



# Sovrin Steward Business Policies V2

This is a Controlled Document of the [Sovrin Governance Framework](#) V2 approved by the Sovrin Board of Trustees. If you have comments or suggestions, we invite you to contribute them to the [living community version of this document](#)—access is open to anyone. If you are interested in joining the Sovrin Governance Framework Working Group, please visit our [Meeting Page](#).

<b>Document Name</b>	Sovrin Steward Business Policies
<b>Version</b>	V2
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<b>Governs</b>	Steward Qualification, Application, Activation, Operation, Notification, Suspension, Termination, and Transition
<b>Governed By</b>	<a href="#">Steward Qualification Committee</a>

## 1. Qualification

1. A Steward **MUST** be either:
  - a. A governmental Organization in a recognized Jurisdiction, or
  - b. An Organization registered to conduct business in at least one Jurisdiction.
2. A Steward **MUST** comply with the laws and regulations of the Jurisdiction(s) of which the Steward is part or in which the Steward is legally licensed to operate or registered to conduct business.
3. A Steward **MUST** attest and provide supporting evidence to the Sovrin Foundation in the application or requalification process that the Steward is:
  - a. Financially solvent.
  - b. Not undergoing any criminal proceedings.
4. A Steward **MUST** belong to one of the following categories:
  - a. A governmental body or agency, or an entity predominantly owned and controlled by the state, in a Jurisdiction as defined in the Sovrin Glossary.

- b. One of the following types of governmentally regulated institutions with at least five (5) years operating history:
  - i. Financial institution
  - ii. Healthcare provider
  - iii. Insurance company
- c. A law firm, accounting firm, or other legally-regulated institution with at least five (5) years operating history.
- d. A non-governmental organization (NGO) or Social Purpose Organization with at least five (5) years operating history.
- e. An accredited university or other institution of higher education with at least five (5) years operating history.
- f. A certificate authority (CA) with at least five (5) years operating history.
- g. An Organization that does not qualify under one of the above categories but meets all of the following conditions:
  - i. Submits an application with written evidence satisfactory to the Sovrin Foundation that it meets all the other requirements in this section and is fully capable of complying with all the requirements of Sovrin Governance Framework.
  - ii. Includes in its application a written statement explaining why it supports the mission of the Sovrin Foundation and why it should be selected by the Sovrin Board of Trustees as a Steward.
  - iii. Agrees, contingent on its approval as a Steward, to publish and maintain that written statement as a public document linkable on the Web.
  - iv. Receives approval to be a Steward from the Sovrin Board of Trustees.

## 2. Application

1. The Sovrin Foundation Steward application and selection process MUST:
  - a. Use the Core Principles of the Sovrin Governance Framework as a guide, with special attention to the Decentralization by Design principles.
  - b. Be publicly documented on the Sovrin Foundation website.
2. To apply, an Organization MUST submit a written application to the Sovrin Governing Body responsible for Steward applications as directed on the Sovrin Foundation website.
3. The Steward application process MUST follow the guidelines for Self-Certification, Certification, or Accreditation as specified by the Sovrin Trust Assurance Framework.
4. In evaluating and prioritizing Steward applications, the Sovrin Foundation MUST take into account:
  - a. Public contributions of any kind, including but not limited to open source engineering resources, efforts to drive Sovrin adoption, participation in Sovrin governance, marketing efforts, and direct financial contributions, that the prospective Steward has made in the past to the Sovrin Foundation or the Sovrin Community.

- b. Public contributions of any kind the prospective Steward commits (in writing in its Steward application) to making to the Sovrin Foundation or the Sovrin Community.
5. Any other specific Practices and Procedures involved in the Steward application process MUST be publicly documented on the Sovrin Foundation website.

### 3. Activation

1. Before a Steward may qualify to have an active Validator Node on the Sovrin Ledger, the Steward MUST:
  - a. Have their application approved by the responsible Sovrin Governing Body.
  - b. Submit an executed copy of the Sovrin Steward Agreement and receive a countersigned copy from the Sovrin Foundation.
  - c. Pass any required tests on the Sovrin Test Network as specified by the Sovrin Technical Governance Board and documented in the Sovrin Code Repository.
2. After a Steward has qualified to have an active Validator Node, the Steward MUST designate the Sovrin Ledger network(s) (e.g., Sovrin Main Network, Sovrin Staging Network, Sovrin Builder Network, Sovrin Permissioned Test Network, etc.) in which their Node may be activated.
  - a. The Steward MUST make this designation following the procedures specified by the Sovrin Technical Governance Board.
  - b. The Steward MUST designate activation in at least one Sovrin Ledger network.
  - c. The Steward MAY designate activation in more than one Sovrin Ledger network.
  - d. If the Steward designates its Node to be activated ONLY on the Permissioned Test Network, the Steward MUST receive approval from the Sovrin Board of Trustees. Such approval MAY have a time limit or other requirements as determined by the Sovrin Board of Trustees.
  - e. The Steward MAY change their designation but not more often than once every 90 days.
3. After a Steward has made the designation in 3.2, but on or before the day on which the Validator Node is activated on any Sovrin Ledger network:
  - a. The Sovrin Foundation MUST list the Steward's Public Profile information on the Sovrin Foundation website.
  - b. The Steward MUST make a public announcement approved by the Sovrin Foundation that their Organization has been approved as a Sovrin Steward.
4. Although a Steward may make an announcement about being approved as a Sovrin Steward anytime after completing step 3.1.b, a Steward MUST NOT make any public announcement of their Node being live on the Sovrin Network prior to the day their Node is activated on at least one Sovrin Ledger network.
5. A Steward whose application has been approved by the Sovrin Foundation but whose Node does not qualify to be an active Validator Node within six months of the date of

approval MUST requalify and be reapproved by the Sovrin Foundation prior to activation.

