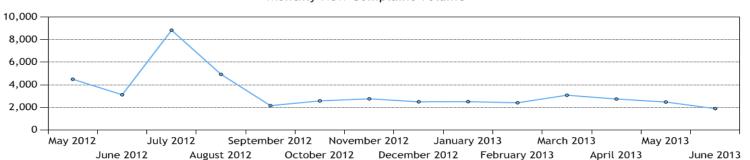
Registrar TAT Detail Business Days/Complaint



Percent Registrars with Complaints January 2012 ... June 2013

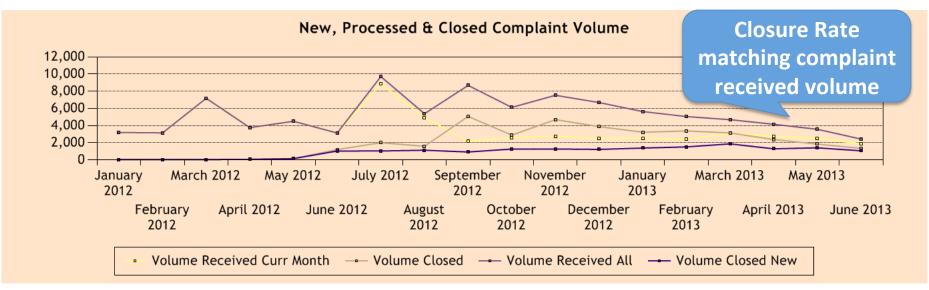


Monthly New Complaint Volume





Compliance Operations Scorecard (3)







N

➤ Learn more about ICANN Compliance

http://www.icann.org/en/resources/compliance

➤ Please send general questions to Compliance@icann.org
Subject line: ICANN47 Contractual Compliance







Contractual Compliance Process & System Accomplishments

Standardized business processes & procedures for:

- Domain Redemption
- Registrar Contact
- Enforcement Notices

UDRP

- Transfer
- Whois Inaccuracy
- Whois Unavailability

Domain Renewal

- ✓ Standard correspondence templates
- ✓ Enabled consistent process for all complaint types, system & user self-help

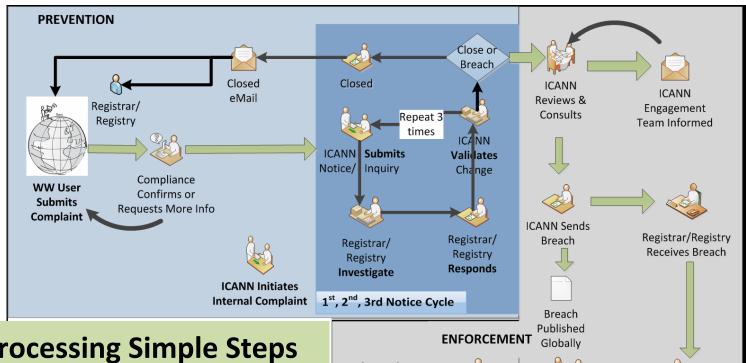
Systems

- ✓ Migrated multiple ticket systems into one consolidated system.
- ✓ Migrated Internic.net complaint forms to ICANN.ORG
- ✓ Revamped web navigation and added ~50 FAQs for complaint submittal.
- ✓ Email notice subject line to Registrars follow standard layout
- ✓ Complaint notices sent to contact email from RADAR (ie. Transfer contact-> Transfer)
- ✓ Pulse survey invite to all Reporters and Registrars in complaint closure email

Metrics

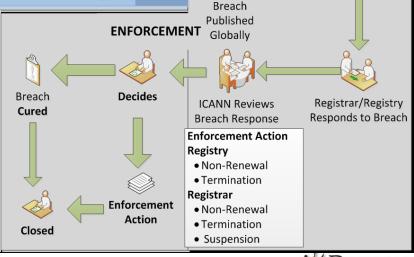
- ✓ Public metrics published monthly at MylCANN.org (12 month rolling data)
- ✓ Public & Operational Compliance metrics

