



Internet Corporation for Assigned Names and Numbers

**Root DNSSEC
Crypto Officer Rotation
Thursday August 14, 2014**

**ICANN KSK Facility@Equinix LA3
1920 East Maple Avenue, El Segundo, CA 90245**

**This operation and maintenance is executed under the
DNSSEC Practices Statement for the Root Zone KSK Operator Version A Revision 1358**



AbbreviationsDraft

- TEB = Tamper Evident Bag (AMPAC, item #GCS1013 small or #GCS1216 large or MMF Industries, item #2362010N20 small or #2362011N20 large)
 - SO= Security Officer
 - OP= Operator
 - HSM = Hardware Security Module
 - FD = Flash Drive
 - CA = Ceremony Administrator
 - IW = Internal Witness
 - CO= Crypto Officer
 - SA = System Administrator
 - SSC = Safe Security Controller
 - MC = Master of Ceremony
 - IKOS = ICANN KSK Operations Security
 - KSR= Key Signing Request
 - SKR= Signed Key Response
 - RZM= Root Zone Maintainer
 - AUD= Third Party Auditor
 - EW= External Witness
 - CO5 Successor = New CO5
- CO5 Predecessor = Retiring CO5

Participants

Instructions: At the end of the ceremony, participants sign on IW1's copy. IW1 records time upon completion.

Title	Printed Name/Citizenship	Signature	Date	Time
CA	Francisco Arias / ICANN		14 August 2014	
IW1	Kim Davies / ICANN			
SA1	Connor Barthold / ICANN			
SSC1	Selina Harrington / ICANN			
SSC2	Leo Vegoda / ICANN			
CO2	Dmitry Burkov / RU			
CO4	Carlos Martinez / UY			
CO5 Successor	Olafur Gudmundsson / IS			
CO7	Subramanian Moonesamy / MU			
CO5 Predecessor	Edward Lewis / US			
RZM	Alejandro Bolivar / Verisign			
RZM	Sanju Varghese / Verisign			
AUD	Tyson Thomas / PricewaterhouseCoopers			
AUD	Mike Sobhanian / PricewaterhouseCoopers			
SA2	Brian Martin / ICANN			
IW2	Dalini Khemlani / ICANN			
EW1	Martin Levy / CloudFlare			
EW2 / CA2	Richard Lamb / ICANN			
EW3	Ashwin Rangan / ICANN			
EW4	Flauribert Takwa / ICANN			
EW5 / IW3	Alberto Duero / ICANN			
EW6 / IW4	Andres Pavez / ICANN			
IKOS / CA3	Tomofumi Okubo / ICANN			

Note: By signing this script, you are declaring that this is a true and accurate record of the Root DNSSEC KSK ceremony to the best of your knowledge.



Note: Dual Occupancy enforced. CA leads ceremony. Only CAs, IWs, or SAs can enter ceremony room and/or escort other participants. Only CA+IW can enter safe room and/or escort other participants. CAs, SAs or IWs may let individuals out of the ceremony room but only when CA+IW remain in the ceremony room. No one may leave when CA+IW are in safe room. Participants must sign in and out of ceremony room and leave any credentials assigned to them (keys, cards) in the ceremony room if leaving before completion of the ceremony. The SA starts filming before the participants enter the room.

Some steps during the ceremony require the participants to tell and/or confirm identifiers composed of numbers and letters. When spelling identifiers, the phonetic alphabet shown below will be used:

