

Meeting: LLC Board

Date: April 9, 2020

Attendees

LLC Board:

Maja Andjelkovic
Alissa Cooper
Jason Livingood
Sean Turner
Peter Van Roste

Staff:

Jay Daley
Alexa Morris
Laura Nugent
Greg Wood

Observers:

None

Scribe:

Liz Flynn

Conflicts of Interest Declared:

Sean Turner:

- I will recuse from any online and offline IETF LLC discussions related to .ORG. I will remove myself from the meetings during any non-public portion and will remain silent during any public portion. Rationale: I am on the Internet Society Board.
- I will recuse from any online and offline discussions related to the Temporary RFC Series Project Manager. I will remove myself from the meetings during any non-public portion and will remain silent during any public portion. Rationale: Standcore LLC is owned and operated by John Levine; he and I are both on the Internet Society Board.

Jay Daley:

- I am a board member of PIR (refer to existing Col).

Part I: Open to the Public

1. Approvals

The minutes of the previous meeting were previously approved by e-vote and there are no items pending approval at this meeting.

2. Executive Director Report

Public Executive Director Report

For the IETF Administration LLC Board meeting on 9 Apr 2020

This report is provided by the IETF Executive Director, normally a week before IETF Administration Board meetings, and is taken as read at the meeting allowing more time for questions or follow ups. This report is public.

NOTE: There is no confidential report for this meeting.

1. Strategic Matters

ED Goals - quarterly review

The COVID-19 pandemic is having a significant impact on my workload both in managing the fallout of cancelling the in-person IETF 107 and in preparing for a possible in-person IETF 108 and beyond. This is reflected in Quarterly report on ED Goals 2020 - Q1

Strategic plan 2020

Next step is consultation, which has been delayed.

2. Policies

Whistleblowing policy

The whistleblower reporting site has now been launched (<https://ietf.ethicspoint.com>) and there has been no discussion or usage of the service.

Covered persons and COI

All the forms have now been [published](#).

3. Finance

Banking

We are struggling to get our bank to respond in a timely manner and this is holding up a number of projects, including the introduction of an expense management system and the transfer of control of our banking from AMS to us. This is probably the result of the current lockdown and so some projects may need to be put on hold until the situation returns to near normal.

4. RFPs and contracts

The RFP for the RPC security review has been issued using the new RFP process, which worked well. This was awarded to a Wellington based specialist Information Security firm, one of a number that I solicited bids from. I have no conflict of interest with regards to this firm and the decision was made by a committee, which I was a member of.

5. Meetings

106 Singapore

We have commissioned a specialist audit firm to carry out an audit of our finances for IETF 106 Singapore in order for us to qualify for a grant from the local tourism authority.

107 Vancouver

As we all know the in-person meeting was cancelled and a virtual meeting held in its place. The total number of attendees was approximately 700. Significant work went into preparation for a virtual meeting by both the LLC and Secretariat.

The post-meeting survey was largely redesigned and the results are now in. I intend to do more work on the results than we have before through using some specialist data tools and then publish a report on the findings.

108 Madrid

By the time of the board meeting an announcement will have gone out explaining that under the current circumstances IETF 108 Madrid cannot go ahead, but we will make a decision in w/b 10 May on whether or not things have changed enough. If my recommendation is to cancel the in-person meeting then the Board will be asked to review and ratify that decision at its meeting on 14 May with the announcement made soon after.

Significant work is now underway to plan for another virtual meeting, including a pre-meeting survey and a full assessment of available technology. It is this work that is taking most of my time.

Future Meetings

With the ongoing uncertainty and the potential for cancelling a number of bookings we are considering the longer term impact on meeting planning we are looking at the following issues:

- It is unlikely that we will be able to obtain pandemic/epidemic insurance for our meeting next year at an affordable cost, which means that we need to be careful about the timing of our financial commitments but that could then cause us problems with contracting as our venues expect us to commit a long time before the event.
- Rather than completely cancelling a venue booking it is preferable to reschedule as identifying venues is a lengthy and costly process, but that then causes potential issues with the regional rotation and existing plans.
- The current uncertainty is already affecting currency exchange rates and global prices and venue contracting has a number of new risks. When the upturn comes we may find multiple people trying to book conferences leading to steep price increases leading to a risk if we do not maintain future bookings, or prices may drop significantly leaving us locked into higher priced contracts.
- There is the possibility that things will not return as they were before, with either a strong movement to switch to virtual meetings or the aviation industry taking many years to recover and yet we plan and book up to four years ahead.

There will be a broader discussion about this at the board meeting.

6. Tools

Operational services

The Tools Team held a good open discussion on the following aspects of the operational services provided by the secretariat:

- Community visibility into the service monitoring system.
- Independent load and performance testing.

There was strong community support for our proposed improvements and work is now underway to identify and test suitable tools.

Datatracker

Due to the cancellation of the in-person IETF 107 I was unable to meet with key contractors to go through the architecture of Datatracker and so work here is going slower than anticipated.

YANG Catalog

This has suffered from under-investment for some time and consequently there are a number of dependency risks to be mitigated. I have been working with the Tools Team PM and the active community volunteers to formulate a plan to address these issues which we hope to share with the community soon.

7. Miscellaneous

Internal IT systems

We are gradually taking over management for and payment of core internal apps from the Secretariat and rolling out more apps or switching to the paid versions of existing apps. Our corporate structure is apparently sufficiently unusual that we cannot prove our 501(c)(3) status in the normal way and cannot therefore take advantage of not-for-profit pricing but with our small head count this should not be a significant budget issue.

Part II: Board + Staff

1. Discussion on impact of COVID-19 on future meeting planning

The Board and staff discussed the potential impacts of COVID-19 on future IETF meetings in various stages of contracting. The Board decided that a timeline should be developed that shows when certain contract decisions and expenditures would need to be made from now through March 2021 in order to support contingency planning, analysis and decision-making.

Part III: Board + ED Only

The Board and ED discussed the current status of open contracts and 2020-2021 budget planning, as well as a revision of ED goals to encompass virtual meeting & COVID-19-related priorities.

Part IV: Board Only

The Board discussed the impact of COVID-19 on the resilience of the Internet, which has been excellent. Also the Board briefly touched on the ISOC-PIR sale issue but there was no new information to discuss.