Complaint Life-Cycle



Complaint Processing Simple Steps

- 1)Reporter submits a complaint
- 2)ICANN Staff manages the complaint via the process
- 3)Complaint is then resolved and closed

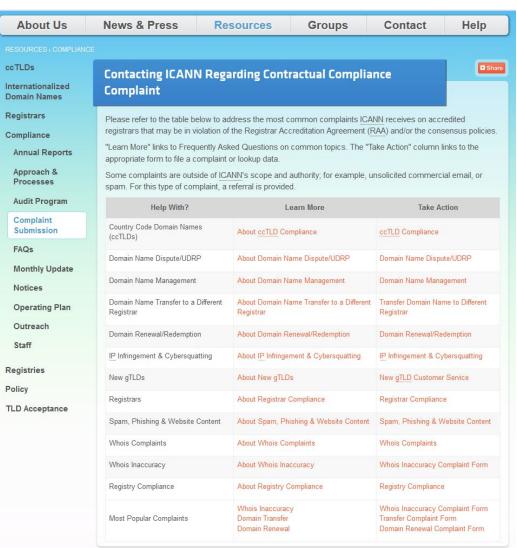


N N

Complaint Submission Landing Page

Complaint Submission

1)Find & read about complaint type2)Complete complaint FORM



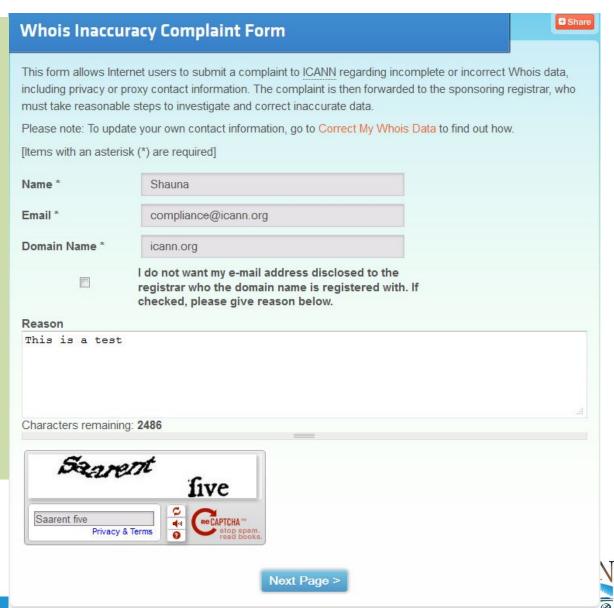
http://www.icann.org/en/resources/compliance/complaints