A	Alfa	AL-FAH
B	Bravo	BRAH-VOH
C	Charlie	CHAR-LEE
D	Delta	DELL-TAH
E	Echo	ECK-OH
F	Foxtrot	FOKS-TROT
G	Golf	GOLF
H	Hotel	HOH-TEL
I	India	IN-DEE-AH
J	Juliet	JEW-LEE-ETT
K	Kilo	KEY-LOH
L	Lima	LEE-MAH
M	Mike	MIKE
N	November	NO-VEM-BER
O	Oscar	OSS-CAH
P	Papa	PAH-PAH
Q	Quebec	KEH-BECK
R	Romeo	ROW-ME-OH
S	Sierra	SEE-AIR-RAH
T	Tango	TANG-GO
U	Uniform	YOU-NEE-FORM
V	Victor	VIK-TAH
W	Whiskey	WISS-KEY
X	Xray	ECKS-RAY
Y	Yankee	YANG-KEY
Z	Zulu	ZOO-LOO
1	One	WUN
2	Two	TOO
3	Three	TREE
4	Four	FOW-ER
5	Five	FIFE
6	Six	SIX
7	Seven	SEV-EN
8	Eight	AIT
9	Nine	NIN-ER
0	Zero	ZEE-RO



Act 1. Initiate CO Rotation

Participants Arrive and Sign into Key Ceremony Room

Step	Activity	Initial	Time
1.	SA starts video recording and online streaming. SAs or IWs escort participants into the Ceremony Room and all participant sign into the Ceremony Room log.	KJD	1956

Emergency Evacuation Procedures

Step	Activity	Initial	Time
2.	CA or IW reviews emergency evacuation procedures with participants.	KJD	1958

Verify Time and Date

Step	Activity	Initial	Time
3.	IW1 enters UTC date (day/month/year) and time using a reasonably accurate wall clock visible to all in the Ceremony Room: Date and time: <u>14 August 2014 2000 UTC</u> All entries into this script or any logs should follow this common source of time.	KJD	2000

Confirm the Trusted Community Representative Declaration and transfer key

Step	Activity	Initial	Time
4.	IW and CA confirm the <i>Trusted Community Representative Declaration</i> is signed and submitted by the CO5 Successor.	KJD	2001
5.	CO5 Predecessor hands the safe deposit box keys to the CO5 Successor.	KJD	2001

Act 2. Verify OP and SO Credentials

Open Credential Safe #2

Step	Activity	Initial	Time
1.	CA and IW1 escort SSC2, CO5 Successor, CO5 Predecessor the safe room together. CA brings a flashlight when entering the safe room.	KJD	2003
2.	SSC2, while shielding combination from camera, opens Safe #2.	KJD	2004
3.	SSC2 takes out safe log and prints name, date, time, signature, and reason (i.e. "open safe") in safe log. IW1 initials this entry. Note: If log entry is pre-printed, verify the entry, record time of completion and sign.	KJD	2005

CO5 Predecessor and CO5 Successor verifies the OP and SO credentials together

Step	Activity	Initial	Time
4.	<p>CO5 Successor checks the OP/SO cards together with the CO5 Predecessor and retrieves both cards following the steps shown below</p> <ul style="list-style-type: none"> a) With the assistance of CA (and his/her common key), CO5 Successor opens the safe deposit box. # Common Key is bottom lock and CO Key is top lock b) CO5 Successor, together with the CO5 Predecessor verifies integrity of contents by reading out box number and TEB # for OP and SO cards which should match below. c) Makes an entry in safe log indicating OP and SO TEB removal with box #, printed name, date, time and signature. <p>Note: If log entry is pre-printed, verify the entry, record time of completion and sign. IW1 initials this entry.</p> <p>CO 5: Olafur Gudmundsson Box # 1790 (Old box) OP TEB # BB21820436 ✓ SO TEB # BB21907264 ✓</p>	KJD	2008