## 4. Operation

1. A Steward MUST operate its Node in compliance with the Steward Technical Policies.
2. A Steward MUST requalify at least annually via the requalification process in effect at that point in time as specified by the responsible Sovrin Governing Body and documented on the Sovrin Foundation website.

## 5. Notification

1. A Steward MUST maintain current contact information for its business and technical points of contacts sufficient to ensure its staff are reachable in a timely manner.
2. A Steward MUST notify the responsible Sovrin Governing Body if:
  - a. There is a change to the beneficial ownership of its Organization.
  - b. There is a change to the Steward's legal name, trademark, or logo.
  - c. The Steward changes the values of any of the Steward's attributes submitted in the Steward's original application, including legal jurisdiction, legal status, Node location, Node hosting type, or Node technical specifications, that are material to the Node Selection Algorithm.
  - d. There is any other substantial change to its Organization that impacts the qualification criteria in section 1.
  - e. It suffers a data breach or other public event which may reasonably call into question its ability to comply with the Sovrin Governance Framework.
3. In the case of any of the changes listed in #2, the responsible Sovrin Governing Body MAY require the Steward to requalify.
4. The Sovrin Foundation MUST provide Stewards with at least 30 days notification of any material changes to the business policies implemented in Sovrin Network environments. Notification about technical changes is covered under [Sovrin Steward Technical and Organizational Policies](#).

## 6. Suspension

1. A Steward MUST be suspended by the responsible Sovrin Governing Body under any of the following conditions:
  - a. The Steward no longer complies with the Steward Business Policies, Steward Technical Policies, or any other requirements of the Sovrin Governance Framework.
  - b. The Steward's Node has failed to achieve 98% availability over a period of 30 days.
  - c. A security intrusion or violation has been reported and the Sovrin Technical

Governance Board is not satisfied that the Steward has performed adequate remediation.

- d. The Steward fails to requalify under its annual requalification process specified in section 4.
  - e. The Steward has, in the sole judgment of the Sovrin Board of Trustees, violated some or all of the Sovrin Governance Framework principles, taken action against the purpose of the Sovrin Foundation, or has shown behaviour contrary to the collective interest of the Sovrin Foundation or performed action that brought the Sovrin Foundation or the Sovrin Network into disrepute.
2. A Steward who is suspended MUST not have an active Node on any Sovrin Ledger network until such time as Steward is able to provide reasonable assurance to the responsible Sovrin Governing Body that:
    - a. The Steward is back in compliance with all requirements of the Sovrin Governance Framework, and
    - b. The Steward has the ability to maintain compliance for the foreseeable future.
  3. At the request of a suspended Steward, the responsible Sovrin Governing Body MUST examine the Steward's remediation efforts and make one of the following decisions:
    - a. Reactivate the Steward.
    - b. Request further remediation by the Steward.
    - c. Terminate the Steward.

## 7. Termination

1. A Steward who has breached the terms of the Sovrin Steward Agreement MAY be terminated by a majority vote of the responsible Sovrin Governing Body with ratification by the Board of Trustees.
2. A Steward who has been suspended and not been reactivated within 180 days following suspension MUST be notified of automatic termination.
3. An Organization who has been previously terminated as a Steward and who applies to be reinstated MUST disclose the previous termination in their application and explain the remediation steps that the Steward has taken to requalify.

## 8. Transition

1. Founding Stewards (Stewards who were approved under the [Sovrin Provisional Trust Framework](#) and executed the [Sovrin Founding Steward Agreement](#)) MUST execute the new Sovrin Steward Agreement and Steward Data Processing Agreement after it is approved by the Sovrin Board of Trustees and before midnight UTC on 31 January 2020 (the "Founding Steward Deadline") in order to continue as an approved Founding Steward.
2. A Founding Steward who does not execute the new Sovrin Steward Agreement by the

Founding Steward Deadline shall no longer be a Founding Steward but MAY reapply to become a standard Steward as specified in section 2.

3. During the transition period between approval of the Sovrin Governance Framework V2 and the Founding Steward Deadline, any Founding Steward who has not executed the new Sovrin Steward Agreement and Steward Data Processing Agreement SHOULD disconnect their Node from the Sovrin Main Network until such time as the Steward has executed the new Sovrin Steward Agreement and Steward Data Processing Agreement and received the countersigned copy back from the Sovrin Foundation.

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