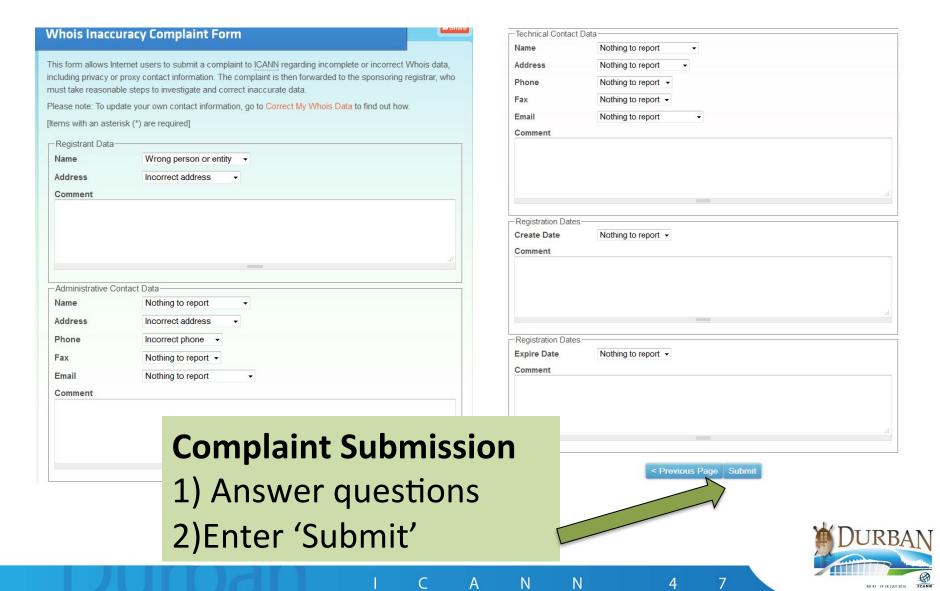
Step 1: Fill out complaint form

Complaint Submission

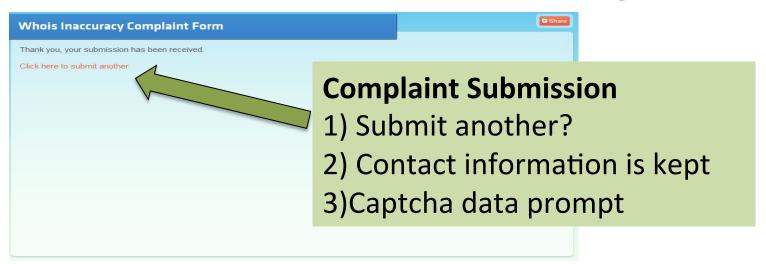
- 1) Answer questions
- 2)Preliminary edit checks are performed at this point
- 3)Enter Captcha data



Step 2: Fill out complaint form (continued)



Step 3: "submit another" or Stop



NEXT STEPS

- System checks that include: duplicate report submissions within 45 days (applies to Whois Inaccuracy only), Domain Status and valid domain name checks.
- The reporter may be asked for clarifying information
- Reporter must reply to a confirmation email request within 5 days or the complaint will be closed.



TERMS OF USE OF ICANN CONTRACTUAL COMPLIANCE BULK WHOIS INACCURACY COMPLAINT TOOL PILOT PROGRAM

AGREEMENT BETWEEN USER AND ICANN

The ICANN Contractual Compliance Bulk Whois Complaint Submission Tool ("Bulk Tool") Pilot Program is offered to you conditioned on your acceptance without modification of the terms and conditions herein.

Please read the following terms of use and disclaimers carefully before using the Bulk Tool. By accessing or using the Bulk Tool, you agree to the terms and conditions, and all applicable laws. If you do not agree to these terms, you will not be allowed to use the Bulk Tool.

TERMS AND CONDITIONS

- 1. The Bulk Tool is subject to ICANN's modification and enhancements, without notice as deemed necessary.
- 2. The Bulk Tool may be suspended by ICANN at any time if in its discretion ICANN deems it necessary.
- 3. Login information for the Bulk Tool is personal to you, and must not be shared with others.

Ν

TERMS OF USE OF ICANN CONTRACTUAL COMPLIANCE BULK WHOIS INACCURACY COMPLAINT TOOL PILOT PROGRAM (Continued)

- 4. Each user is limited to submitting no more than 100 Whois inaccuracy complaints through the Bulk Tool per calendar week. A calendar week starts on Sunday at 00:00 UTC. Additional submissions beyond 100 per week will be rejected. ICANN in its sole discretion may modify the submission limit with advance notice to the users and registrars.
- 5. Bulk submissions shall use current Whois data and may only be submitted in the data format specified by ICANN.
- 6. Bulk submissions shall not be used to harass ICANN, any ICANN-accredited registrar, or any domain name registrant or contact.
- 7. ICANN will review Bulk Tool submissions for validity, and improper tickets will be rejected by ICANN. Bulk Tool submissions must contain sufficient information to allow ICANN to validate each complaint independently. Factors to determine validity include, but are not limited to, complaint data quality and contactability (ability to reach Whois contacts).