CO5 Successor Receive New Safe Deposit Box Keys and Returns OP and SO Cards

Step	Activity	Initial	Time
5.	<p>CO5 Successor:</p> <p>a) Opens the safe deposit box, using one of the keys already in place, with assistance of CA who uses his/her common key, and looks into the box with a flashlight to verify that the box is empty.</p> <p>b) Closes and locks the box and opens and closes it once again to test his/her second key, with the assistance of the CA and his/her common key.</p> <p>c) CO5 Successor makes an entry into the safe log indicating the return of OP and SO card including Box #, TEB #, card type, printed name, date, time, and signature. IW1 initials the entry after verifying contents and integrity of the TEB and comparing TEB# s and card type to his/her script.</p> <p>Note: if log entry is pre-printed, verify the entry, record time of completion and sign.</p> <p>d) CO5 Successor shows the bag to the camera and then places his/her TEB into his/her box and locks the safe deposit box with the help of the CA.</p> <p>e) Enters the box #, printed name, date, time and signature here on IW1's script:</p> <p style="margin-left: 40px;">Box # 1789 (New box)</p> <p style="margin-left: 40px;">Printed Name Olafur Gudmundsson</p> <p style="margin-left: 40px;">Date August 14, 2014</p> <p style="margin-left: 40px;">Time 20:11</p> <p style="margin-left: 40px;">Signature <u>Olafur Gudmundsson</u></p>	KJD	2011

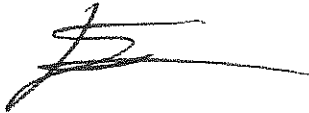
Close Credential Safe #2

Step	Activity	Initial	Time
6.	<p>Once all safe deposit boxes are closed and locked, SSC2 makes an entry that includes printed name, date, time and signature into the safe log indicating closing of the safe. IW1 initials this entry.</p> <p>Note: If log entry is pre-printed, verify the entry, record time of completion and sign.</p>	KJD	2012
7.	<p>SSC2 puts log back in safe and locks Safe #2 (spin dial at least two full revolutions each way, counter clock wise then clock wise).</p> <p>CA and IW1 verify that the safe is locked and card reader indicator is green.</p>	KJD	2012
8.	<p>IW1, CA, SSC2, CO5 Successor and CO5 Predecessor leaves safe room, closing the door behind them.</p>	KJD	2013

Participant Signing of IW1's Script

Step	Activity	Initial	Time
9.	One by one, all participants come to the front of the room, confirms printed name and date. Then, the participant declares that this script is a true and accurate record of the ceremony by signing on IW1's script coversheet. IW records the completion time once all participants have signed the coversheet. <i>Note: If entry is pre-printed, verify the entry and sign.</i>	KJD	2017
10.	CA reviews IW1's script and signs it.	KJD	2017

Continue to Root DNSSEC KSK Ceremony 18





Trusted Community Representative Declaration

if selected as a Trusted Community Representative, I understand that I will be taking on a trusted role in the DNSSEC root key management process for the global Internet, undertaken as a joint effort by the Internet Corporation, VeriSign, Inc. and the United States Department of Commerce.

Part of the "trust" notion in Trusted Community Representatives, is that all participants assure the community that they have the highest honesty and integrity.

Therefore, I **Olafur Gudmundsson**, hereby declare as follows:

1. Within the past fifteen years, I have not been investigated for or convicted of a crime in any jurisdiction around the world related to fraud, breach of fiduciary duty, theft of funds or other tangible or intangible property of others, conspiracy to commit a crime, or any other similar type of dishonest activity.
2. Within the past fifteen years, I have not been judged by any court or been the subject of any judicial determination, or in any type of dispute resolution proceeding, to have committed fraud, breach of fiduciary duty, theft of funds or other tangible or intangible property of others, conspiracy to commit a crime, or any other similar type of dishonest activity.
3. Within the past fifteen years, I have not been disciplined by any government for conduct involving dishonesty, including, fraud, breach of fiduciary duty, theft of funds or other tangible or intangible property of others, conspiracy to commit a crime, or any other similar type of dishonest activity.
4. I am currently not involved in any governmental, judicial or regulatory proceeding or investigation that could result in a conviction, judgment, determination, or discipline of the type specified in 1, 2 or 3 above.

By signing this declaration, the undersigned attests that the statements set out above are true and accurate.

Date: 2014/2014/24

Signature: Olafur Gudmundsson

Print name: **Olafur Gudmundsson**

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By signing this declaration, the undersigned attests that the statements set out above are true and accurate.

Date: 24/10/2014

Signature: Olafur Gudmundsson

Print name: **Olafur Gudmundsson**