TERMS OF USE OF ICANN CONTRACTUAL COMPLIANCE BULK WHOIS INACCURACY COMPLAINT TOOL PILOT PROGRAM (Continued)

- 8. ICANN will conduct periodic reviews or audits of user's Bulk Tool submissions to:
- (i) determine compliance with these terms and conditions; and (ii) improve ticket validity levels. Users that do not demonstrate improvement for identified issues may have their Bulk Tool user access suspended or revoked.
- 9. ICANN may suspend or revoke Bulk Tool user access (either permanently or temporarily) for violations of these terms and conditions. Any suspension or revocation of Bulk Tool user access shall apply to single and multiple ("Submit another") Whois inaccuracy submissions.
- 10. Bulk Tool users must collaborate with ICANN to submit test data through a test Bulk Tool that conforms to these Terms of Use before being allowed to submit to production Bulk Tool.
- 11. Any and all information submitted to the Bulk Tool can be submitted to an ICANN-accredited Registrar or any other party that ICANN may need to notify related to a Bulk Tool submission. ICANN will not consider or treat any information submitted through the Bulk Tool as confidential
- 12. ICANN retains that right to revise these terms and conditions at any time without notice.

Ν

Contractual Compliance

Metrics

2013 YTD



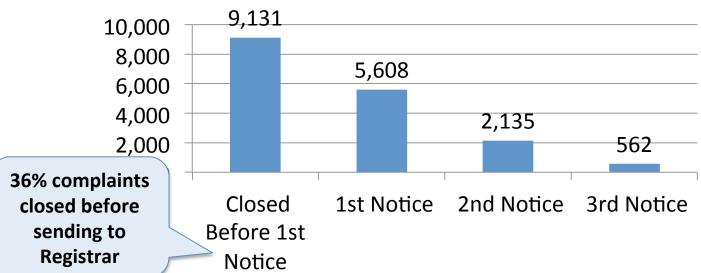
Contractual Compliance Complaints per Notification Cycle

Jan 2013 - Jun 2013

Closure Rate 60%

	Jan – Jun Total	Jan – Jun Total	Jan – Jun	Complaints
Complaint	Complaints	Complaint	Complaints	Remaining Open
Summary	Processed	Received	Closed	After June 30
	25,397	15,108	15,256	1,082



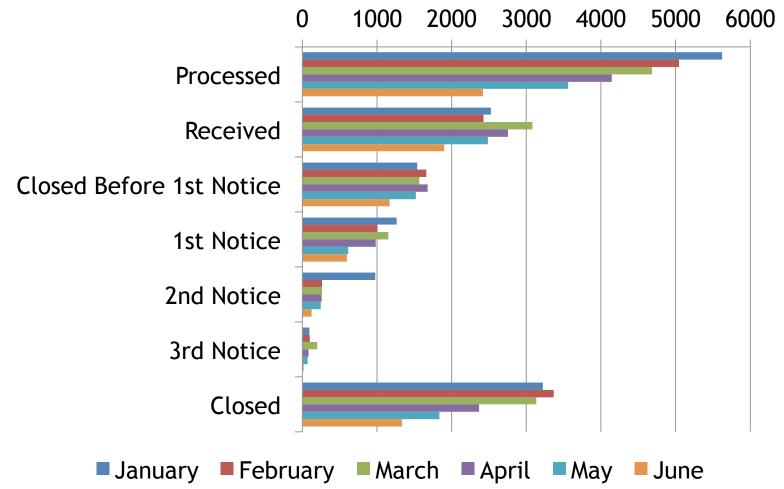


Backlog During 2013 = 9,059 After June = 1,082

Closed Before 1st Notice = # tickets received AND closed without any notice being sent to a registrar

Complaints per Notification Cycle

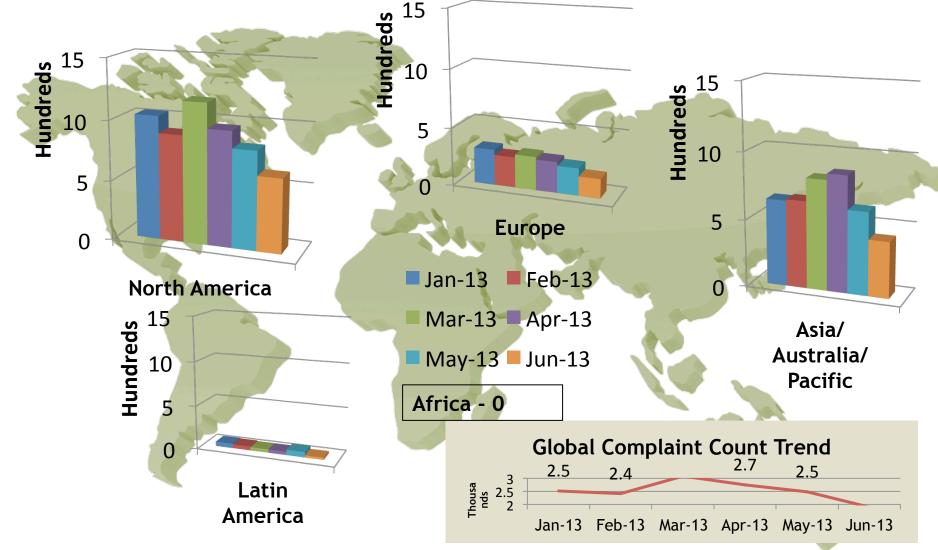
January - June 2013





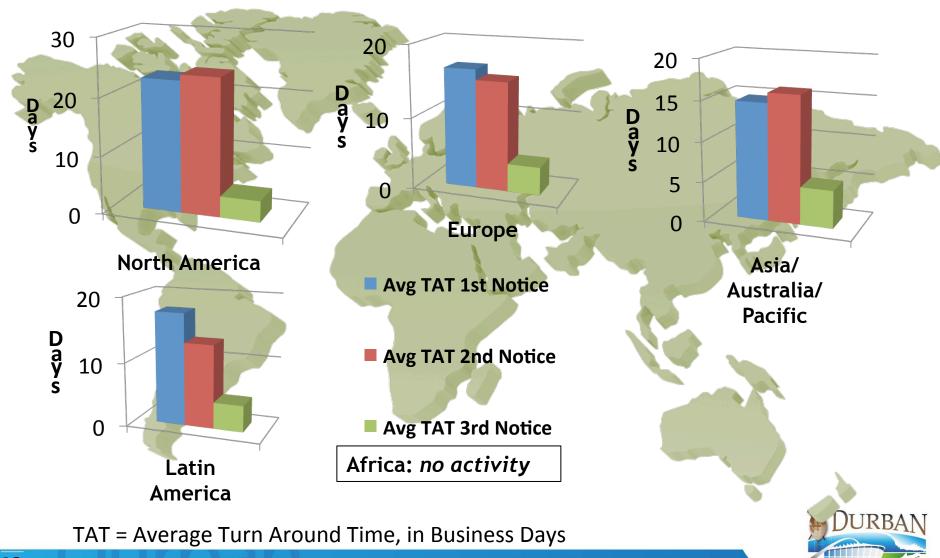
Ν

Contractual Compliance - Global Complaint TrendJanuary – June 2013





Contractual Compliance - Global Registrar Response TAT January — June 2013



Ν

N

49

Complaints per Domain Volume January – June 2013

America	100.6M	5,516	.005%
N. Arr	741	262	35.4%

Europe	22.8M	1,530	.007%
Eur	159	95	59.7%

/A/P	23.2M	4,024	.017%
Asia	160	105	65.6%

atin ierica	1.3M	276	.021%
La	24	16	66.7%

Vfrica	5,504	1	.018%
Afr	7	1	14.3%

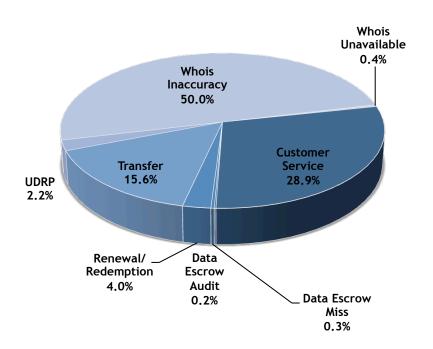
SEND	March 2013 Domain Volume/Million	# Complaints	% Complaints per Domain Volume
LEG	# registrars per region	# registrar w/ Complaints	% registrars with complaints per region

Note: "# registrars per region" data may contain some obsolete registrars but is retained for reporting history



Complaint Types and Phases

January – June 2013



15,108 Complaints
54 Enforcement Actions

January - June 2013	All Complaints Received by Type	Quantity
	Customer Service	4,368
	Data Escrow Review	23
1Se	Data Escrow Miss	44
Prevention Phase	Transfer	2,353
ıtion	UDRP	330
even	Renewal/Redemption	382
Pre	Whois Unavailable	58
	Whois Inaccuracy	7,550
	Total Complaints	15,108
ent	Breach	47
orcem	Suspension	0
Enforcement Phase	Terminated/ Non-Renewal	7

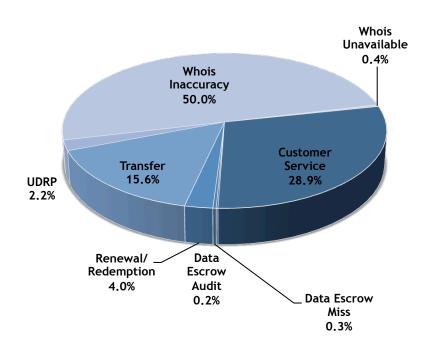


51

C A

Ν

Complaint Types and Phases
January - June 2013



15,108 Complaints **54 Enforcement Actions**

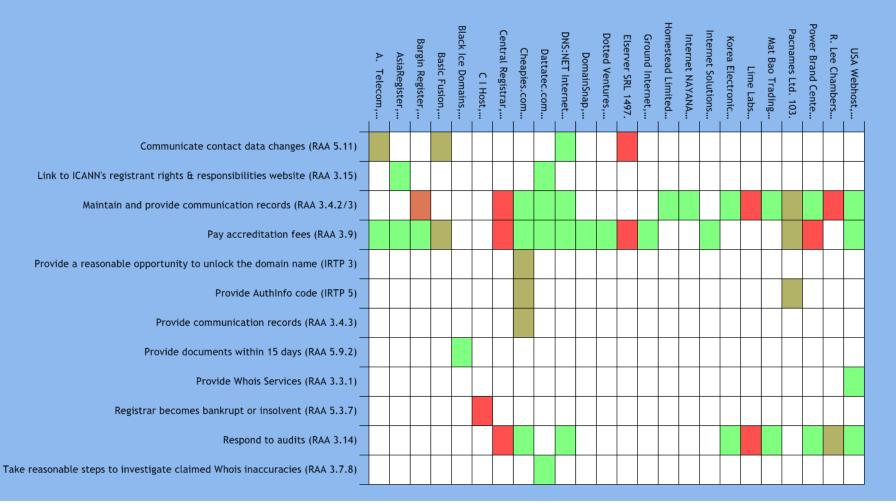
January - June 2013	All Complaints Received by Type	Quantity
	Customer Service	4,368
	Data Escrow Review	23
126	Data Escrow Miss	44
Prevention Phase	Transfer	2,353
ıtion	UDRP	330
even	Renewal/Redemption	382
Pre	Whois Unavailable	58
	Whois Inaccuracy	7,550
	Total Complaints	15,108
ent	Breach	47
orcemo	Suspension	0
Enforcement Phase	Terminated/ Non-Renewal	7



52

Ν

Enforcement Notice Status by Registrar - January 2013 ... June 2013



Cured Not cured Terminated,



533

C A N N 4